

**TOWN OF
WETHERSFIELD, CT**

**ADOPTED
BUDGET**



**FISCAL YEAR
2014 - 2015**

**TOWN OF WETHERSFIELD
2014/2015 ADOPTED BUDGET
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INTRODUCTORY SECTION

Town of Wethersfield

505 Silas Deane Highway
Wethersfield, CT 16109

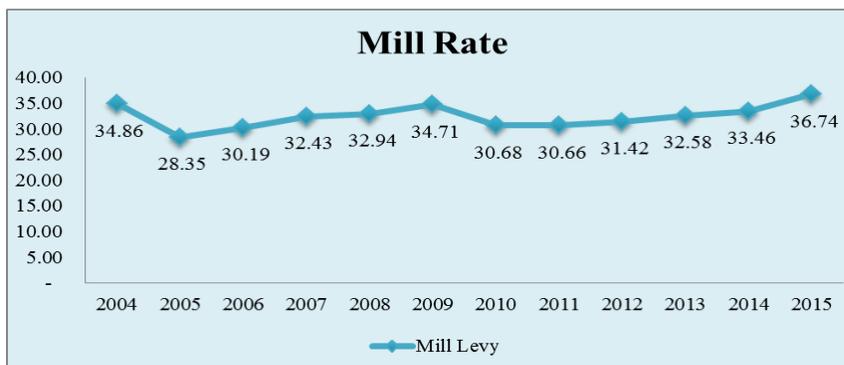


July 1, 2014

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

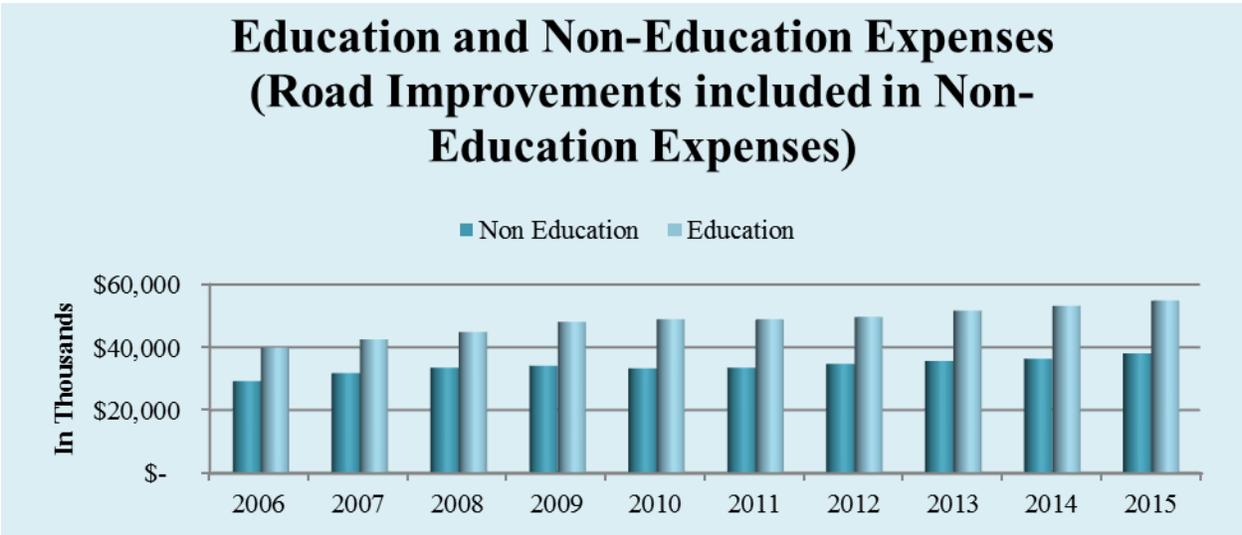
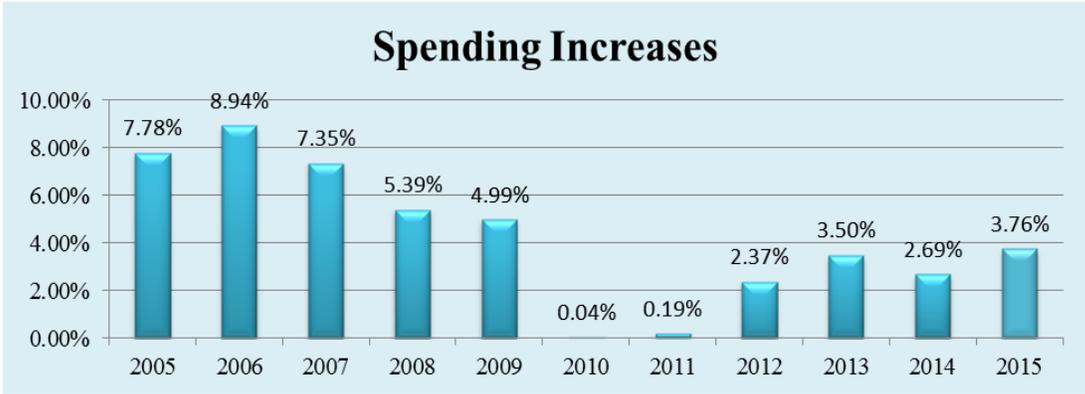
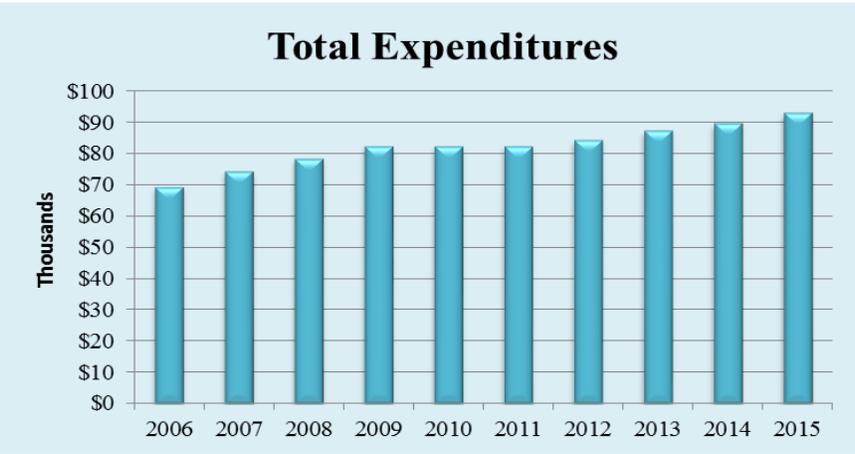
In accordance with Chapter 703 of the Charter of the Town of Wethersfield, I hereby deliver to the Council on this first day of July 2014, the budget for the fiscal year ending June 30, 2015.

The 2014-2015 Adopted Budget for the Town of Wethersfield totals \$92,834,762. This is an increase of \$3,361,138 or 3.76% over the previous year's budget of \$89,473,624. This equates to a mill levy of 36.74 (General Fund Levy of 36.32, Road Improvement Levy of 0.42), as compared to the current levy of 33.46 (General Levy of 33.19 and Road Improvement Levy of 0.27) which is an increase in the mill levy of 3.28 mills. Due to revaluation, the comparison of the tax levy from the current budget year to the proposed budget year does not provide for an apples-to-apples comparison of impacts to property owners. The impact of revaluation is discussed further in this message.



There are three basic components to the calculation of total Town spending and taxation: 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 the changes proposed in each area.

Total General Fund Spending By Function 2013-2014 / 2014-2015				
	Education	Non Education	Road Improvements	Total
2013-2014	\$53,098,059	\$35,767,793	\$ 607,772	\$89,473,624
2014-2015	\$54,797,197	\$37,129,587	\$ 907,978	\$92,834,762
+ / -	\$ 1,699,138	\$ 1,361,794	\$ 300,206	\$ 3,361,168



Grand List

The Town has completed the statutorily required property revaluation for the preparation of the 2013 Grand List used for this budget. The new net taxable Grand List is \$2,205,813,324. This is a reduction of 5.06% from the 2012 Grand List. The revaluation resulted in an overall decrease in residential real estate property values and personal property values. The taxable value of an average home in Wethersfield decreased from \$187,000 to \$168,800. Due to these reductions in residential real estate property values

one-third of homeowners in Wethersfield will see either no increase in their property taxes for next year or a reduction. The remaining residential property owners whose values stayed relatively the same or increased will see property tax increases. Commercial property overall increased in value approximately 1%. However the value of 17% of the commercial properties declined and those will see a reduction or no increase in property values.

The motor vehicle portion of the Grand List increased approximately 1%. Overall, there was a reduction in the number of vehicles on the Grand List, nevertheless, there was an increase in the number of new vehicles purchased, which resulted in a higher motor vehicle Grand List value.

Summary of Cost Factors in the Adopted 2014-2015 Budget

The 2014-2015 Adopted Budget includes various cost factors which are a combination of short-term internal and external considerations and long-term financial considerations:

Internal Cost Considerations include:

- Salaries for unionized employees are increased per the current collective bargaining agreements. The Supervisors and Technical/Professional Employee Unions' contracts expired June 30, 2014 and salary increases are not included in the departmental increases for the 2014-2015 budget. Non-union and part-time employees are budgeted for a 2.5% salary increase.
- The premium for workers' compensation insurance increased 15% or by \$83,054.
- The premium for liability, automobile, and property insurance increased by 5% or \$28,406.
- Health care costs are expected to decrease slightly.
- The adopted budget for the Wethersfield Public Library contained an increase of \$73,725.
- There are several personnel changes due to retirements and service delivery demands. They include:
 - The Directorships of Social and Youth Services and Parks and Recreation have been combined.
 - The Assistant Director of Social and Youth Services position will be filled to add additional social worker expertise to the department.
 - The hours per week for the Senior Center Director have been increased from 25 to 27 hours per week.
 - The hours per week for the Social Worker in the Department of Social and Youth Services increased from 29 hours per week to 34.
 - The Assistant Fire Marshal's hours increased from 15 hours to 19.5 hours per week.
 - Additional funding is included in the Police Department budget for an additional officer for youth services either as a School Resource Officer or Juvenile Detective. It is funded for half a year.
 - Personnel at Physical Services is adjusted to include an additional HVAC tradesperson to work on the mechanical systems of Town Buildings. This position will also work with Parks and Recreation on pool mechanical systems operations.
 - In lieu of refilling the Assistant Town Manager position in the Town Manager's Office, a Human Resource specialist will be hired.

External Cost Considerations include:

- The assessment for the Metropolitan District Commission increased by \$69,725 or 2.37%.
- The assessment for the Central Connecticut Health District increased by \$5,970 or 4.77%.

Long Term Financial Considerations (Retiree Benefits and Debt Service)

- The Town's Annual Required Contribution (ARC) to the Defined Benefit Pension Plan has increased to \$2,406,123 (Town, \$774,146; BOE \$483,745; Police \$1,148,232). There is a discussion regarding the Pension further in this message.

- The adopted budget continues the program begun in the previous budget year of annually funding the Other Post Employment Benefit Fund (OPEB). For 2013-2014 the Town and BOE contributed \$200,000 towards the fund. For 2014-2015, an additional \$200,000 will be contributed (total of \$400,000) to the fund. This increase of \$200,000 per year will continue until the Town reaches the Annual Required Contribution amount.

Pension

Over the past several years, significant changes have been made to the Town's defined benefit pension plan. All new employees, other than those in the police department, are no longer eligible to participate in the Town's defined benefit pension plan. This includes employees of the Board of Education (except classified employees who are covered by a state retirement plan). New employees now participate in a defined contribution benefit plan. For new police officers hired after July 1, 2012, all overtime, departmental, and private duty will not be included in the defined benefit pension calculations. Pension benefits for overtime will be part of a defined contribution plan for new police officers. In the long-term these changes will reduce the pension obligations for the Town. Finally, for those employees who can participate in the defined benefit pension plan, the employees' contribution to the plan have increased, and can be expected to continue to increase, to aid in funding of the employees' benefits.

Nevertheless, the Town continues to see an increase in its annual required contributions. For the 2014-2015 annual budget the total amount that must be provided for both active employees and retirees is \$2,406,123. This is an increase of \$314,263 from the previous year. The annual required contribution has increased gradually to fully recognize the 2008-2009 losses. The losses experienced were "smoothed" over several years to allow for the repayments to the fund over time rather than in one budget year. In addition, the significant gains made in the asset values are realized over time as well. Finally, for this Pension Fund Valuation period, the actuarial assumptions were reviewed. Of particular significance to the Annual Required Contribution is the interest rate assumption on the Pension Fund. Due to changes in the market, the interest rate assumption of 7.75% is deemed too high by the Governmental Accounting Standards Board's (GASB) standards. Therefore, the interest rate has been reduced to 7.625% for this budget year. It is anticipated that this interest rate will continue to drop based upon long term actuarial calculations and GASB criteria. As of June 30, 2013 the Town's Defined Benefit Pension plan was 79.7% funded.

Other Post-Employment Benefits (OPEB)

OPEB refers to benefits provided to retirees other than pension; which for the most part is retiree health benefits. Although the only groups that have retiree health benefits available to newly hired employees are police officers and classified employees of the Board of Education, a vast majority of the Town's current employees are eligible for some form of retiree health care benefits paid for by the Town. The Governmental Accounting Standards Board Statement 45 requires local units of government that provide post-employment benefits to account for them and establish a mechanism for their funding. For many years the Town has taken a "pay as you go" approach. Although it has been sufficient, long term OPEB obligations will outpace the ability to pay as we go. Therefore the Town has established an OPEB Trust Fund which will function very similarly to the Town's Defined Benefit Pension Trust Fund. The 2014-2015 budget continues the program of increasing the annual contribution by \$200,000 (\$400,000 total for 2014-2015). The OPEB fund was also "seeded" with monies contributed by employees for retiree health benefits and excess funds in the Town's Self Insurance Fund. The amount transferred from these sources to seed the OPEB Fund was \$6.55 million dollars. In addition, based upon the results of 2013 operations, approximately \$1,000,000 may be transferred from the Self Insurance Fund to the OPEB Fund.

Municipal Aid and Education Cost Sharing Grants

The Governor and Legislature continue to support local government, particularly Education. The chart below displays the major state grants the Town receives for operations. There is a slight increase anticipated for the 2014-2015 fiscal year. (The estimate for the Hold Harmless grant was not available to be included in this adopted budget).

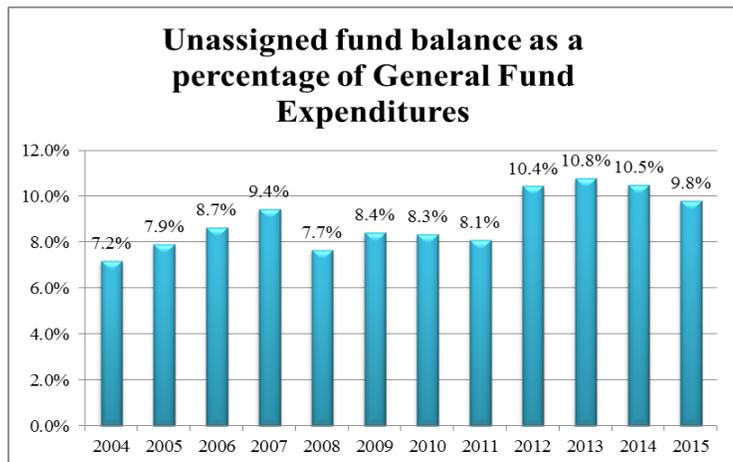
Municipal Aid 2014-2015		
	FY 13-14	FY 14-15
PILOT - State Property	\$ 223,496	\$ 249,914
Mashantucket & Mohegan Grant	\$ 217,910	\$ 219,446
Town Aid Road	\$ 403,402	\$ 403,402
LOCIP	\$ 188,620	\$ 188,620
Public School Transportation	\$ 92,575	\$ 92,436
Non-Public School	\$ 34,992	\$ 37,709
Adult Education	\$ 30,339	\$ 29,968
ECS Grants	\$ 8,424,814	\$ 8,518,850
DECD / DOH PILOT	\$ 8,654	\$ 9,330
MRSA Municipal Projects	\$ 20,489	\$ 20,489
Hold Harmless Grant	\$ 60,395	\$ Not Available
Total	\$9,705,868	\$9,722,476

Other Revenues and Fund Balance

Non-property tax revenue of \$12,028,149 is anticipated for 2014-2015. This is an increase of \$555,551 from the 2013-2014 Budget.

The unassigned fund balance is a very important fiscal indicator for local governments. Having too little fund balance indicates financial stress on the community and the limited ability to respond to fiscal emergencies. Too much fund balance questions the amount of taxation levied on the community. The Town of Wethersfield adopted a Governmental Fund Balance Policy that states that the Town shall adopt budgets that provide for a fund balance of not less than seven percent (7%) nor more than ten percent (10%) of the total operating General Fund expenditures.

The fund balance for the adopted budget is 9.8%. The chart to the right shows the recent history of the fund balance. A fund balance appropriation of \$600,000 has been adopted for the 2014-2015 Budget.



Capital and Nonrecurring Expenses

Each year the Capital Improvement Advisory Committee sorts through millions of dollars of requests for very significant projects and determines which improvements add the greatest value to the community within the budgetary constraints. The 2014-2015 Adopted Budget includes \$10,181,092 of projects to address the capital needs of the Town. Of this amount, \$1,103,000 are funded locally by a General Fund transfer of \$803,000, \$90,000 from the Capital Fund Trust, \$10,000 from remaining project funds, and a \$8,978,092 appropriation from a state grant for school construction. The \$8,978,092 appropriation of the state grant for school construction will be used to fund the Wethersfield High School renovation project.

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

Improvement	Amount
Drainage	\$ 90,000
Fire Safety and Station Improvements	\$ 70,000
Sidewalks	\$ 25,000
Town Buildings	\$ 368,000
Schools	\$ 9,428,092
Recreation and Parks	\$ 75,000
Community Development	\$ 50,000
Pavement Maintenance	\$ 75,000
Total Improvements	\$ 10,181,092
Funding Sources	
General Fund Transfer	\$ 1,103,000
CNEF Trust	\$ 90,000
Unassigned Reserves	\$ 10,000
State Grants	\$ 8,978,092
Total Funding Sources	\$ 10,181,092

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 revenue 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 previous budget year, the Road Improvement Mill levy for roads was .27 mills, which raised \$613,582 locally to be combined with Town Aid Road Funds and LOCIP monies to total \$1,200,000. The adopted budget has a mill levy of .42, which will raise \$907,978. This amount combined with \$403,402 of Town Aid Road Funds and \$188,620 of LOCIP Funds to reach the desired \$1,500,000. (Adjusted for delinquent tax collections)

The Capital and Nonrecurring Expense Fund (CNEF) also provides for the purchase of rolling stock and other special projects. For the adopted budget, \$856,361 will be transferred from the General Fund for the replacement of rolling stock, equipment upgrades and replacement, and to make payments on lease/purchase contracts for equipment. Beginning in the 2014-2015 Budget, the costs of the purchase of the new Town-Wide Radio System will be included in this fund. A complete list of the items contained within the CNEF program is below:

CNEF Budget for 2014-2015	Total Cost	Source of Funds			
		Grants	Lease	General Fund	Reserves
POLICE					
Sgt. Vehicle - Tahoe SUV	35,000				35,000
Police Interceptor - SUVs	97,992		97,992		
Total Police	132,992		97,992		35,000
ASSESSOR					
Revaluation Reserve	42,000			42,000	
Total Assessor	42,000			42,000	
TAX COLLECTOR					
Tax Collector Software	13,578			13,578	
Total Tax Collector	13,578			13,578	
PHYSICAL SERVICES					
6 yard dump truck	190,000	27,246	162,754		
Pick up 350 utility	37,399		37,399		
Pick up 350 utility	37,399		37,399		
Aerator	28,000			3,000	25,000
Replace garage truck lift	16,388			6,388	10,000
Portable generator	25,000			25,000	
Plow for pay loader	26,500			-	26,500
Zero turn riding mowers	24,614			24,614	
Total Physical Services	385,300		237,552	59,002	61,500
FIRE DEPT					
SCBA bottles	15,120			15,120	
Pagers	9,100			9,100	
8030 Porta Count Fit Tester	11,500			11,500	
Total Fire Department	35,720			35,720	
DATA SERVICES					
Town Hall Domain Controllers	26,000			-	26,000
Computer Replacements	20,000			-	20,000
Total Data Services	46,000			-	46,000
Emergency Management					
Emergency Management Supplies	5,000			5,000	
Total Emergency Management	5,000			5,000	
Lease Payments	861,061			701,061	160,000
	1,521,651	27,246	335,544	856,361	302,500

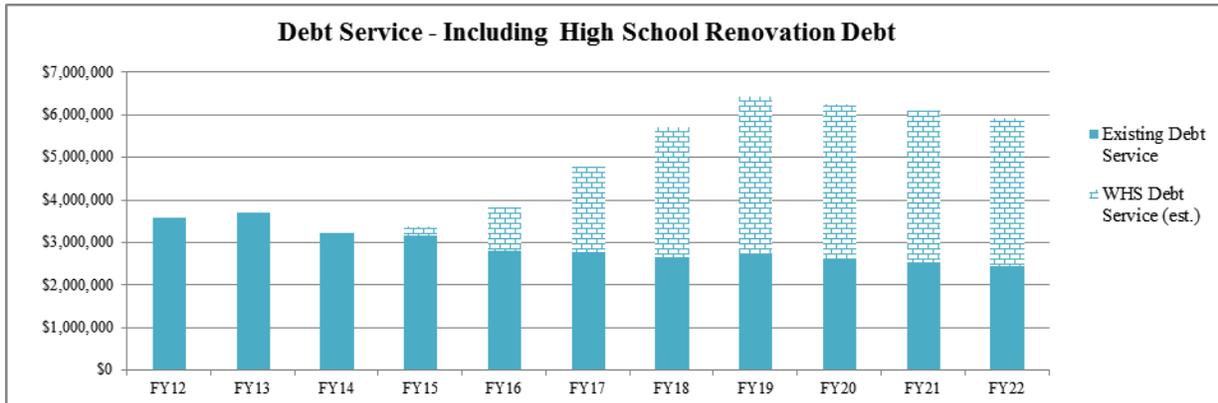
School Security

Within this budget, the Town continues to upgrade school security. Within the capital budget there is \$150,000 for door/lock replacements and surveillance camera installations at various buildings. In addition, funding has been included in the BOE Budget for a Security/Residency Officer and there is funding in the Police Department budget to bring on another officer (half-year) for youth/school resource officer duties.

Debt Service

The Adopted Budget includes \$3,379,104 for debt service. This amount represents \$3,160,105 for existing debt and \$218,999 for an interest payment on the first series of bonds issued for the Wethersfield High School renovation project. The High School renovation project calls for a series of bonds to be issued over the next several years. The chart below shows the existing debt service and the impact of the issuance of the bonds in a particular budget year. A debt service reserve fund (DSF) will be established to

use the funds budgeted in the first years of the program against the debt service increases in the final years of the five-year program.



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 Interim Finance Director Linda Savitsky for her hard work and insight throughout the process. Monica Harrison, Kathy Natale, Denise Villalba, and Kristine Lombardo of the Finance Department were tremendous assets crunching numbers and organizing data. Paul Dudley of the Data Services Department was once again indispensable in his knowledge of MUNIS. Michael O’Neil, our new Finance Director, provided analysis of the debt and impacts of the revaluation on the budget. Finally, Brenda Moore who once again kept everything organized, managed the documents, and with the assistance of Shaunte Straughn kept the process moving. I would also like to thank the Wethersfield Town Council Members and the Wethersfield Community for their thoughtful deliberations and consideration of this 2014-2015 Adopted Budget for the Town of Wethersfield.

Sincerely
 Jeffrey K. Bridges, Jr.
 Town Manager



On May 13, 2014, the Town Council adopted the fiscal year 2014-2015 General Fund budget for the Town of Wethersfield. The adopted budget shall commence on July 1, 2014 and remain in effect until June 30, 2015.

Paul F. Montinieri
Mayor

Jeffrey K. Bridges, Jr.
Town Manager

Town Council Members

Deputy Mayor Steve M. Barry (D)

Donna H. Hemmann (R)

Mike J. Hurley (R)

Jeffrey R. Kotkin (D)

Stathis Manousos (R)

Gerri Roberts (D)

Michael L. Rell (R)

Tony Martino (D)

Town Treasurers

Harry Lichtenbaum (D)

S. Bradley Milvae (Asst) (R)

Town Administrative Personnel

Michael O'Neil, Finance Director

Chandler Rose, Tax Assessor

Marlene Desjardins, Tax Collector

Mike Turner, Town Engineer

Sally Katz, Director of Public Works

Peter Gillespie, Town Plan & Econ. Dev. Manager

Dolores Sassano, Town Clerk

James Cetran, Chief of Police

Richard Bailey, Fire Chief

Anthony Dignoti, Fire Marshal

Steve Lattarulo, Chief Building Official

Kathy Bagley, Dir. Parks & Recreation & Social & Youth Services

Brook Berry, Library Director

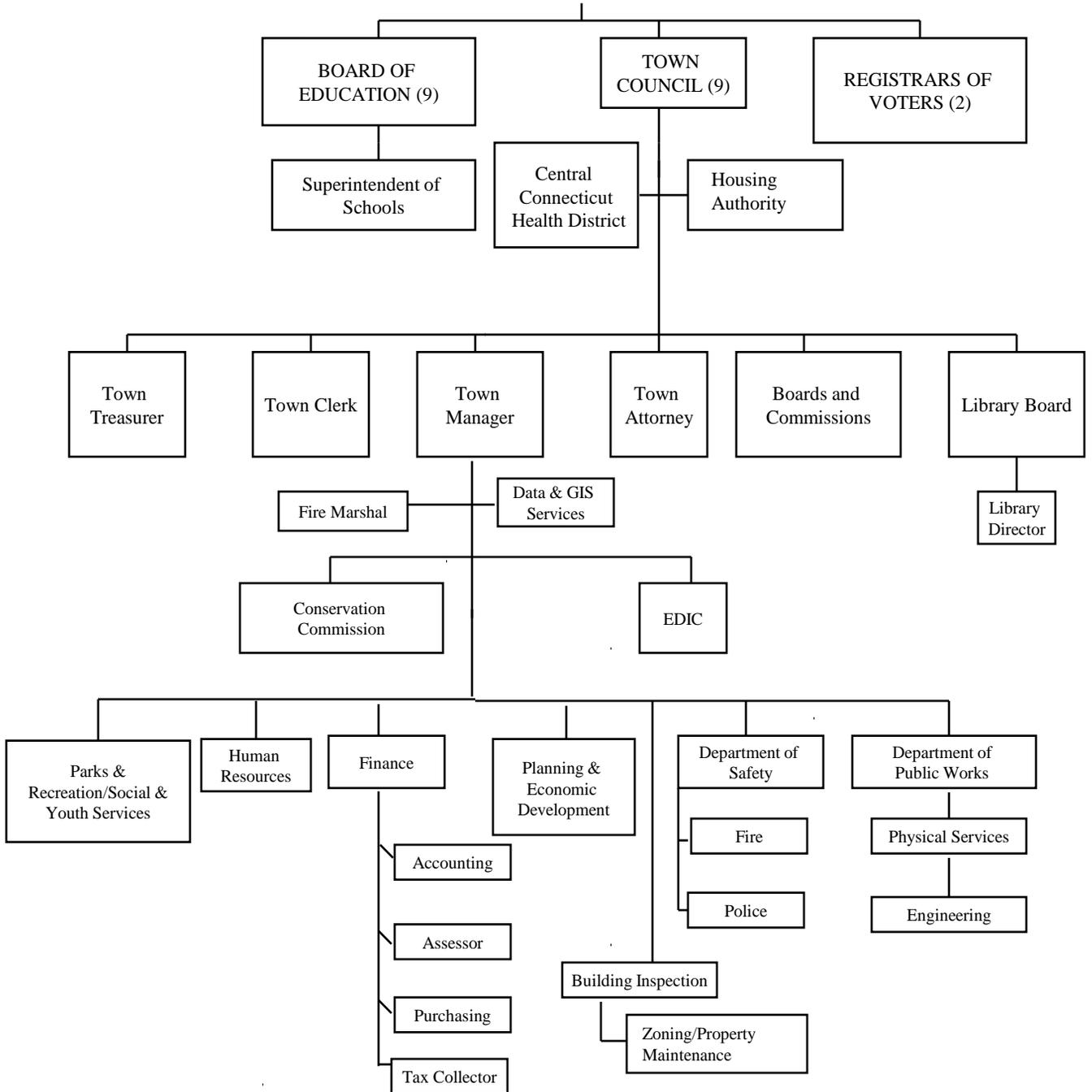
Education

Michael Emmett, Superintendent of Schools

Timothy Howes, Asst Superintendent of Finance & Human Resources

Town of Wethersfield

VOTERS



BUDGETING & ACCOUNTING POLICIES

FISCAL YEAR

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

BUDGETARY & ACCOUNTING INFORMATION***THE BUDGET PROCESS***

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

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

BASIS OF ACCOUNTING

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

BUDGETARY CONTROLS

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

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

DEBT POLICIES & LEGAL DEBT LIMITATIONS

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

The Town's indebtedness does not exceed the legal debt limitations as required by the Connecticut General Statutes. The total overall statutory debt limit for the Town is equal to seven times annual receipts from taxation, or \$531,965,000. As of June 30, 2013, the Town recorded long-term debt of \$37,595,942 related to governmental activities.

FUND BALANCE POLICY

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

DESCRIPTION OF FUND STRUCTURE

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

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

Government Funds: The Town maintains 23 individual government funds.

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

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

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

Proprietary Funds

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

Fiduciary Funds

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

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

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

WETHERSFIELD IN CONTEXT

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

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

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

The Town’s population of approximately 26,710 is stable with a higher than average median age. The 2010 median household income of \$71,284 is 105.2% of the Connecticut average of \$67,740 as stated by the 2006-2010 American Community Survey. Federal Census data released in mid-November updated median income to \$77,000 for the three year period from 2010-2012.

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

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

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

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

FACTORS AFFECTING FINANCIAL CONDITIONS

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

ECONOMIC DIVERSIFICATION

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

STRATEGIC PLAN

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

BUSINESS ACTIVITY

Despite the slowdown in the economy, the Town has been able to maintain a consistent level of new business activity in the *three (3) main business districts*. Some of the more notable projects that have recently been completed include:

- The Hartford Hospital Sleep Disorder Center;
- Completion of the expansion of a new medical office building for Hartford Hospital on the Silas Deane Highway;
- Several new businesses that have opened over the last year include: OMG Sushi, Pet Supplies Plus, Ann's Beauty Salon, The Jones Group, Be Beautiful Salon, \$3.99 Dry Cleaners, & Cinderella's Attic;
- The renovation and reuse of the 90,000 sq. ft. office building at 1290 Silas Deane Highway;
- The redevelopment of the 30,000 sq. ft shopping center at 125 Silas Deane Highway;
- Buffalo Wild Wings restaurant has opened and Chip's restaurant is currently under construction;
- Work is underway for the construction of the new CREC Magnet School Discovery Academy (\$14 million) on Cumberland Avenue;
- An investment of over \$2 million in improvements have been made at the Putnam Park Office Building on Great Meadow Road to accommodate several new tenants.

FUTURE DEVELOPMENT

The Economic Development and Improvement Commission and Redevelopment Agency continues efforts to support the local business community and encourage redevelopment of underutilized properties as a top priority:

- Administered the Façade Improvement program, which provides matching funds to commercial businesses and properties by supporting rehabilitation of the property. Over the past few years, this program has provided financial assistance to over twenty-five commercial properties.
- Received a STEAP grant for \$250,000 for Phase IV of the Silas Deane Highway Streetscape improvement program.

The Redevelopment Agency continues to act as a catalyst to encourage the revitalization of underutilized properties:

- Entered into an agreement to partner with the owner of 1000 Silas Deane Highway (Former Weight Watchers) with the Redevelopment Plan for this 3.5 acre property. A Redevelopment Plan has been approved for a mixed-use development that would result in the development of up to 40,000 square feet of commercial space and approximately 100 units of market rate apartment units. The project would create a \$20 million dollar development opportunity. Recently, the Town was awarded a \$200,000 STEAP grant from the State of Connecticut to assist with this redevelopment project.

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

- Promoted the Town through magazine ads and promotional media articles;
- Received a \$50,000 planning grant from the CT Trust for Historic Preservation, which has been used to develop plans for the revitalization and reuse of two sites on Main Street in the Historic District;
- Received two grants totaling \$52,500 from the CT Humanities Council and the Hartford Foundation for Public Giving for additional funding of the Wethersfield Heritage Walk Project.

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

HOUSING

According to data compiled by William Raveis Real Estate Agency, Wethersfield's housing market showed an increase in the single-family median home price of \$230,000 as of October 2013, compared to \$223,000 as of October 2012. During the same period, condominium sales reflected a decrease, with a median value of \$129,000 as of October 2013, compared to \$160,000 as of October 2012. Combined sales increased by 5.3% during the same period to 318 from 302.

LONG-TERM FINANCIAL PLANNING

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

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

BUDGET SUMMARY**BUDGET & ACCOUNTING OVERVIEW**

STATISTICAL INFORMATION

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

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

BUDGET SUMMARY

BUDGET & ACCOUNTING OVERVIEW

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

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

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

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

BUDGET CALENDAR
Fiscal Year 2014/2015

January 21, 2014	Budget Kick-Off Meeting
February 10, 2014	Revenue Estimates to Finance January 31, 2014
February 10, 2014	Reclassification and New position Requests to Town Manager for Consideration
February 10 – February 19, 2014	Progress meetings with Departments
February 28, 2014	Requested Budgets Complete and Posted in MUNIS
February 28, 2014	Finance to Provide All Budget Material To Manager's Office
February 28, 2014 – March 15, 2014	Round I Budget Conferences/Concurrent with Staff Review
March 15, 2014	Board of Education Files Budget with the Town Clerk and Presents Budget to Council during the following week.
February 19, 2014	CIP Budget to Planning & Zoning
March 5, 2014	Planning & Zoning Comments to Manager
February 29, 2014 – March 20, 2014	Prepare Budget for Printer
March 20, 2014	Deliver to Budget to Printer
April 1, 2014	Proposed Budget to Council
April 1, 2014	Proposed Budget Available to Public
April 15, 2014	Public Hearing on Budget --- 7:00 p.m.
April 15, 2014 through May 14, 2014	Council Budget Workshops
No Later Than May 15, 2014	Budget Adoption

TOWN OF WETHERSFIELD STATISTICAL DATA

Date Settled	1634
Date of Incorporation.....	May 1882
Form of Government:	Council/ Manager
Charter Adopted.....	Nov 1953
Fiscal Year Begins.....	July 1 st
Population: Official U.S. Census	
1900.....	2,637
1910.....	3,148
1920.....	4,342
1930.....	7,512
1940.....	9,644
1950.....	12,533
1960.....	20,561
1970.....	26,662
1980.....	26,013
1990.....	25,095
2000.....	26,271
2010.....	26,668
Area of Town.....	13 sq. miles
Miles of Roads:	
Town Roads.....	104.97
State Roads.....	20
Sidewalks (linear miles).....	130
Number of Street Lights	2,825
Town Employees:	
Regular.....	156
Part-time.....	8
Seasonal.....	217
Fire Protection	
Fire Stations.....	3
Volunteer Firemen.....	100
Fire Hydrants.....	691
Police Protection:	
Police Station.....	1
Employees:	
Officers.....	47
Civilian.....	18
School Crossing	
Guard Posts.....	21
Building Permits:	
Permits Issued 2012/2013.....	2,044
Permit Value.....	\$14,947,739
2013 Grand List	
(Net taxable)	2,205,813,324
Assessment Date.....	October 1 st

Education 2012-2013	
High School:	
Number.....	1
Teachers.....	91
Students.....	1,181
Middle School:	
Number.....	1
Teachers.....	52
Students.....	602
Elementary:	
Number.....	5
Teachers.....	113
Students.....	1945
Special Services:	
Adm./Spvsr. Personnel.....	2
Other Employees.....	107

2013 Election	
Registered Voters.....	17,281
Number of Votes Cast.....	5,155
% of Voters Voting.....	29%
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: (6/30/13)	
Collection	123,179
Annual Circulation.....	359,819
Annual Visitors	184,206

Museums:	
Old Academy	
Cove Warehouse	
Buttolph-Williams House	
Silas Deane House	
Joseph Webb House	
Isaac Stevens House	

SECTION A

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

Fund Balance Analysis:

Estimated Revenues in Excess of Expenditures June 2014	\$ -
Fund Balance June 30, 2013	10,107,789
(Less) Assigned fund balance for encumbrances outstanding June 30, 2013	(446,624)
(Less) Assigned fund balance for 2013-14 budget	(50,000)
 Estimated Unassigned Fund Balance June 30, 2014	 9,611,165
(Less) Use of Fund Balance for FY 2014-15	(600,000)
Remaining Unassigned Fund Balance June 30, 2014	<u>9,011,165</u>
Percentage of Unassigned Balance to Total Expenditures 2014-15	<u>9.80%</u>

Revenue, Expenditures and Tax Levy 2014-15:

Estimated Revenues 2014-15

Assigned Fund Balance to FY 2014-15 Budget	\$ 600,000
Revenue other than Tax Levy	12,862,649
Estimated Tax Levy - General Fund	78,464,135
Estimated Tax Levy - Road Improvements	<u>907,978</u>
Total Funding Sources 2014-15	92,834,762

Estimated Expenditures 2014-15

Town Government	\$ 37,129,587
Road Improvements	907,978
Board of Education	<u>54,797,197</u>
Total Estimated Budget 2014-15	\$ 92,834,762

	General Fund	Road Improvement Fund
Mill Rate before uncollectible amounts and adjustments	36.27	0.28
Assessed value of all property:		
Net Taxable Grand List October 1, 2013	\$ 2,205,813,324	\$ 2,205,813,324
Adjustments to assessed value:		
Assessment Appeals/corrections	(5,000,000)	(5,000,000)
Tax Relief Elderly Program	(6,495,846)	(6,495,846)
¹ Local Option Relief	(2,838,048)	(2,838,048)
² Firefighter tax abatements	<u>(1,273,162)</u>	<u>(1,273,162)</u>
Total Adjustments	(15,607,056)	(15,607,056)
Adjusted Net Taxable Grand List	2,190,206,268	2,190,206,268
Amount to Be Raised by Taxation	78,464,135	907,978
Projected 12 month uncollectible rate	<u>1,073,762</u>	<u>12,425</u>
FY 14/15 Tax Warrant	\$ 79,537,897	\$ 920,403
Mill Rate after adjustments	36.32	0.42

¹ Under a local option relief program granted in 1984, one property has been provided a flat annual tax of \$6,150, regardless of assessed value. The current assessed value of this property is \$1,988,500. Under the same program, granted in 2003, another property is taxed based on 50% of its regular assessed value, therefore \$1,033,350 has been deducted from the net taxable grand list. for a total assessment adjustment of \$3,021,850. The tax relief value associated with this program is \$183,802.

² Wethersfield Volunteer firefighters are entitled to a \$1,000 annual tax credit towards their combined real estate, personal property and motor vehicle taxes. Estimated abatements are \$42,600 for the department.

**TOWN OF WETHERSFIELD
ADOPTED BUDGET FY 2014-2015
DISTRIBUTION OF APPROPRIATIONS, REVENUE AND MILL LEVY**

	EDUCATION	TOWN	DEBT SERVICE	TRANSFERS/ CAPITAL	ROAD IMPROVEMENT FUND	TOTAL
Appropriations	\$54,797,197	\$30,194,560	\$3,379,104	\$3,555,923	\$907,978	\$92,834,762
Estimated Revenue Sources:						
State & Federal Grants	8,648,995	1,102,360	46,169			9,797,524
Other Charges & Fees for Service		3,065,125				3,065,125
Use of Prior year surplus				600,000		600,000
Amount to be Raised by Taxation	\$46,148,202	\$26,027,075	\$3,332,935	\$2,955,923	\$907,978	\$79,372,113
MILLS	21.36	12.05	1.54	1.37	0.42	36.74
Percentage of Expenditure Total	58.15%	32.80%	4.19%	3.73%	1.14%	100%

TAX WARRANT COMPUTATION - GENERAL FUND

		DOLLARS	MILLS
Amount to be raised by Taxation		\$78,464,135	35.82
Allowance for uncollectible taxes	1.35%	1,073,762	0.49
TOTAL TAX WARRANT		\$79,537,897	36.32
		2014-2015 Mill Rate	36.32
		2013-2014 Mill Rate	33.19
		Increase in Mill Rate	3.13

TAX WARRANT COMPUTATION - ROAD IMPROVEMENT FUND

		DOLLARS	MILLS
Amount to be raised by Taxation		\$907,978	0.42
Allowance for uncollectible taxes	1.35%	8,633	-
TOTAL TAX WARRANT		\$916,611	0.42
		2014-2015 Mill Rate	0.42
		2013-2014 Mill Rate	0.27
		Increase in Mill Rate	0.15

2014-2015 ADOPTED BUDGET

Summary by Main Accounts

Department	Personal Services	Employee Benefits	Contractual	Materials & Supplies	Capital Outlay	Other Finance	Total
TOWN COUNCIL	\$2,700	\$210	\$95,876	\$5,000	-	-	\$103,786
TOWN MANAGER	290,145	115,925	34,150	2,500	-	-	442,720
TOWN ATTORNEY	-	-	100,000	-	-	-	100,000
DATA SERVICES	228,194	88,826	191,363	3,037	\$27,118	-	538,538
TOWN CLERK	168,741	46,432	52,500	3,300	-	-	270,973
ELECTIONS	73,350	2,010	58,300	1,000	-	-	134,660
PROBATE COURT	-	-	34,041	-	-	-	34,041
TREASURER	3,000	648	-	-	-	-	3,648
FINANCE & ACCOUNTING	389,012	135,455	74,102	2,595	-	-	601,164
TAX ASSESSOR	222,671	94,268	28,961	1,600	-	-	347,500
TAX COLLECTOR	155,687	55,459	40,955	1,000	1,500	-	254,601
CENTRAL OFFICE SERVICES	-	-	233,007	2,750	-	-	235,757
PLANNING & DEVELOPMENT	178,125	72,626	65,350	2,740	-	-	318,841
BUILDING INSPECTION & ZBA	324,135	125,615	10,560	3,950	4,850	-	469,110
POLICE DEPARTMENT	5,712,543	2,411,775	360,430	91,570	36,785	-	8,613,103
TOWN WIDE RADIO	-	-	181,550	2,700	-	-	184,250
FIRE MARSHAL	112,204	46,478	12,500	4,250	200	-	175,632
FIRE SUPPRESSION	252,282	59,964	270,589	81,283	32,500	-	696,618
EMERGENCY MEDICAL SVCS	20,000	1,530	-	-	-	-	21,530
ENGINEERING	419,425	166,073	79,222	5,300	7,500	-	677,520
PHYSICAL SERVICES	2,580,637	1,266,422	2,792,796	883,562	44,450	-	7,567,867
CENTRAL CT HEALTH DISTRICT	-	-	131,146	-	-	-	131,146
SOCIAL & YOUTH SERVICES	319,164	109,815	226,306	8,000	-	-	663,285
PUBLIC LIBRARY	1,143,807	382,828	145,565	37,500	167,000	-	1,876,700
PARKS & RECREATION	1,020,778	302,455	295,856	77,074	12,600	-	1,708,763
CONTINGENCY	-	-	-	-	-	\$340,000	340,000
DEBT SERVICE	-	-	-	-	-	3,877,104	3,379,104
INSURANCE	-	-	681,000	-	-	-	681,000
METROPOLITAN DISTRICT TAX	-	-	3,001,807	-	-	-	3,001,807
TRANSFERS OUT TO OTHERS	-	-	-	-	-	1,959,361	1,959,361
RESERVE FOR RETIREES	-	-	130,000	-	-	1,466,562	1,596,562
EDUCATION- BOE	-	-	55,088,268	-	-	-	54,797,197
TOTAL GENERAL FUND	\$13,616,600	\$5,484,814	\$64,416,200	\$1,220,711	\$334,503	\$7,643,027	\$91,926,784
CNEF - ROAD IMPROVEMENTS							907,978
GRAND TOTAL	\$13,616,600	\$5,484,814	\$64,416,200	\$1,220,711	\$334,503	\$7,643,027	\$92,834,762

SECTION B



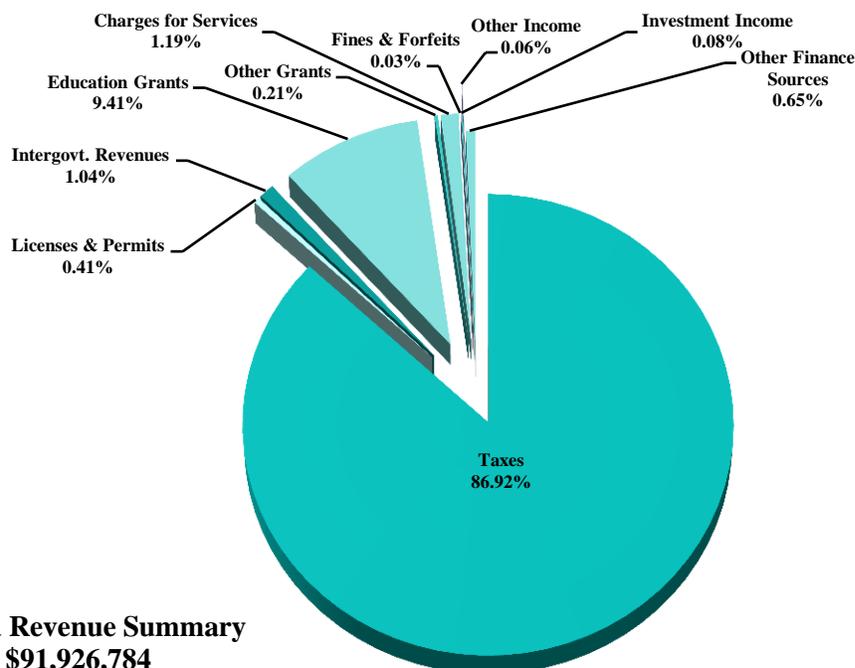
REVENUE SUMMARY

	2012-2013 <u>Actual</u>	2013-2014 <u>Actual</u>	2014-2015 <u>Adopted</u>
<u>Property Taxes</u>	\$75,096,056	\$78,257,297	\$78,464,135
<p>The Town conducted a statistical revaluation for the 2013 Grand List. The adjusted Net Taxable Grand List after Board of Assessment Appeal (BAA) is 2,190,206,268. The Property Tax collection rate for FY 14/15 is 98.65%. The adopted general fund mill rate is 36.32 mills. Collection of current and prior property taxes, including interest and lien fees account for 87.5% of total revenues.</p>			
<u>Licenses and Permits</u>	403,190	651,898	376,500
<p>Permit revenue is projected to increase slightly from FY 14. Revenues from the Police, Engineering and Town Clerk permit fees are anticipated to have minimal changes. Building Inspection Permit fees will increase by 24%, which reflects an increase in residential building activity and construction development.</p>			
<u>Fines and Forfeitures</u>	23,317	38,184	29,800
<p>Revenue is generated from the enforcement of parking regulations, motor vehicle violations and municipal ordinance violations.</p>			
<u>Interest on Investments</u>	88,382	60,475	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. FY 14/15 projected interest rates range between .2% to .3%.</p>			
<u>Intergovernmental Revenues</u>	1,223,666	834,608	952,984
<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 2014/2015 Proposed Budget adjustments.</p>			
<u>Other Grants</u>	229,387	196,888	195,545
<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>	1,075,413	1,092,992	1,095,075
<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. Revenue estimates for FY 15 are projected to increase by 5% due to a new State mandated recording fee collected by the Town Clerk.</p>			



REVENUE SUMMARY

	2012-2013 <u>Actual</u>	2013-2014 <u>Actual</u>	2014-2015 <u>Adopted</u>
<u>Other Income</u>	\$100,083	\$152,500	\$54,250
Revenue sources include recycling rebates from CRRA and all revenues that are not otherwise identified in the budget.			
<u>Education Grants</u>	8,471,915	8,595,570	8,648,995
Education grants reflect the amounts proposed in the Governor's FY2014/2015 budget adjustments for Education Cost Sharing; school transportation and aid to private school reimbursements.			
<u>Other Financing Sources</u>	71,422	53,429	0
The FY 12 bond refunding generated one-time revenue which was used to offset bond closing costs. Excess project proceeds from the 1999 Bond Issue were transferred in FY14 and used to offset current debt service payments.			
<u>Fund Balance</u>	0	0	600,000
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 FY15 budget includes the use of \$600,000. The Town will not use fund balance in fiscal year 2014.			
Total Revenues and Transfers	<u>\$86,782,827</u>	<u>\$89,933,841</u>	<u>\$91,926,784</u>



General Fund Revenue Summary
Total: \$91,926,784

2014-2015 ADOPTED BUDGET
Estimate of Revenues

2012-2013 Actual	2013-2014 Adopted	2013-2014 Projected	Revenue Source	2014-2015 Adopted
TAXES				
73,441,223	76,012,254	76,080,975	CURRENT PROPERTY TAXES	78,464,135
658,797	475,000	1,005,927	PRIOR YEAR PROPERTY TAXES	525,000
593,075	525,000	621,077	MOTOR VEHICLE SUPPLEMENT	548,000
391,408	375,000	538,285	INTEREST AND LIENS	355,000
1,523	-	-	SUSPENSE COLLECTIONS	-
10,029	6,000	11,034	DMV REPORTING CHARGE	6,500
75,096,056	77,393,254	78,257,297		79,898,635
LICENSES & PERMITS				
3,382	4,000	3,284	TOWN CLERK	3,000
18,620	13,000	12,687	POLICE	14,000
340,690	255,100	602,449	BUILDING INSPECTIONS	325,000
12,050	9,500	6,125	ENGINEERING	9,500
28,448	25,000	27,353	TRANSFER STATION	25,000
403,190	306,600	651,898		376,500
INTERGOVERNMENTAL REVENUES				
228,964	109,000	223,496	STATE OWNED PROPERTY	249,914
3,825	3,972	3,376	TOTALLY DISABLED EXEMPTION	3,750
235,110	269,836	239,212	ELDERLY HOMEOWNER	267,235
37,660	42,615	42,028	VETERANS EXEMPTIONS	44,100
4,588	2,308	2,308	BOND INTEREST SUBSIDY	772
94,658	46,363	46,363	SCHOOL BUILDING GRANT	45,397
218,392	109,000	217,910	PEQUOT GRANT	219,446
21,674	21,674	21,807	YOUTH SERVICES GRANT	21,674
8,944	8,877	8,965	SOCIAL SERVICES BLOCK GRANT	8,877
-	12,884	-	CIVIL PREPAREDNESS STATE GRANT	12,000
181,575	60,395	20,489	MRSA/MUNICIPAL PROJECTS	20,489
-	-	-	MUNICIPAL REVENUE SHARING	50,000
188,273	-	-	FEMA STORM RECOVERY	-
-	-	8,654	STATE PILOT COLLEGES AND HOSPITALS	9,330
1,223,663	686,924	834,608		952,984
EDUCATION GRANTS				
8,327,812	8,654,701	8,438,499	EQUALIZED COST SHARING	8,518,850
101,958	-	92,584	PUPIL TRANSPORTATION	92,436
42,145	43,594	64,487	AID TO PRIVATE SCHOOLS	37,709
8,471,915	8,698,295	8,595,570		8,648,995
OTHER GRANTS				
18,708	20,000	21,316	HOUSING - HIGHVUE	20,000
83,870	70,000	70,133	TELECOMM PROPERTY TAXES	63,000
15,348	9,300	12,587	GHTD OPERATING ASSISTANCE GRT	9,300
4,245	4,245	4,245	CASAC GRANT	4,245
107,217	99,000	88,607	HOUSING AUTHORITY ELDERLY PILOT	99,000
229,387	202,545	196,888		195,545
CHARGES FOR SERVICES				
42,867	30,000	39,159	TOWN CLERK VITAL RECORDS COPY REV	30,000
154,856	145,000	83,574	TOWN CLERK RECORDING FEES	150,000
218,513	195,000	232,182	TOWN CLERK CONVEYANCE TAX	200,000
-	-	3,790	TOWN CLERK MERS FEES	4,500
-	-	50,461	TOWN GF MERS FEES	40,000
1,506	1,900	1,456	POLICE REPORTS	1,500
50,000	70,000	70,000	POLICE PRIVATE DUTY CHARGES	90,000
10,001	-	12,900	RENTS	-
20,505	19,000	19,479	LIBRARY FEES	18,875
180,718	171,500	179,800	RECREATION AND PARKS	171,500
43,145	43,100	43,225	COMMUNITY CENTER	43,100
1,500	1,500	1,976	COMPUTER SERVICES	1,500
232,911	236,595	241,561	CELL TOWER RENTAL FEES	224,100
963	2,200	1,206	RETURNED CHECK FEE	2,000
44,400	44,000	43,000	REFUSE DISPOSAL FEES	42,000

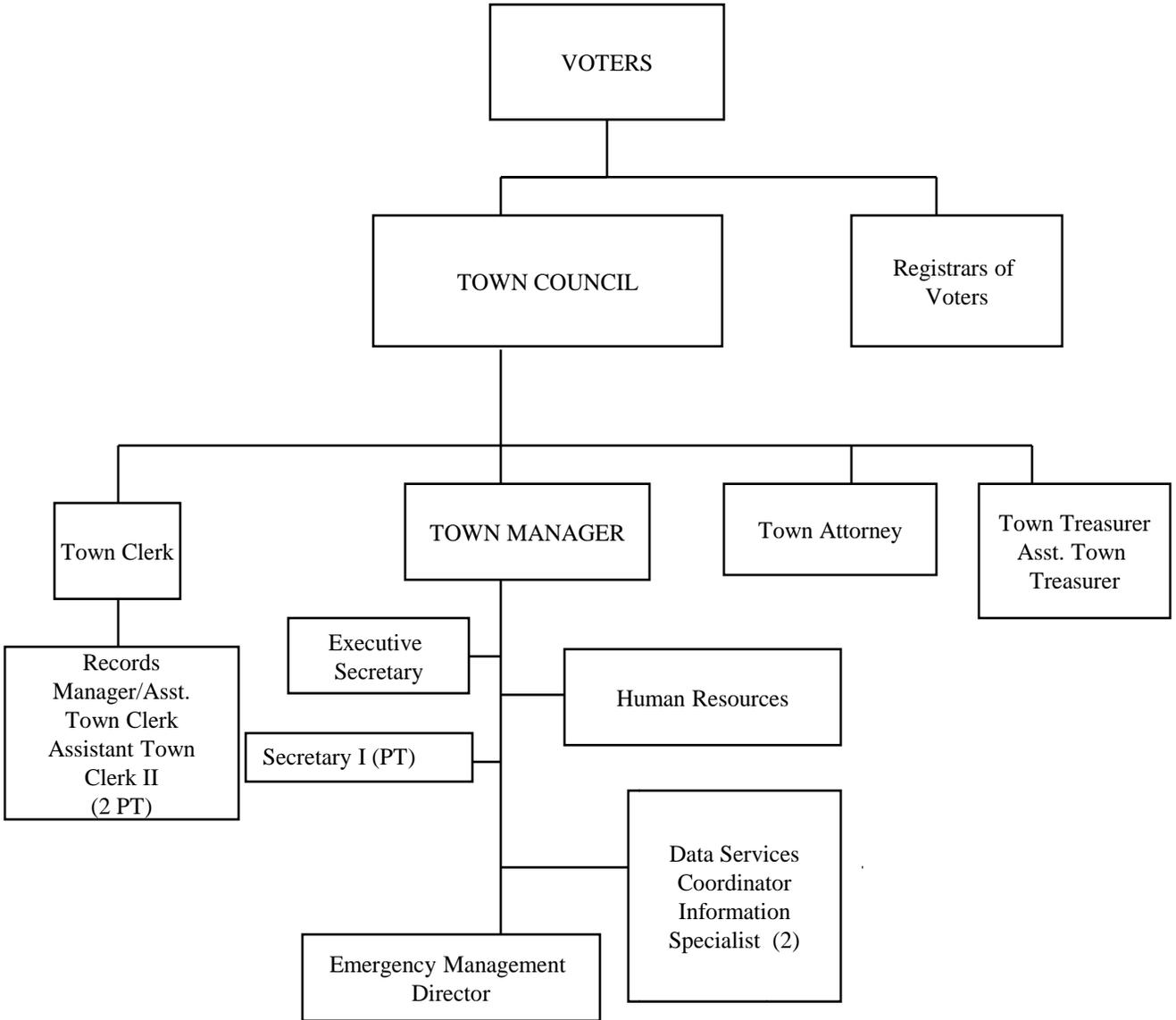
320	750	-	YOUTH SERVICES COUNSELING	-
3,510	4,000	3,580	WHITE GOODS PICKUP	3,500
21,264	20,000	9,575	TREE SERVICES	20,000
27,830	34,000	34,760	FALSE ALARMS	32,000
20,606	20,300	21,307	DIAL-A-RIDE MEMBERSHIP FEE	20,500
1,075,413	1,038,845	1,092,992		1,095,075
FINES & FORFEITURES				
550	100	200	COURT FINES	300
9,450	15,000	14,035	PARKING TAGS	13,000
13,317	16,500	10,548	CT TRAFFIC VIOLATIONS	16,500
-	100	100	MUNICIPAL ORDINANCE VIOLATIONS	-
-	-	13,301	MUNICIPAL ORDINANCE VIOLATIONS INTEREST/LIENS	-
23,317	31,700	38,184		29,800
INVESTMENT INCOME				
88,382	100,000	60,475	INTEREST ON INVESTMENTS	75,000
88,382	100,000	60,475		75,000
OTHER INCOME				
300	-	150	BANNNER REVENUE	250
26,573	35,000	25,015	MISCELLANEOUS REVENUE	35,000
4,770	-	1,507	CL&P DEMAND RESPONSE	-
49,302	40,689	40,689	CIRMA EQUITY DISTRIBUTION	-
19,139	22,000	47,736	RECYCLING	19,000
-	10,000	-	GOODWIN PARK PILOT	-
-	-	37,403	FEMA REIMBURSEMENT	-
100,083	107,689	152,500		54,250
OTHER FINANCE SOURCES				
71,422	-	-	SALE OF BOND PROCEEDS	-
-	300,000	-	FUND BALANCE APPROPRIATION	600,000
-	-	53,429	TRANSFER IN - CAPITAL PROJECTS	-
71,422	300,000	53,429		600,000
86,782,827	88,865,852	89,933,841	TOTAL GENERAL FUND	91,926,784
TAXES- CNEF				
897,737	604,991	625,158	CURRENT PROPERTY TAXES	903,439
7,214	2,780	5,068	MOTOR VEHICLE SUPPLEMENT	4,539
904,951	607,771	630,226	TOTAL CNEF FUND	907,978
87,687,778	89,473,623	90,564,067	GRAND TOTAL	92,834,762

SECTION C

2014-2015 ADOPTED BUDGET
Summary of Expenditures

2012-2013	2013-2014	2013-2014	Department	2014-2015
<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>		<u>Adopted</u>
83,462	99,145	99,145	TOWN COUNCIL	103,786
452,642	418,727	420,103	TOWN MANAGER	442,720
141,664	100,000	233,280	TOWN ATTORNEY	100,000
395,370	510,074	393,264	DATA SERVICES	538,538
239,319	257,811	238,253	TOWN CLERK	270,973
110,637	129,971	87,065	ELECTIONS	134,660
28,285	32,541	32,328	PROBATE COURT	34,041
3,047	3,648	3,047	TREASURER	3,648
541,015	563,931	549,400	FINANCE & ACCOUNTING	601,164
325,434	336,366	329,728	TAX ASSESSOR	347,500
232,146	240,560	241,073	TAX COLLECTOR	254,601
219,490	216,774	216,774	CENTRAL OFFICE SERVICES	235,757
276,824	300,592	282,662	PLANNING & DEVELOPMENT	318,841
321,234	407,205	367,517	BUILDING INSPECTION & ZBA	469,110
7,895,759	8,371,366	8,089,680	POLICE DEPARTMENT	8,613,103
265,228	365,535	203,500	TOWN WIDE RADIO	184,250
123,522	138,730	147,526	FIRE MARSHAL	175,632
632,396	685,388	646,059	FIRE SUPPRESSION	696,618
20,747	21,530	21,575	EMERGENCY MEDICAL SVCS	21,530
676,504	701,725	700,040	ENGINEERING	677,520
7,241,229	7,335,361	7,508,907	PHYSICAL SERVICES	7,567,867
116,390	125,176	125,176	CENTRAL CT HEALTH DISTRICT	131,146
758,751	683,260	642,084	SOCIAL & YOUTH SERVICES	663,285
1,736,204	1,802,975	1,782,578	PUBLIC LIBRARY	1,876,700
1,403,084	1,622,982	1,587,034	PARKS & RECREATION	1,708,763
0	340,000	340,000	CONTINGENCY	340,000
3,807,461	3,378,939	3,378,939	DEBT SERVICE	3,379,104
584,485	648,227	620,393	INSURANCE	681,000
311,730	0	0	DISASTER RECOVERY	0
2,751,567	2,932,082	2,829,570	METROPOLITAN DISTRICT TAX	3,001,807
1,842,527	1,512,900	1,804,780	TRANSFERS OUT TO OTHERS	1,959,361
1,196,763	1,484,272	1,484,272	RESERVE FOR RETIREES	1,596,562
51,614,067	53,098,059	53,098,059	EDUCATION- BOE	54,797,197
86,348,982	88,865,852	88,503,811	TOTAL GENERAL FUND	91,926,784
0	607,772	607,772	CNEF - ROAD IMPROVEMENTS	907,978
86,348,982	89,473,624	89,111,583	GRAND TOTAL	92,834,762

TOWN ADMINISTRATION





TOWN ADMINISTRATION

Town Council

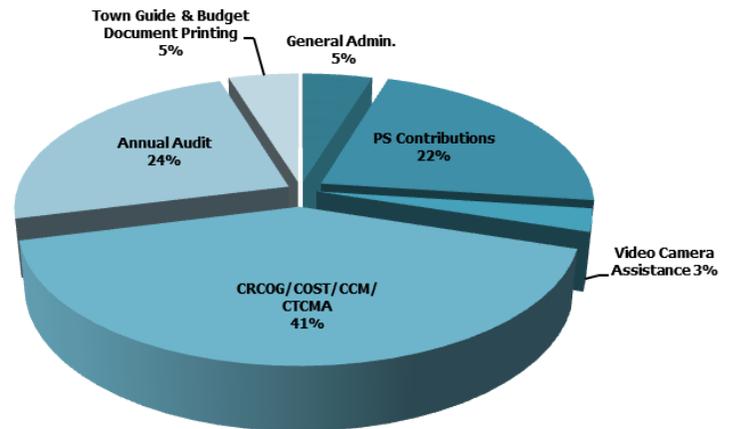
MISSION STATEMENT:

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

DEPARTMENT DESCRIPTION:

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

PROGRAM	BUDGET AMOUNT	PERCENT
General Administration	\$ 5,000	5%
Public Service Contributions	\$ 23,091	22%
Video Camera Assistance	\$ 2,910	3%
CRCOG & COST CCM & CTCMA	\$ 42,785	41%
Annual Audit	\$ 25,000	24%
Town Guide and Budget Document Printing	\$ 5,000	5%
Total	\$ 103,786	100%



Major Changes / Accomplishments / Outlook:

The focus of the Town Council with regards to the 2014-2015 Budget is to continue to balance meeting the needs of the community with the economic realities of the times. To that end the Council had determined several priorities which would increase the vitality of the community while lowering long term costs.

- With the passage of the High School Referendum, the Council will continue to support the Building Committee and provide oversight to the process.
- The Council has implemented a separate mill levy for road improvements which has been positively received by the community and provides a stable program for the improvements to the Town's Roads. Now the Council needs to turn its attention to other capital needs which include schools and other buildings.
- Continue to act regionally for great efficiency and lower costs:
 - a. In conjunction with the Mid State Collaborative Towns (Wethersfield, Newington, Berlin, Rocky Hill and Cromwell) a feasibility study for a regional Public Safety Answering Point (PSAP) is currently under review. The Collaborative has applied for a Regional Planning Grant through the Capital Regional Council of Governments for a planning grant to continue to the review process.
 - b. Continued emphasis and attention will be paid to strengthening the collaborative interface with existing businesses within the town. A focus will be active use of mutually sponsored events with the Chamber of Commerce, Economic Development and Redevelopment together with our local resources.

2014-2015 Adopted Budget with Expenditure History

TOWN COUNCIL

<u>Expense</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>Adopted</u> <u>2013-2014</u>	<u>Adopted</u> <u>2014-2015</u>
PERSONAL SERVICES							
SAL/WAGES	2,100	2,496	2,309	1,788	1,477	2,700	2,700
	2,100	2,496	2,309	1,788	1,477	2,700	2,700
EMPLOYEE BENEFITS							
FICA/LIFE	44	36	33	29	21	206	206
WC PREM	-	-	-	-	3	4	4
	44	36	33	29	24	210	210
CONTRACTUAL							
COPY - EXT	10,853	8,984	8,082	2,749	1,582	5,000	5,000
CONF/TRAIN	19,664	17,875	17,875	19,100	36,736	38,144	42,785
PROF SERV	51,328	19,200	19,200	19,200	19,200	25,000	25,000
PUB CONTRB	52,008	45,788	21,168	21,532	22,952	23,091	23,091
	133,854	91,847	66,324	62,581	80,470	91,235	95,876
MATERIALS & SUPPLIES							
OFFICE SUP	256	733	443	327	17	2,000	2,000
OTHER SUPL	2,905	2,706	2,608	2,157	1,474	3,000	3,000
	3,161	3,438	3,051	2,484	1,491	5,000	5,000
Totals:	139,159	97,818	71,717	66,881	83,462	99,145	103,786



TOWN ADMINISTRATION

Town Manager

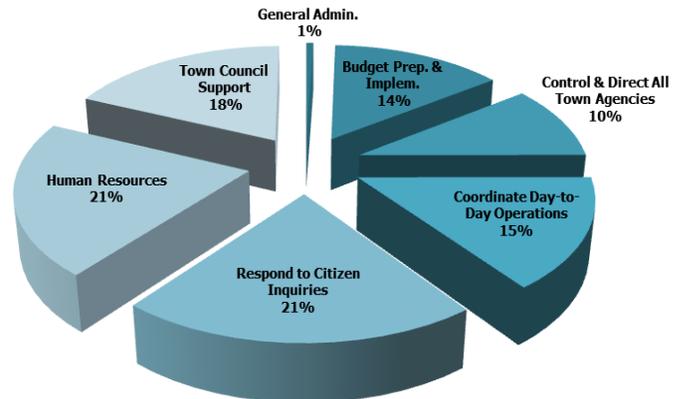
MISSION STATEMENT:

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

PROGRAM	BUDGET AMOUNT	PERCENT
General Administration	\$ 2,650	1%
Budget Preparation & Implementation	\$ 63,071	14%
Control & Direct all Town Agencies	\$ 44,822	10%
Coordinate Day-to-Day Operations	\$ 66,014	15%
Respond to Citizen Inquiries	\$ 92,603	21%
Human Resources	\$ 92,511	21%
Town Council Support	\$ 81,049	18%
Total	\$ 442,720	100%



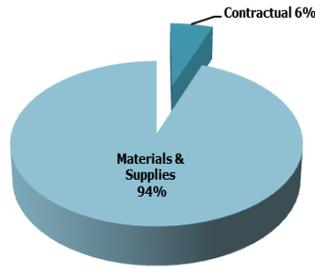
TOWN MANAGER PERSONNEL DATA SUMMARY

<u>Position</u>	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Town Manager	1.0	1.0	1.0	1.0
Human Resource Manager	0.9	0.9	0.9	0.9
Executive Secretary	1.0	1.0	1.0	1.0
Secretary I	0.5	.05	0.5	0.5
Full Time Equivalent	3.4	3.4	3.4	3.4

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:

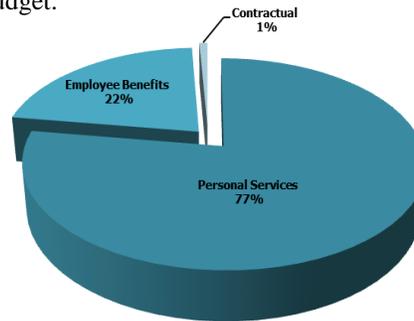
Contractual	\$ 150
Materials & Supplies	<u>2,500</u>
Total	\$ 2,650



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	\$ 48,830
Employee Benefits	13,741
Contractual	<u>500</u>
Total	\$ 63,071



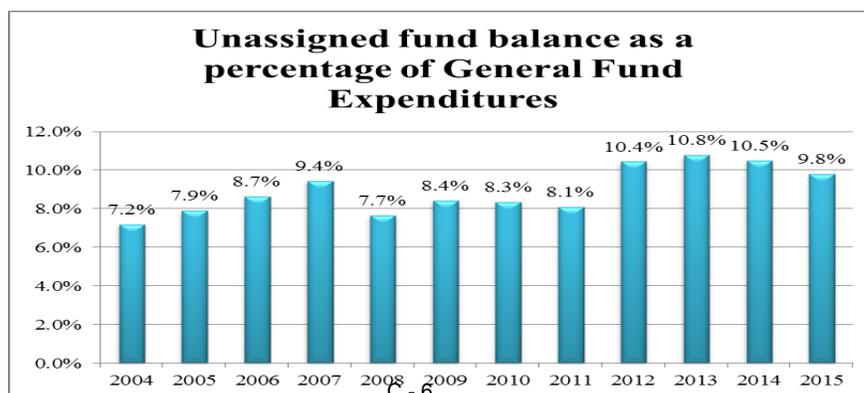
Outcomes:

- 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.

Major Changes / Accomplishments / Outlook:

The adopted 2014-2015 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, and road improvements.

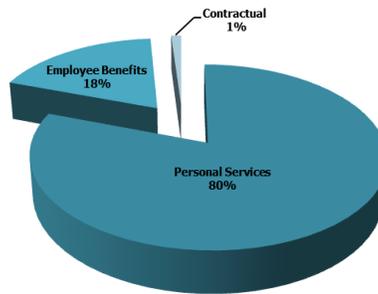
The adopted budget also contains the expected revenues and expenses, including fund balances for the upcoming fiscal year. In order to maintain the unrestricted fund balance at the level of 7-10% of operating general fund expenditures, the amount of unrestricted fund balance in this budget is to be \$300,000 which leaves an unrestricted fund balance of 9.75%. Maintaining the unrestricted fund balance at the policy determined level is not only important for possible emergency expenses, it is also a major factor in the Town's AA+ credit rating. Continued erosion of the fund balance could impact the credit rating which would have deleterious effects on interest rates for any bond issuances the Town undertakes. With the upcoming issuance of bonds for the High School Renovation project, keeping a high credit rating saves thousands of dollars in interest to the Town's taxpayers. The chart below shows the history of the fund balance from 2004 through the 2014-2015 Budget.



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

Program Expenses:

Personal Services	\$ 36,076
Employee Benefits	8,246
Contractual	<u>500</u>
Total	\$ 44,822



Outcomes:

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

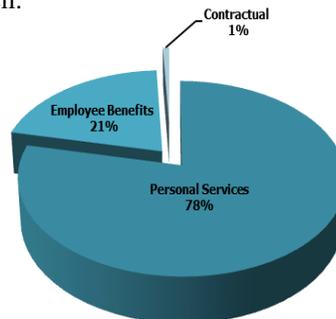
Major Changes / Accomplishments / Outlook:

The implementation of the staffing reorganization continues. The Finance Director continues to make improvements in the analysis and reporting of financial data, which provides better information for decision making. Social and Youth Services and Recreation are providing new opportunities for efficiencies and better data and program management. Staff completed most of the reimplementation of the MUNIS system collaboration with the Wethersfield Public Schools. This reimplementation will be completed in the coming year, focusing on the Human Resources component of the software. It has also led to a resource sharing between the staff at the Wethersfield Public Schools and Town staff.

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	\$ 51,773
Employee Benefits	13,741
Contractual	<u>500</u>
Total	\$ 66,014



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.

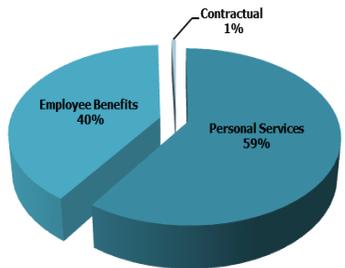
Major Changes / Accomplishments / Outlook:

Staff completed the implementation of the fiber network between all Town buildings and school network and will add communication links between the radio towers and the dispatch center. Data and resource sharing between the Town and School’s data systems will be enabled in the current fiscal year. A multi-departmental team, coordinated by this office, completed a redesign and implementation of a new Town website. The slow fill natural gas vehicle filling equipment was installed in the current fiscal year and most administrative vehicles are now operating on compressed natural gas instead of unleaded fuel. The proposed budget includes a request for two additional natural gas vehicles.

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	\$ 55,004
Employee Benefits	37,099
Contractual	<u>500</u>
Total	\$ 92,603



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 departments or agencies best suited to answering their questions or concerns.
- Personnel in the Manager’s office will facilitate responses through Town agencies and departments to address patron concerns and inquiries.

Major Changes / Accomplishments / Outlook:

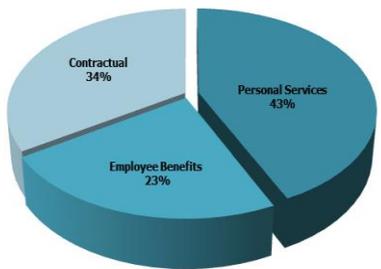
The new Town website includes a section that allows citizens to request a service online. The system includes automatic routing to the appropriate department and time limits for response back to the requestor. This system will improve responsiveness to citizens and provide data to analyze service provision.

Continuing the practice adopted for the previous fiscal year budget, this adopted budget includes a separate mill levy for road improvements. The proposed mill levy, combined with State aid will set aside \$1,200,000 exclusively for road improvements.

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

Program Expenses:

Personal Services	\$ 39,897
Employee Benefits	21,114
Contractual	<u>31,500</u>
Total	\$ 92,511



Outcomes:

- Provide the Town with a trained and competent labor force that performs their duties as directed by the Town Charter and Code of the Town of Wethersfield.
- To hold accountable department heads for the supervision and direction of their respective employees and subordinates.
- Provide risk management tools for Departments to reduce liability costs.
- Implementation of Federal Drug & Alcohol Testing Programs for Town and Board of Education employees with CDL licenses.
- Provide incentives for continuing education for employees whose knowledge and skills benefit the Town.
- Provide incentives to Employees to encourage engagement in Wellness Programs and therefore reduce costs of health insurance.
- Expand the use of the MUNIS Financial System to include Human Resource Management including personnel action entries and position control.

- The Safety Committee monitors work related injuries and safety concerns on a quarterly basis to ensure that safeguards are put in place, and staff members are properly trained.

Major Changes / Accomplishments / Outlook:

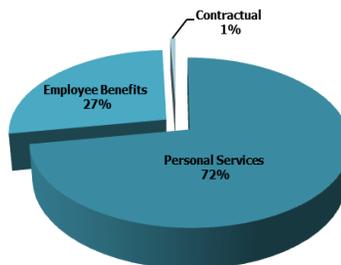
The Town has worked the Unions and employee groups towards implementing long term changes to benefits particularly in the areas of post-retirement medical benefits and pensions. Also, working with the Agent of Record for Health Benefits, an effort is underway to implement health maintenance programs to help control the long term costs of health insurance on the group. The budget includes many changes to personnel due to retirements and reorganizations. The Manager’s Budget Message has a complete list. Moreover, with the retirement of the Assistant Town Manager, that position will be replaced with a Human Resource Manager.

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	\$ 58,565
Employee Benefits	21,984
Contractual	<u>500</u>
Total	\$ 81,049



Outcomes:

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

Major Changes / Accomplishments / Outlook:

The rollout of iPads’ to Town Council and Department Managers has successfully resulted in a decrease in expenses for paper and copier usage in the adopted budget. In addition, the Town continues to broaden its social media presence with the creation of the new web page and enhancement to the Town’s Facebook site.

2014-2015 Adopted Budget with Expenditure History

TOWN MANAGER

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	303,825	290,631	284,110	283,577	267,505	283,565	290,145
	303,825	290,631	284,110	283,577	267,505	283,565	290,145
EMPLOYEE BENEFITS							
FICA/LIFE	56,446	50,789	39,669	36,838	20,532	21,551	24,726
HEALTH INS	30,335	30,573	36,171	38,338	33,085	33,258	42,182
PENSION	-	-	15,123	17,615	14,652	16,067	26,610
DC PENSION	-	-	-	-	13,500	13,500	14,009
WC PREM	-	-	-	-	1,896	2,136	2,398
TUITN REMB	2,000	1,035	2,000	4,351	4,480	5,000	6,000
	88,781	82,397	92,963	97,141	88,145	91,512	115,925
CONTRACTUAL							
CONF/TRAIN	4,220	2,125	2,680	2,689	5,045	7,000	8,000
RECRUITMT	9,330	11,464	3,931	5,133	5,831	10,000	5,000
PROF SERV	-	37,500	11,000	-	-	-	0
SUPPORT SV	7,971	6,126	7,774	7,309	9,954	7,000	9,000
LABOR REL	13,111	23,502	32,073	74,126	73,070	12,000	12,000
REP&MAINT	-	-	-	-	425	5,150	150
	34,632	80,716	57,459	89,257	94,326	41,150	34,150
MATERIALS & SUPPLIES							
OFFICE SUP	1,171	1,118	2,051	1,849	2,665	2,500	2,500
	1,171	1,118	2,051	1,849	2,665	2,500	2,500
Totals:	428,409	454,861	436,583	471,825	452,642	418,727	442,720



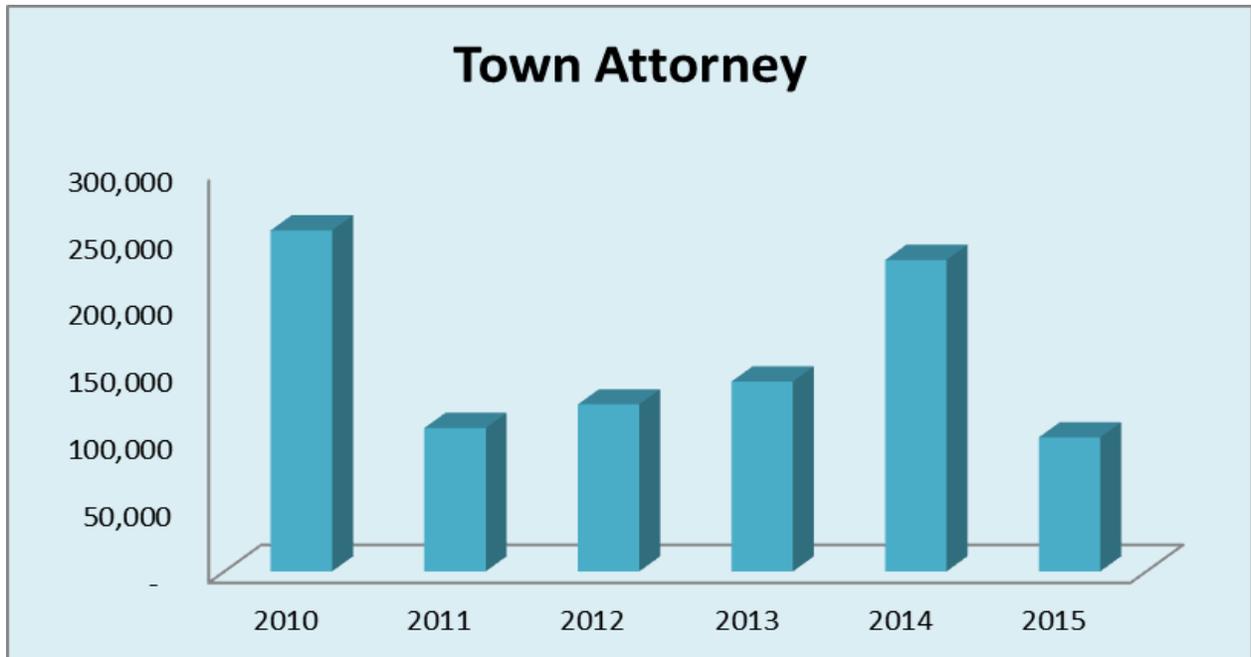
TOWN ADMINISTRATION

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.



2014-2015 Adopted Budget with Expenditure History

TOWN ATTORNEY

<u>Expense</u>	<u>Actual</u>					<u>Adopted</u>	<u>Adopted</u>
	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>
CONTRACTUAL							
PROF SERV	126,985	204,407	106,950	124,575	141,664	100,000	100,000
	126,985	204,407	106,950	124,575	141,664	100,000	100,000
OTHER FINANCE USES							
ETHICS CMT	-	50,000	-	-	-	-	0
	0	50,000	0	0	0	0	0
Totals:	126,985	254,407	106,950	124,575	141,664	100,000	100,000



Town Administration

Data Services

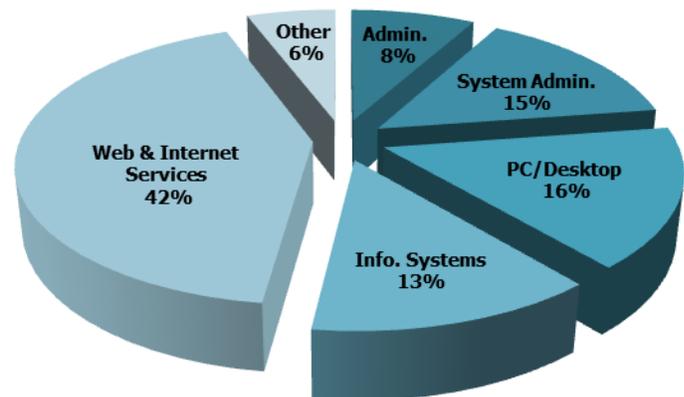
MISSION STATEMENT:

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

DEPARTMENT DESCRIPTION:

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

PROGRAM	BUDGET AMOUNT	PERCENT
Administration	43,595	8%
System Administration	78,406	15%
PC/Desktop	86,949	16%
Information Systems	71,367	13%
Web & Internet Services	227,089	42%
Other	31,132	6%
Total	\$ 538,538	100%



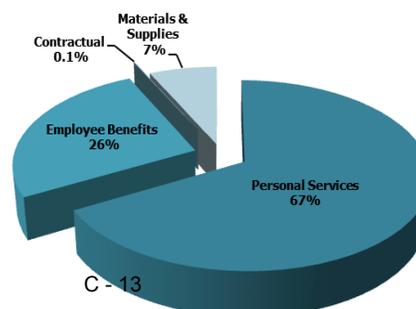
PERSONNEL DATA SUMMARY

POSITION	2012-2013	2013-2014	2013-2014	2014-2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Data Services Coordinator	1.0	1.0	1.0	1.0
Info. Spec. II	1.0	1.0	1.0	1.0
Info. Spec. I	.42	1.0	.25	1.0
Full Time Equivalent	2.42	3.0	2.25	3.0

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

Program Expenses:

Personal Services	\$29,183
Employee Benefits	11,325
Contractual	50
Materials & Supplies	3,037
Total	\$43,595



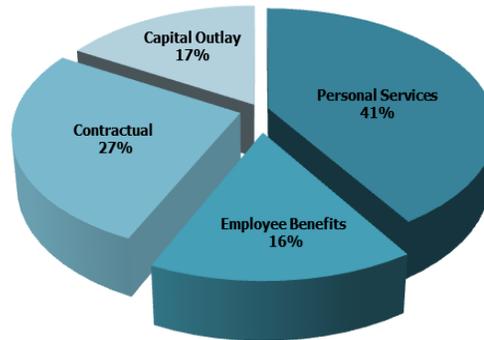
Outcomes:

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

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

Program Expenses:

Personal Services	\$32,145
Employee Benefits	12,355
Contractual	20,956
Capital Outlay	<u>12,950</u>
Total	\$78,406



Outcomes:

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

Major Changes / Accomplishments / Outlook:

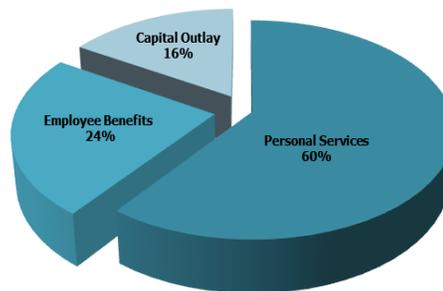
The fiber network installed last year has significantly improved the speed and reliability of data links between town sites and eliminated bottlenecks in accessing Cloud applications and the Internet. This infrastructure also lays the groundwork for future Voice over IP technologies.

This year's budget request addresses some core hardware needs: replacements for two 2003-vintage domain controller servers and a higher-capacity backup appliance. Advances in technology since existing systems were put in place offer dramatic improvements in performance, storage capacity, reliability, and continuity of operations.

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	\$52,271
Employee Benefits	20,610
Capital Outlay	<u>14,068</u>
Total	\$86,949



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 14% 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. With Microsoft support for Windows XP

coming to an end, selective Windows upgrades may also be called for. A combination of new purchases and upgrades should bring most PCs up to Windows 7, leaving a residue of older machines used primarily in stand-alone settings.

Our migration to Office 2013 has been delayed because of compatibility issues with our older release of Microsoft Exchange running on the e-mail server. Once Town e-mail has been migrated to Google Apps for Government, this constraint will no longer apply and systems purchased from fiscal 2012-2013 on can be upgraded to the 2013 release.

PC Purchases - Five-Year History*							
Type	Actual						Adopted
	Prior Years	2010-11	2011-12	2012-13	2013-14	Total	2014-15
Desktop	41	14	12	25	12	104	15
Laptop	6	1	8	3	3	21	3
	47	15	20	28	15	125	18
% Replaced	38%	12%	16%	22%	12%	100%	14%

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

Windows Release	2012-2013 Actual		2013-2014 Actual		Projected 2014-2015	
	Count	Pct	Count	Pct	Count	Pct
Windows7	77	62%	103	82%	118	94%
Windows XP or earlier	48	38%	22	18%	7	6%
	125	100%	125	100%	125	100%

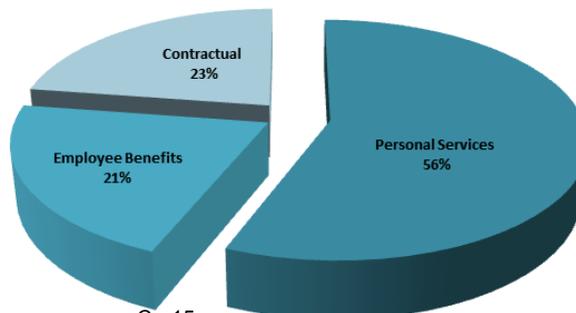
Distribution of Microsoft Office Releases

Office Release	2012-2013 Actual		2013-2014 Actual		Projected 2014-2015	
	Count	Pct	Count	Pct	Count	Pct
Office 2013	0	0%	45	36%	60	48%
Office 2010	65	52%	38	30%	38	30%
Office 2007	44	35%	36	29%	21	17%
Office 2003 or earlier	10	8%	0	0%	0	0%
N/A	6	5%	6	5%	6	5%
	125	100%	125	100%	125	100%

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

Program Expenses:

Personal Services	\$40,045
Employee Benefits	15,186
Contractual	16,136
Total	\$71,367



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:

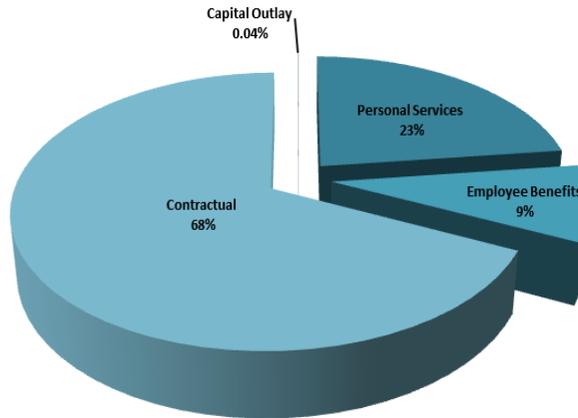
Hosting options are expanding as application vendors develop more “Cloud” offerings. The Town is already using two remotely-hosted applications and will consider others in the future as an alternative to upgrading and maintaining existing in-house systems.

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

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

Program Expenses:

Personal Services	\$52,218
Employee Benefits	20,550
Contractual	154,221
Capital Outlay	100
Total	\$227,089



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

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

Town Web Site Statistics, 2011 - 2013					
Benchmark	Calendar Year			% Change	% Change
	2011	2012	2013*	2011-2012	2012-2013
Visits	174,225	178,880	198,660	3%	11%
Unique Visitors	100,029	103,396	129,096	3%	25%
Page Views	465,586	425,815	546,240	-9%	28%
Pages per Visit	2.67	2.38	2.75	-11%	16%
Av. Time Spent on Site	1:52	1:39	1:50	-12%	11%
% New Visitors	53.84%	53.93%	60.37%	0%	12%
% Returning Visitors	46.16%	46.06%	39.63%	0%	-14%
Visits via Mobile Devices	17,114	32,938	38,992	92%	18%

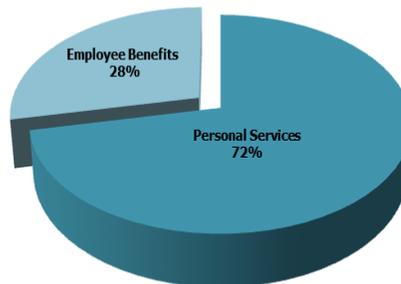
* Due to our migration to a new hosting service, 2013 numbers have been extrapolated from a partial year; counts for 2013 now include activity on the Tourism Commission Web site for the first time, representing an estimated 4% of the totals shown here.

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

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

Program Expenses:

Personal Services	\$22,332
Employee Benefits	<u>8,800</u>
Total	\$31,132



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.

2014-2015 Adopted Budget with Expenditure History

DATA SERVICES

Expense	Actual					Adopted	Adopted
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	206,610	217,491	231,136	234,373	189,415	239,203	228,194
	206,610	217,491	231,136	234,373	189,415	239,203	228,194
EMPLOYEE BENEFITS							
FICA/LIFE	30,773	32,480	21,771	18,592	15,013	19,629	18,804
HEALTH INS	46,487	49,783	52,016	52,141	42,144	53,735	52,638
PENSION	-	-	18,226	14,529	18,112	15,490	10,159
DC PENSION	-	-	-	-	-	2,965	6,749
WC PREM	-	-	-	-	313	350	476
	77,260	82,263	92,013	85,262	75,583	92,169	88,826
CONTRACTUAL							
CONF/TRAIN	4,373	94	5,988	3,558	62	3,835	185
PROF SERV	-	-	-	-	12,000	-	12,000
SUPPORT SV	15,308	15,138	10,643	69,764	92,621	22,263	24,957
INTERNET	-	-	-	-	-	117,346	154,221
	19,681	15,233	16,631	73,322	104,684	143,444	191,363
MATERIALS & SUPPLIES							
AGCY SUPL	59	-	-	-	-	-	0
OFFICE SUP	603	1,381	1,683	3,148	897	2,958	3,037
	662	1,381	1,683	3,148	897	2,958	3,037
CAPITAL OUTLAY							
IT EQ/SOFT	66,962	54,831	56,286	38,572	24,791	32,300	27,118
	66,962	54,831	56,286	38,572	24,791	32,300	27,118
Totals:	371,175	371,199	397,748	434,677	395,370	510,074	538,538



TOWN ADMINISTRATION

Town Clerk

MISSION STATEMENT:

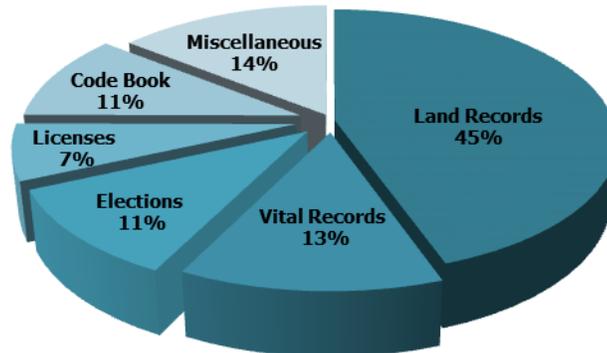
The Office of the Town Clerk provides customer service with accurate information in an effective and efficient manner. Utilizing the records maintained by the Clerk’s office, people visiting our office research ownership of each parcel of land since the founding of Wethersfield.

DEPARTMENT DESCRIPTION:

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

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

PROGRAM	BUDGET AMOUNT	PERCENT
Land Records	\$120,723	45%
Vital Records	34,725	13%
Elections	29,488	11%
Licenses	18,540	7 %
Code Book	28,645	11%
Miscellaneous	38,852	14%
Total	\$270,973	100%



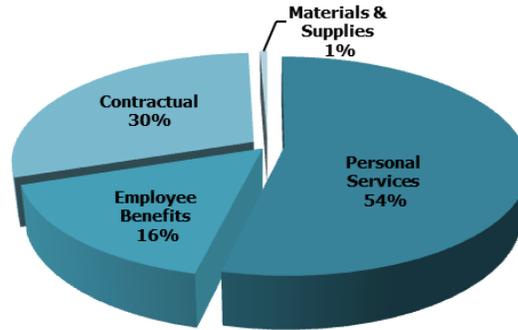
PERSONNEL DATA SUMMARY

POSITION	2012/2013 <u>Actual</u>	2013/2014 <u>Adopted</u>	2013/2014 <u>Actual</u>	2014/2015 <u>Adopted</u>
Town Clerk	1.00	1.00	1.00	1.00
Records Manager/Asst. Town Clerk III	1.00	1.00	1.00	1.00
Asst. Town Clerk II	.50	.50	.50	.50
Asst. Town Clerk II	.50	.50	.50	.50
Full Time Equivalent	3.00	3.00	3.00	3.00

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

Program Expenses:

Personal Services	\$64,813
Employee Benefits	19,410
Contractual	35,800
Materials & Supplies	<u>700</u>
Total	\$120,723



Outcomes:

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

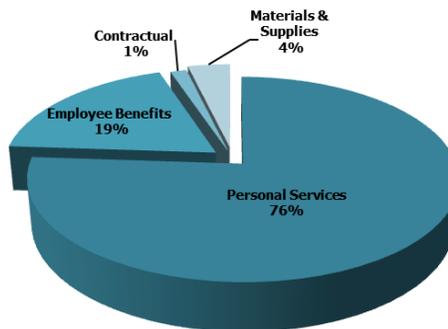
Major Changes / Accomplishment / Outlook:

- The Town Clerk's Office continues to track changes to the land records of our Town, which are stored in our vault. Last year 5,740 records were received, indexed, and processed into volumes, including over 677 property transfers in 2013.
- This year the office will go online with our index and images. Clients 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.

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

Program Expenses:

Personal Services	\$26,412
Employee Benefits	6,513
Contractual	500
Materials & Supplies	<u>1,300</u>
Total	\$34,725



Outcomes:

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

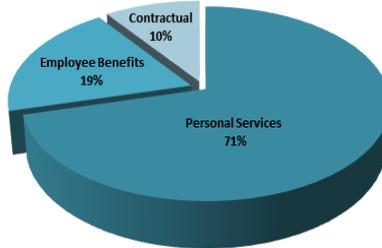
Major Changes / Accomplishments / Outlook:

- The Town Clerk's Office is responsible for overseeing selection of Justices of the Peace every 5 years and has a list of 46 Justices of the Peace. They are able to perform weddings anywhere within the State of Connecticut. This process took place in November, 2013. The appointments are for 5 years. Wethersfield has 20 Republicans, 20 Democrats, and 6 unaffiliated Justices.

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

Program Expenses:

Personal Services	\$20,880
Employee Benefits	5,708
Contractual	<u>2,900</u>
Total	\$29,488



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.

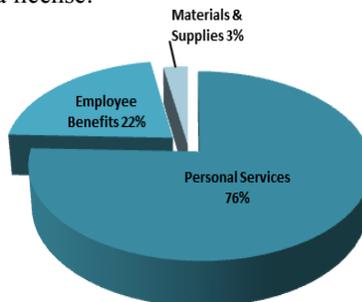
Major Changes / Accomplishments / Outlook:

- Requests received for viewing: PACS; Town Committee membership; previous election results; and petitions.
- Also, receive requests from parties and those planning a run for office, on the numbers of voters by district. Ongoing legislation for elections is monitored and/or recommended for action by state and local legislators. There will be more Federal legislation for absentee ballots and electronically transferred requests. At this time, it can be requested but we do need to receive a hard copy via snail mail for the vote to be counted.
- The November 4, 2014 election will be a State Election. Connecticut now has same day voter registration.

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

Program Expenses:

Personal Services	\$ 14,013
Employee Benefits	4,027
Materials & Supplies	<u>500</u>
Total	\$18,540



Outcome:

- Since the Department of Energy and Environmental Protection started moving to all electronic files, they have made it possible to purchase a license online from your home. The Clerk’s office continues to provide licenses as a service for residents who do not use online services.

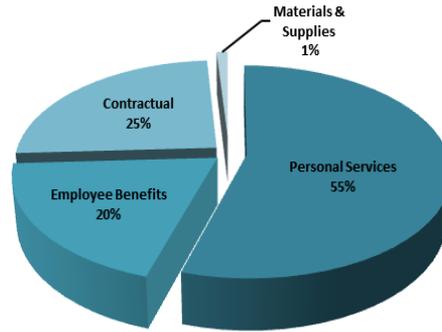
Major Changes / Accomplishments / Outlook:

This past year we issued 1,783 dog licenses for the Department of Agriculture. DEEP is the newly combined office, joining the departments of Energy and Environmental Protection into one. Hunting and Fishing licenses are free to residents over 65 years, and we continue to offer this program as a service to our residents.

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

Program Expenses:

Personal Services	\$15,657
Employee Benefits	5,588
Contractual	7,100
Materials & Supplies	300
Total	\$28,645



Outcome:

- To make available to Town staff and citizens an up to date, accurate Municipal Code.

Major Changes / Accomplishments / Outlook:

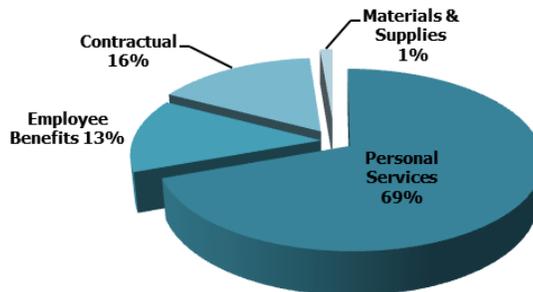
- Changes to the Connecticut General Statutes as well as state and federal changes to laws require the Town to review our Code. Department heads continually review the laws affecting their areas of expertise to be sure Wethersfield is in compliance. Changes are posted to the web prior to being updated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

PROGRAM: MISCELLANEOUS:

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

Program Expenses:

Personal Services	\$26,966
Employee Benefits	5,186
Contractual	6,200
Materials & Supplies	500
Total	\$38,852



Outcomes:

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

Major Changes / Accomplishments / Outlook:

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

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

2014-2015 Adopted Budget with Expenditure History

TOWN CLERK

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	154,204	154,959	159,153	156,993	155,816	163,915	167,241
OVERTIME	1,176	-	-	-	-	1,500	1,500
	155,380	154,959	159,153	156,993	155,816	165,415	168,741
EMPLOYEE BENEFITS							
FICA/LIFE	23,046	20,065	13,565	11,363	11,421	11,697	11,952
HEALTH INS	16,750	15,412	16,445	17,842	18,198	16,912	16,579
PENSION	-	-	9,865	7,894	9,707	11,845	17,550
WC PREM	-	-	-	-	214	242	351
	39,796	35,477	39,875	37,099	39,540	40,696	46,432
CONTRACTUAL							
COPY - EXT	26,767	21,076	20,118	29,157	27,472	31,200	33,400
CONF/TRAIN	1,427	160	670	595	623	1,000	900
PROF SERV	4,504	2,100	4,000	5,252	8,451	9,800	8,800
SUPPORT SV	280	689	139	499	1,214	2,100	2,100
OFF MCH SV	1,088	995	888	39	1,304	1,300	1,300
LEGAL AD	1,775	2,158	2,246	4,077	1,847	3,000	6,000
	35,841	27,179	28,061	39,619	40,910	48,400	52,500
MATERIALS & SUPPLIES							
AGCY SUPL	1,584	1,097	1,356	1,351	1,840	1,600	1,600
OFFICE SUP	1,340	2,044	2,999	750	1,212	1,700	1,700
	2,924	3,140	4,355	2,100	3,052	3,300	3,300
OTHER FINANCE USES							
ETHICS CMT	-	13,380	-	-	-	-	0
	0	13,380	0	0	0	0	0
Totals:	233,941	234,135	231,444	235,811	239,319	257,811	270,973



TOWN ADMINISTRATION

Elections

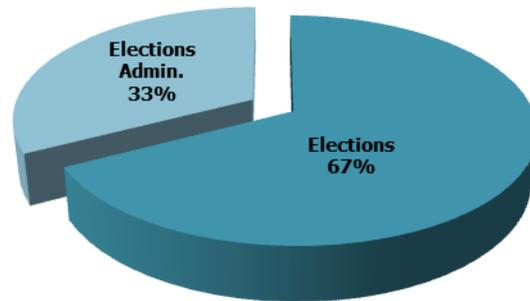
MISSION STATEMENT:

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	\$ 90,705	67%
Elections Administration	43,955	33%
	\$ 134,660	100%



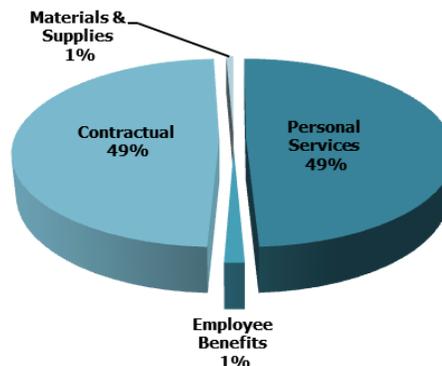
PERSONNEL DATA SUMMARY

POSITION	2012/2013 <u>Actual</u>	2013/2014 <u>Adopted</u>	2013/2014 <u>Actual</u>	2014/2015 <u>Adopted</u>
Registrar	.75	.75	.75	.75
Deputy Registrar	.75	.75	.75	.75
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:

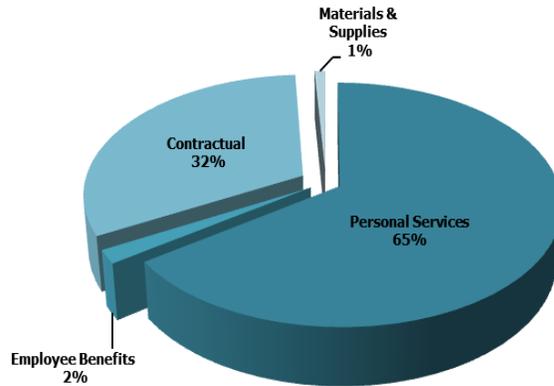
Personal Services	\$ 44,700
Employee Benefits	1,225
Contractual	44,180
Materials & Supplies	600
Total	\$ 90,705



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	\$ 28,650
Employee Benefits	785
Contractual	14,120
Materials & Supplies	<u>400</u>
Total	\$ 43,955



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 staff prepared and completed the November 5, 2013 Municipal Election. Immediately following this election, they conducted the audit as mandated by the Secretary of State. An unprecedented three (3) districts were randomly selected during the Secretary’s drawing, thereby requiring two days to complete. The Registrars of Voters also successfully executed the new Election Day Registration (EDR). This ran very smoothly due to careful planning which included adequate staffing, ensuring voter privacy, and training workers on the proper handling and counting of these special ballots.

We also conducted our annual Canvass to ascertain changes of residence. In each municipality the registrars, between January first and May first, annually complete a canvass by using the National Change of Address System of the United States Postal Service. This process also leads to increased organization and streamlining of voter records.

This past year both Registrars of Voters have served on a year-long committee to revise the Moderator’s Handbook. The committee was comprised of registrars from other towns across the state as well as attorneys from the Secretary of State’s office. The new Handbook is more user friendly and will lead to increased efficiency on Election Day. The two registrars also completed an intensive training course and certification by the Secretary of State to become trainers of moderators. This certification enables them to hold classes around the state which will certify moderators. The current law is that moderators must be certified every two years thereby yielding an ongoing need for training.

Also this year Carol Hurley was one of only four registrars in the State along with one member of the SOS office and one member from the Elections Enforcement Commission that was selected by Denise Merrill (Secretary of State) to serve on her committee pursuant to section 9-192a to certify all of the more than 300 registrars of voters in the state.

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

2014-2015 Adopted Budget with Expenditure History

ELECTIONS

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	43,328	50,707	49,026	50,640	54,867	65,248	69,850
PPT WAGES	4,648	2,300	6,000	7,150	3,000	3,000	3,000
SEAS PT	491	100	-	-	-	500	500
	48,467	53,107	55,026	57,790	57,867	68,748	73,350
EMPLOYEE BENEFITS							
FICA/LIFE	3,587	3,791	3,734	3,471	1,201	1,837	1,855
WC PREM	-	-	-	-	75	86	155
	3,587	3,791	3,734	3,471	1,276	1,923	2,010
CONTRACTUAL							
COPY - EXT	235	-	120	5,740	60	1,000	1,000
CONF/TRAIN	1,871	1,294	1,328	400	1,295	1,300	1,300
PROF SERV	43,550	16,343	35,893	32,892	28,997	30,000	30,000
SUPPORT SV	5,512	7,454	14,443	12,019	20,702	21,000	21,000
REP&MAINT	8	-	-	-	-	5,000	5,000
	51,176	25,090	51,784	51,051	51,054	58,300	58,300
MATERIALS & SUPPLIES							
OFFICE SUP	2,767	1,037	805	162	440	1,000	1,000
	2,767	1,037	805	162	440	1,000	1,000
CAPITAL OUTLAY							
IT EQ/SOFT	-	1,258	-	-	-	-	0
	0	1,258	0	0	0	0	0
Totals:	105,997	84,283	111,348	112,475	110,637	129,971	134,660



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:

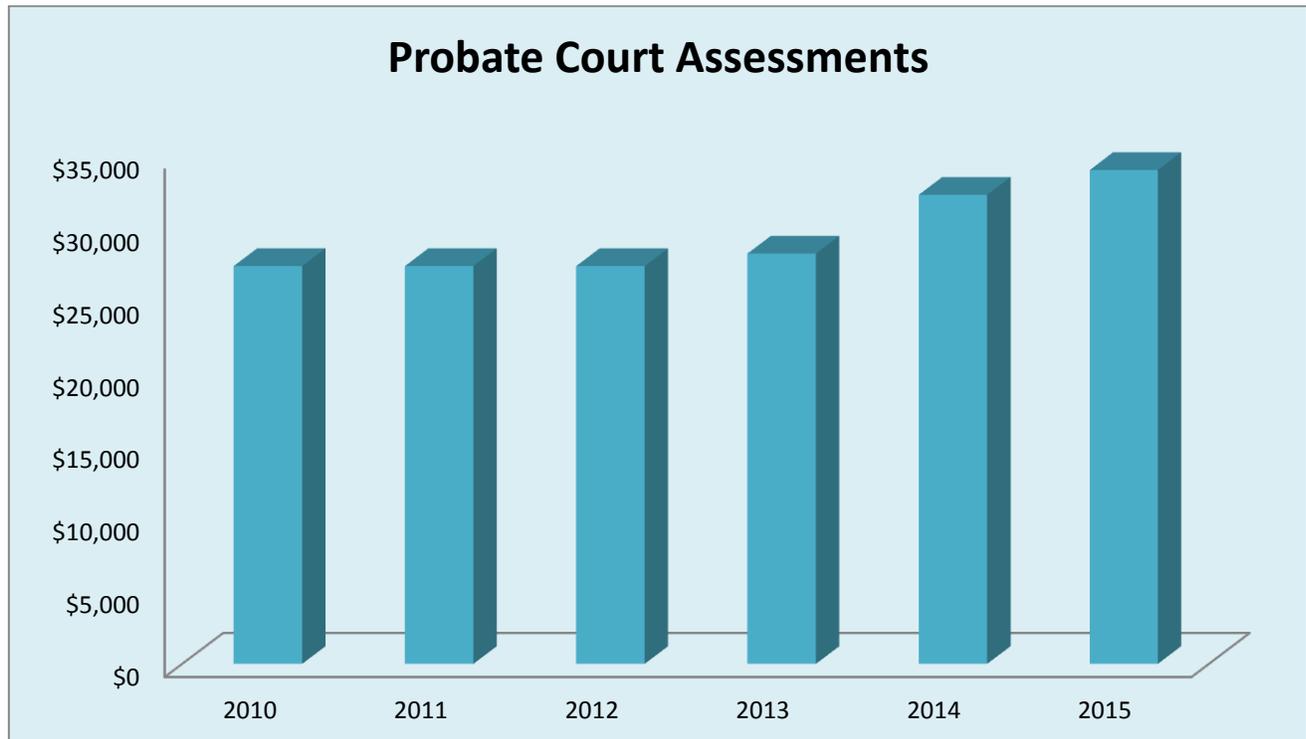
The 2009 Connecticut General Assembly passed a comprehensive bill which reformed and reorganized the Probate Court System in Connecticut. The Public Act reduced the number of Probate Courts and required a redistribution plan for the reduced number of court offices. The Act also established parameters 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: \$34,041

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.

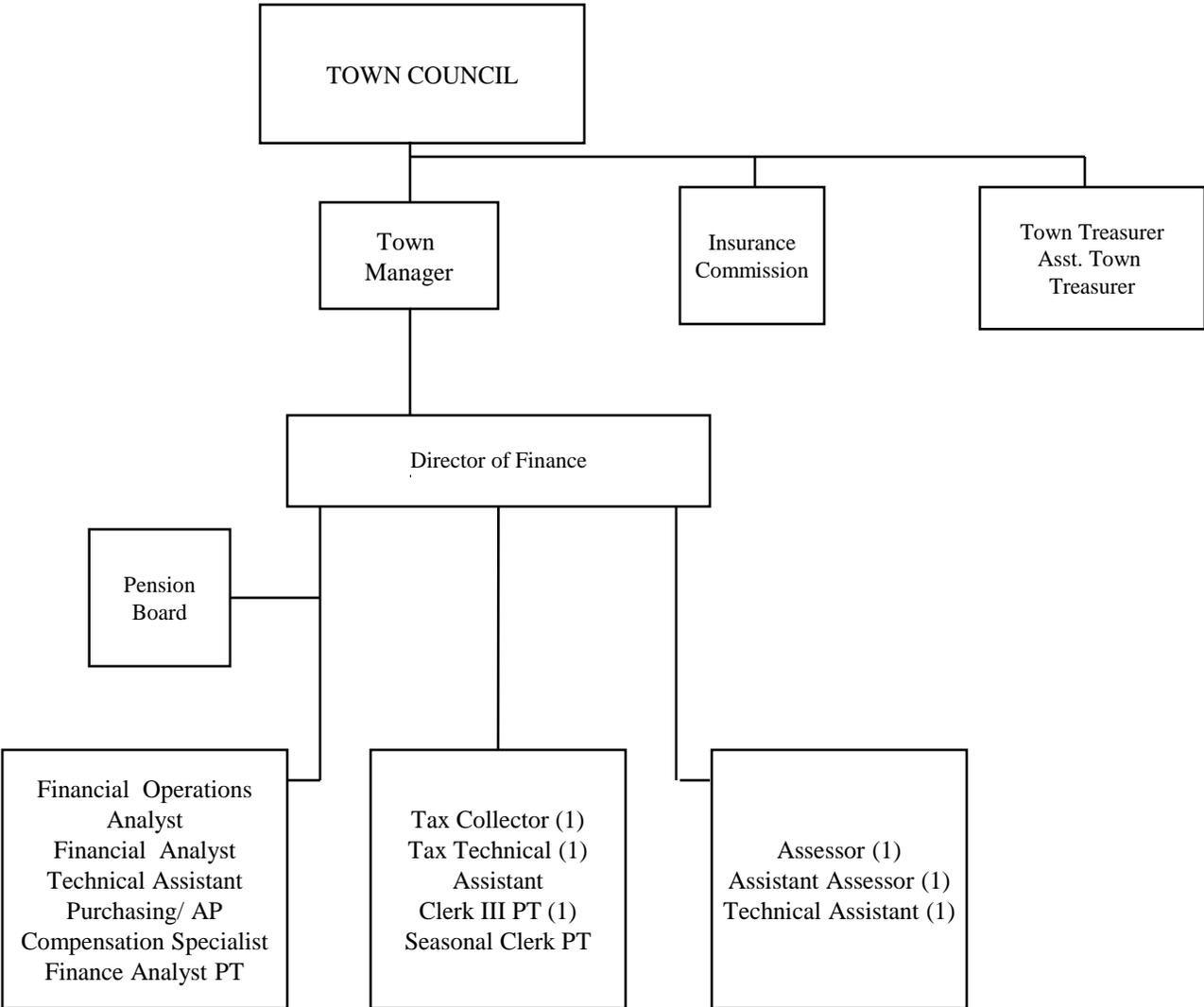


2014-2015 Adopted Budget with Expenditure History

PROBATE COURT

<u>Expense</u>	<u>Actual</u>					<u>Adopted</u>	
	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>
CONTRACTUAL							
RENTAL	27,040	27,428	27,428	27,428	28,285	32,541	34,041
	27,040	27,428	27,428	27,428	28,285	32,541	34,041
Totals:	27,040	27,428	27,428	27,428	28,285	32,541	34,041

FINANCIAL ADMINISTRATION & CONTROL





FINANCIAL ADMIN & CONTROL

Town Treasurer

MISSION STATEMENT:

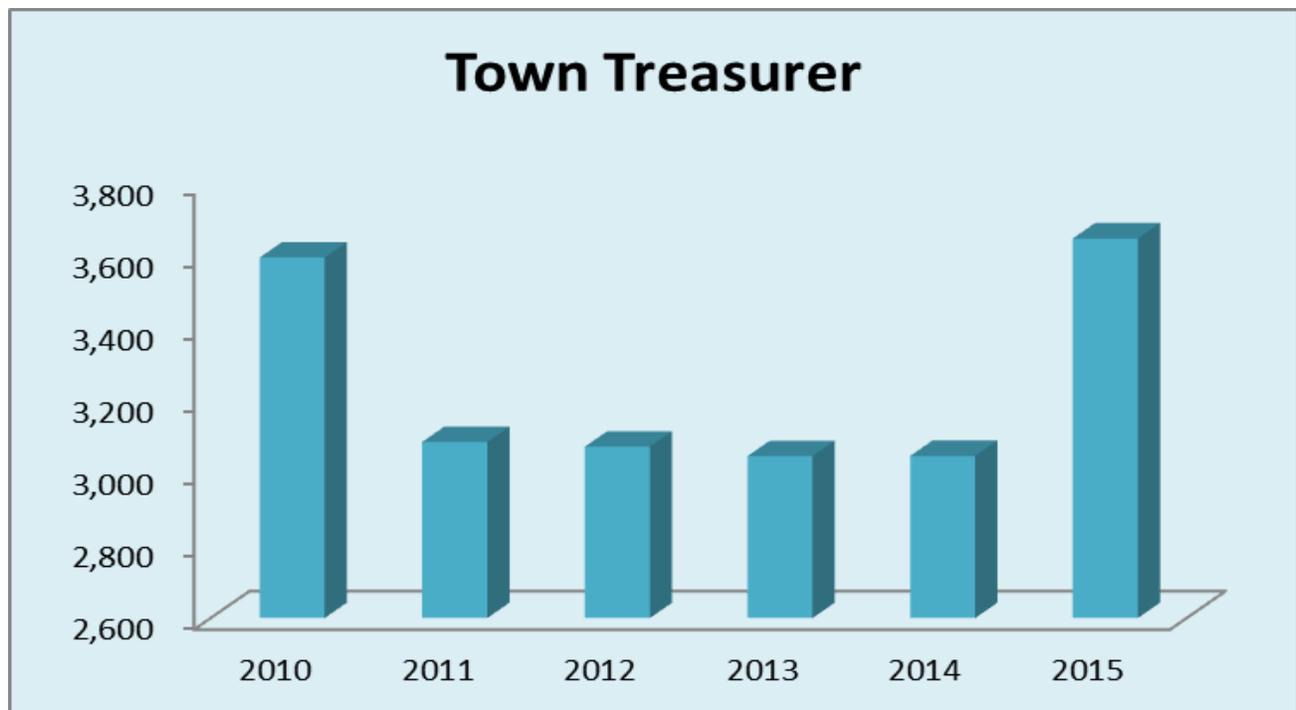
To perform the prescribed duties of the Treasurer in accordance with Section 502 of the Town Charter.

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:

Total \$3,648



2014-2015 Adopted Budget with Expenditure History

TREASURER

<u>Expense</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>Adopted</u> <u>2013-2014</u>	<u>Adopted</u> <u>2014-2015</u>
PERSONAL SERVICES							
SAL/WAGES	3,000	2,875	3,000	3,025	3,000	3,000	3,000
	3,000	2,875	3,000	3,025	3,000	3,000	3,000
EMPLOYEE BENEFITS							
FICA/LIFE	115	720	86	48	43	44	44
DC PENSION	-	-	-	-	-	600	600
WC PREM	-	-	-	-	4	4	4
	115	720	86	48	47	648	648
Totals:	3,115	3,595	3,086	3,073	3,047	3,648	3,648



FINANCIAL ADMIN & CONTROL

Finance & Accounting

MISSION STATEMENT:

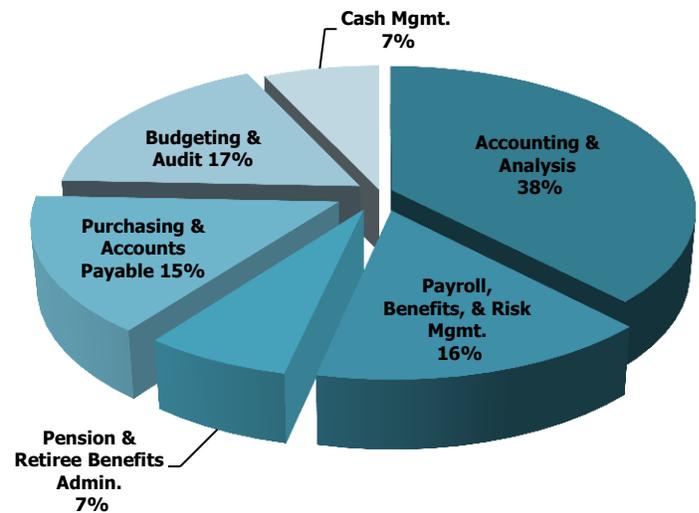
The Finance Department continues to pursue its goals, which are to provide the highest degree of public credibility and confidence in the Town's operations; to foster and maintain a local government environment that demonstrates fiscal accountability and stewardship, efficiency, integrity, and stability;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

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	\$226,874	38%
Payroll, Benefits & Risk Management	94,666	16%
Pension & Retiree Benefits (OPEB) Administration	40,644	7%
Purchasing & Accounts Payable	92,572	15%
Budgeting & Audit	104,076	17%
Cash Management	42,332	7%
Total	\$601,164	100%



PERSONNEL DATA SUMMARY

POSITION	2012-13	2013-14	2013-14	2014-15
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</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)	.2	.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	5.2	5.6	5.6	5.6

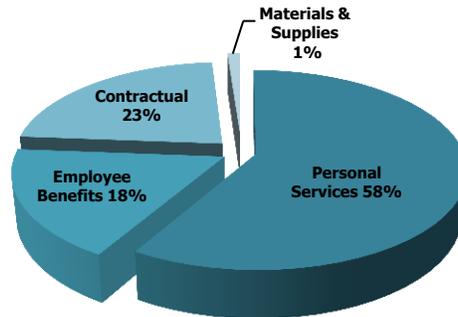
PROGRAM: ACCOUNTING & ANALYSIS:

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	\$132,593
Employee Benefits	40,327
Contractual	51,359
Materials & Supplies	<u>2,595</u>
Total	\$226,874



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. Assisted Tax Department with successful implementation of Road Levy.
2. Continue to identify and review areas where technology use can create efficiencies.
3. Conduct a comprehensive review of team processes and procedures to ensure that sound practices are performed and well documented.
4. Continue to cross-train and provide educational opportunities for staff to enhance knowledge and understanding of reporting and recording practices.

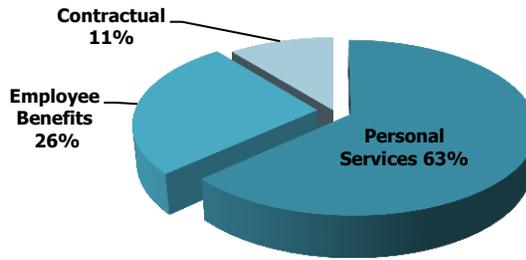
PROGRAM: PAYROLL, BENEFITS & RISK MANAGEMENT:

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.
- Assist with contract analysis for bargaining unit negotiation purposes.
- Process employer payroll taxes and prepare State and Federal quarterly and annual wage and worksite reporting.
- Report Workers' Compensation cases.
- Ensure compliance with and report on Medicare Part D and OPEB.

Program Expenses:

Personal Services	\$59,791
Employee Benefits	24,685
Contractual	<u>10,190</u>
Total	\$94,666



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.

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. Adequately insured all Town property within the guidelines provided by the agents of record.

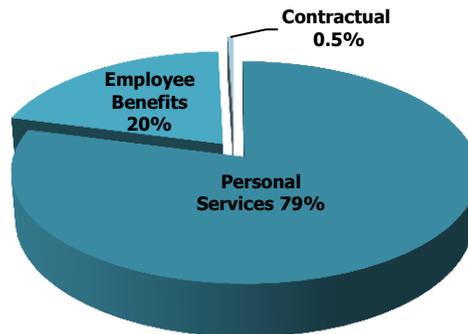
PROGRAM: PENSION & RETIREE BENEFITS (OPEB) ADMINISTRATION:

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	\$32,162
Employee Benefits	8,282
Contractual	<u>200</u>
Total	\$40,644



Outcomes:

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

- Prepare a written procedure manual related to pension administration for both the Town and Firefighter Pension Plans.

Major Changes / Accomplishments / Outlook:

1. Received actuarial valuations of pension and OPEB plans.
2. Provide training and education to staff for new pension reporting requirements under GASB 67 and GASB 68.

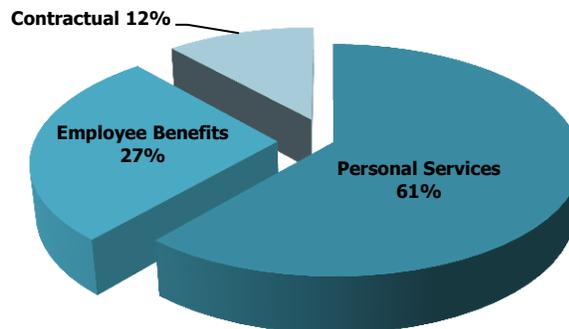
PROGRAM: PURCHASING & ACCOUNTS PAYABLE:

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 1099 reporting information to both federal and state taxing authorities.

Program Expenses:

Personal Services	\$56,619
Employee Benefits	25,200
Contractual	<u>10,753</u>
Total	\$92,572



Outcomes:

- Review and update Town purchasing policy and procedures to clarify the Town Charter purchasing requirements.
- Review and update Town Credit Card policy to clarify eligibility requirements for credit card purchasing.
- Conduct a review of the vendor entry and vendor payment process to ensure proper segregation of duties.
- Audit existing vendors to ensure accurate submission in accordance with authoritative guidelines.

Major Changes / Accomplishments / Outlook:

1. Processed payments for goods and services within 30 days from receipt of invoice.
2. Cross-trained staff on Bid Processing and Vendor Payment procedures.
3. Ensured proper fiscal year end cut off for payables and properly accounted for Prior Year Encumbrance information in the MUNIS financial system.

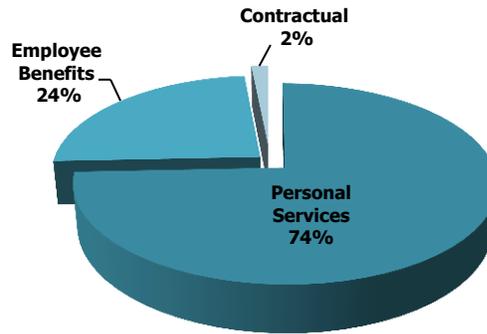
PROGRAM: BUDGETING & AUDIT:

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.
- 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	\$77,353
Employee Benefits	25,123
Contractual	<u>1,600</u>
Total	\$104,076



Outcomes:

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

Major Changes / Accomplishments / Outlook:

1. Received the Certificate of Achievement for Excellence in Financial Reporting for the June 30, 2013 CAFR.
2. Prepared a CAFR on a timely basis for the year ending June 30, 2013 despite significant staffing challenges.
3. Obtained an unqualified audit opinion for the annual Town Financial Reports, which were appropriately presented in conformity with Generally Accepted Accounting Principles (GAAP).
4. Reduced the number of audit adjustments for fiscal year end June 30, 2013.
5. Trained employees on new GASB standards.

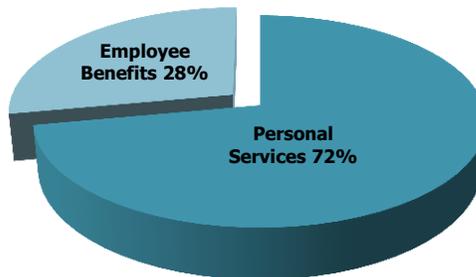
PROGRAM: CASH MANAGEMENT:

Cash Management provides the following services:

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

Program Expenses:

Personal Services	\$30,494
Employee Benefits	<u>11,838</u>
Total	\$42,332



Outcomes:

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

Major Changes / Accomplishments / Outlook:

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

2014-2015 Adopted Budget with Expenditure History

FINANCE & ACCOUNTING

Expense	Actual					Adopted	Adopted
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	214,400	217,097	142,108	320,758	317,822	361,116	365,725
OVERTIME	2,066	1,927	2,690	2,155	908	2,500	2,500
PPT WAGES	61,108	60,966	76,556	18,498	13,725	21,720	20,787
	277,574	279,990	221,354	341,411	332,455	385,336	389,012
EMPLOYEE BENEFITS							
FICA/LIFE	40,540	41,141	23,518	37,960	26,360	30,301	30,704
HEALTH INS	49,929	51,724	30,645	48,192	47,217	45,647	70,914
PENSION	-	-	21,430	21,929	14,084	17,136	25,174
DC PENSION	-	-	-	-	6,598	7,737	7,851
WC PREM	-	-	-	-	481	562	812
	90,469	92,865	75,593	108,081	94,740	101,383	135,455
CONTRACTUAL							
COPY - EXT	545	407	138	201	202	1,750	330
CONF/TRAIN	1,784	861	362	2,991	4,339	4,070	11,995
SUPPORT SV	58,313	58,826	150,047	61,921	104,413	65,797	58,627
OFF MCH SV	509	1,723	907	489	644	500	650
LEGAL AD	1,766	1,259	1,840	1,314	1,374	2,500	2,500
	62,917	63,075	153,294	66,915	110,972	74,617	74,102
MATERIALS & SUPPLIES							
OFFICE SUP	2,721	1,195	1,765	3,472	2,841	2,595	2,595
	2,721	1,195	1,765	3,472	2,841	2,595	2,595
CAPITAL OUTLAY							
EQUIPMENT	-	6,567	-	5,274	-	-	0
	0	6,567	0	5,274	0	0	0
Totals:	433,682	443,692	452,007	525,153	541,008	563,931	601,164



FINANCIAL ADMIN AND CONTROL

Assessor

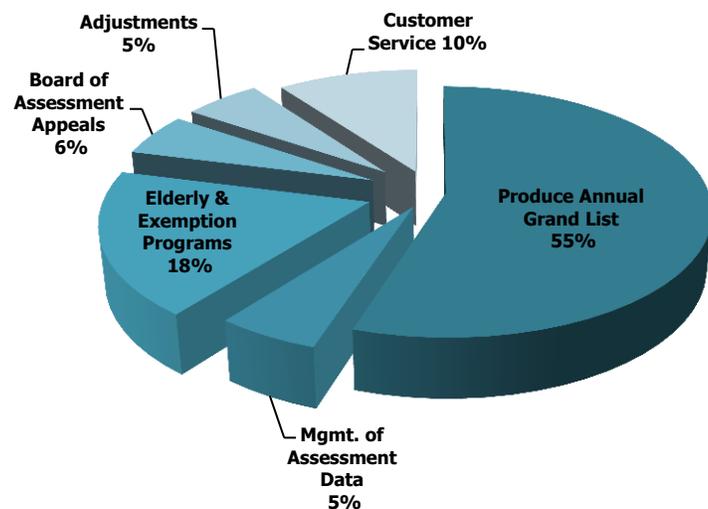
MISSION STATEMENT:

To accurately and fairly determine the value of Real and Personal Property for taxation purposes. Administer all statutory programs in accordance with Connecticut State statutes.

DEPARTMENT DESCRIPTION:

The Assessor's Office is responsible for the discovery and listing of all taxable and non-taxable properties both real and personal, and compilation of an equitable Grand List; the administration of tax relief and exemption programs, for the elderly, blind, disabled, and veterans, and the satisfactory performance of all statutory requirements including the Board of Assessment Appeals. The Office is responsible for providing accurate and timely information to the general public. The Assessor is also responsible for filing State reports as required. The Assessor's Office has 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	\$191,247	55%
Management of Assessment Data	\$18,901	5%
Elderly & Exemption Programs	\$64,234	18%
Board of Assessment Appeals	\$19,119	6%
Adjustments	\$19,054	5%
Customer Service	\$34,945	10%
Total	\$347,500	100%



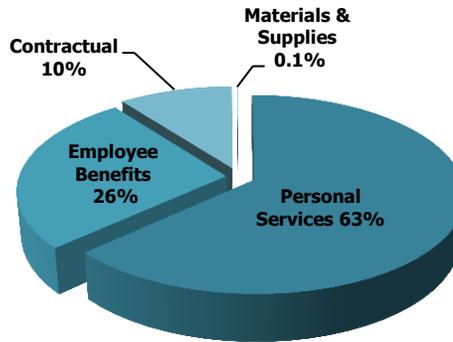
PERSONNEL DATA SUMMARY

POSITION	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Assessor	1.0	1.0	1.0	1.0
Assistant Assessor	1.0	1.0	1.0	1.0
Technical Assistant	1.0	1.0	1.0	1.0
Full Time Equivalent	3.0	3.0	3.0	3.0

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

Program Expenses:

Personal Services	\$ 120,925
Employee Benefits	50,523
Contractual	19,532
Materials & Supplies	<u>267</u>
Total	\$ 191,247



Outcomes:

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

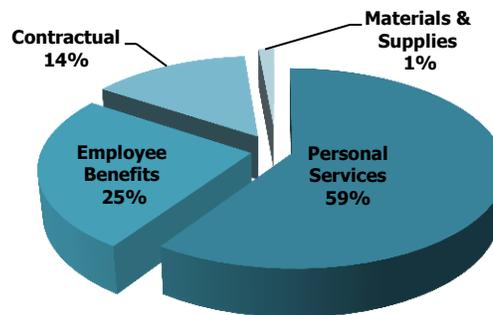
Major Changes / Accomplishments / Outlook:

2013 Grand List filed by January 31, 2013, an extension was not needed. The 2013 Net Grand List equated to an approximate \$130,279,180 decrease in assessment compared to the 2012 Net Grand List. Board of Assessment Appeal hearings are being conducted and were completed on time. The Assessor’s Office utilized the Town of Wethersfield’s web site for dispensing information to taxpayers and providing needed forms. The Assessor’s Office with assistance from the Engineering Department released a web based GIS mapping software. Conducted Personal Property audits on 10 accounts. The 10 accounts completed resulted in an approximate net increase in taxes of \$86,527.00, not including the 2013 Grand List. The Personal Property portion of the 2013 Grand List saw a small net decrease in comparison to the 2012 Grand List. The Motor Vehicle portion of the 2013 Grand List increased approximately 1% over the 2012 Grand List. Finalized 2013 Grand List utilizing the Assessment software and Personal Property software. The Assessor’s Office has completed the State Mandated Revaluation project for the October 1, 2013 Grand List. The project was completed on schedule and on budget. As a result of the Revaluation project and prior to the Board of Assessment Appeal hearings, Residential Real Estate assessments decreased, and Commercial Real Estate assessments increased slightly. The overall reduction to the Real Estate portion of the Grand List was 6.3% compared to the 2012 Grand List, prior to any Board of Assessment Appeal changes. The average residential property gross assessment as a result of the revaluation is \$168,800 (rounded), prior to any Board of Assessment Appeal changes.

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	\$ 11,221
Employee Benefits	4,727
Contractual	2,686
Materials & Supplies	<u>267</u>
Total	\$ 18,901



Outcomes:

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

Major Changes / Accomplishments / Outlook:

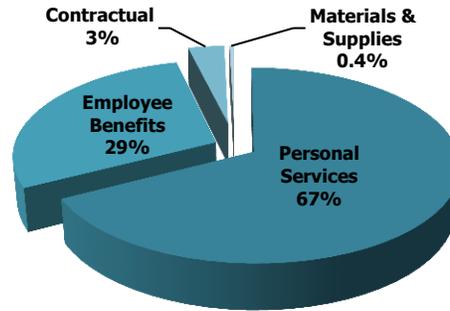
Reconciled Grand List totals with Tax Collector’s Rate Book for 2013 Grand List. Implemented a Request for Proposal for the upcoming 2013 Revaluation project and awarded the Revaluation contract to Vision Government Solutions. Vision Government Solutions completed the State mandated Revaluation on time and on budget.

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

- Town Elderly Tax Relief programs equate to \$217,351.79 in Tax credits
- State Elderly Tax Relief programs equate to \$267,237.76 in Tax credits
- All Additional Veteran’s exemptions equate to \$1,319,180 in Assessment
- Blind/Disabled exemptions equate to \$276,500 in Assessment
- New Manufacturing Machinery & Equipment equate to \$993,410 in Assessment
- Newly Acquired Commercial Vehicles exemptions equate to \$1,116,470 in Assessment

Program Expenses:

Personal Services	\$ 43,296
Employee Benefits	18,497
Contractual	2,174
Materials & Supplies	<u>267</u>
Total	\$ 64,234



Outcomes:

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

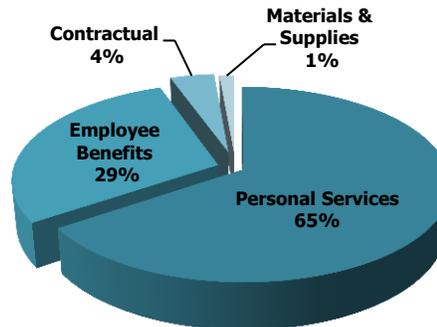
Major Changes / Accomplishments / Outlook:

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

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

Program Expenses:

Personal Services	\$ 12,522
Employee Benefits	5,550
Contractual	781
Materials & Supplies	<u>266</u>
Total	\$ 19,119



Outcomes:

- Pursuant to Connecticut General Statutes, the Board of Assessment Appeal 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.

Major Changes / Accomplishments / Outlook:

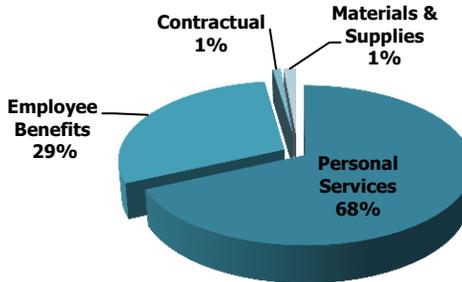
The Board of Assessment Appeals completed all of their duties by the statutory deadline. The M-13 State report was filed by the statutory deadline. The Assessor’s Office continued to provide assistance in training of Board of Assessment Appeals members and alternates. All members of the Board of Assessment Appeals and Assessor’s Office attended a Board of Assessment workshop sponsored by the Connecticut Association of Assessing Officers.

For the 2013 Grand List there were approximately 130 total appeals filed with Board of Assessment Appeals. Of the 130 appeals, 105 were Real Estate appeals, 15 were Motor Vehicle appeals, and 10 were Personal Property appeals. The increase in Real Estate appeals from the previous year were as a result of the completed Revaluation of all Real Property for the 2013 Grand List. The Board of Assessment Appeals decisions are pending.

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

Program Expenses:

Personal Services	\$ 12,997
Employee Benefits	5,612
Contractual	178
Materials & Supplies	<u>267</u>
Total	\$ 19,054



Outcomes:

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

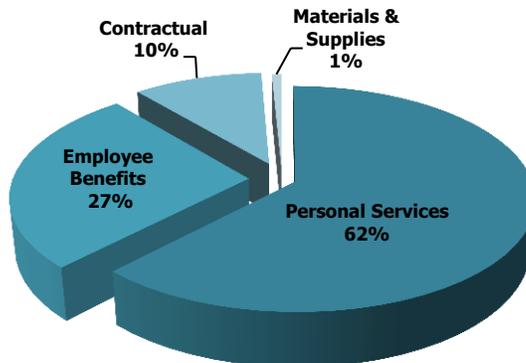
Major Changes / Accomplishments / Outlook:

Continue to provide customer friendly service. Utilizing Administrative Software to improve efficiency and streamline all adjustments made to assessments. The Assessor’s Office continued to see improved processing of certificate of corrections, new construction, and ownership changes within the Administrative Software.

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

Program Expenses:

Personal Services	\$ 21,710
Employee Benefits	9,359
Contractual	3,610
Materials & Supplies	<u>266</u>
Total	\$ 34,945



Outcomes:

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

Major Changes / Accomplishments / Outlook:

Staff utilized improved technology, such as the Town Website, Local Access Television Station, Press releases, Brochures, Web Based GIS Mapping System, Continuing Education, and Seminars to inform the public of various programs available.

2014-2015 Adopted Budget with Expenditure History

TAX ASSESSOR

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	192,984	197,667	215,343	207,710	212,162	220,212	222,271
OVERTIME	232	62	154	463	372	400	400
	193,215	197,729	215,497	208,173	212,534	220,612	222,671
EMPLOYEE BENEFITS							
FICA/LIFE	28,900	29,582	20,200	18,809	16,846	18,049	18,220
HEALTH INS	43,334	45,813	47,952	46,169	49,648	46,104	45,013
PENSION	-	-	16,474	12,879	15,948	19,691	28,881
WC PREM	-	-	-	-	1,455	1,699	2,154
	72,234	75,395	84,626	77,858	83,897	85,543	94,268
CONTRACTUAL							
COPY - EXT	1,584	1,680	2,048	2,440	3,109	4,000	4,200
CONF/TRAIN	1,338	2,279	3,185	2,276	3,402	3,125	3,125
PROF SERV	10,000	20,000	10,000	10,000	5,000	5,000	5,000
SUPPORT SV	7,700	8,300	7,900	16,536	15,811	15,961	16,111
OFF MCH SV	581	350	125	-	-	375	375
LEGAL AD	129	118	72	120	132	150	150
	21,333	32,726	23,330	31,372	27,453	28,611	28,961
MATERIALS & SUPPLIES							
CLOTHING	-	243	-	-	-	-	0
OFFICE SUP	1,276	1,476	1,414	1,582	1,550	1,600	1,600
	1,276	1,719	1,414	1,582	1,550	1,600	1,600
Totals:	288,057	307,568	324,867	318,985	325,434	336,366	347,500



FINANCIAL ADMIN & CONTROL

Tax Collector

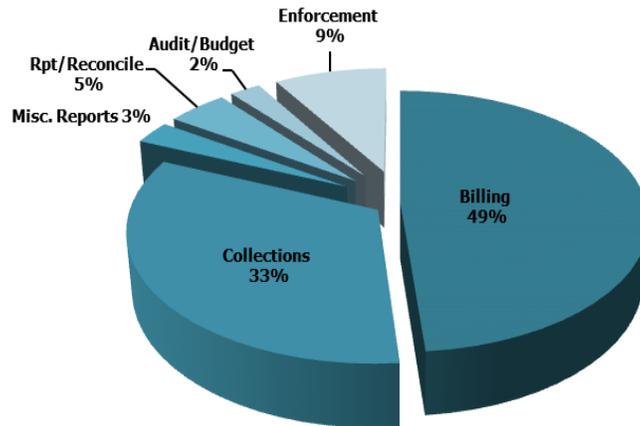
MISSION STATEMENT:

This Division'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:

Tax Collection 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	\$ 123,730	49%
Collections	83,508	33%
Misc. Reports	7,337	3%
Rpt/Reconcile	11,767	5%
Audit/Budget	6,060	2%
Enforcement	22,199	9%
Total	\$ 254,601	100%



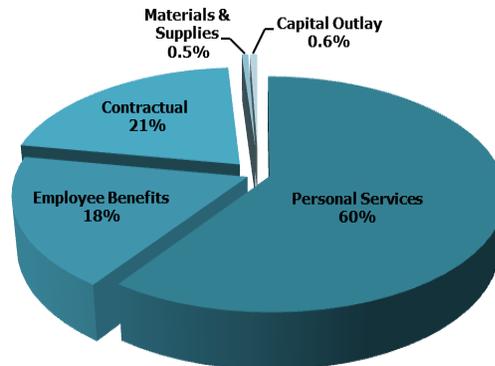
PERSONNEL DATA SUMMARY

POSITION	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Tax Collector	1.00	1.00	1.00	1.00
Technical Assistant	1.00	1.00	1.00	1.00
Clerk II (1)	.52	.52	.52	.52
Seasonal	.10	.10	.10	.10
Full Time Equivalent	2.62	2.62	2.62	2.62

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

Program Expenses:

Personal Services	\$73,900
Employee Benefits	22,399
Contractual	26,031
Materials & Supplies	650
Capital Outlay	750
Total	\$123,730



Outcomes:

- Successfully completed 50-100 new address/owner changes monthly from the assessor via a bridge from Vision Appraisal to Quality Data to maintain accurate billing records.

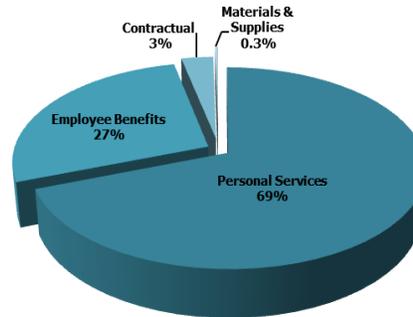
Major Changes / Accomplishments / Outlook:

The office took over processing and mailing of the Alias Tax Warrants from the vendor resulting in a 15% savings.

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

Program Expenses:

Personal Services	\$57,887
Employee Benefits	22,800
Contractual	2,571
Materials & Supplies	250
Total	\$83,508



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 2012-13 fiscal year was 98.96%.

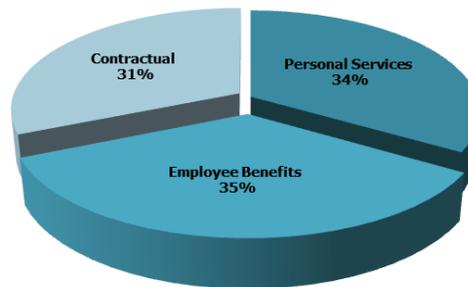
Major Changes / Accomplishments / Outlook:

The Office has started holding a Tax Sale semi-annually to reduce the delinquent Real Estate accounts.

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	\$2,467
Employee Benefits	2,564
Contractual	2,306
Total	\$7,337



Outcomes:

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

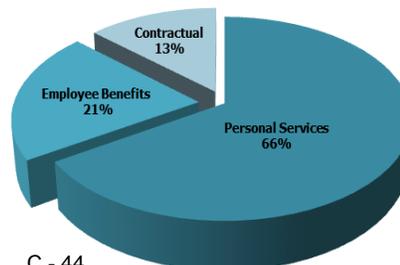
Major Changes / Accomplishments / Outlook:

Successfully established and implemented a procedure to remove tax liens on a timely basis in response to requests by attorneys and homeowners.

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	\$7,758
Employee Benefits	2,453
Contractual	1,556
Total	\$11,767



Outcomes:

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

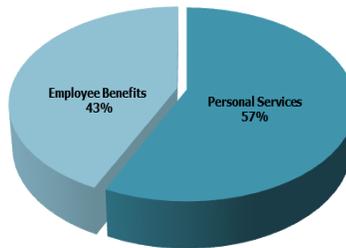
Major Changes / Accomplishments / Outlook:

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

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

Program Expenses:

Personal Services	\$3,448
Employee Benefits	<u>2,612</u>
Total	\$6,060



Outcomes:

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

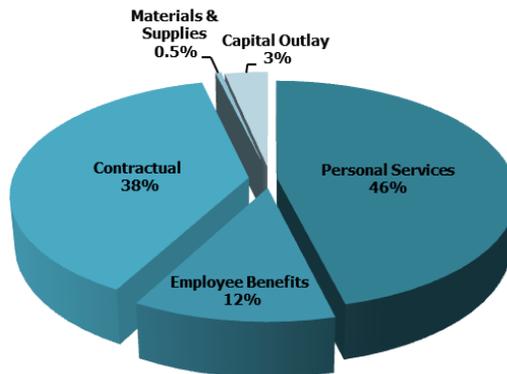
Major Changes / Accomplishments / Outlook:

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

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

Program Expenses:

Personal Services	\$10,227
Employee Benefits	2,631
Contractual	8,491
Materials & Supplies	100
Capital Outlay	<u>750</u>
Total	\$22,199



Outcomes:

- Develop and implement, through the use of statutory and Town Council approved collection policies, additional methods of delinquent tax collection to increase the collection of back taxes to 20%. Improved collection of delinquent tax collections will help maintain a level tax rate.

Major Changes / Accomplishments / Outlook:

Staff issued 1,100 warrants for delinquent taxes, which were down from the 1,600 issued last fiscal year.

2014-2015 Adopted Budget with Expenditure History

TAX COLLECTOR

Expense	Actual					Adopted	Adopted
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	134,040	129,370	141,597	144,265	149,512	154,000	155,687
	134,040	129,370	141,597	144,265	149,512	154,000	155,687
EMPLOYEE BENEFITS							
FICA/LIFE	17,332	17,782	12,449	10,278	10,611	11,383	11,497
HEALTH INS	23,575	25,095	9,857	26,585	28,594	26,455	25,818
PENSION	-	-	9,781	7,833	9,766	12,152	17,819
WC PREM	-	-	-	-	192	226	325
	40,907	42,877	32,087	44,696	49,163	50,216	55,459
CONTRACTUAL							
COPY - EXT	14,768	1,325	11,701	3,413	11,835	14,058	19,432
CONF/TRAIN	1,022	1,767	1,525	604	387	875	825
SUPPORT SV	-	-	-	8,386	10,951	11,311	13,111
DATA SERV	4,760	4,721	4,711	5,989	6,101	6,400	6,387
LEGAL AD	534	552	791	802	1,662	1,200	1,200
	21,084	8,365	18,728	19,194	30,936	33,844	40,955
MATERIALS & SUPPLIES							
OFFICE SUP	2,313	1,153	881	1,389	1,036	1,000	1,000
	2,313	1,153	881	1,389	1,036	1,000	1,000
CAPITAL OUTLAY							
IT EQ/SOFT	1,576	1,500	1,500	1,500	1,500	1,500	1,500
	1,576	1,500	1,500	1,500	1,500	1,500	1,500
Totals:	199,920	183,265	194,793	211,044	232,146	240,560	254,601



FINANCIAL ADMIN & CONTROL Central Office Services

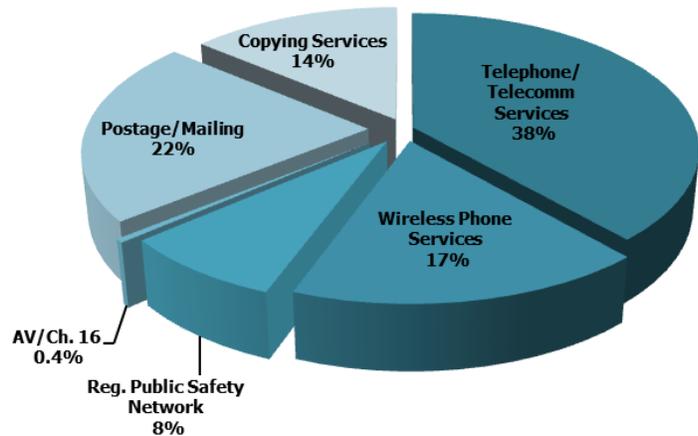
MISSION STATEMENT:

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

DEPARTMENT DESCRIPTION:

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

PROGRAM	BUDGET AMOUNT	PERCENT
Telephone/telecomm Services	\$ 90,590	38%
Wireless Phone Services	40,667	17%
Regional Public Safety Network	19,000	8%
Audio Visual / Channel 16	1,050	0.4%
Postage/Mailing	51,500	22%
Copying Services	32,950	14%
Total	235,757	100%



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

Program Expenses:

Contractual Services	\$90,590
Total	\$90,590



Outcomes:

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

Major Changes / Accomplishments / Outlook:

Line charges have seen an increase in recent months with the addition of several T1 circuits to provide backup to the main fiber backbone of the radio system pending our transition to the new system. These lines will be removed once the system is up and fully operational with new microwave links.

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

Program Expenses:

Contractual Services	<u>\$40,667</u>
Total	\$40,667



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 payments to the Capitol Region Council of Governments (CRCOG) for use of the CAPTAIN Mobile Data Systems software/network as well as the State of CT, Department of Public Safety for use of the CT On-Line Law Enforcement Communications Teleprocessing (COLLECT) system.

Program Expenses:

Contractual Services	<u>\$19,000</u>
Total	\$19,000



Outcomes:

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

Major Changes / Accomplishments / Outlook:

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

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

Program Expenses:

Contractual Services	<u>\$1,050</u>
Total	\$1,050



Outcomes:

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

Major Changes / Accomplishments / Outlook:

The municipal channel now broadcasts on channel 117-173.

PROGRAM: POSTAGE/MAILING SERVICES: This is the central account used for the payment of postage and rental costs for the postage machine.

Program Expenses:

Contractual Services	\$51,500
Total	\$51,500



Outcomes:

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

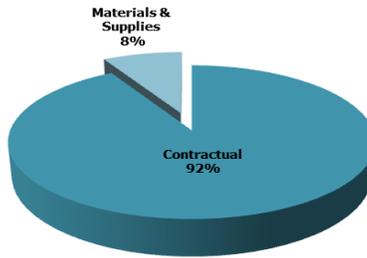
Major Changes / Accomplishments / Outlook:

- Continue to use postage machine for mass mailings.

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

Program Expenses:

Contractual Services	\$30,200
Materials & Supplies	2,750
Total	\$32,950



Outcomes:

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

Major Changes / Accomplishments / Outlook:

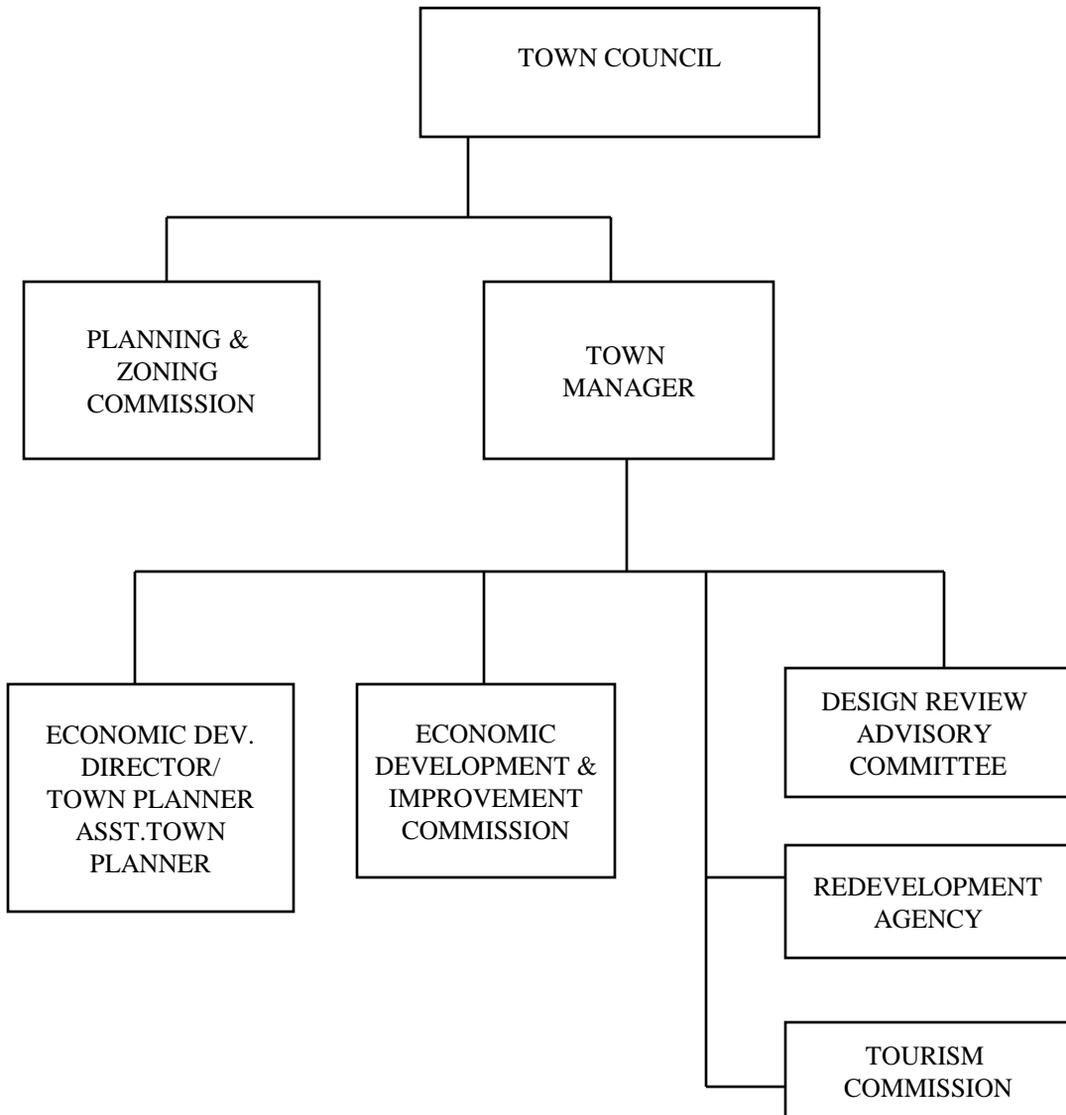
- Copying on both sides of paper to reduce paper usage.
- Use of electronic correspondence to reduce paper and ink usage.
- Use of technology for paperless meetings to reduce paper and ink usage.

2014-2015 Adopted Budget with Expenditure History

CENTRAL OFFICE SERVICES

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
CONTRACTUAL							
COPY - INT	19,830	14,503	17,628	22,788	21,367	27,275	30,200
SUPPORT SV	-	-	19,500	-	-	-	0
POSTAGE	68,664	79,668	40,045	37,537	53,772	48,280	51,500
TELECOMM	133,914	129,220	132,724	144,240	142,578	138,469	151,307
OFF MCH SV	340	549	-	-	-	-	0
	222,748	223,940	209,896	204,564	217,717	214,024	233,007
MATERIALS & SUPPLIES							
OFFICE SUP	1,875	1,163	117	3,001	1,772	2,750	2,750
	1,875	1,163	117	3,001	1,772	2,750	2,750
CAPITAL OUTLAY							
IT EQ/SOFT	-	-	5	-	-	-	0
	0	0	5	0	0	0	0
Totals:	224,623	225,103	210,019	207,565	219,490	216,774	235,757

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.

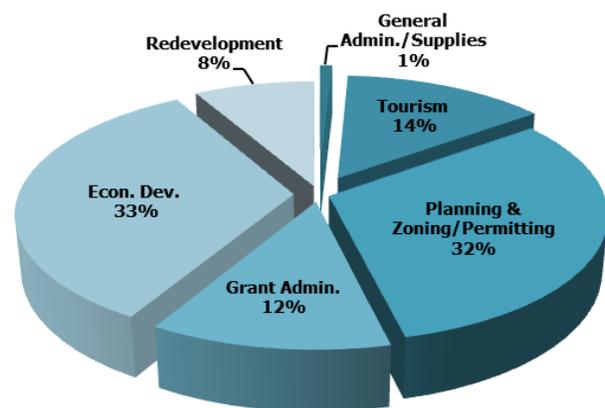
DEPARTMENT DESCRIPTION:

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

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

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

PROGRAM	BUDGET AMOUNT	PERCENT
General Admin/Supplies	\$ 2,740	1%
Tourism	\$ 44,475	14%
Planning & Zoning / Permitting	\$100,391	32%
Grant Administration	\$ 38,450	12%
Economic Development	\$106,673	33%
Redevelopment	\$ 26,112	8%
Total	\$318,841	100%



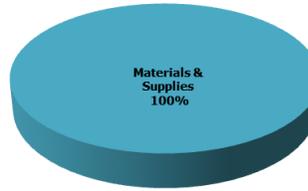
PERSONNEL DATA SUMMARY

POSITION	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Town Planner	1.0	1.0	1.0	1.0
Assistant Planner	1.0	1.0	1.0	1.0
PZC Commission Clerk	0.06	0.06	0.06	0.06
Full Time Equivalent	2.06	2.06	2.06	2.06

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

Program Expenses:

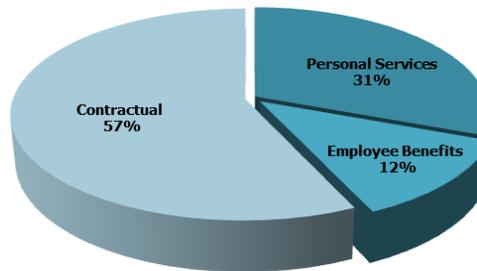
Materials & Supplies	\$ 2,740
Total	\$ 2,740



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

Program Expenses:

Personal Services	\$13,697
Employee Benefits	5,528
Contractual	<u>25,250</u>
Total	\$44,475



Outcomes:

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

Major Changes / Accomplishments / Outlook:

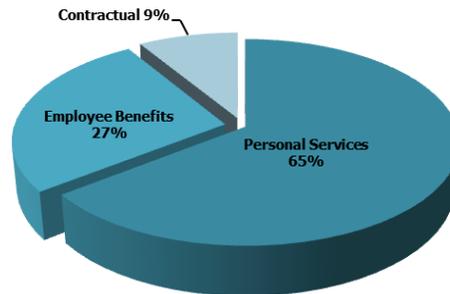
- Several stories appeared in a variety of media venues this past year promoting visitation to Wethersfield including stories on Garden Tours, Thanksgiving traditions, Travel, Holiday Season, Antique Show, and George Washington.
- Comprehensively redesigned and improved the contents and functionality of www.historicwethersfield.org website.
- Continued to maintain Wethersfield Tourism Commission Facebook page to take advantage of social media opportunities to promote Wethersfield and increased the number of friends by seventy (70) percent.
- Placed advertisement in AAA Journeys magazine, CT Vacation Guide, and CT Vacation map.
- Distributed 50,000 rack cards to hotels, conference centers, corporate headquarters, businesses, and visitor centers in CT and Mass.
- Coordinated, produced, and distributed eleven (11) E-Newsletters of Wethersfield Events. Expanded the distribution of the monthly e-Newsletter by thirty (30) percent.
- Will implement a comprehensive redesign of monthly newsletter through the use of Campaign Monitor software which will also allow more detailed analysis and tracking of readership.
- Conducted (4) quarterly meetings with stakeholder alliance members to more effectively enhance and promote events and share information with partner organizations.
- Conducted a community photo contest.
- Oversaw the planning process for the revitalization plan for the former Masonic Building and Comstock Ferre properties.

- Coordinated efforts to create the Wethersfield Heritage Interpretive Trail.
- 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 Design Review Committee reviews applications for exterior improvements to commercial and multifamily property specifically facades, signs, and site improvements. Staff provides technical support through the preparation of agendas, minutes, legal notices, meeting attendance, and permit documentation. Staff administers and maintains the various records, documents, policies, plans, and regulations in order to guide quality development. Staff also performs technical permit and plan reviews for compliance with zoning, subdivision, and State statutes and provides written reports to the Commissions.

Program Expenses:

Personal Services	\$64,831
Employee Benefits	26,750
Contractual	<u>8,900</u>
Total	\$100,481



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. This past year we conducted one-hundred and fifteen (115) review meetings.
- Review, update, and maintain the Town’s zoning, subdivision, and land use ordinances in order to impact quality of life, economic development, and statutory compliance.
- To streamline and expedite project activity process for all Design Review applications within a 2 week timeframe and process all Planning and Zoning Commission applications within the statutory review period.
- Provide the public with timely access to information regarding the Town’s land use records, documents, and regulations. Respond to all land use related inquiries within 24 hours.
- Assist property owners and businesses with the permit review process.
- Conduct research and prepare reports on planning and economic development related matters.
- Conduct community planning initiatives as necessary including implementation of those plans and recommendations.

Major Changes / Accomplishments / Outlook:

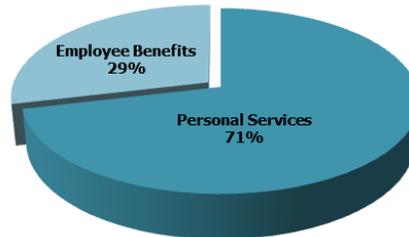
- The Wethersfield Planning and Zoning Commission and Design Review Committees conducted fifty-two (52) application reviews which was a decrease of eighteen (18) from last year.
- Conducted 115 interdepartmental project review meetings which is an increase of fifteen (15) percent from the previous year.
- The Planning and Zoning Commission and staff spent a considerable amount of time this past year to complete the community review process for the Plan of Conservation and Development culminating in the approval of the plan.
- Completed the planning process in partnership with the CT Trust For Historic Preservation for the Study of Revitalization Opportunities in Old Wethersfield.
- Participated in the Regional Natural Hazard Mitigation Planning update process.
- Work will begin on the creation of the design guidelines and construction specifications.
- Assisted the Town Manager in the development of a job description for the ZEO/Property Maintenance Officer.
- In partnership with the Building Department and the new Zoning Enforcement Official will establish and initiate a more pro-active zoning enforcement program for both residential and commercial property in the community in order to improve the quality of life.
- Working closely with the new Zoning Enforcement Official review, research, and revise key areas of the zoning regulations requiring updates.
- The Assistant Planner and the Zoning Enforcement Official will establish an enhanced and improved monthly reporting and record keeping system for both the Zoning Board of Appeals and the Planning and Zoning Commission.
- This past year staff posted a variety of new guides and application assistance documents on the Town’s website.

- In partnership with CT Transit and the CRCOG we will complete the design and installation of 9 bus shelters in Town.

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

Program Expenses:

Personal Services	\$ 27,392
Employee Benefits	11,058
Total	\$ 38,450



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.

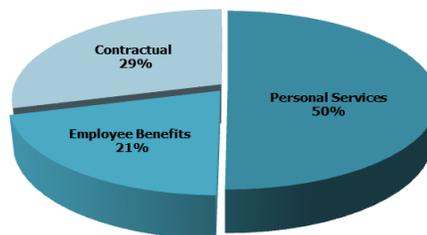
Major Changes / Accomplishments / Outlook:

- Administered the \$50,000 planning grant through the Connecticut Trust For Historic Preservation Vibrant Communities Initiative (VCI) program.
- Continued to administer \$90,000 Preserve America wayfinding grant through the National Park Service.
- Applied for and received a \$17,500 planning grant from the Hartford Foundation for Public Giving for the design phase of the Wethersfield Heritage Trail interpretive signage program.
- Applied for and received a \$35,000 implementation grant from Connecticut Humanities for the construction and installation phase of the Wethersfield Heritage Trail interpretive signage program.
- Continued to administer the Silas Deane Highway revitalization and streetscape program STEAP Grant (\$250,000).
- Continue to administer the Urban Act façade improvement grant (\$250,000).
- Supported the \$2,500 State Department of Agriculture Joint Ventures Farmers Market marketing grant.
- During the upcoming year will participate in the administration, design, and implementation of the (\$200,000) State Grant for the redesign of the Church and Main Street intersection.

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. Departmental staff supports the work of the Wethersfield Farmer’s Market. 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	\$ 53,521
Employee Benefits	21,952
Contractual	31,200
Total	\$106,673



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.
- Enhance the Wethersfield Shops Local Alliance program through the use of social media and improvements to the

- program’s organizational structure to enhance the value of the program to businesses and customers.
- Initiate contacts and meetings with prospects interested in development opportunities in Town as part of the business recruitment program.
- Attract, create, and retain jobs that maintain the vitality of the Town’s commercial tax base.
- Conduct business visitations as part of the business retention program.
- Provide access to the Town’s financial incentive programs for the purpose of creating new commercial capital investment particularly through the use of the façade improvement program and the tax incentive program.
- Support the growth and continued expansion of the Wethersfield Farmer’s Market.

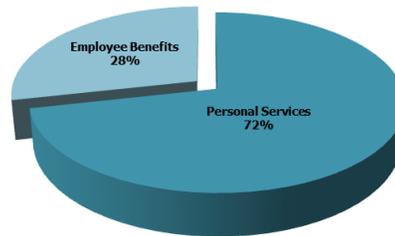
Major Changes / Accomplishments / Outlook:

- To provide business support and assistance this past year the EDIC assisted five (5) façade improvement projects, with loans totaling \$114,470.67.
- To date, the Façade program has assisted 26 projects and has provided over \$725,000 in façade funding.
- To improve communication and public relations produced four (4) available property and economic development status reports.
- Provided financial and staff support for the expanded Wethersfield Farmers Market. Since 2010 the market has grown from 15 vendors to 45 vendors in 2013 and customer attendance has grown from approximately 100 per week in 2011 to over 500/week in 2013. Special event days have realized approximately 1,000 customers.
- Participated in three (3) community events to support the business community and promote the business environment: Salute To Business, State of the Town, and Chamber of Commerce Annual Meeting.
- In 2014 we anticipate the creation of a new on-line, searchable Wethersfield Business Directory for the recently redesigned Town website.
- Initiated fifty-five (55) contacts with parties interested in development opportunities as part of the business recruitment program.
- Welcomed twenty-one (21) new businesses to Town and retained five (5) existing businesses to new locations in the community.
- Coordinated the design and distribution of the 2014 Town Guide and Calendar.

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	\$18,684
Employee Benefits	<u>7,428</u>
Total	\$26,112



Outcomes:

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

Major Changes / Accomplishments / Outlook:

- To continue to act as a catalyst for the redevelopment of the blighted and underutilized commercial properties in Town and to utilize some of the statutorily authorized techniques that would potentially allow the Agency to partner with property owners.
- Staff continue to meet with various private property owners to explore partnership opportunities for property redevelopment.
- During 2014/2015, the Agency will continue to develop relationships with private property owners in an effort to foster an increased interest in redevelopment opportunities in Town.
- The Agency will continue to pursue financial assistance to aid in the implementation of approved Redevelopment Plans.
- The Redevelopment Agency will continue to investigate potential projects that may benefit from the Redevelopment Agencies involvement.

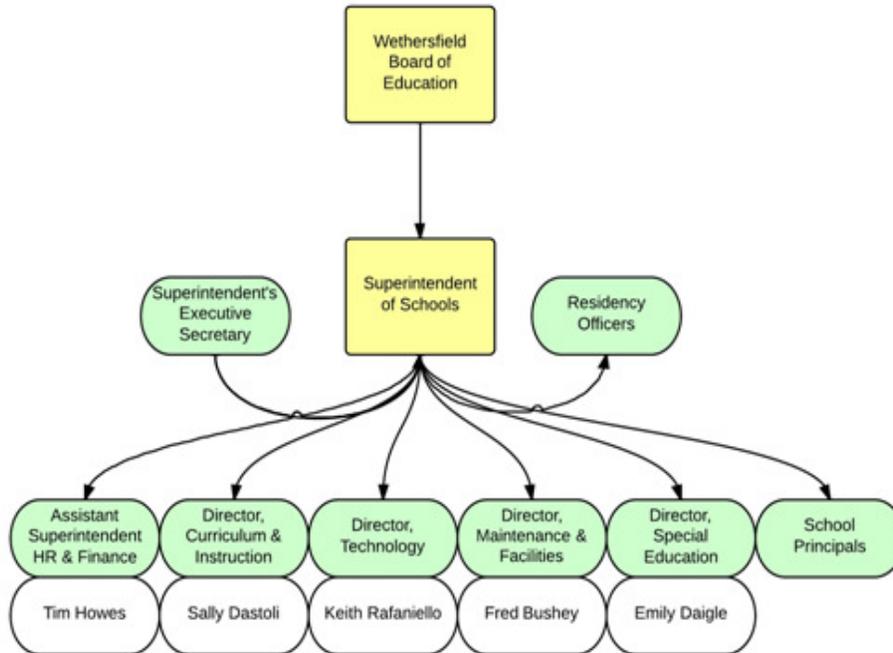
2014-2015 Adopted Budget with Expenditure History

PLANNING & DEVELOPMENT

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	148,320	154,320	165,895	168,098	171,350	178,030	178,125
	148,320	154,320	165,895	168,098	171,350	178,030	178,125
EMPLOYEE BENEFITS							
FICA/LIFE	21,540	22,678	15,288	15,371	13,393	14,264	14,258
HEALTH INS	30,064	32,097	33,548	38,317	36,982	34,457	33,646
PENSION	-	-	12,780	10,186	12,665	15,570	22,626
WC PREM	-	-	-	-	1,433	1,671	2,096
	51,604	54,775	61,616	63,874	64,473	65,962	72,626
CONTRACTUAL							
COPY - EXT	2,188	2,900	133	6,392	6,600	7,100	13,100
CONF/TRAIN	1,834	1,910	995	1,836	3,055	3,950	3,950
PROF SERV	13,498	10,107	14,209	9,645	13,317	14,000	15,000
SUPPORT SV	31,793	11,839	15,925	11,435	13,402	14,750	16,500
OFF MCH SV	-	100	-	-	-	800	1,300
PUB CONTRB	4,870	396	500	4,000	-	9,000	10,500
REP&MAINT	-	100	-	-	-	-	0
LEGAL AD	3,719	2,793	2,671	2,750	2,750	5,000	5,000
	57,901	30,145	34,432	36,057	39,124	54,600	65,350
MATERIALS & SUPPLIES							
OFFICE SUP	2,136	1,722	1,699	985	1,877	2,000	2,740
	2,136	1,722	1,699	985	1,877	2,000	2,740
Totals:	259,961	240,962	263,642	269,014	276,824	300,592	318,841

Wethersfield Public Schools

Organizational Chart – Central Office





Board of Education

Public Schools

VISION 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:

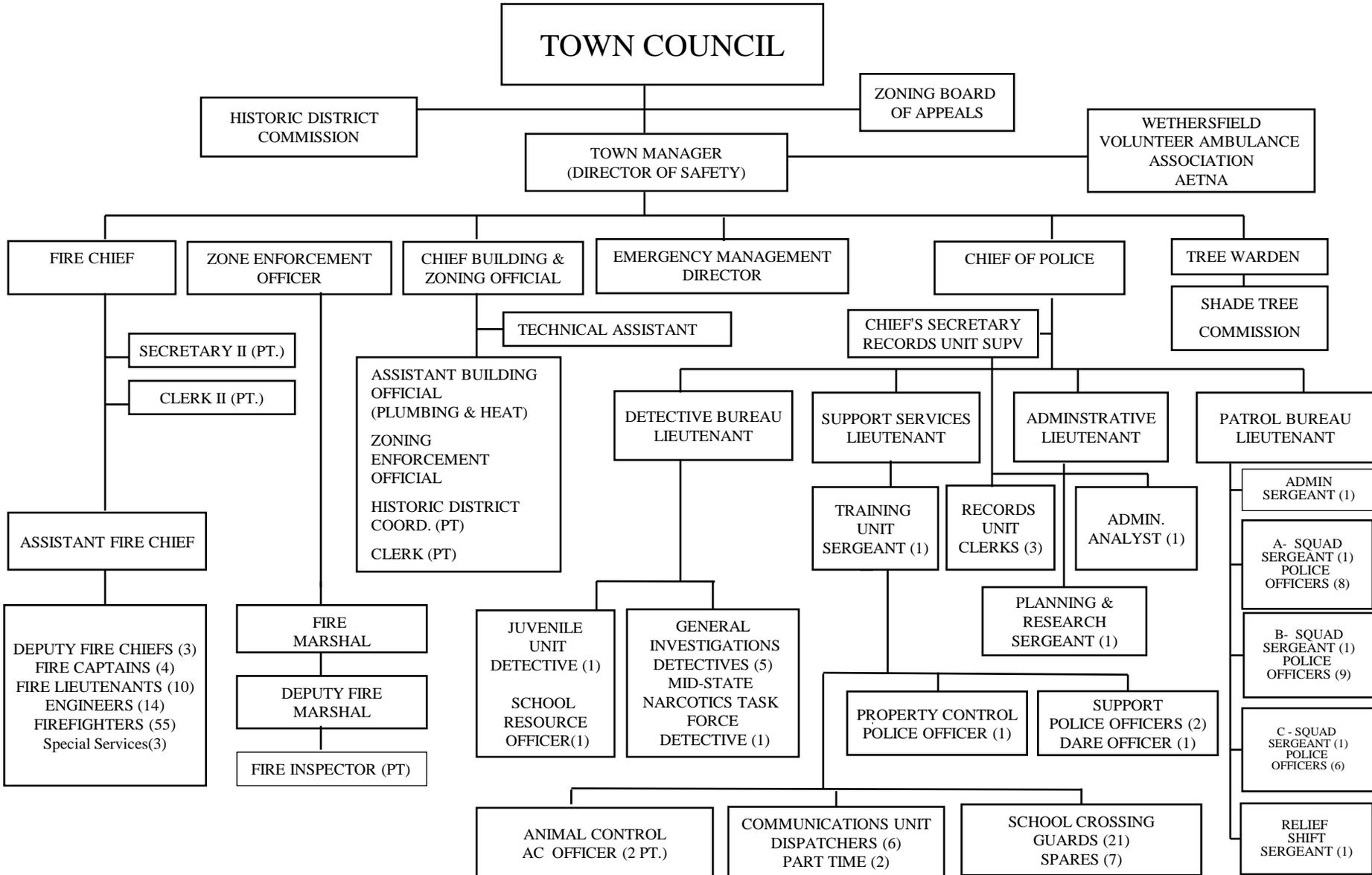
- The budget 2014-2015 School Year is \$54,797,197 as submitted to the Town Council by the Board of Education. This amount represents an increase of \$1,699,138 or 3.20% over the prior year's budget.
- The budget, as approved by the Board of Education, represents contractual increases among bargaining units, increases in fixed costs and State and Federal mandates, safety/security needs, school improvements, and funding for the Other Post Employment Benefit Trust (OPEB).
- The Board of Education adopted budget addresses the educational needs of our children and adheres to the mission and goals of the Wethersfield Public Schools.

2014-2015 Adopted Budget with Expenditure History

EDUCATION- BOE

Expense	2008-2009	2009-2010	Actual 2010-2011	2011-2012	2012-2013	Adopted 2013-2014	Adopted 2014-2015
CONTRACTUAL SUPPORT SV	48,217,587	48,860,043	48,830,235	49,605,352	51,614,067	53,098,059	54,797,197
Totals:	48,217,587	48,860,043	48,830,235	49,605,352	51,614,067	53,098,059	54,797,197

PUBLIC SAFETY





PUBLIC SAFETY

Building Inspection

MISSION STATEMENT:

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

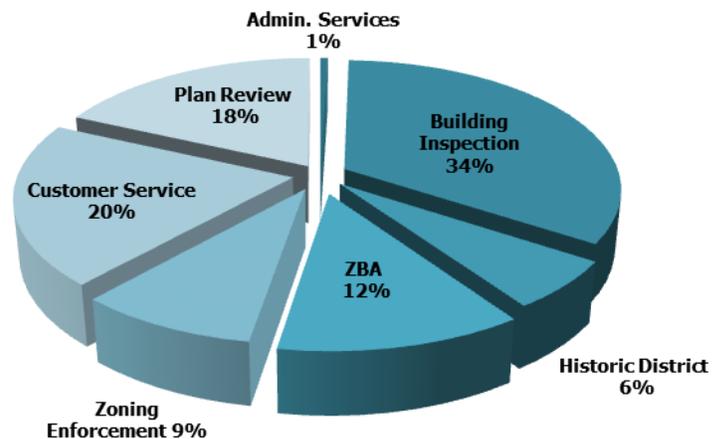
DEPARTMENT DESCRIPTION:

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

1. Building Inspection: Includes permitting activities and compliance verification to ensure the safety and structural integrity of all new residential and commercial construction.
2. Code Enforcement: Includes enforcing the State of Connecticut Building Code along with all relevant Town Ordinances.
3. Plan Review: Includes reviewing all permit application material for Code compliancy.
4. Historic District: Includes enforcement of the regulations and the additional requirements associated with historic properties in Old Wethersfield.
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. ADA Coordinator: Includes ADA Compliance for Municipal Buildings.

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

PROGRAM	BUDGET AMOUNT	PERCENT
Administrative Services	\$2,400	1%
Building Inspection	158,331	34%
Historic District	28,628	6%
ZBA	57,418	12%
Zoning Enforcement	42,331	9%
Customer Service	94,907	20%
Plan Review	85,095	18%
Total	\$469,110	100%



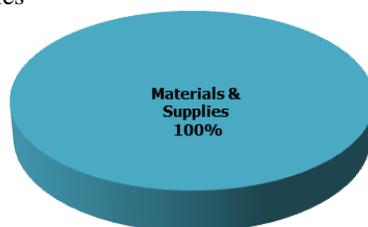
PERSONNEL DATA SUMMARY

POSITION	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Chief Building Official	1.0	1.0	1.0	1.0
Asst. Building Official	1.0	1.0	1.0	1.0
Zoning Enforcement Officer	0.0	0.52	0.52	1.0
Technical Assistant	1.0	1.0	1.0	1.0
Electrical Inspector	0.41	0.41	0.50	0.41
HDC Coordinator	0.32	0.32	0.32	0.32
HDC Commission Clerk	0.06	0.06	0.06	0.06
Clerk II	0.52	0.52	0.52	0.52
ZBA Commission Clerk	0.04	0.04	0.04	0.04
Full Time Equivalent	4.35	4.87	4.96	5.35

PROGRAM: ADMINISTRATIVE SERVICES: Office Supplies

Program Expenses:

Materials & Supplies	\$ 2,400
Total	\$ 2,400



PROGRAM: BUILDING INSPECTION:

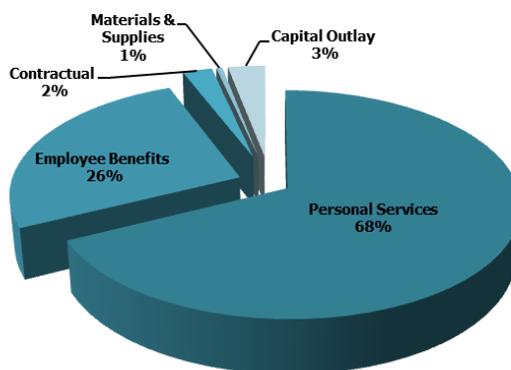
The Department is responsible for applying the provisions of the State Building Code as it relates to construction, alterations, repair, removal, demolition, integral equipment, use, accessibility, occupancy, and maintenance of buildings and structures. Department Building Inspectors inspect all phases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

Administrative Staff:

In addition to the Building Department functions, the administrative staff is responsible for legal notices, agendas, and abutters lists for ZBA.

Program Expenses:

Personal Services	\$107,310
Employee Benefits	41,496
Contractual	3,875
Materials & Supplies	800
Capital Outlay	4,850
Total	\$158,331



Outcomes:

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

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

Major Changes / Accomplishments / Outlook:

- There is a continuous increase in the amount of generators installed.
- Because of the increase in oil prices, homeowner conversions from oil to gas heating continue to increase due to the lower cost and higher efficiency of natural gas.
- By maintaining a high level of efficiency, all necessary inspections for Code compliance are done within 24 hours of request.
- The permit processing system, View Permit, is fully implemented. View Permit has now been setup to enter inspections by address in addition to by permits. This allows all inspections to be entered for the property when no permit is involved.
- This Department reviewed and approved plans for numerous commercial projects including:
 - Wethersfield High School Phase I, 411 Wolcott Hill Road
 - Capital Region Education Council Phase I, 176 Cumberland Ave
 - CVS, 1078 Silas Deane Hwy, Interior Renovations
 - Hartford Hospital, 1260 Silas Deane Hwy, Addition
 - Simone Maca & Co., 85 Wolcott Hill Road, Interior Renovations
 - Minute Man Press, 462 Silas Deane Hwy, Tenant Fit-out
 - Great Meadow Café, 100 Great Meadow Road, Interior Renovations
 - Verizon Wireless, 250 Silas Deane Hwy, Antennae
 - Be Beautiful Salon, 376 Silas Deane Hwy, Interior Renovations
 - Law Offices, 1233 Silas Deane Hwy, Interior Renovations
 - Buckeye Terminal, 50 Burbank Rd, Interior Renovations
 - VHB, 100 Great Meadow Road, Tenant Fit-out
 - Pizza Time, 152 Silas Deane Hwy, Tenant Fit-out
 - Steve's Liquor Store, 156 Silas Deane Hwy, Tenant Fit-out
 - Buffalo Wild Wings, 1267 Silas Deane Hwy, Interior Renovations
 - Liberty Bank, 1190 Silas Deane Hwy, Interior Renovations
 - Verizon Wireless, 23 Kelleher Court, Antennae
 - Price Rite, 160 Silas Deane Hwy, New Addition and Interior Renovations
 - Chips, 1301 Silas Deane Hwy, New Construction
 - 1260 Silas Deane Hwy, Connecticut MultiSpecialty Group, Tenant Fit-out
 - T-Mobile, 23 Kelleher Court, Antennae
 - CT DEEP, 50 Burbank Rd, Ground Water Remediation
- This Department Issued Certificate of Occupancies and Certificate of Approvals for numerous commercial projects including:
 - Family Dollar, 125 Silas Deane Hwy, Exterior Renovations
 - Panera Bread, 1129 Silas Deane Hwy, New Construction
 - Wethersfield Congregation of Jehovah Witness, Interior and Exterior Renovations
 - Beauty Salon and Spa, 326 Silas Deane Hwy, Interior Renovations
 - Qualidgm, Suite 4A, 1290 Silas Deane Hwy, Tenant Fit-out
 - Tryton, 100 Great Meadow Road, Tenant Fit-out
 - Favor Inc., 185 Silas Deane Hwy, Interior Renovations
 - Eco Services LLC, 100 Great Meadow Road, Tenant Fit-out
 - Steve's Liquor Store, 156 Silas Deane Hwy, Tenant Fit-out
 - National Healthcare, 850 Silas Deane Hwy, Interior Renovations
 - OMG Sushi, 770 Silas Deane Hwy, Interior Renovations
 - Pet Supplies Plus, 1142 Silas Deane Hwy, Tenant Fit-out
- Issued a total of 2,044 permits including building, electrical, plumbing, and mechanical permits in 2013 compared to 1,601 in 2012.
- Estimated total value of construction cost is 14,947,739 in 2013 compared to 11,468,091 in 2012.
- Issued residential permits for 9 new homes and 28 additions in 2013.

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

Outcomes:

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

Major Changes / Accomplishments / Outlook:

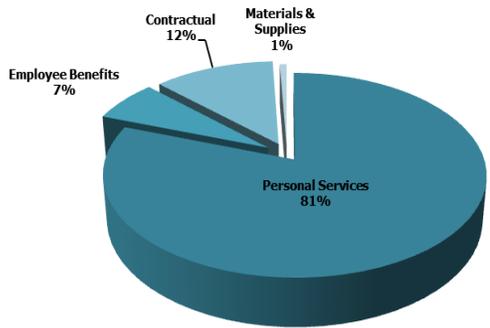
- Depending on the severity of the violation, the building inspectors are on call and available seven days a week 24 hours a day to act immediately to all structure and code issue emergencies.
- Acted on 102 building code violations in 2013.
- Continue to monitor construction in the town for code enforcement violations.
- Continued enforcement to prevent the building of illegal and non-code compliant structures.
- Protect residents and contractors from unsafe conditions.
- Continue to maintain a good working relationship with the fire department, fire marshal’s office, and police department regarding emergency and routine code issues.
- Allows the inspectors to issue violation notices within a given period of time for specifying when corrective action must be taken.

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	\$23,053
Employee Benefits	1,925
Contractual	3,450
Materials & Supplies	<u>200</u>
Total	\$28,628



Outcomes:

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

Major Changes / Accomplishments / Outlook:

- The Historic District Commission has seen a 95% approval rating for Certificate of Appropriateness applications. This higher approval rating is due to the Historic District Coordinator’s knowledge of the district and the regulations and the ability to communicate well with applicants. The only accurate way to measure this would be to go back to when there was no coordinator.
- The Historic District Commission heard 110 applications and of those, 105 were approved for a 95% approval rating, 2 were denied, 1 was denied without prejudice and 2 were withdrawn. Of all the applications heard, 14% were for window replacement, 12% were for fencing and pools, 46% were for building alterations, and 25% were for new additions which include garages and sheds, and 3% were for new construction houses.
- The Historic District Commission heard and approved 3 applications for new houses to be constructed in the district.
- The Commission continues to review and approve new building materials as they are presented.
- The Historic District Coordinator represented and continues to represent the commission at meetings for other organizations which shall impact the historic district and they include; The Historic Stakeholders Alliance, The HeritageTrail Grant Committee, and the Historical Society.
- The Historic District Coordinator has reached out to the community and has attended meetings as requested by local organizations in an effort to communicate the regulations of the Historic District Commission. This includes a local real

estate organization.

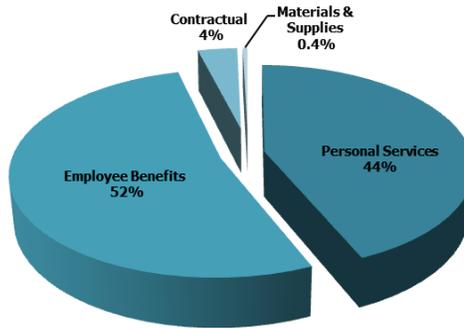
- The Historic District Coordinator has personally welcomed 48 new property owners this year to the historic district through a letter introducing them to the Historic District Commission and advising them of resources available to them before performing any building alterations.
- Increase in applications from 108 in 2012 to 110 in 2013.

PROGRAM: ZONING BOARD OF APPEALS:

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

Program Expenses:

Personal Services	\$24,995
Employee Benefits	30,088
Contractual	2,085
Materials & Supplies	<u>250</u>
Total	\$57,418



Outcomes:

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

Major Changes / Accomplishments / Outlook:

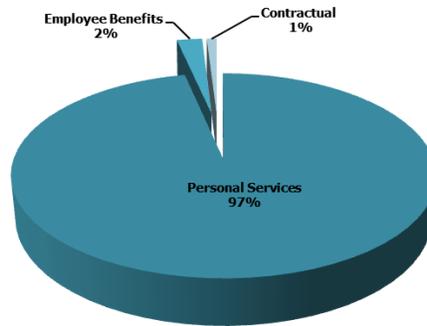
- The Board heard 22 applications in 2013 of which they approved 16, denied 3 and 3 were withdrawn compared to 35 applications in 2012.
- The Department continues to advertise with the Rare Reminder to save costs.

PROGRAM: ZONING ENFORCEMENT:

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

Program Expenses:

Personal Services	\$40,915
Employee Benefits	1,016
Contractual	<u>400</u>
Total	\$42,331



Outcomes:

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

Major Changes / Accomplishments / Outlook:

- Perform and complete most Zoning Compliance Plan Reviews within two weeks of submittal.
- This Department was able to resolve most zoning violations within ten days. Time extensions were given to some violators with deadlines up to 30 days.
- There were 41 Zoning violations in 2013 compared to 39 in 2012.

New Full Time Zoning Enforcement Officer:

To further improve the quality of life in the Town of Wethersfield, a new full time Zoning Enforcement Officer has been added to this year’s budget. The ZEO will be responsible for administering and enforcing all zoning requirements and will also act as liaison with the Zoning Board of Appeals. The new ZEO will also assist the Planning Department. The ZEO will work under the supervision of the Town Manager’s office. The ZEO will effectively:

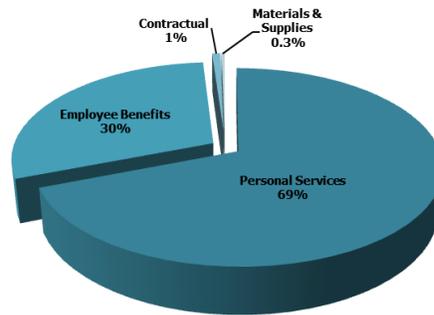
- Provide a proactive approach to enforcing the Zoning Regulations, Town Ordinances, and complaints received from the public.
- Provide a thorough and timely review of all land use permit applications and issue approvals when found to be Code compliant.
- Provide a higher level of customer service in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

PROGRAM: CUSTOMER SERVICE:

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

Program Expenses:

Personal Services	\$65,663
Employee Benefit	28,194
Contractual	750
Materials & Supplies	300
Total	\$94,907



Outcomes:

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

Major Changes / Accomplishments / Outlook:

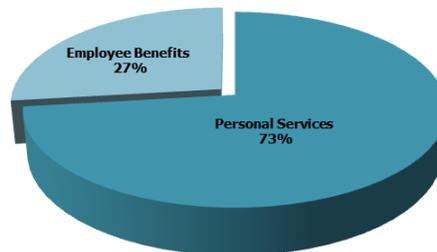
- The Department continues to focus on customer service by having continued assistance in the office during the open hours of Town Hall.
- A Building Inspector is available to assist a resident for an inspection before 8:00 am where it would cause a hardship for the resident to have to wait for an inspection during our normal inspection hours.
- A link was installed to View Permit on the new Town web site. With this link, there is an increase in the online permits making it easier for the public to apply for permits on-line instead of coming to Town Hall. There were 181 on-line permit applications last fiscal year.

PROGRAM: PLAN REVIEW:

Review all permit applications for compliance with the state building code.

Program Expenses:

Personal Services	\$62,199
Employee Benefits	22,896
Total	\$85,095

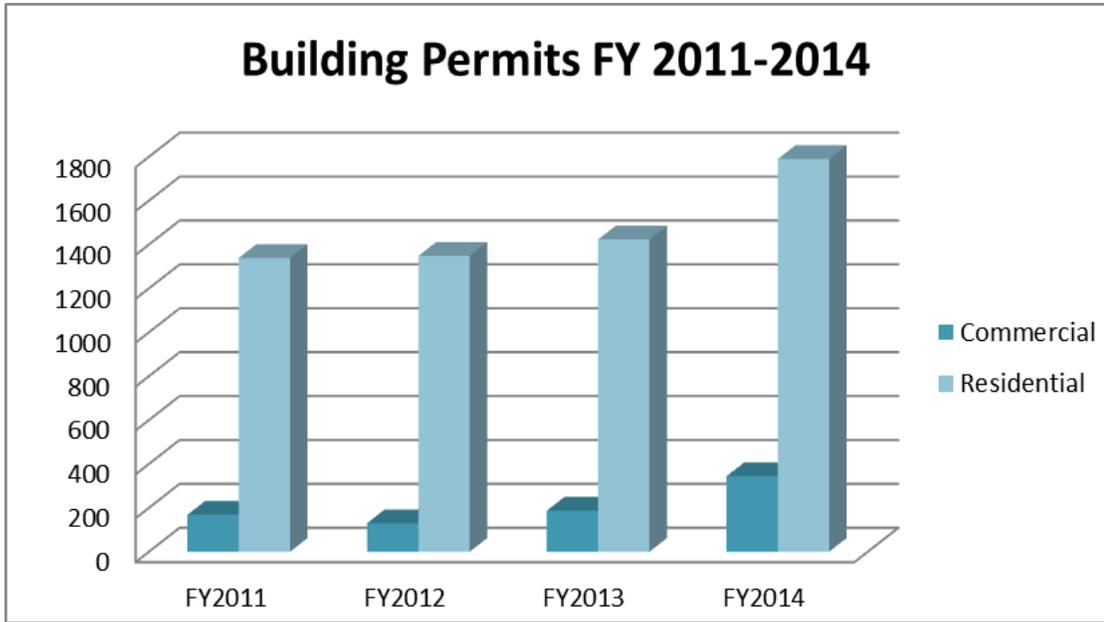


Outcomes:

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

Major Changes / Accomplishments / Outlook:

- Review and issue permits, Certificates of Occupancy, and Certificate of Approvals on job completion.
- Use and maintain code review check off sheets while performing large plan reviews.
- Follow up in a timely fashion with Architects, Engineers, and Contractors to determine code compliant corrective actions.
- Perform plan reviews and process 95% of all permit applications within two weeks of submittal.
- The building department continues to review plans and specifications for many large ongoing projects which include:
 - Wethersfield High School Phase II, 411 Wolcott Hill Road
 - Capital Region Education Council, (CREC) Phase II, 176 Cumberland Ave
 - Chips, 1301 Silas Deane Hwy, Interior



	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Commercial	168	130	187	344
Residential	<u>1,339</u>	<u>1,348</u>	<u>1,423</u>	<u>1,790</u>
Total	1,507	1,478	1,610	2,134

2014-2015 Adopted Budget with Expenditure History

BUILDING INSPECTION & ZBA

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	262,135	275,276	284,059	261,548	227,747	293,407	322,135
OVERTIME	-	152	87	-	-	2,000	2,000
	262,135	275,427	284,146	261,548	227,747	295,407	324,135
EMPLOYEE BENEFITS							
FICA/LIFE	32,294	38,148	30,226	19,873	13,472	18,537	22,649
HEALTH INS	48,808	50,910	53,779	58,442	49,870	58,643	76,381
PENSION	-	-	16,875	12,826	15,947	18,659	18,613
DC PENSION	-	-	-	-	-	-	5,421
WC PREM	-	-	-	-	1,130	1,534	2,551
	81,102	89,058	100,880	91,141	80,418	97,373	125,615
CONTRACTUAL							
COPY - EXT	329	383	667	996	1,050	1,050	1,100
LEGAL AD	1,477	3,200	4,615	3,543	3,554	4,300	4,385
CONF/TRAIN	3,074	1,812	2,905	3,301	3,033	3,325	3,575
SUPPORT SV	899	599	300	-	300	300	300
OFF MCH SV	797	799	849	888	893	1,200	1,200
LEGAL AD	1,505	-	-	-	-	-	0
	8,081	6,793	9,336	8,729	8,830	10,175	10,560
MATERIALS & SUPPLIES							
CLOTHING	422	671	936	1,277	1,237	1,300	1,550
OFFICE SUP	1,206	1,749	1,765	1,600	2,375	2,400	2,400
	1,628	2,420	2,701	2,877	3,612	3,700	3,950
CAPITAL OUTLAY							
EQUIPMENT	198	49	213	220	625	550	4,850
	198	49	213	220	625	550	4,850
Totals:	353,145	373,748	397,276	364,516	321,234	407,205	469,110



PUBLIC SAFETY

Police Department

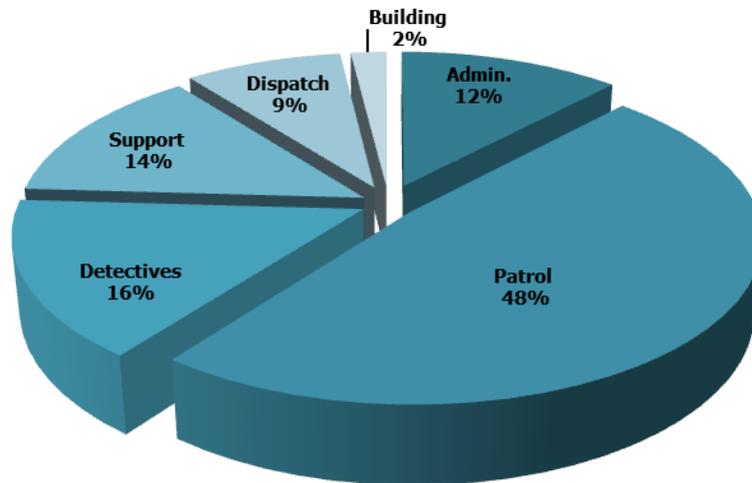
MISSION STATEMENT:

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.

PROGRAMS	BUDGET AMOUNT	PERCENT
Administration	\$ 1,037,963	12%
Patrol	4,161,974	48%
Detectives	1,339,139	16%
Support	1,169,622	14%
Dispatch	736,515	9%
Building	167,890	2%
Total	\$ 8,613,103	100%



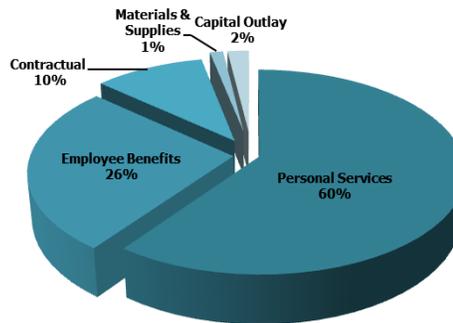
PERSONNEL DATA SUMMARY

POSITION	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Police Chief	1.0	1.0	1.0	1.0
Lieutenant	4.0	4.0	4.0	4.0
Sergeant	7.0	7.0	7.0	7.0
Patrol Officer	35.0	35.0	35.0	35.5
Admin. Analyst	1.0	1.0	1.0	1.0
Secretary/Mgr	1.0	1.0	1.0	1.0
Clerk III	2.0	2.0	2.0	2.0
Police Records Specialist	1.0	1.0	1.0	1.0
Dispatcher	6.0	6.0	6.0	6.0
Animal Control Ofc	0.0	0.0	0.0	0.0
Full Time Equivalent	58.0	58.0	58.0	58.0
<u>Part time</u>				
Animal Control Ofc (pt)	.88	.88	.88	.88
School Crossing Guards	4.83	4.83	4.83	4.83
Dispatcher (pt)	.85	.85	.85	.85
Full Time Equivalent	6.56	6.56	6.56	6.56
<u>Overtime</u>				
Full Time Equivalent	3.81	4.0	4.0	4.0
FTE SUMMARY				
Full Time	58.0	58.0	58.0	58.0
Part time	6.56	6.56	6.56	6.56
Overtime	3.81	4.0	4.0	4.0
Attrition	(.50)	(.50)	(.50)	(.50)
TOTAL	67.87	68.06	68.06	68.56

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

Program Expenses:

Personal Services	\$623,252
Employee Benefits	274,651
Contractual	106,210
Materials & Supplies	13,000
Capital Outlay	<u>20,850</u>
Total	\$1,037,963



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 three years.
- Maintain full staffing levels thereby reducing overtime and increasing contact and communication with community.
- Manage the 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’s monthly report informing Council, Town Manager, Staff, and citizens of monthly activities including crime and enforcement statistics.

Major Changes / Accomplishments / Outlook:

In fiscal year 2012-13, the Police Department received \$29,550 from the State of Connecticut in a DUI enforcement grant and in fiscal year 2013-14 received a \$43,350 DUI grant and a \$2,200 Click It or Ticket Grant. The department was granted \$3,000 for DUI/Traffic Enforcement equipment in 2013. Also, the department was awarded \$30,000 in funding from the “pass through” PVET grant in 2013. The Department of Justice’s Bullet Proof Vest Partnership program awarded the department \$3,900.

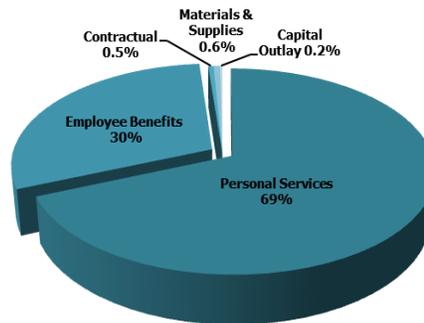
In 2013 the ASB Records Unit completed over 2,613 records requests. Over 2,100 infractions tickets and motor vehicle summonses were entered in the Department Records Management System along with the appropriate dispositions. In November 2011, the Records Unit began making available accident reports online. This service will allow individuals direct access to these records reducing staff time. In December 2013, 59% of crash reports uploaded for the month were purchased online. After responding to over 760 alarms, over 1,450 items of correspondence were mailed in accordance with the Town False Alarm Ordinance.

The Department has been working to maintain a full level of staffing at both the sworn and civilian level. In 2013, three probationary officer positions were filled.

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

Program Expenses:

Personal Services	\$2,862,412
Employee Benefits	1,245,237
Contractual	21,100
Materials & Supplies	24,430
Capital Outlay	8,795
Total	\$4,161,974



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 2013 with the corresponding increase/decrease from 2012:

Motor Vehicle Stops	5,325 (14.5% decrease)	Operating without Insurance	366 (12% decrease)
DWI Arrests	134 (5% increase)	Narcotics Arrests	290 (75% increase)
Speeding Arrests	481 (4% decrease)	Operating under Suspension Arrests	533 (.5% increase)
Incident Reports Written	2,671 (5% decrease)	Accident Reports Written	646 (1% increase)

The Department celebrated this fiscal year’s annual “National Night Out Fight Against Crime” at Mill Woods Park in August. Many

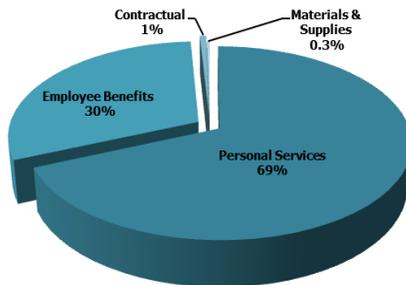
residents attended the celebration that included a police exhibition of SWAT equipment, police motorcycles, and canine officers. Also taking part in the event were personnel from the Wethersfield Volunteer Fire Department, the Wethersfield Fire Marshal's office, and Wethersfield Volunteer Ambulance Association. "National Night Out" is a nationwide program that is celebrated the same night throughout the country to recognize a united fight against crime.

The Department has maintained its aggressive enforcement of the state's drunk driving laws with 134 arrests made in the year 2013. The Department has maintained a Canine Unit. We have two members of the Canine Unit; a patrol/narcotics dog and a narcotics dog. They both have been very successful in evidence recovery, tracking, and narcotics detection.

PROGRAM: DETECTIVE DIVISION: The Detective Division includes criminal investigations, juvenile investigations, employment backgrounds, miscellaneous investigations, intelligence and informant registration, narcotics, vice, organized crime, interagency liaison, fingerprinting, crime scene management, and crime prevention programs. The Detective Division is responsible for the investigations on most major/felony crimes, including burglaries, robberies, serious injury assaults, and identity theft/fraud complaints. The Detective Division also includes the School Resource Officer assigned to the Wethersfield High School, 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	\$918,898
Employee Benefits	408,091
Contractual	8,350
Materials & Supplies	<u>3,800</u>
Total	\$1,339,139



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 to investigate criminal activity and make arrests.
- To help High School staff members in resolving conflicts that could escalate to criminal activity.
- To educate the students as to what the police do and what they can do to become good, responsible citizens.
- To bridge the gap that naturally exists between the youths and the police.

Major Changes / Accomplishments / Outlook:

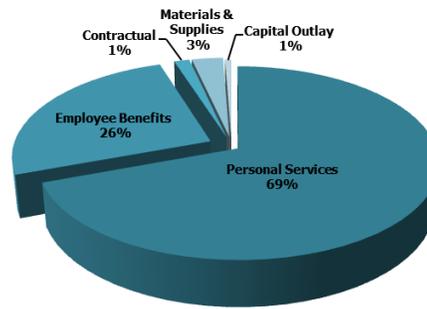
The Mid-State Narcotics Task Force is in its ninth year working out of this Department. The task force is a regional effort to stem the influx of narcotic-type crimes in this area. In 2013, MSNTF investigated 85 narcotics and/or vice cases resulting in 39 arrests.

In 2013 the Detective Division investigated 250 cases, 146 felonies, and cleared 64 by arrest. Approximately 64 cases are open and under investigation. The School Resource Officer investigated 233 incidents, requiring 33 reports of criminal activity. The Capitol Region Emergency Services Team responded to 12 critical incidents in 2013. Two incidents included barricaded emotionally disturbed persons and all were removed safely from the home. Seven incidents were high risk search warrants or making emergency entries into homes. One incident included a high risk arrest warrant and there were two special security details.

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 two part-time Animal Control Officers.

Program Expenses:

Personal Services	\$811,860
Employee Benefits	298,787
Contractual	17,075
Materials & Supplies	34,760
Capital Outlay	7,140
Total	\$1,169,622



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 2013 with the corresponding increase/decrease from 2012:

Animal Control Calls	593	(6% decrease)	Dogs Impounded	75	(16% decrease)
Prisoners Transported to Court	199	(4% increase)	Evidence Processed	488 cases	(1% decrease)
Traffic Speed/surveys completed	22	(2% increase)	Selective Enforcement	198	(28% decrease)
Child Safety Seat Installations	90	(42% increase)	School Bus Violations	14	(new)

Through the use of grant funds, the Department purchased a new Speed Awareness Monitor Trailer. The department previously used a trailer shared by the five mid-state towns that was purchased in 1994. This new trailer contains additional features for downloads and speed/traffic analysis.

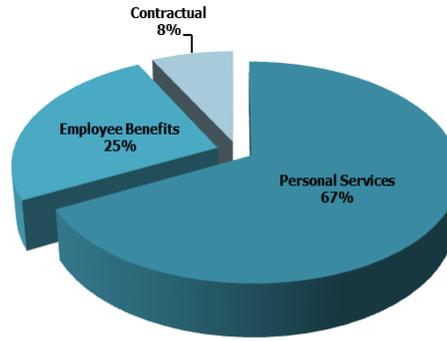
The Department and the Board of Education entered into an agreement with RedFlex Student Guardian to install cameras on select school buses to capture motorists that pass a standing school bus that has its red lights flashing. This program went into effect on April 22, 2013. As a result, during the remainder of the calendar year, fourteen infraction tickets were issued to vehicle owner/operators.

On August 30, 2013, the Department, along with assistance from the other Mid-state towns, conducted a Driving Under the Influence Checkpoint on the Berlin Turnpike. During the checkpoint, 2,447 vehicles passed through with 1,512 being briefly stopped by officers. Thirty-five motorists were flagged for DUI testing or other investigative interviews. Three motorists were arrested for DUI and 21 motorists were cited for various other violations. The Department will conduct two additional checkpoints in 2014.

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 terminals 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	\$496,121
Employee Benefits	185,009
Contractual	<u>55,385</u>
Total	\$736,515



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:

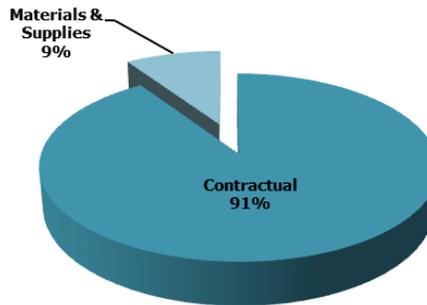
The following statistics are from 2013 with the corresponding increase/decrease from 2012:

E-911 Calls received	10,115	(1.3% increase)	WVAA Dispatched Calls	1,021	(1.5% decrease)
Aetna Dispatched Calls	2,730	(10% increase)	WVFD Dispatched Calls	442	(2.4% decrease)

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	\$152,310
Materials & Supplies	<u>15,580</u>
Total	\$167,890



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 323 times by community groups, town, and state agencies in 2013.

2014-2015 Adopted Budget with Expenditure History

POLICE DEPARTMENT

Expense	Actual					Adopted	Adopted
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	4,291,864	4,577,013	4,692,247	4,879,997	4,799,502	5,081,568	5,247,543
OVERTIME	448,279	444,953	457,062	423,437	434,653	465,000	465,000
PRIV DUTY	203,513	300,574	346,777	-	-	-	0
	4,943,657	5,322,540	5,496,086	5,303,434	5,234,155	5,546,568	5,712,543
EMPLOYEE BENEFITS							
FICA/LIFE	842,392	852,242	303,866	343,265	154,537	146,145	150,781
HEALTH INS	749,253	794,119	766,757	877,378	861,838	833,698	794,183
PENSION	-	-	652,059	919,205	1,042,735	1,187,286	1,219,554
DC PENSION	-	-	-	-	62,044	61,633	65,676
WC PREM	-	-	-	-	115,531	136,135	181,581
	1,591,645	1,646,361	1,722,682	2,139,848	2,236,686	2,364,897	2,411,775
CONTRACTUAL							
COPY - INT	2,210	2,128	2,101	272	26	640	0
COPY - EXT	1,814	1,905	1,878	1,146	1,614	3,000	3,000
CONF/TRAIN	11,007	10,946	10,590	9,552	19,677	20,425	20,600
PROF SERV	10,271	6,173	13,987	9,930	13,584	27,410	27,880
SUPPORT SV	96,532	97,441	96,489	98,050	98,398	106,896	107,935
CUSTODIAL	30,229	27,552	28,379	27,039	26,860	29,200	29,200
LAUNDRY	25,700	26,000	25,950	26,700	26,000	27,200	27,200
POSTAGE	2,091	1,381	717	1,408	1,266	2,000	2,000
WATER	958	1,076	1,117	1,238	1,369	1,650	1,650
ELECTRIC	79,673	74,180	71,001	77,779	70,670	64,000	69,000
GAS	25,760	19,648	20,760	11,794	13,113	16,000	15,000
OFF MCH SV	14,896	11,857	10,466	14,832	4,155	18,455	22,730
REP&MAINT	20,028	19,024	20,496	18,236	21,173	23,545	34,235
	321,169	299,310	303,931	297,976	297,905	340,421	360,430
MATERIALS & SUPPLIES							
HEAT OILS	3,351	-	633	3,000	-	1,500	1,500
AGCY SUPL	43,616	29,470	7,074	29,250	24,338	30,760	31,920
CLOTHING	19,139	17,515	15,406	14,615	16,056	24,890	24,170
CHEM SUPL	1,776	2,655	1,090	1,967	2,208	2,850	2,800
BLDG SUPL	5,264	4,934	14,531	5,083	7,941	7,870	14,080
OFFICE SUP	12,328	9,168	9,698	10,259	11,091	11,000	13,000
OTHER SUPL	2,558	3,020	3,798	4,050	3,195	4,100	4,100
	88,032	66,763	52,230	68,224	64,829	82,970	91,570

2014-2015 Adopted Budget with Expenditure History

POLICE DEPARTMENT

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
CAPITAL OUTLAY							
IT EQ/SOFT	13,459	12,779	18,062	23,361	23,333	22,335	19,400
EQUIPMENT	32,146	12,061	4,721	16,046	26,478	13,575	15,010
FURNSHNGS	-	-	-	1,333	12,372	600	2,375
	45,605	24,840	22,783	40,740	62,183	36,510	36,785
Totals:	6,990,108	7,359,813	7,597,711	7,850,221	7,895,759	8,371,366	8,613,103



PUBLIC SAFETY

Town Wide Radio System

MISSION STATEMENT:

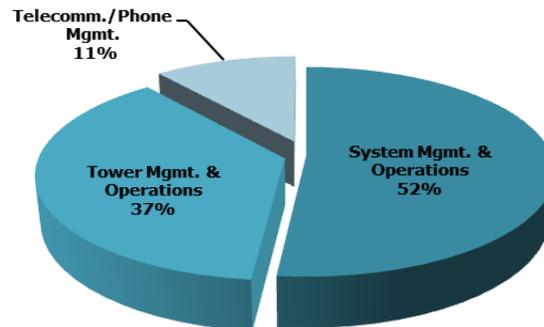
Under the direction and management of the Town Manager’s Office and Radio Committee, to provide a high quality and consistently reliable 800 MHz trunked radio system to enable the Town’s first responders, Town Government, and Board of Education to communicate and accomplish their goals and objectives.

DEPARTMENT DESCRIPTION:

The Town recently entered into a contract to replace the existing out-dated Motorola trunked radio system, used by Police, Fire, Ambulance, Public Works, Town Government, and Board of Education, with an updated technology (aP25 trunked system). That new system will become operational during the upcoming fiscal year. Staff from the Police, Fire, Data Services, the Town Manager’s Office, and other departments will be working on this project during 2014-15. This adopted budget is a significant decrease than the current year amount \$335,535. The reduction is due to moving the costs for paying for the new radio system into the Capital Fund.

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

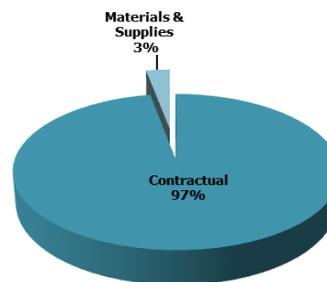
PROGRAM	BUDGET AMOUNT	PERCENT
System Mgmt & Operations	\$95,150	52%
Tower Mgmt & Operations	68,950	37%
Telecommunications/ Phone Management	20,150	11%
Total	\$184,250	100 %



PROGRAM: SYSTEM MANAGEMENT & OPERATIONS: This program maintains the five channel, 800 MHz trunked town wide radio system, one digital channel, and several regional conventional channels. The town wide radio system is the primary radio communication system for town Police, Fire, Ambulance, Public Works, Town Government agencies, and the Board of Education. This program also allows for inter-operable regional radio communication with other local and state agencies to include police and fire.

Program Expenses:

Contractual	\$ 92,450
Materials & Supplies	2,700
Total	\$ 95,150



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 383 subscriber units including portable radios, mobile radios, and control stations.

Major Changes / Accomplishments / Outlook:

- The current radio system equipment has reached the end of its useful life cycle, and will be replaced with the latest technology. The microwave backhaul component, which became obsolete and was not replaceable, was replaced with

fiber optic backhaul circuits, which will be used by the new radio system. The new radio system is currently under construction and is scheduled to be operational in September 2014.

PROGRAM: TOWER MANAGEMENT & OPERATIONS:

This program manages the two Town-owned radio shelters and towers as well as a third tower and shelter located in Newington, CT. 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	\$	68,950
Total	\$	68,950



Outcomes:

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

Major Changes / Accomplishments / Outlook:

- Last fiscal year, two vendors made substantial structural modifications to the Town tower located at the Wethersfield Police Department, to add antenna capacity. These modifications were done at no cost to the Town of Wethersfield. One of the vendors subsequently went out of business leaving space on the tower and a reduction in revenues. A new vendor approached the Town and will be installing additional equipment on the tower which will add revenue.

PROGRAM: TELECOMMUNICATIONS MANAGEMENT:

This program was established to centralize and coordinate the management of the Town-wide Public Safety Radio System, the Radio Towers, and all telecommunications equipment.

Program Expenses:

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



Outcomes:

- Complete the narrow banding process for non-public safety radio frequencies as required by the Federal Communications Commission.
- Design and outline a unified (Town and school district) telephone system upgrade that will improve communications.

Major Changes / Accomplishments / Outlook:

- Narrow banding was completed to meet the FCC mandated timeline.
- The communications consultant is working with staff from the Wethersfield Public Schools to design a Voice over IP phone system that will serve all Town buildings and all School buildings. The first leg of this system will be installed as part of the Wethersfield High School renovation. The remainder will be completed as funding allows.

2014-2015 Adopted Budget with Expenditure History

TOWN WIDE RADIO

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	-	4,635	-	-	-	-	0
	0	4,635	0	0	0	0	0
EMPLOYEE BENEFITS							
FICA/LIFE	-	67	-	-	-	-	0
	0	67	0	0	0	0	0
CONTRACTUAL							
CONF/TRAIN	98	-	-	-	47	300	300
PROF SERV	13,925	4,395	15,000	36,080	71,035	70,000	95,000
SUPPORT SV	144,454	145,315	144,738	142,500	143,499	252,980	35,100
ELECTRIC	10,362	8,563	9,777	7,889	10,353	9,000	16,000
REP&MAINT	20,859	21,169	20,837	27,274	27,746	29,265	35,150
	189,699	179,443	190,353	213,743	252,680	361,545	181,550
MATERIALS & SUPPLIES							
AGCY SUPL	18,579	10,238	15,514	10,538	12,449	3,790	2,500
OFFICE SUP	-	64	64	12	99	200	200
	18,579	10,302	15,578	10,550	12,548	3,990	2,700
CAPITAL OUTLAY							
IT EQ/SOFT	-	1,641	-	-	-	-	0
	0	1,641	0	0	0	0	0
Totals:	208,278	196,088	205,931	224,293	265,228	365,535	184,250



PUBLIC SAFETY

Fire Marshal

MISSION STATEMENT:

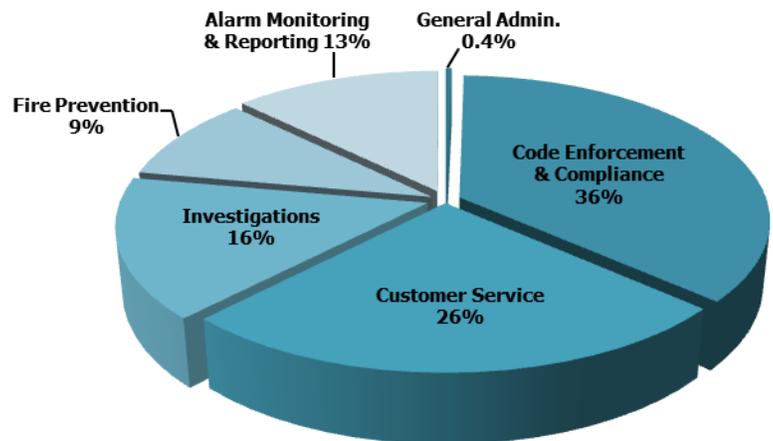
The Fire Marshal's Office provides fire prevention and protection through the enforcement of the Connecticut Fire Safety Code, Connecticut Fire Prevention Code, Connecticut General Statutes, Town Ordinances, and through the investigation of fires and explosions.

DEPARTMENT DESCRIPTION:

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

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

PROGRAM	BUDGET AMOUNT	PERCENT
General Administrative	\$650	0.4%
Code Enforcement & Compliance	63,527	36%
Customer Service	45,147	26%
Investigations	27,435	16%
Fire Prevention	16,622	9%
Alarm Monitoring and Reporting	22,251	13%
Total	\$175,632	100%



PERSONNEL DATA SUMMARY

POSITION	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Fire Marshal	1.0	1.0	1.0	1.0
P.T. Deputy Fire Marshal and Inspector	0.25	0.42	0.42	0.52
P.T. Temp. for Fire Insp/Fire Watch*	.00	.00	.00	0.02
Full Time Equivalent	1.25	1.42	1.42	1.54

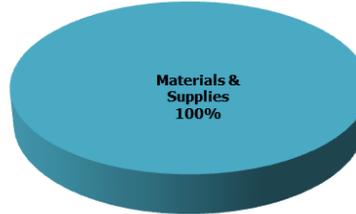
*Was previously included in the P.T. Deputy Fire Marshal & Inspector.

PROGRAM: GENERAL ADMINISTRATIVE:

Office Supplies

Program Expenses:

Materials & Supplies	\$ 650
Total	\$ 650

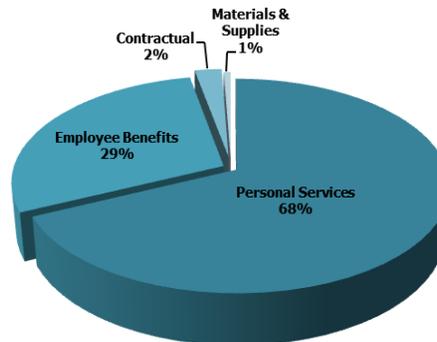


PROGRAM: CODE ENFORCEMENT:

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

Program Expenses:

Personal Services	\$43,257
Employee Benefits	18,335
Contractual	1,535
Materials & Supplies	400
Total	\$63,527



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 814 inspections were conducted to help ensure code compliance and to eliminate potential life safety hazards. This is an increase of 400 inspections from 2012. Several large commercial projects required inspections to assure compliance with fire codes. The office worked very closely with the Building Inspection department to assure all that these new projects met all required codes and were safe for the public. A total of 20 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 38 license inspections were performed. Even with the demand of inspecting new construction, the department conducted 201 annual inspections to assure existing buildings were safe.

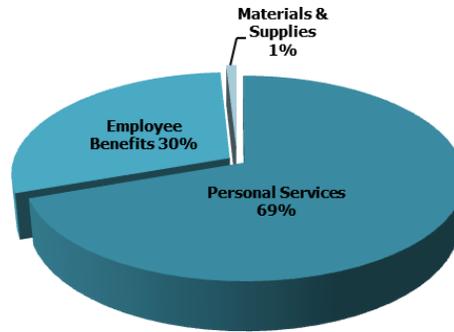
PROGRAM: CUSTOMER SERVICE:

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 web-site, Wethersfield Volunteer Fire Department

Facebook page, and Channel 16.

Program Expenses:

Personal Services	\$31,383
Employee Benefits	13,364
Materials & Supplies	400
Total	\$45,147



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:

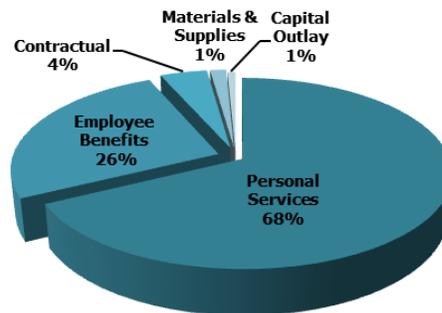
All questions regarding code issues were answered within 24 hours. The Fire Marshal’s office assisted the public with activities related to code consultations; plan reviews; and hazard mitigation. A total of 174 code consultations and 157 plan review related activities were conducted by the office. The additional man hours added in the 2013/2014 budget proved to be most beneficial in providing more timely services to the public on fire safety related issues. The office worked very closely with design professionals on some major projects including WHS, the CREC School, Buffalo Wild Wings, the new Family Dollar and 1260 Silas Deane Highway. In the coming year the office will continue to work closely with the design teams on two major School projects, WHS and the CREC School.

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	\$18,532
Employee Benefits	7,128
Contractual	1,175
Materials & Supplies	400
Capital Outlay	200
Total	\$27,435



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:

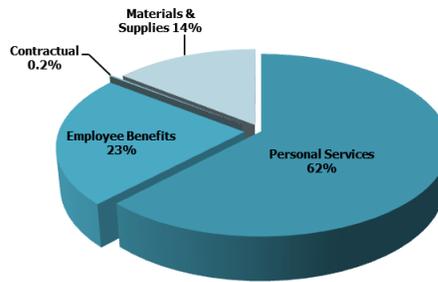
A total of 122 incidents were investigated by the Fire Marshal’s office. There were a total of 33 fires occurring within structures. The total estimated dollar loss from fire in 2013 was \$953,500; this is an increase of over 70% compared to the previous year. Three major fires accounted for a significant portion of the overall fire loss. Tragically in one of these fires a resident lost their life.

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	\$10,338
Employee Benefits	3,844
Contractual	40
Materials & Supplies	<u>2,400</u>
Total	\$16,622



Outcomes:

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

Major Changes / Accomplishments / Outlook:

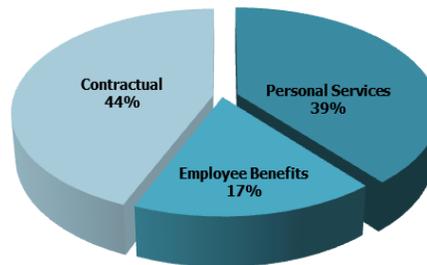
The Fire Safety Trailer staffed by members of the Volunteer Fire Department and fire explorer post gave fire prevention programs at school fairs, National Night out, and at the Cornfest. The state Fire Prevention Poster contest was once again a big hit in the town schools. The contest held throughout the state is for 4th and 5th graders. The winning students are awarded a trophy and receive a ride to school in a fire pumper. The Fire Department’s Facebook page was utilized to help promote the message on fire safety and prevention. The department received a donation of Smoke and Carbon Monoxide detectors from News Channel 8 and Kidde Corporation. The detectors have been given out to residents that are in need. The detectors are located on front line fire apparatus and the Chief Officer’s vehicles for distribution.

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	\$8,694
Employee Benefits	3,807
Contractual	<u>9,750</u>
Total	\$22,251



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 statistics maintained also assist the Fire Department with maintaining a Class Three rating with the Insurance Service Office. This rating is used by the insurance industry to set insurance rates. This rating is the third best rating a town can receive. The town’s fire alarm monitoring system continues to be an extremely reliable system that is providing state of the art technology at a low cost to the town. 20 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. In the upcoming year the final upgrades to the system will be made to assure the system will meet the town’s needs for many years to come.

2014-2015 Adopted Budget with Expenditure History

FIRE MARSHAL

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	77,037	73,992	79,943	81,536	93,194	103,239	109,204
OVERTIME	-	-	2,037	1,140	2,656	3,000	3,000
	77,037	73,992	81,980	82,675	95,850	106,239	112,204
EMPLOYEE BENEFITS							
FICA/LIFE	11,519	11,602	8,650	9,371	7,613	7,431	9,022
HEALTH INS	13,155	18,127	18,954	3,750	3,000	3,000	19,022
PENSION	-	-	6,287	4,984	6,226	7,712	11,683
DC PENSION	-	-	-	-	-	250	250
WC PREM	-	-	-	-	3,835	4,548	6,501
	24,674	29,729	33,891	18,105	20,674	22,941	46,478
CONTRACTUAL							
CONF/TRAIN	1,125	1,056	1,350	1,265	1,413	2,500	2,750
SUPPORT SV	-	-	-	1,350	1,350	1,500	1,500
REP&MAINT	-	-	-	1,140	533	1,250	8,250
	1,125	1,056	1,350	3,755	3,295	5,250	12,500
MATERIALS & SUPPLIES							
AGCY SUPL	1,209	1,080	1,914	1,994	1,811	2,000	2,000
CLOTHING	632	465	942	975	1,397	1,600	1,600
OFFICE SUP	224	402	500	491	496	500	650
	2,065	1,948	3,356	3,460	3,703	4,100	4,250
CAPITAL OUTLAY							
EQUIPMENT	62	1,729	91	7,700	-	200	200
	62	1,729	91	7,700	0	200	200
Totals:	104,963	108,454	120,668	115,695	123,522	138,730	175,632



PUBLIC SAFETY

Fire Suppression

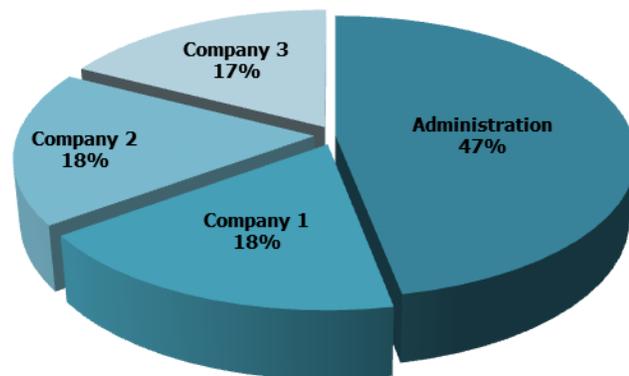
MISSION STATEMENT:

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

DEPARTMENT DESCRIPTION:

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

PROGRAM	BUDGET AMOUNT	PERCENT
Administration	\$326,988	47%
Company 1	125,245	18%
Company 2	123,472	18%
Company 3	120,913	17%
Total	\$ 696,618	100%



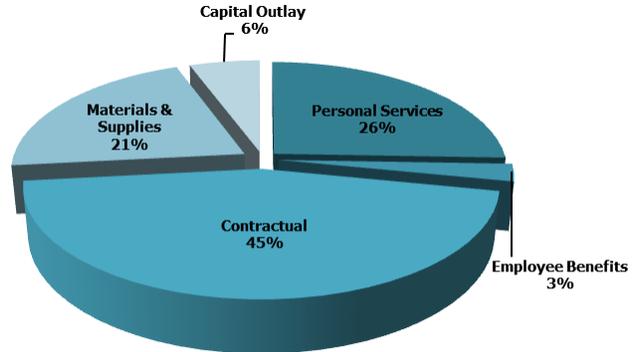
PERSONNEL DATA SUMMARY

POSITION	2012/2013 <u>Actual</u>	2013/2014 <u>Adopted</u>	2013/2014 <u>Actual</u>	2014/2015 <u>Adopted</u>
Suppression:				
Secretary 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 Equivalents	1.0	1.0	1.0	1.0
Volunteers:				
Fire Chief	1.0	1.0	1.0	1.0
Assistant Chief	1.0	1.0	1.0	1.0
Deputy Chiefs	3.0	3.0	3.0	2.0
Firefighters	97.0	97.0	97.0	97.0
Staff/Support Services	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
Total Personnel	108	108	108	108

PROGRAM: ADMINISTRATION: The Administration is responsible for the overall management and policy direction of the Fire Department. The Administration program includes the centralized control of department wide expenses and equipment such as the contractual outlay expenses for hydrant rental from the Metropolitan District Commission; National Fire Protection Association (NFPA) 1500 required firefighter physicals, annual ladder testing and certification, annual hose testing, and self contained breathing apparatus maintenance and testing. The Quartermaster is responsible for issuing department equipment to firefighters to assure that NFPA requirements are met. Also included are shared costs for operating expenses for the fire training building in Newington.

Program Expenses:

Personal Services	\$83,591
Employee Benefits	8,382
Contractual	147,760
Materials & Supplies	68,755
Capital Outlay	<u>18,500</u>
Total	\$326,988



Outcomes:

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

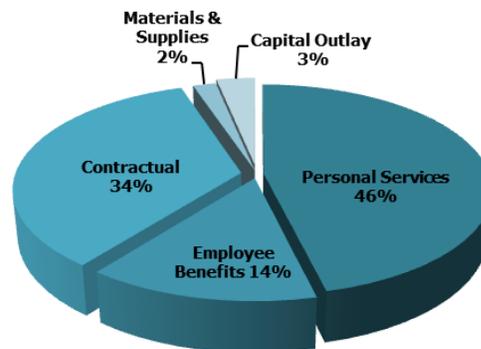
Major Changes / Accomplishment / Outlook:

The staff continues to meet health and safety standards for firefighters, NFPA standards for firefighting gear, and works to maintain apparatus and equipment to recognized industry standards. The Wethersfield Volunteer Fire Department responded to 517 alarms in 2013. There were 3 major structure fires with 1 fatality in 2013. Again the WVFD managed exemplary service during several weather events during 2013 which included a major blizzard in February. The Fire Department will continue to work and train to meet NFPA standards and provide the highest level of service to the citizens of Wethersfield.

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

Program Expenses:

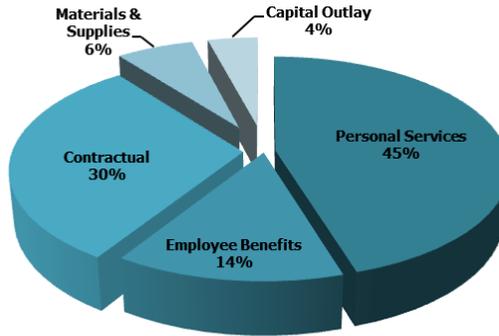
Personal Services	\$57,943
Employee Benefits	17,755
Contractual	43,167
Materials & Supplies	2,380
Capital Outlay	<u>4,000</u>
Total	\$125,245



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:

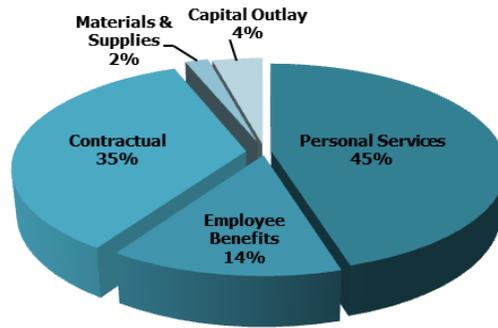
Personal Services	\$55,878
Employee Benefits	16,996
Contractual	37,630
Materials & Supplies	7,868
Capital Outlay	<u>5,100</u>
Total	\$123,472



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

Program Expenses:

Personal Services	\$54,870
Employee Benefits	16,831
Contractual	42,032
Materials & Supplies	2,280
Capital Outlay	<u>4,900</u>
Total	\$120,913



2014-2015 Adopted Budget with Expenditure History

FIRE SUPPRESSION

Expense	Actual					Adopted	Adopted
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	294,256	227,717	255,078	252,157	226,366	252,282	252,282
	294,256	227,717	255,078	252,157	226,366	252,282	252,282
EMPLOYEE BENEFITS							
FICA/LIFE	81,085	77,786	21,472	24,643	14,520	16,225	16,226
PENSION	-	-	60,000	35,000	35,000	35,000	35,000
WC PREM	-	-	-	-	7,730	8,738	8,738
	81,085	77,786	81,472	59,643	57,250	59,963	59,964
CONTRACTUAL							
COPY - EXT	649	242	559	456	75	660	660
CONF/TRAIN	19,830	32,048	27,642	31,564	27,140	29,630	29,630
RECRUITMT	631	14	1,273	12	45	1,700	1,700
PROF SERV	18,158	18,602	19,023	22,348	15,967	20,000	20,000
SUPPORT SV	35,429	34,049	34,265	32,131	38,123	39,000	43,000
POSTAGE	5	42	-	259	73	300	300
WATER	62,312	62,418	63,617	63,421	63,229	64,173	66,270
ELECTRIC	32,357	27,127	31,433	27,937	28,617	34,282	35,966
GAS	9,670	8,125	7,613	8,372	10,050	10,650	10,863
RENTAL	1,500	1,500	1,500	1,500	1,500	1,500	1,500
OFF MCH SV	172	445	-	208	-	500	500
REP&MAINT	46,352	53,614	35,367	56,434	72,842	59,500	60,200
	227,066	238,225	222,292	244,642	257,661	261,895	270,589
MATERIALS & SUPPLIES							
FUEL/LUBE	12,779	12,152	15,080	14,750	8,061	15,488	16,870
HEAT OILS	21,464	4,746	11,261	6,085	9,743	5,035	5,488
CLEAN SUPL	284	917	1,284	1,412	1,156	2,550	2,550
AGCY SUPL	5,423	5,850	7,012	7,131	7,923	7,050	7,050
CLOTHING	54,593	36,641	58,701	18,046	40,787	42,025	42,025
BLDG SUPL	1,160	1,499	234	418	2,107	2,000	2,500
EQP/PARTS	401	52	29	415	30	600	800
OFFICE SUP	636	775	545	460	414	1,000	1,000
OTHER SUPL	3,502	2,398	3,485	1,594	1,775	3,000	3,000
	100,242	65,031	97,631	50,311	71,996	78,748	81,283
CAPITAL OUTLAY							
IT EQ/SOFT	130	-	-	17,500	11,500	11,500	11,500
EQUIPMENT	20,515	12,629	9,086	7,690	7,622	15,000	15,000

2014-2015 Adopted Budget with Expenditure History

FIRE SUPPRESSION

<u>Expense</u>	Actual					Adopted	
	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>
FURNISHINGS	6,000	-	-	-	-	6,000	6,000
	26,645	12,629	9,086	25,190	19,122	32,500	32,500
Totals:	729,294	621,388	665,560	631,942	632,396	685,388	696,618



PUBLIC SAFETY

Emergency Medical Services

MISSION STATEMENT:

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

DEPARTMENT DESCRIPTION:

The Wethersfield Volunteer Ambulance Association and the contract service provider Aetna Ambulance provides 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.

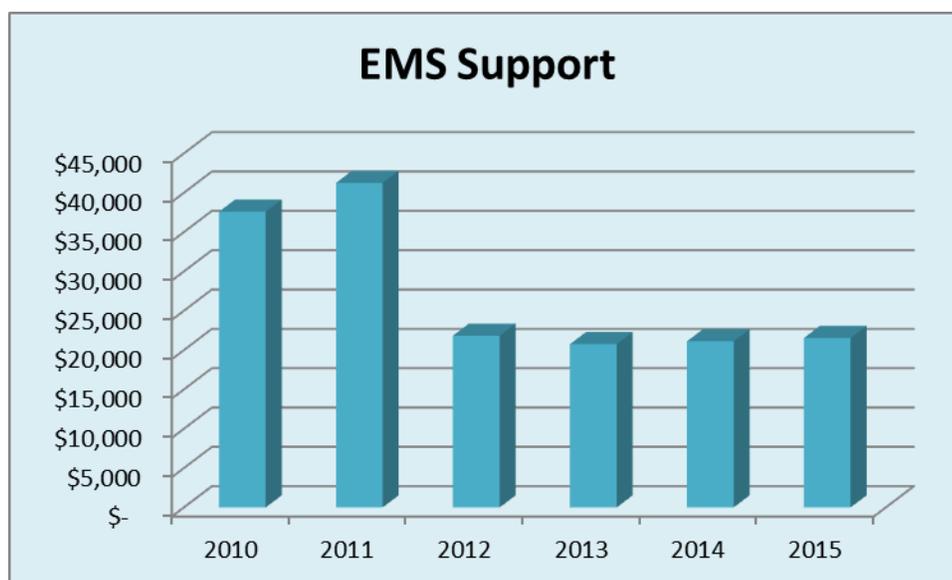
The 2014-2015 Adopted Budget reflects the proposed revised contract for cost and space sharing between the Town and the Wethersfield Volunteer Ambulance Association. The parties have negotiated a new cost and space sharing agreement for the property occupied at 206 Prospect Street. The expenses for this program are limited to the stipends the volunteers receive for the service to the community. The amount budgeted for 2014-2015 is \$21,530 which is the same amount as in the current budget. These funds pay for the stipends of \$1,000.00 per qualifying member.

For 2013 the Wethersfield Volunteer Ambulance responded to 1,021 calls which is a decrease of 63 calls over the 2012 total of 1,084. Aetna Ambulance responded to 2,730 calls for service in 2013 which is an increase of 108 from 2012.

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.

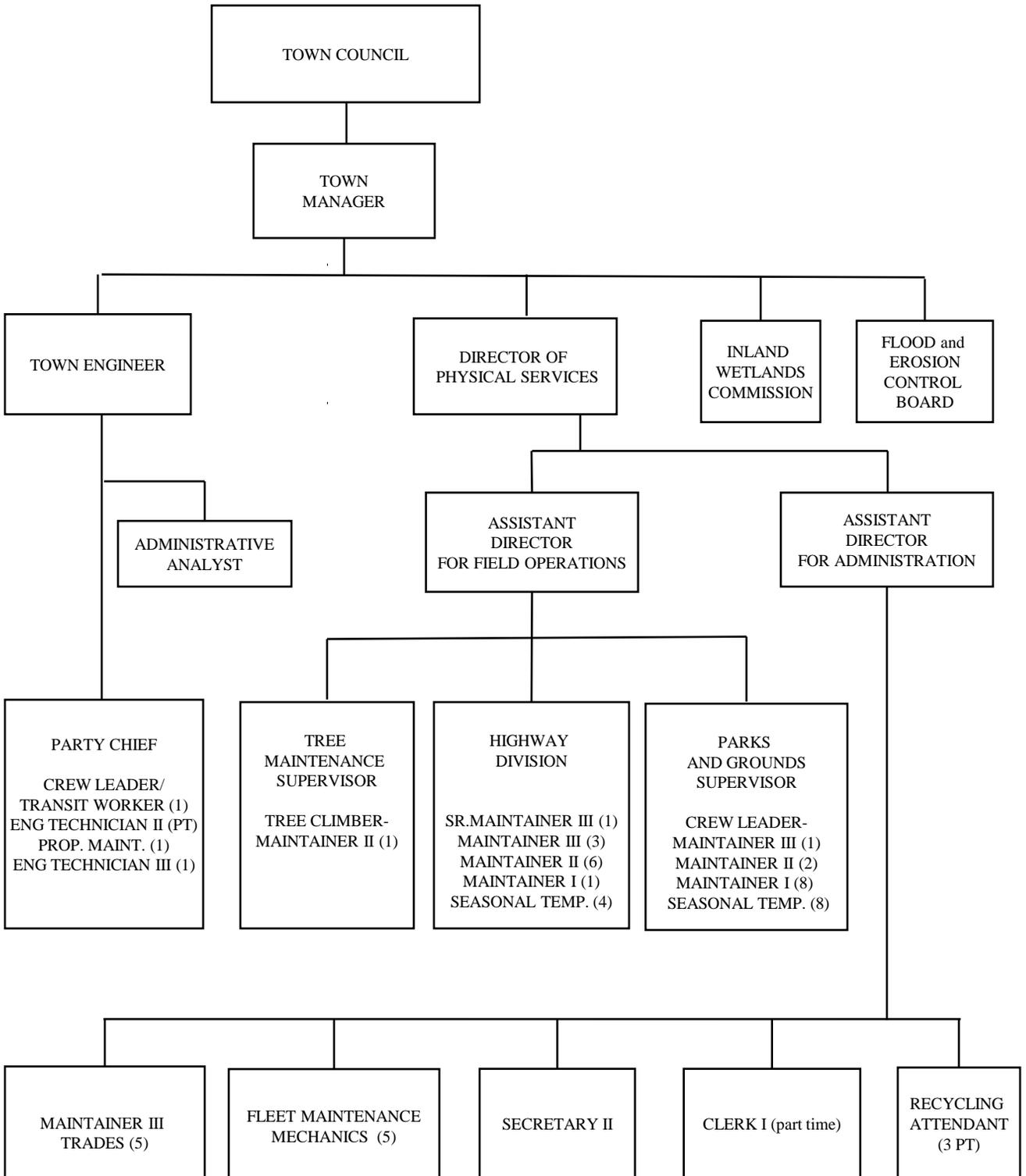


2014-2015 Adopted Budget with Expenditure History

EMERGENCY MEDICAL SVCS

<u>Expense</u>	<u>Actual</u>					<u>Adopted</u>	
	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>
PERSONAL SERVICES							
SAL/WAGES	9,360	9,640	14,000	16,000	19,000	20,000	20,000
	9,360	9,640	14,000	16,000	19,000	20,000	20,000
EMPLOYEE BENEFITS							
FICA/LIFE	8,361	8,918	11,638	1,224	1,454	1,530	1,530
	8,361	8,918	11,638	1,224	1,454	1,530	1,530
CONTRACTUAL							
WATER	588	585	656	-	-	-	0
ELECTRIC	8,777	7,293	8,848	-	-	-	0
GAS	4,350	7,430	5,447	-	-	-	0
REP&MAINT	3,161	3,725	660	4,607	293	-	0
	16,876	19,032	15,611	4,607	293	0	0
Totals:	34,596	37,589	41,250	21,831	20,747	21,530	21,530

PUBLIC WORKS





PUBLIC WORKS

Engineering

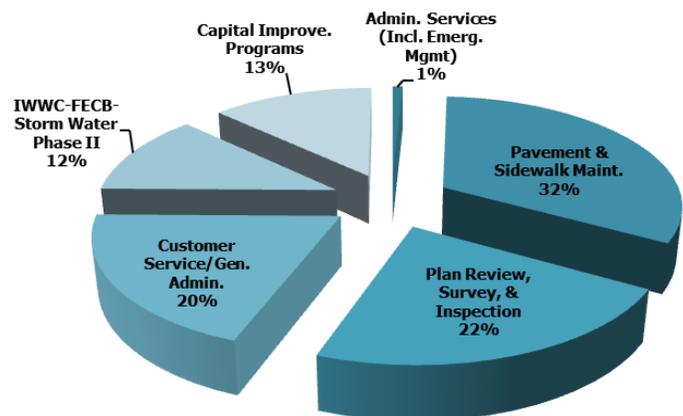
MISSION STATEMENT:

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

DEPARTMENT DESCRIPTION:

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

PROGRAM	BUDGET AMOUNT	PERCENT
Administrative Services (incl. Emergency management)	5,500	1%
Pavement & Sidewalk Maintenance	219,863	32%
Plan Review, Survey & Inspection	151,074	22%
Customer Service/Gen. Admin	133,185	20%
IWWC-FECB-Storm Water Phase II	80,697	12%
Capital Improvement Programs	87,201	13%
Total	\$ 677,520	100%



PERSONNEL DATA SUMMARY

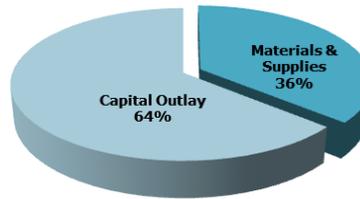
POSITION	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Town Engineer (& Emergency Management Director)	1.0	1.0	1.0	1.0
Operations Coordinator	1.0	1.0	1.0	1.0
Crew Leader Transit Worker	1.0	1.0	1.0	1.0
Engineering Technician III	1.0	1.0	1.0	1.0
Engineering Technician II	1.0	1.0	1.0	0.5
Administrative Analyst	1.0	1.0	1.0	1.0
Full Time Equivalent	6.0	6.0	6.0	5.5

PROGRAM: ADMINISTRATIVE SERVICES:

This budget provides the office supplies and administration component of the division operating budget. We have also included costs of materials and supplies used for the Emergency Management team in Town. The 2014-15 initiatives include continuation and bolstering our back up communications between the Emergency Operations Center and the shelters by increasing our Ham Radio capabilities.

Program Expenses:

Materials & Supplies	\$2,000
Capital Outlay	<u>3,500</u>
Total	\$5,500

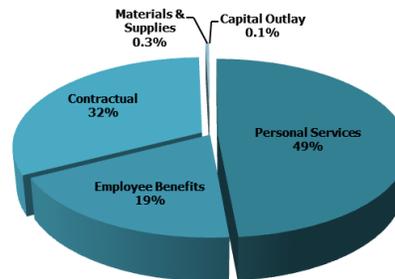


PROGRAM: PAVEMENT/SIDEWALK MAINTENANCE:

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

Program Expenses:

Personal Services	\$106,855
Employee Benefits	41,289
Contractual	70,837
Materials & Supplies	750
Capital Outlay	<u>132</u>
Total	\$219,863



Outcomes:

- The town requires CIP funding of about \$1.2 million annually to maintain the current Pavement Condition Index (PCI) rating on our roads. As these funding levels were historically not been achieved, the Town adopted a separate Road Tax Levy to assure minimum funding levels are set aside for road maintenance. Staff uses the Road Manager software to perform a cost-benefit analysis to individually select which segments of road paving which maximize the limited funding. The overall condition rating has dropped from 80 in 2006 to 76 in 2012. In 2012, the town wide average rose to 77 given the additional capital funding via the road levy. The Town Council also established a new paving Advisory Committee to aid in selecting roads which will receive treatment and encourage public participation.
- Staff investigated 258 cases of violation of the Town Property Maintenance Code in 2012, up from 160 the previous year. Staff issued 258 Notices of Violation with 82% percent of owners correcting the violation to comply with the Code, up from 53% last year. A total of three Citations were issued for failure of the owner to respond. Staff also monitoring 117 homes in foreclosure for compliance.
- In 2013, there were 44 contractors licensed for street excavation work, 202 excavation permits taken out (down 13%), and 1,810 Call Before You Dig (CBYD) requests issued. This is down from the 232 permits in the previous year, however the CBYD requests are slightly up from 1,695 requests in the previous year.

Major Changes / Accomplishments / Outlook:

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

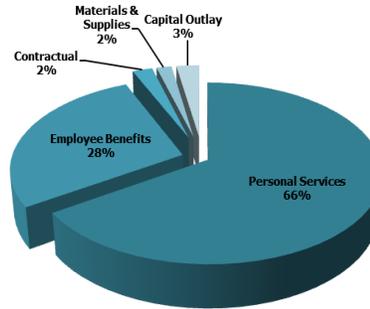
PROGRAM: PLAN REVIEW – SURVEYS - INSPECTIONS:

Staff conducts topographic and boundary surveys on town projects. They also review surveys and plans on construction (both private and public) projects before a permit is issued. Staff also reviews plans submitted to Planning & Zoning to be sure they meet the various code and ordinance requirements and reviews plans submitted to the Town Clerk’s Office for filing to be sure they are complete and accurate. Staff inspectors go to

construction sites daily, or as appropriate, to ensure proper erosion control measures are being maintained, inspect sidewalks, and pavement construction. Staff also performs surveys to develop the data used to develop the plans for Town projects before they go out to bid.

Program Expenses:

Personal Services	\$ 99,262
Employee Benefits	42,034
Contractual	3,360
Materials & Supplies	2,550
Capital Outlay	<u>3,868</u>
Total	\$151,074



Outcomes:

- Ensure construction projects are performed correctly, completed on time, and within allocated budgets.
- Staff assisted the Emergency Management Director with manpower and equipment audits for the February Blizzard disaster, which included back up information to be submitted to FEMA for disaster reimbursement.
- Staff anticipates an active survey year assisting Parks & Recreation department with completion of the parking area and overall milling and re-paving at Mill Wood’s park in summer 2014.

Major Changes / Accomplishment / Outlook:

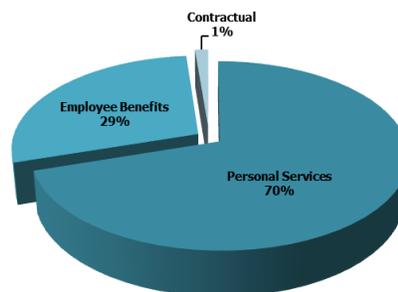
Staff performs detailed engineering reviews to ensure development projects are completed within town code and ordinance guidelines. Performing work in house reduces/eliminates hiring consultants to perform this work, thus minimizing the cost to various town projects by outside vendors. All reviews are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

Staff also serves as liaison to the Metropolitan District Commission for their implementation of multimillion dollar sewer separation contracts known as the Clean Water Project in our town. Staff meets quarterly with MDC project managers to discuss project status, upcoming Clean Water, and CIP Projects to coordinate traffic and pavement restoration issues. There are three major projects occurring in Wethersfield which include Goff Brook trunk sewer replacement, an inflow reduction project on various streets west of Silas Deane, and a pilot program in the Jordan Lane area to assess removal effectiveness. Numerous manhole rehab and pipe lining projects have also been ongoing town wide. A newly discovered issue of black rubber pipe will require MDC replacement of about 4 miles of sewer within the next 10 years.

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

Program Expenses:

Personal Services	\$93,373
Employee Benefits	38,032
Contractual	<u>1,780</u>
Total	\$133,185



Outcomes:

Provide citizens and contractors with timely guidance to get their projects completed quickly and efficiently, meeting all the appropriate codes and ordinances. Staff reviewed 40 planning and zoning applications, 7 Inland Wetland Applications, and 633 building permit applications, compared to 40 P&Z, 7 wetlands, and 628 building permits last year.

Major Changes / Accomplishments / Outlook:

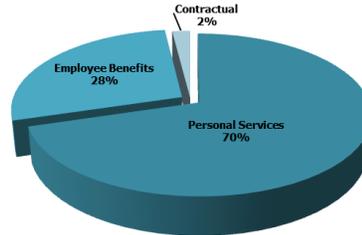
The staff maintains a high level of service which Town residents consider to be valuable and essential. This includes engineering, history, and technical advice to other departments, residents, committees, and commissions. Staff’s goal is to respond to phone, e-mail, and walk up resident questions and concerns regarding drainage, paving, and survey issues within 1 week. The computerized license database, call before you dig log, and implementation of newly acquired View Permit software allow staff to help citizens and contractors get their projects completed quickly and efficiently, meeting all the appropriate codes and ordinances. Staff participated in serving on regional committee implementing the new View Permit Land Use module with CRCOG staff. Staff also spent considerable time updating parcel and wetland and flood zone layers of the Town GIS system,

and recently completed new electronic based Tax Assessor maps. Staff will be working closely with planning to complete the Silas Deane Highway Design Guidelines and a Public Improvements Manual.

PROGRAM: IWWC – FECB – STORM WATER PHASE II: Staff is a liaison to the Inland Wetlands and Watercourse Commission and the Flood Encroachment Control Board. Staff also oversees the Federal Storm Water Phase II Program and serves as State Flood Insurance Program Liaison. Under the Federally mandated Storm Water Program, staff is documenting catch basin outflow data including outfall mapping and water quality testing, preparing the documentation for what will have to be accomplished so water flowing from the catch basins doesn't release debris and pollutants into the streams and brooks they discharge. There were 8 wetland applications and enforcement actions reviewed, investigated, and processed last year.

Program Expenses:

Personal Services	\$56,757
Employee Benefits	22,325
Contractual	<u>1,615</u>
Total	\$80,697



Outcomes:

- Provide compliance on town CIP projects with all State and Federal Storm Water guidelines. Provide engineering review of plans and inspection or erosion and sediment control systems during construction of 628 permitted residential and commercial projects last year.
- Follow up forwarding semi-annual water quality tests and reports to State and Feds, which include representative sampling from residential, commercial, and industrial components of our town, along with specific water quality tests for the town garage and transfer station.
- Prepared the mandated Annual report documentation for submittal to CT DEEP to demonstrate compliance with 6 minimum measure requirements for achieving Federal and State water quality standards prior to storm water discharge to receiving stream.

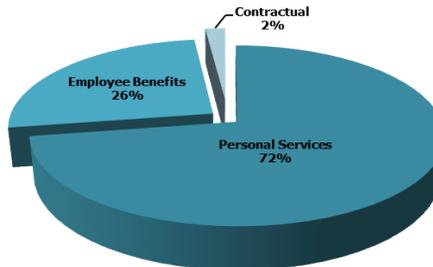
Major Changes / Accomplishments / Outlook:

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

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

Program Expenses:

Personal Services	\$63,178
Employee Benefits	22,393
Contractual	<u>1,630</u>
Total	\$87,201



Outcomes:

- Ensure capital projects are completed either by in house staff or by a competent contractor, on time and within budget.
- Working with the Town Finance Department to maintain a financial tracking system for all CIP projects.
- Last year's CNEF budget for road maintenance was \$1.2 million which included 1.7 miles of pavement maintenance projects, plus the reconstruction of Jordan Lane extension. Two thirds or 22 of all 27 CIP projects underway are

- managed, designed, or constructed by in house staff.
- Staff continues playing a major support role in assisting the High School Building Committee with the design, construction management, and general administration of the proposed High school renovation project.

Major Changes / Accomplishments / Outlook:

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

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

2014-2015 Adopted Budget with Expenditure History

ENGINEERING

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	388,514	400,704	432,835	419,044	436,606	450,769	416,925
OVERTIME	555	692	1,221	408	539	2,500	2,500
	389,070	401,396	434,056	419,452	437,145	453,269	419,425
EMPLOYEE BENEFITS							
FICA/LIFE	58,345	60,357	41,286	39,128	35,094	37,308	33,201
HEALTH INS	77,131	69,355	72,543	85,886	91,930	85,557	76,615
PENSION	-	-	33,131	26,286	32,741	40,518	51,883
WC PREM	-	-	-	-	3,242	3,799	4,374
	135,476	129,712	146,960	151,299	163,007	167,182	166,073
CONTRACTUAL							
COPY - EXT	175	134	146	198	85	200	250
CONF/TRAIN	2,386	1,720	2,292	2,287	2,018	2,422	2,422
OFF MCH SV	500	325	500	500	600	3,252	4,950
REP&MAINT	81,862	77,367	78,597	78,427	64,791	65,600	70,600
LEGAL AD	827	875	665	868	769	1,000	1,000
	85,750	80,421	82,200	82,281	68,263	72,474	79,222
MATERIALS & SUPPLIES							
AGCY SUPL	2,083	1,210	1,487	1,758	1,793	1,800	1,800
CLOTHING	317	799	1,298	1,221	1,414	1,500	1,500
OFFICE SUP	979	808	1,050	1,198	1,480	1,900	2,000
	3,378	2,817	3,835	4,177	4,687	5,200	5,300
CAPITAL OUTLAY							
IT EQ/SOFT	4,013	3,105	4,300	3,227	3,103	3,200	3,600
EQUIPMENT	1,225	121	225	225	300	400	3,900
	5,238	3,225	4,525	3,452	3,403	3,600	7,500
Totals:	618,912	617,572	671,575	660,661	676,504	701,725	677,520



PUBLIC WORKS

Physical Services

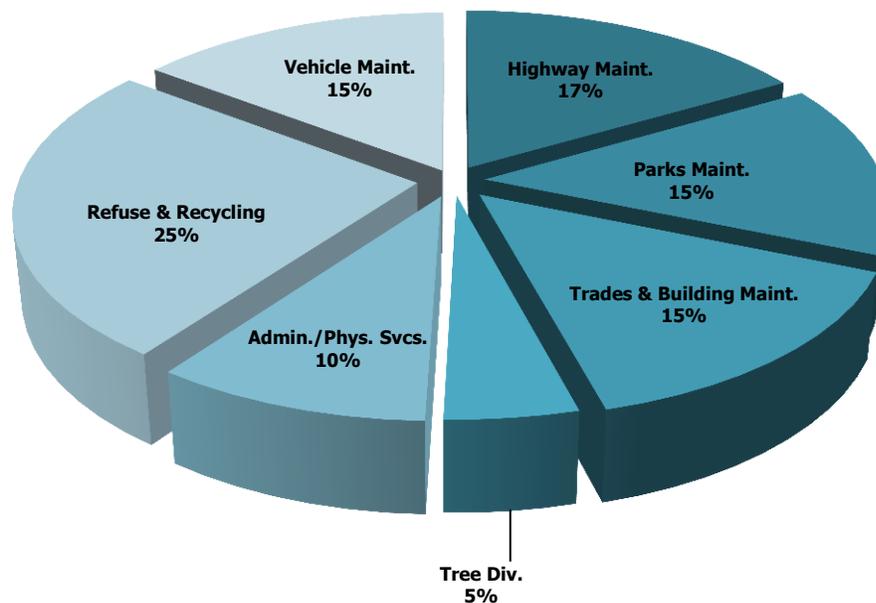
MISSION STATEMENT:

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

DEPARTMENT DESCRIPTION:

Physical Services is responsible for the care and upkeep of the Town's infrastructure, including roads, parking lots, Town buildings & grounds, school grounds, parks, athletic fields, vehicle & equipment maintenance, tree trimming, street & traffic signs, the 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	\$ 1,255,313	17 %
Parks Maintenance	1,114,244	15 %
Trades & Building Maint.	1,100,831	15 %
Tree Division	348,539	5 %
Admin./Physical Services	721,603	10%
Refuse & Recycling	1,917,091	25%
Vehicle Maintenance	1,110,246	15 %
Total	\$7,567,867	100 %



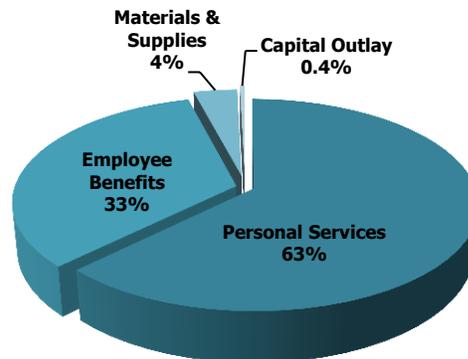
PERSONNEL DATA SUMMARY

<u>Position</u>	<u>2012/2013</u> <u>Actual</u>	<u>2013/2014</u> <u>Adopted</u>	<u>2013/2014</u> <u>Actual</u>	<u>2014/2015</u> <u>Adopted</u>
FULL TIME				
Director Physical Services	0.0	1.0	1.0	1.0
Administrative Analyst	1.0	0.0	0.0	0.0
Assistant Director	1.0	2.0	2.0	2.0
Highway Maint. Supv.	1.0	0.0	0.0	0.0
Parks & Grounds Supv.	1.0	1.0	1.0	1.0
Parks & Grounds Crew Leader	1.0	1.0	1.0	1.0
Tree Maint. Supv.	1.0	1.0	1.0	1.0
Maintainer III	3.0	3.0	3.0	3.0
Senior Maintainer III	1.0	1.0	1.0	1.0
Maintainer III Trades	3.0	4.0	4.0	5.0
Maintainer II	9.0	10.0	10.0	9.0
Maintainer I	9.0	9.0	9.0	9.0
Painter (Maint. II)	1.0	0.0	0.0	0.0
Secretary II	1.0	1.0	1.0	1.0
Custodian II	0.0	0.0	0.0	0.0
Mechanics	5.0	5.0	5.0	5.0
Maintainer I (parts runner)				
Full-time equivalents	38.0	39.0	39.0	39.0
PT/TEMP/SEASONAL				
Seasonals (9 temp)	4.3	4.3	4.3	4.3
Part Time Clerk II	0.5	0.5	0.5	0.5
Recycling Attendants	.5	.5	.5	0.5

Program: Highway Maintenance The Highway Division is responsible for Town road/parking lot repairs, curb & catch basin maintenance, the leaf pickup program and all snow removal activities. This division also composts leaves, repairs masonry, coordinates collection of white goods, creates/maintains/repairs street and road signs. The Seasonal Leaf Program is supervised by the Assistant Director of Field Operations.

Program Expenses:

Personal Services	\$786,225
Employee Benefits	417,655
Materials & Supplies	46,433
Capital Outlay	<u>5,000</u>
Total	\$1,255,313



Outcomes:

- To provide safe and passable roadways for citizens and visitors as measured by:
- Main collector and arterial roadways will be passable throughout storms
- Patch potholes within 24 hours of being reported

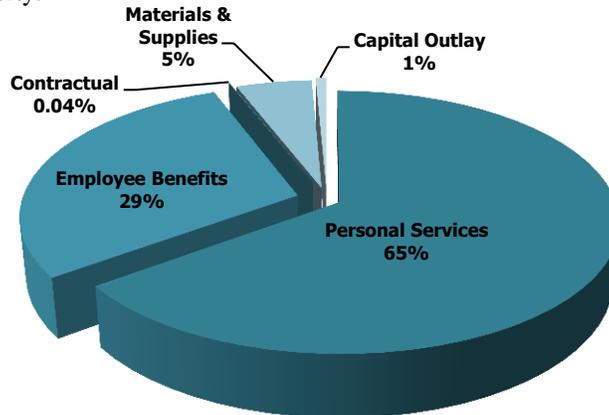
Major Changes/Accomplishments/Outlook:

The Highway Division completed 706 work orders throughout town including filling potholes and road/curb repair. The sign maintenance staff responded to 243 work orders throughout town for missing and damaged signs. An estimated 86 *Call Before You Dig* requests were made which included basin repairs, pipe repairs and sign replacements. The Highway Division responded with extensive cleanup efforts after numerous snow events throughout the winter months, completed site work for the new pavilion in Millwoods Park, drainage projects at Millwoods field, installation of irrigation lines at Town Hall, and completion of site work at the Emerson Williams playground.

Program: Parks Maintenance The Parks Division is primarily responsible for mowing grass, maintenance (mowing and line striping) of athletic fields, daily litter and trash pickup in parks, bus stops, the grounds surrounding town buildings and the removal of dead animals from Town roads and property.

Program Expenses:

Personal Services	\$ 723,088
Employee Benefits	325,373
Contractual	400
Materials & Supplies	57,383
Capital Outlay	<u>8,000</u>
Total	\$ 1,114,244



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

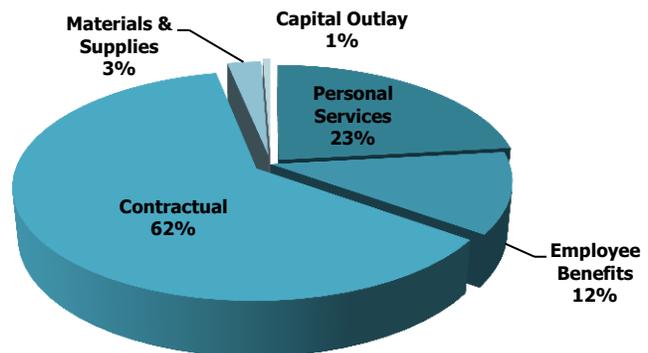
- Games played as scheduled
- Recreational facilities in working condition and open for use throughout the season
- Present a pleasant and welcoming environment to the entrances surrounding all Town buildings.

Major Changes/Accomplishments/Outlook: The Parks Division completed over 301 work orders throughout town. The Parks Division seeds, sods and fertilizes lawns on Town property. Their work on maintaining athletic fields, playgrounds and public grounds was enjoyed throughout the year. This year the Parks Dept. saw the retirement of the Parks Supervisor after 35 years of service. The new supervisor has brought with him vast knowledge of field maintenance, gardening and parks maintenance. Under his supervision the Parks & Grounds division was able to complete numerous projects: field construction on fields 3 & 4 in Millwoods, designed and installed new landscaping and sodded at Town Hall, Fire House #1, and Willard Pool, started field construction on field #1 at Millwoods, laid new sod, deep core aeration at new little league field, filled holes with sand and seeded in the fall.

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	\$ 255,744
Employee Benefits	128,099
Contractual	681,411
Materials & Supplies	29,077
Capital Outlay	<u>6,500</u>
Total	\$ 1,100,831



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.

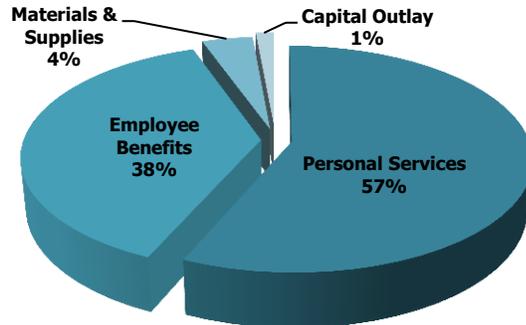
Major Changes/Accomplishments/Outlook:

The Trades and Building Maintenance Division completed 426 work orders comprised of painting within Town buildings, performing preventative maintenance and insuring the proper heating, cooling, electrical and plumbing functions in all Town buildings. The Trades Division continues to update and replace aging equipment making improvements to building systems in order to decrease energy consumption and improve energy efficiency.

Program: Tree Division The Tree Division is responsible for pruning, removing, planting of Town trees along with the yearly decorating of the Town holiday tree. The Tree Division staff continues to work under contract reimbursement for the Town of Newington, wherein all tree work performed in Newington by Wethersfield personnel is billed back to the Town of Newington. The Town of Wethersfield has recently expanded their shared services and now offers the Town of Berlin tree maintenance services. The tree division staff also participates in leaf and snow removal.

Program Expenses:

Personal Services	\$ 197,122
Employee Benefits	132,420
Materials & Supplies	13,997
Capital Outlay	<u>5,000</u>
Total	\$ 348,539



Outcomes:

- Inspection of Town trees as needed to promote tree health and cut back tree growth from power lines and Town infrastructure equipment.

Major Changes/Accomplishments/Outlook

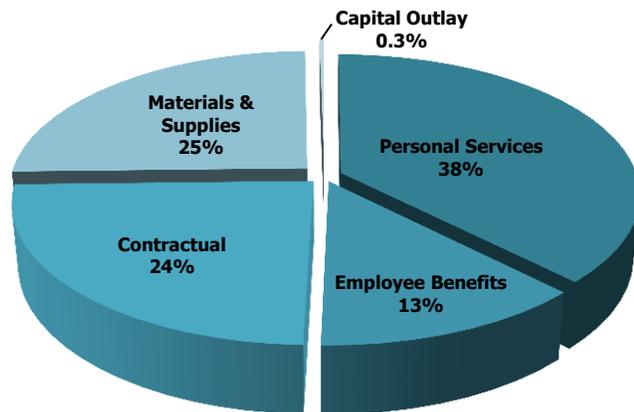
The Tree Division responded to 244 work orders. The tree division staff worked closely with CL&P during their tree cutting efforts throughout Town.

Program: Administration/Physical Services

Administrative services at Physical Services respond to residents' requests through a work order system that has generated 1,920 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.

Program Expenses:

Personal Services	\$ 271,617
Employee Benefits	91,985
Contractual	174,896
Materials & Supplies	181,105
Capital Outlay	<u>2,000</u>
Total	\$ 721,603



Outcomes:

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

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

Major changes/ Accomplishments/Outlook:

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. This year through the efforts of Town staff Wethersfield was awarded by FEMA a grant to replace 8 of the Town's generators located in Town Hall, Physical Services, Community Center, Fire Houses 1,2,&3, Ambulance Facility and the Nature Center.

Program: Refuse & Recycling: Refuse and recycling collection and disposal are coordinated by Physical Services Refuse and provided by a private contractor. 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 delivered to CRRRA.

Recycling is collected curbside in large blue containers. Bulk container collection is provided to 38 locations due to the large volume of refuse and recyclables generated from these sources. Bulky container waste is collected at the Transfer Station and hauled to a landfill. The Transfer Station accepts appliances without freon, fluorescent lights, batteries, leaves, electronics, and metal free of charge. Appliances containing freon are accepted for a fee. The fee covers the cost of an outside container that is disposed of hazardous waste. Items such as sofas, mattresses, and grass are also accepted for a fee.

Program Expenses:

Personal Services	\$ 12,516
Employee Benefits	1,706
Contractual	<u>1,902,869</u>
Total	\$ 1,917,091



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%.
- Continue to look for items that could be recycled versus put in the landfill or refuse barrels.
- 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:

Paine’s Recycling & Disposal Services, the Town’s refuse collector is continuing its program supporting the fight against breast cancer. Residents who are willing to make a yearly donation to fight breast cancer are given a pink refuse barrel to place curbside for weekly refuse collection. Through an agreement with Paine’s, qualified elderly and handicapped residents can get help if they are unable to roll out their refuse and recycling barrels to the curb. The Transfer Station continues to promote recycling as an opportunity to decrease the amount of debris going into landfills. This year the charge for mattress and box spring drop off to the Transfer Station dropped from \$25 to \$15 dollars per piece.

Recycling in the Town has increased more than 10% and refuse tonnage has decreased by more than 17% since 2006:

YEAR	MSW	RECYCLING	% RECYCLING
2006	12,117	2,103	17.36%
2007	12,063	2,330	19.32%
2008	11,934	2,119	17.76%
2009	11,829	2,076	17.55%
2010	10,606	2,807	26.47%
2011	10,779	2,819	26.15%
2012	10,338	2,785	26.94%
2013 TO DATE	6,668	1,852	27.77%

There are so many benefits in recycling. They include:

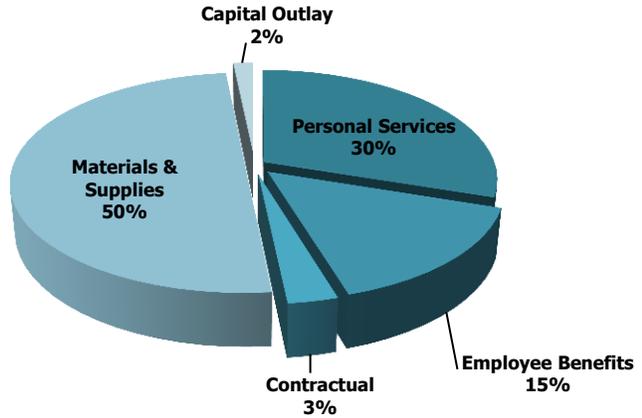
- Saving money, the goal is to keep as much out of the landfill and out of your green refuse container. Recycling is free.
- Reduces pollution, this includes water, land and air pollution.
- Increases jobs, when we recycle it requires manpower, more jobs mean more people spending money in other areas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

Program: Vehicle Repair & Maintenance The vehicle maintenance staff is responsible for preventative maintenance and

repair of all equipment for the Town fleet, including Police cars, Fire apparatus, Physical Services equipment & vehicles, Town and Board of Education vehicles.

Program Expenses:

Personal Services	\$ 334,325
Employee Benefits	169,184
Contractual	33,220
Materials & Supplies	555,567
Capital Outlay	<u>17,950</u>
Total	\$ 1,110,246



Outcomes:

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

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

Major changes/Accomplishments/Outlook:

Replace aging, less fuel-efficient vehicles with smaller and more fuel-efficient vehicles.

Equipment and Fleet Inventory by Department

VEH & EQUIP	DEPT	
2	SOCIAL SERVICES	TRANSIT, CANOE W/ TRAILER
7	PARK & REC	SHOWMOBILE, BOAT, FUSION-HYBRID, NATURAL GAS VAN (COMMUNITY CTR), GOLF CART, VAN (TOWN HALL), TRANSIT
4	ENGINEERING	CROWN VIC (DIRECTOR), EXCURSION (OP COORDINATOR), CAVALIER (SIDEWALK INSPEC & BLIGHT)), TRAILER (DIRECTOR)
3	BUILDING	CAVALIER (INSPECTOR), HONDA NATURAL GAS (CHIEF OFFICIAL), HONDA NATURAL GAS (ASST BUILDING OFF)
1	ASSESSOR	HONDA NATURAL GAS
1	FIRE MARSHAL	EXPLORER
22	FIRE	TAHOE (CHIEF), EXPEDITION (ASST CHIEF), EXCURSION (DUTY), ZODIAC, WHALER, REHAB, DECK GUN TRAILER, FOAM TRAILER, 3 TRUCKS CO #1, FIRE UTILITY, 3 FIRE TRUCKS CO#2 1 PICK UP, 3 FIRE TRUCKS CO #3, PICK UP, FIRE SAFETY TRAILER, 16 FT TRAILER
36	POLICE DEPT	1 POLICE INTERCEPTOR (CHIEF), 3 POLICE INTERCEPTORS (LTS), 1 CR VIC (LT), DARE EXPLORER, SGT EXPEDITION, 2 (CR VIC) DOG CARS, 1 (CR VIC) BACK UP DOG CAR, 2 HARLEY M/C, E-350 DOG VAN, PROLINE BOAT, CHEVY SWAT VAN, RADAR SMART TRAILER, FORD EMER COM VEHICLE, ENCLOSED TRAILER, 2 CR VIC (DET), 2 CR VIC (SS), 1 CR VIC (HIGH SCHOOL), 7 CR VIC (PATROL), 5 UNDERCOVER
59	PHYSICAL SERVICES	2 PAYLOADERS, BACKHOE, 15 DUMP TRUCKS, 2 LG MOWER, PICK UP (HWY SUPER), PICK UP (MECH), PICK UP (SIGN), 5 LEAF MACHINES, SWEEPER, BOBCAT, 2 TRACTORS, ESCAPE, PICK UP (TREE), CHIPPER, BUCKET TRUCK, 2 JEEPS, 6 TRAILERS, 2 PICK UP WITH SANDERS, PAINTER PICK UP, ELECTRICIAN PICK UP, PLUMBER PICK UP, CARPENTER PICK UP, 3 SMALL DUMP TRUCK, 6 PICK UP, AND VARIOUS SMALL ENGINES
14	BOE	TAURUS, TAURUS STATION WAGON, ECONOLINE FOOD TRUCK, 7 ECONOLINE VANS, 3 BUS, 1 PICK-UP (town does not maintain BOE buses)

2014-2015 Adopted Budget with Expenditure History

PHYSICAL SERVICES

Expense	Actual					Adopted	Adopted
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	2,129,712	2,176,608	2,214,306	2,178,997	2,286,034	2,354,780	2,397,637
OVERTIME	197,621	143,492	316,200	112,978	222,132	178,600	183,000
	2,327,332	2,320,100	2,530,506	2,291,975	2,508,165	2,533,380	2,580,637

EMPLOYEE BENEFITS

FICA/LIFE	397,248	384,238	286,669	268,506	193,176	203,334	207,189
HEALTH INS	484,903	533,426	617,619	643,787	663,904	630,738	613,879
PENSION	-	-	181,130	139,069	168,908	198,796	259,778
DC PENSION	-	-	-	-	8,877	11,018	23,066
WC PREM	-	-	-	-	93,261	113,046	162,510
	882,151	917,664	1,085,418	1,051,361	1,128,126	1,156,932	1,266,422

CONTRACTUAL

COPY - EXT	142	-	150	-	-	-	0
CONF/TRAIN	1,672	1,808	1,981	1,795	1,999	2,000	2,000
PROF SERV	8,473	10,539	48,019	20,337	13,978	10,801	13,801
SUPPORT SV	33,745	36,836	13,536	13,752	14,163	16,054	16,295
CUSTODIAL	68,841	40,268	29,864	31,037	35,334	35,775	35,775
WATER	6,381	6,141	9,220	8,196	14,912	15,004	16,503
ELECTRIC	653,194	570,501	572,054	554,288	539,536	535,023	606,464
GAS	70,811	56,176	53,651	37,374	55,198	53,014	53,014
REFUSE COL	1,071,014	1,059,069	1,087,508	1,103,088	1,143,687	1,194,966	1,211,294
REFUSE DSP	853,767	754,995	788,899	775,344	705,383	698,924	675,280
RENTAL	79,335	92,952	86,181	66,136	83,119	81,770	81,770
OFF MCH SV	479	483	-	479	491	500	4,500
REP&MAINT	61,194	59,681	92,200	78,679	76,016	72,714	76,100
	2,909,048	2,689,449	2,783,263	2,690,505	2,683,815	2,716,545	2,792,796

MATERIALS & SUPPLIES

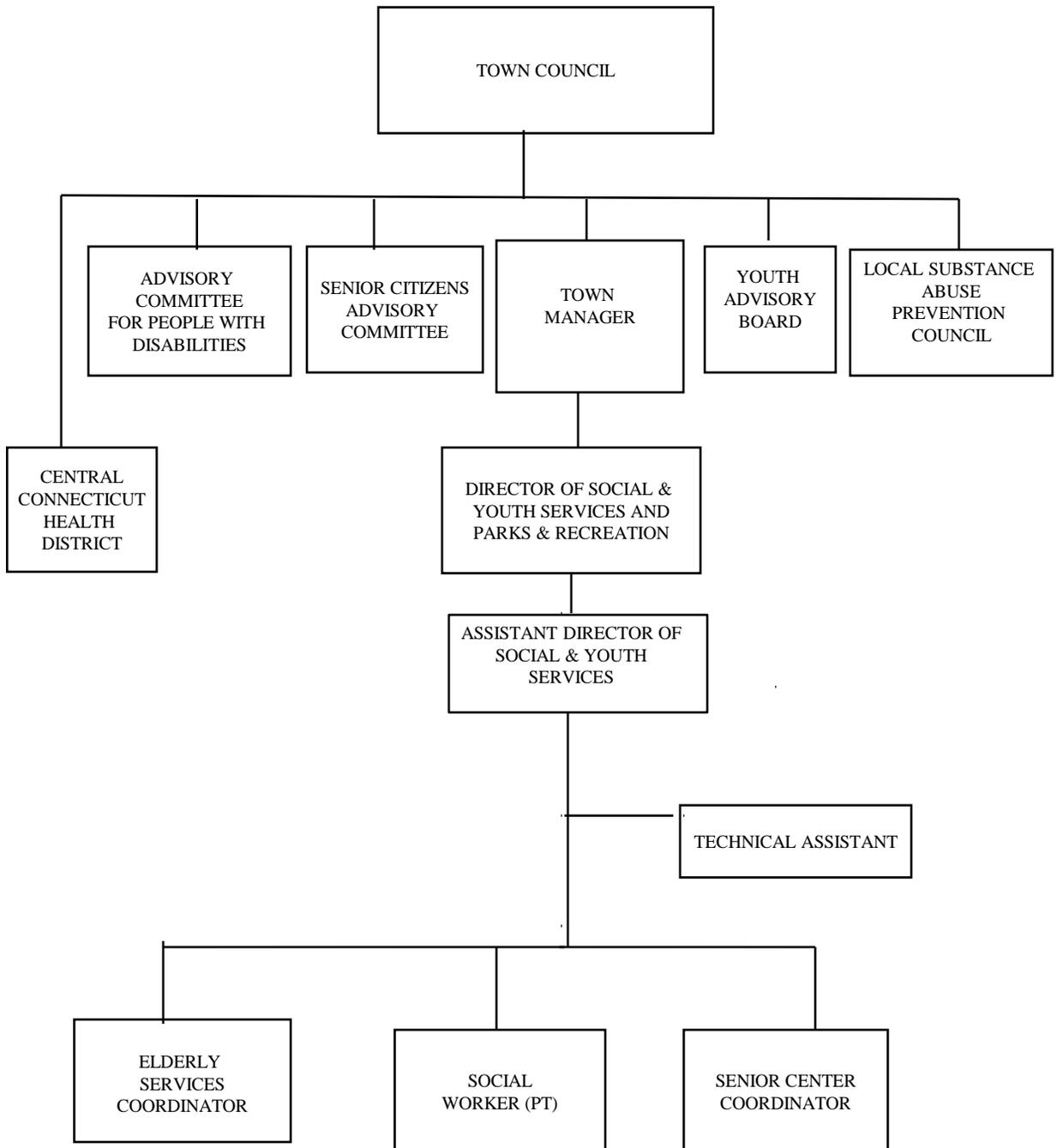
FUEL/LUBE	281,765	184,689	267,936	321,132	350,332	336,360	333,288
HEAT OILS	16,599	8,918	12,337	15,635	19,085	16,956	10,756
CLEAN SUPL	7,573	7,580	5,493	5,071	5,587	7,600	7,600
AGCY SUPL	30,436	29,727	30,169	29,944	29,343	30,000	30,000
CLOTHING	16,539	15,886	15,873	15,786	16,012	16,033	20,984
LANDSC SUP	47,330	47,287	52,053	48,318	51,639	52,325	52,325
CHEM SUPL	25,929	38,980	26,075	45,976	47,205	36,605	36,605
RD MNT SUP	191,001	181,916	135,890	97,707	119,270	143,000	143,000
TRAFFC SUP	20,485	17,905	17,393	20,728	17,806	18,000	18,000
BLDG SUPL	16,612	21,459	16,127	19,771	18,794	19,000	19,000
EQP/PARTS	205,187	194,702	193,013	224,151	203,974	210,100	204,604

2014-2015 Adopted Budget with Expenditure History

PHYSICAL SERVICES

Expense	Actual				Adopted		Adopted
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
OFFICE SUP	1,097	995	982	968	1,000	1,000	1,000
OTHER SUPL	5,200	3,149	6,654	1,721	5,102	5,200	6,400
	865,753	753,193	779,992	846,907	885,149	892,179	883,562
CAPITAL OUTLAY							
IT EQ/SOFT	700	700	700	5,018	8,519	9,325	11,750
EQUIPMENT	34,736	32,679	18,817	22,478	24,497	24,000	24,700
OTH IMPROV	1,586	1,420	2,806	3,348	2,956	3,000	8,000
	37,021	34,798	22,324	30,844	35,972	36,325	44,450
Totals:	7,021,306	6,715,205	7,201,503	6,911,593	7,241,229	7,335,361	7,567,867

HEALTH AND HUMAN SERVICES





HEALTH & HUMAN SERVICES

Central CT Health District

MISSION STATEMENT:

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

DEPARTMENT DESCRIPTION:

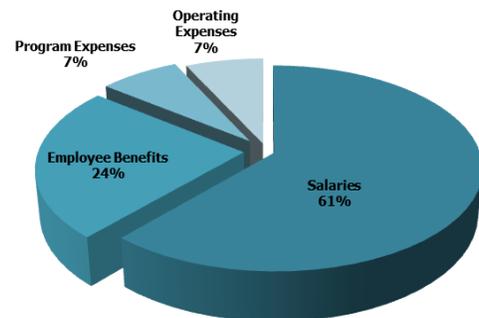
The Central CT Health District serves the Towns of Berlin, Newington, Rocky Hill, and Wethersfield with a combined population of over 97,000. The Health District is responsible for providing a comprehensive environmental and public health services program including: enforcement of local and State laws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

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

The CCHD Board of Health has adopted their FY 2014/2015 budget with a \$0.22 increase in the membership rate from \$4.69/capita to \$4.91/capita.

The costs per town for FY 14/15 would be as follows:

Berlin	\$100,473.33	(pop. 20,463)
Newington	\$150,255.82	(pop. 30,602)
Rocky Hill	\$96,869.39	(pop. 19,729)
Wethersfield	\$131,146.10	(pop. 26,710)



PROGRAM	BUDGET AMOUNT	PERCENT
Salaries	\$602,273	62%
Employee Benefits	236,180	24%
Program Expenses	71,545	7%
Operating Expenses	69,350	7%
Total	\$979,348	100%

PERSONNEL DATA SUMMARY

POSITION	2012/2013 <u>Actual</u>	2013/2014 <u>Adopted</u>	2013/2014 <u>Actual</u>	2014/2015 <u>Adopted</u>
Director of Health	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Secretary	0.4	0.4	0.4	0.4
Chief of Environmental Health Svcs.	1.0	1.0	1.0	1.0
Registered Sanitarian	4.0	4.0	4.0	4.0
Health Educator	0.5	0.5	0.5	0.5
Community Health Coordinator	1.0	1.0	1.0	1.0
Emergency Preparedness Coord.	0.6	0.6	0.6	0.6
Full Time Equivalent	9.5	9.5	9.5	9.5

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 1,869 inspections will be conducted at 765 establishments.
 - Public swimming pools including: town-owned; schools; health clubs; apartments; condominiums; motels; private clubs; and health clubs. An estimated 136 inspections will be conducted at 49 sites.
 - Beauty salons, barber shops, and nail salons. There are approximately 174 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 43 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 253 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 2,500 flu shots and 40 pneumonia shots.
- Track and investigate when appropriate over 40 reportable communicable diseases and conditions. Diseases typically investigated include those associated with food or water (salmonella, E. Coli, campylobacter etc.) and tuberculosis. Coordinate TB case contact interviews with the VNA.
- Coordinate a number of clinics and health screenings including:
 - Smiles for Life Dental Cleanings for residents age 60+. With a 50% funding match from the North Central Area Agency on Aging we plan to offer 12 clinics and serve 120 residents. Clinics are at no cost to the participant.
 - Coordinate free prescription drug counseling with the help of a volunteer pharmacist. This service is open to residents age 65+. A monthly clinic is held serving 4 people per clinic.
- Coordinate a number of health education programs including:
 - Vegetable gardening classes with funding from the Preventative Health Block Grant. Classes are at no cost to the participant.
 - The ACHIEVE 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.

2014-2015 Adopted Budget with Expenditure History

CENTRAL CT HEALTH DISTRICT

<u>Expense</u>	Actual					Adopted	
	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>
CONTRACTUAL							
PUB CONTRB	105,791	104,670	104,419	104,614	116,390	125,176	131,146
	105,791	104,670	104,419	104,614	116,390	125,176	131,146
Totals:	105,791	104,670	104,419	104,614	116,390	125,176	131,146



HEALTH & HUMAN SERVICES

Social & Youth Services

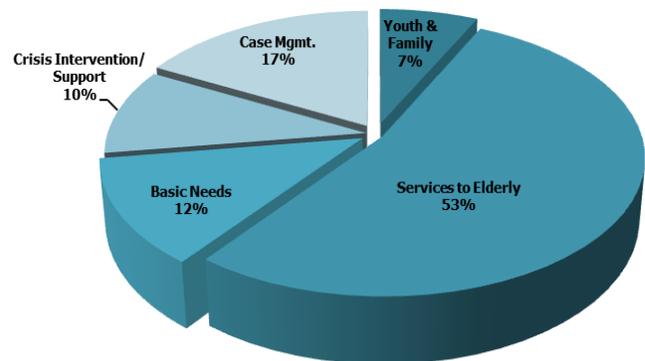
MISSION STATEMENT:

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

DEPARTMENT DESCRIPTION:

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

PROGRAM	BUDGET AMOUNT	PERCENT
Youth & Family	\$ 47,251	7%
Services to Elderly	352,784	53%
Basic Needs	82,120	12%
Crisis Intervention/Support	66,988	10%
Case Management	114,142	17%
Total	\$ 663,285	100%



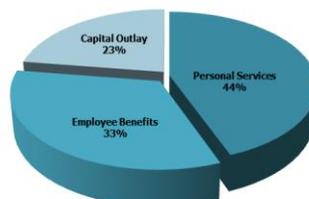
PERSONNEL DATA SUMMARY

POSITION	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Full Time				
Director (combined with Parks & Rec.)	1.00	1.00	.75	0
Assistant Director	0	0	.17	1.00
Elderly Services Coordinator	1.00	1.00	1.00	1.00
Clinical Coordinator	1.00	0	0	0
Technical Assistant	1.00	1.00	1.00	1.00
Part Time				
Special Program Instructors	.10	.10	.10	.10
Senior Center Coordinator	.67	.67	.67	.72
Case Worker	.78	.78	.81	.91
Full Time Equivalent	5.55	4.55	4.50	4.73

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

Program Expenses:

Personal Services	\$20,872
Employee Benefits	15,659
Contractual	10,720
Total	\$47,251



Outcomes:

- Of youth diverted from the court system through the Juvenile Review Board, future court involvement will be prevented in 85% of cases. This goal has been achieved: 11 of 11 cases were successfully resolved via the JRB.
- Positive Youth Development activities for middle school students will be offered through the Crossroads Program to enhance healthy youth development with adult supervision. 17 courses were offered over three sessions. Spring and Fall 2013 and Winter 2014 saw a total of 66 (unduplicated) students participate in this program. As students could take more than one course, total registration was 70 students. This was a 25% increase in enrollment from the previous year due in part to in-person presentations at Middle School parent open houses and notices on school web sites.

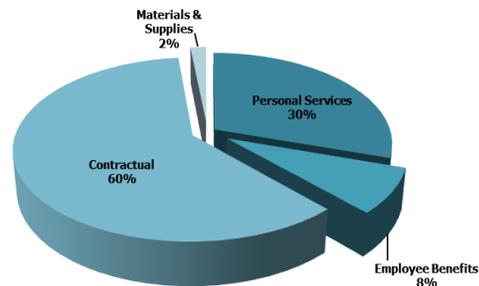
Major Changes/Accomplishments/Outlook

- 1) Counseling is now being referred to several area practices. This has been working well and feedback from clients has been positive. Funds are being used to subsidize the few clients who cannot afford co-pays. To date, 10 clients have been referred.
- 2) The Juvenile Review Board (JRB) is functioning effectively. Approximately 20 cases are anticipated in calendar year 2014. Eleven cases were brought before the JRB in 2013.
- 3) The summer Youth Employment program (YES) was offered with 11 students participating. All 11 students completed the program successfully by achieving their goals and completing their portfolios.
- 4) Two staff members have been actively involved in the Wethersfield Early Readiness Council/Graustein Memorial Early Childhood Grant to look at needs and resources for children birth to eight. The Youth Development Manager will continue to be involved in this program.

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	\$105,890
Employee Benefits	28,183
Contractual	212,811
Materials & Supplies	<u>5,900</u>
Total	\$352,784



Outcomes:

- As of 1/1/14, the Senior Center had a total of 467 members with 267 members between the ages of 55 and 74. By adding new programs and targeting younger seniors, overall membership will increase by 10% to 514 and membership for those aged 55 to 74 will increase by 5% to 294.
- The Center will offer at least 70 programs each month including health and wellness and educational programs that allow for socialization. These programs will attract 5,893 participants, a 5% increase over totals for 2013.
- Provide transportation through Dial-a-Ride to all eligible clients requesting service. Service will ensure access to medical care and grocery shopping. Currently there are 287 individuals registered for Dial-a-Ride – this has remained stable for several years.

Major Changes/Accomplishments/Outlook:

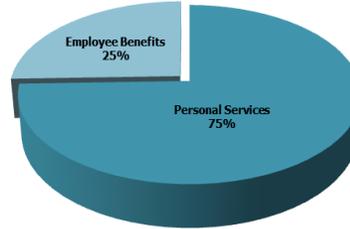
- 1) The part-time Senior Center Coordinator position is being increased from 25 hours per week to 27 hours per week to plan new programs and activities that meets the needs of the seniors.
- 2) Program participation remained high at the Senior Center in 2013 with 4,748 participants in the 533 Senior Center classes, programs and activities offered. Membership at the end of 2013 was 536, up 64 from the beginning of the year. Of note, membership increased significantly each month new programs were offered (16 new members joined in September when Chair Yoga, the Lunch & Learn series and Live Well workshops began and 19 new members joined in October when T'ai Chi and the Quilting Guild began).
- 3) Two new programs in 2013, Chair Yoga and T'ai Chi Qigong had 36 members participate. Significantly, these programs tended to bring in seniors that had not previously participated in any Senior Center programming (20 of the 36 participants were new to the SC). Programs that remain popular among existing members include Wii bowling and Mah Jongg.
- 4) The Computer Learning Center remains active. In 2013 it served 234 participants in 15 classes and workshops and 20 open labs. New offerings again brought in the highest attendance (a Cybersecurity workshop and iPad classes). Finding volunteers for the Center remains a challenge. All classes, workshops and one-to-one assistance sessions are provided by 10 volunteers.
- 5) The Senior Café served 4,589 meals in 2013 – a decrease of 5%. The average was 382 per month compared to 402

meals/month in the previous year. 2012 figures were 14% less than 2011. This is expected with the decline in elderly residents.

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

Program Expenses:

Personal Services	\$61,187
Employee Benefits	<u>20,933</u>
Total	\$82,120



Outcomes:

- Maintain basic nutrition by having Food Bank available during working hours; 90% of clients will be seen within 24 hours for emergencies and within three days of non-emergent requests which is currently the case. This goal has been met.
- Provide energy/utility assistance to at least 500 households per year. In 12-13, 663 households (vs. 589 in the previous year) applied for energy assistance. This is a 13% increase; the increase in the previous year was 5%. The high cost of fuel and the high rate of under and unemployment contribute to these figures.

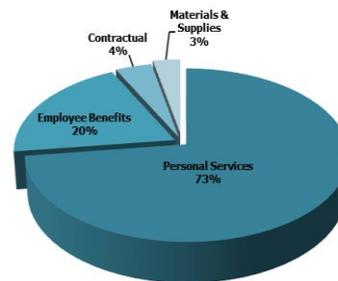
Major Changes / Accomplishments / Outlook:

- 1) The part time case worker position is being increased from 29 hours per week to 34 hours per week to handle the increased caseload associated with these resident needs.
- 2) Use of the Food Bank increased over the course of the '12-'13 fiscal year. The number of children and seniors has each increased 11% while the number of adults served increased 5%. The total number of families increased 9% while the number of all individuals increased 4%. Average use per month was 109 households.
- 3) Requests for financial assistance for fuel remains high. The continued high cost of oil has caused a number of households to exhaust all entitlement funds and still be unable to purchase enough heating oil. The Fuel Bank is being used to supplement these residents. Operation Fuel has continued to provide grants up to \$500 for households within 60% of the State Median Income Level.
- 4) The use of Mobile Food Share remains unchanged: 75-118 clients per visit (every two weeks).

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

Program Expenses:

Personal Services	\$48,819
Employee Benefits	13,294
Contractual	2,775
Materials & Supplies	<u>2,100</u>
Total	\$66,988



Outcomes:

- 100% of eligible applicants received camp scholarship assistance, Thanksgiving food baskets, school supplies, and holiday toys for children. In 2013, 116 children or adults with disabilities received camp scholarships (no change from 2012), 107 families received Thanksgiving baskets (stable), and 219 children received holiday gifts (a 42% increase).
- Goal is to continue to serve all clients who need these services: Camp, Thanksgiving, school supplies, and holiday toys.

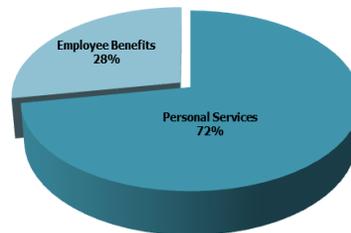
Major Changes/Accomplishments/Outlook:

- 1) The Director of Parks and Recreation will oversee the operations of the Social and Youth Services Department allowing for greater programmatic collaboration between the departments. An Assistant Director of Social and Youth Services will be hired to oversee the day to day operations of Social and Youth Services Department.
- 2) Demand for basic needs services has remained fairly stable with a few increases. Town residents, organizations and several foundations have continued to be generous which has allowed the continuation of the Thanksgiving Food program, the Christmas gift program, School Supplies program and continued donations to the Special Needs Fund, The Wethersfield Fuel Bank and the Wethersfield Camp Fund. During Fiscal Year 2013, \$21,151 in Special Needs Funds was dispersed to a total of 68 recipients; \$26,474 was raised for the fund – stable for the past two years. Camp Scholarship revenue was \$7,639 with expenses of \$18,512. (This represents stable demand but a decrease in donations). Fuel Bank revenue was \$25,301 (a 16% increase) with expenses of \$14,247 (a 42% increase).
- 3) The Department continues to partner with local businesses and non-profits to provide coordinated services. These organizations include: CL&P, Community Renewal Team (CRT), Wethersfield/Rocky Hill Nurses, Junior Women’s Club, Co-Opportunities, UNICO, United Way 2-1-1, Dutch Point Credit Union, Global Fuel Program, Walmart, Farmington Bank and local grocery stores.

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	\$82,396
Employee Benefits	<u>31,746</u>
Total	\$114,142



Outcomes:

- All case management clients will have a treatment plan: 85% of clients will receive all services noted in their treatment plan. This is currently the case. In some instances, services needed cannot be provided due to economic constraints or the client’s refusal to accept services or allow staff to follow up.
- 90% of clients received appropriate information and referrals based on their needs and questions. Approximately 10% of the time, we cannot provide information due to confidentiality (a relative may request information about a client that we are not authorized to give) or we are unable to contact the client when we return a call to provide information or follow up.

Major Changes/Accomplishments/Outlook

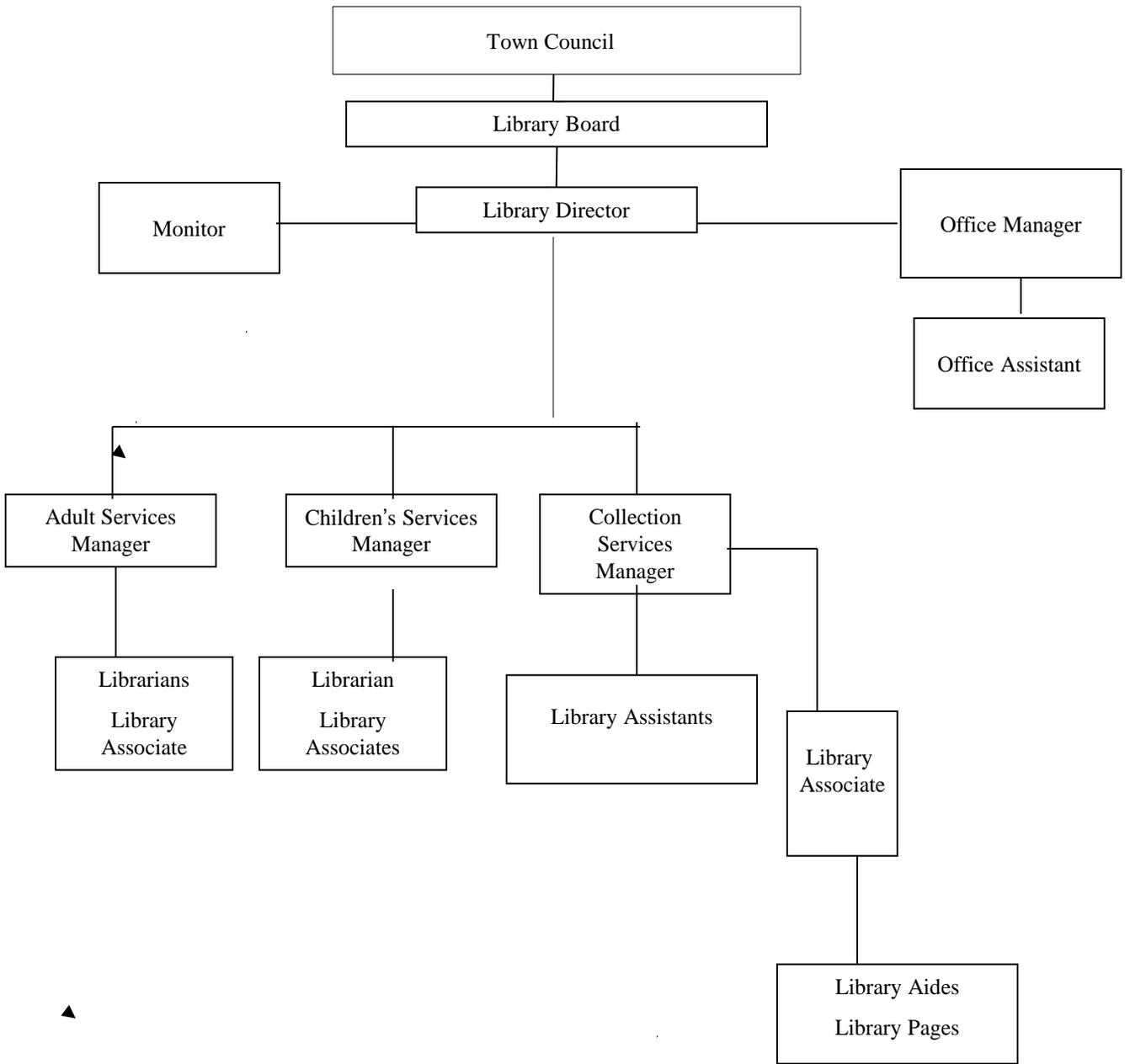
- 1) A three session workshop on Money Management was held in October 2013. There were seven participants (of 14 who registered) who attended at least one session. There were five who completed all three sessions. The goal is to have more participants who rely heavily on this Department’s financial assistance attend the program. Use of an agreement for financial assistance that all clients must sign would be useful in setting guidelines for continuing support. This is a goal for the future.
- 2) The number of seniors who received case management services in 2013 was 221 new clients ending with a total caseload of 1,312 while the total for 2012 was 181 new clients with a total caseload of 1,295 ending December 2012. Seniors are living longer and more often remain in the community.
- 3) There were 72 new management cases for non-senior adults and those with disabilities.
- 4) Health Insurance counseling for seniors through the C.H.O.I.C.E.S program served 346 seniors – unchanged from the previous year.
- 5) The high cost of heat remains a significant problem for many senior residents who want to remain in their homes.
- 6) Requests for information regarding the new requirements for health care coverage for non-Medicare clients have been referred to agencies that have trained staff to assist clients with the enrollment process.

2014-2015 Adopted Budget with Expenditure History

SOCIAL & YOUTH SERVICES

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	406,392	302,228	305,402	294,677	321,698	232,268	204,503
PPT WAGES	138,844	113,401	108,507	94,366	101,911	101,731	114,661
SEAS PT	13,200	-	-	-	-	-	0
	558,436	415,629	413,909	389,043	423,609	333,999	319,164
EMPLOYEE BENEFITS							
FICA/LIFE	77,650	53,140	35,732	37,034	32,666	27,627	26,529
HEALTH INS	123,437	78,335	82,318	64,218	58,737	62,691	53,098
PENSION	-	-	33,798	23,974	31,129	29,521	18,336
DC PENSION	-	-	-	-	1,274	-	8,023
WC PREM	-	-	-	-	3,169	2,777	3,829
	201,087	131,475	151,848	125,226	126,976	122,616	109,815
CONTRACTUAL							
COPY - EXT	235	-	-	-	-	-	0
CONF/TRAIN	1,314	1,247	1,425	1,512	1,606	2,750	3,250
PROF SERV	236,784	237,249	228,591	194,421	200,333	206,770	212,811
SUPPORT SV	3,966	1,691	1,983	3,093	1,656	11,925	10,245
RENTAL	241	-	-	-	-	-	0
	242,540	240,187	231,999	199,026	203,595	221,445	226,306
MATERIALS & SUPPLIES							
AGCY SUPL	5,964	3,100	3,100	3,100	3,235	3,100	5,900
OFFICE SUP	2,345	1,562	1,655	1,515	1,336	2,100	2,100
	8,309	4,662	4,755	4,615	4,571	5,200	8,000
CAPITAL OUTLAY							
IT EQ/SOFT	2,534	-	-	-	-	-	0
	2,534	0	0	0	0	0	0
Totals:	1,012,905	791,953	802,511	717,909	758,751	683,260	663,285

Wethersfield Library





WETHERSFIELD PUBLIC LIBRARY

MISSION STATEMENT:

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

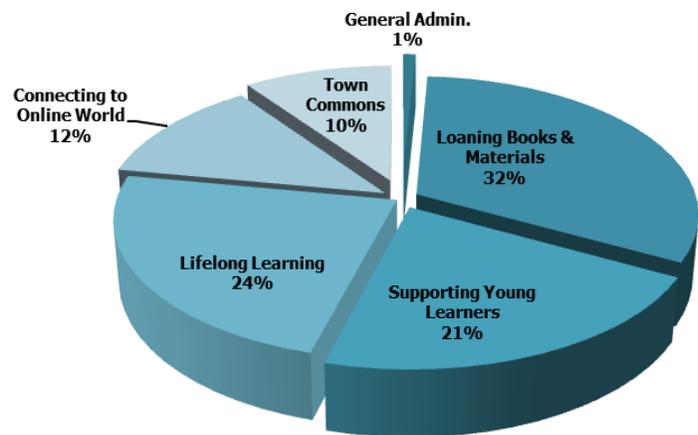
- Access to information
- Books and other materials
- Community gathering place

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

DEPARTMENT DESCRIPTION:

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

PROGRAM	BUDGET AMOUNT	PERCENT
General Admin.	\$15,700	1%
Loaning books and other materials	600,682	32%
Supporting Young learners	401,439	21%
Lifelong Learning	443,773	24%
Connecting to the Online World	229,007	12%
Town Commons	186,099	10%
Total	\$1,876,700	100%



PERSONNEL DATA SUMMARY

POSITION	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Library Director	1.00	1.00	1.00	1.00
Librarians	6.40	6.40	6.40	6.40
Office Manager	1.00	1.00	1.00	1.00
Library Associate	4.77	4.77	4.77	4.77
Library Assistant	6.00	6.00	6.00	6.00
Office Assistant	1.00	1.00	1.00	1.00
Pages	1.20	1.20	1.20	1.20
Library Aides	1.00	1.00	1.00	1.00
Monitor	0.50	0.50	0.50	0.50
Full Time Equivalent	22.87	22.87	22.87	22.87

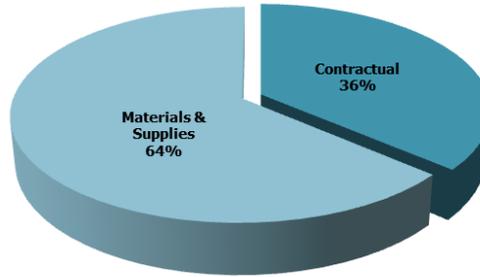
FTE = 35 hours

PROGRAM: GENERAL ADMINISTRATION:

This program covers printing, postage, service contracts on equipment and general office supplies.

Program Expenses:

Contractual	\$5,700
Materials & Supplies	<u>10,000</u>
Total:	\$15,700

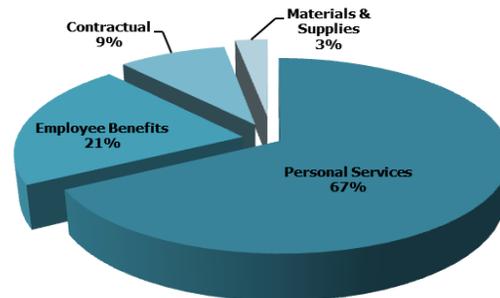


PROGRAM: LOANING BOOKS & OTHER MATERIALS

The public is able to conveniently obtain, check out and return items from an up-to-date, well-organized collection of materials which reflect community interests, meet residents’ needs and requests and are in good condition. This program covers all the work of the Collection Services staff and includes all aspects of acquiring and loaning items and maintaining the collection. Staff members check items out to patrons, and check in and shelve returned items---a total of over 1 million transactions annually. Staff members register new borrowers, maintain the database of 11,000+ active borrowers; process 36,000+ notices a year (reserve, almost-due, overdue and bills); order and catalog approximately 12,000 items a year, and maintain the online catalog. They also keep the collection in good condition by mending and/or repackaging items and discarding out-of-date or worn-out items. The Library participates in CONNECT, the Greater Hartford regional computerized circulation consortium of 30 member libraries.

Program Expenses:

Personal Services	\$403,212
Employee Benefits	127,025
Contractual	53,945
Materials & Supplies	<u>16,500</u>
Total	\$600,682



Outcomes:

42% of town residents have active library cards. On a per capita basis, people borrow 13.4 items each year from the Library.

Major Changes/Accomplishments/Outlook:

The radio frequency identification (RFID) system is providing theft protection and speedier check out for library materials. Borrowers have the option of checking out their own materials using two Express Check (self-check) stations. They may now pick up their items on hold without waiting for staff help if they wish. This has been very popular. Borrowers are able to pay their fines in cash at the self-check stations and will soon be able to use credit cards to do this if they wish. Over 80% of the reserve notices (items that borrowers have requested) and 69% of the overdue notices are now being sent by email, saving time and money. CONNECT, the computer consortium in which Wethersfield participates, will be migrating to a new software vendor this year, providing a more user-friendly catalog for public use. People borrowed 358,827 items this past year---over 1,000 items a day. Use of electronic materials (downloadable books, audiobooks and music) is slowly increasing. 15,693 electronic items were downloaded this year. The proposed budget includes funding for the Library to be open eight additional Sundays during the year, providing Sunday service for the entire school year: September through June.

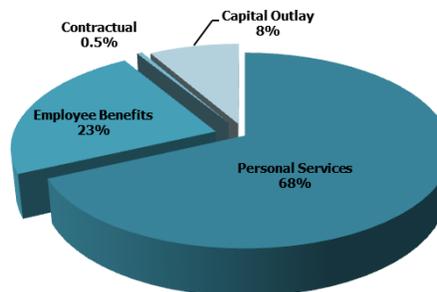
PROGRAM: SUPPORTING YOUNG LEARNERS

The Children’s Department brings literacy and learning opportunities to children from birth to twelve years of age and their parents. Pre-school children have programs and services designed to help prepare them to enter school ready to learn to read, write and listen. Parents receive a sheet suggesting simple activities they can enjoy with their child. School-aged children are motivated to maintain and improve their reading skills through participation in a variety of programs including book discussion groups and science programs. In planning programs for school-aged children, staff uses the national language arts and mathematics *Common Core Standards* which have been adopted by Connecticut. A summer reading encouragement program, funded by the Friends of the Library, helps children develop and maintain their reading skills during the school vacation. Librarians visit students in every grade at all elementary schools. Children’s Services staff members use their knowledge of child development and children’s materials to select and maintain the children’s materials collection and the

parent collection, assist children and parents in finding books and other materials of interest, answer their questions and assist them in using the computers. The Library staff works in partnership with the schools and community agencies.

Program Expenses:

Personal Services	\$273,277
Employee Benefits	92,662
Contractual	2,000
Capital Outlay	<u>33,500</u>
Total	\$401,439



Outcomes:

As a result of attending the Library’s literacy classes, 76% of parents/caregivers surveyed report that they learned at least two ways to help their children develop early literacy skills so they are ready to learn to read in school. The Library’s goal was 50%. 100% of parents/caregivers of children surveyed report that the 2013 summer reading program helped their child maintain or increase their reading skills and/or interest in reading over the summer. The Library’s goal was 85%.

Major Changes / Accomplishments / Outlook:

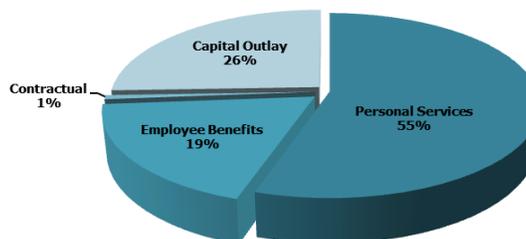
The *Family Place* model was introduced this year. *Family Place* is a national program which recognizes that parents are their children’s first teachers. It expands the traditional role of a public library’s services by providing parents with information, skills and encouragement to raise their children so they may reach their full potential. *Family Place* is funded by a grant from Hartford Foundation for Public Giving. Literacy kit backpacks, purchased with a \$3,000 *Every Child Ready to Read* grant from the Connecticut State Library, are very popular with parents and children. Both of these projects support goals established by the Wethersfield Early Childhood Collaborative and will help achieve strategies included in *Wethersfield’s Community Plan for Children Birth through Eight*. Children and their families are big users of the Library: children’s materials accounted for 41% of the items borrowed by library users. Children and their families (14,830 of them) attended the 449 programs (literacy classes, book discussions and special events) that were offered. Introducing all third graders to the Library is one of the Library’s strategic objectives. This year classes from all five public schools came for visits and Corpus Christi School has scheduled a visit. A joint summer reading kick-off is being planned for children, teens and adults. The school administration, principals and teachers are very supportive of the Library’s summer reading program. They report that students who participate score higher on reading achievement tests and have better reading skills than those who do not participate. Library staff visited all grades at each of the elementary schools to encourage students to sign-up for the summer reading program. As a result, over 1,000 children registered. The summer reading program is funded by the Friends of the Library. The Friends also fund the new *Baby Bundles* project which is providing a board book, nursery rhymes, literacy information and a “keys to reading” rattle to new parents to encourage them to read to their newborns.

PROGRAM: SUPPORTING LEARNING OVER A LIFETIME (TEENS AND ADULTS)

Adults and teens have the resources they need to explore topics of personal interest and continue to learn throughout their lives. This program comprises a large portion of the work of the Adult Services department. Staff members answer information questions, assist people in finding books they will enjoy reading, and fill 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 and a variety of job support services, including job and life skills classes (underwritten by the Friends of the Library). All 7th grade classes are offered an orientation class and tour of the Library. Over 200 readers use the *Book It for Me* service, which provides them with automatic reserves of new books by their favorite authors. The Library presents local author, book discussion and informational programs. Twenty plus local book groups obtain multiple copies of books for their discussions by using the Library’s *Book Club in a Bag* and interlibrary loan services.

Program Expenses:

Personal Services	\$243,931
Employee Benefits	83,192
Contractual	3,150
Capital Outlay	<u>113,500</u>
Total	\$443,773



Outcomes:

Patron surveys indicated that 84% of those attending the job and life skills programs rated the program as “very good” or “excellent.” Of these, 67% indicated new learning.

Patron surveys indicated that 95% of the people attending the general interest programs rated the programs as “very good” or “excellent.” Of these attendees, 78% indicated new learning.

Major Changes/Accomplishments/Outlook:

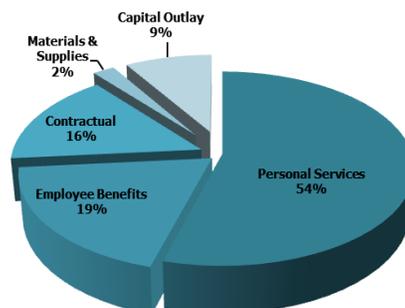
Nearly 2,500 people attended the 173 programs offered to teens and adults in 2013. Gina Barecca’s kickoff of the adult summer reading program was one of the most popular programs. *Italicious*, a musical program on Italy presented by Enzo Boscarino, was also very well-attended and enjoyed. Phil Lohman had standing room only at his delightful presentation on map making at the Friends of the Library annual meeting. Laughter Yoga, presented by Laura Le, drew a happy crowd! The monthly *Let’s Talk Murder* mystery book discussion series continued in 2013, highlighted by a visit by Mary-Ann Tirone Smith and an author interview by phone. Both the monthly Saturday afternoon classic film series and Tuesday evening contemporary film series continued throughout 2013. Thirty-one programs for teens were offered, including Zentangle and a monthly teen book discussion group. Seventh grade Library tours were again offered in the spring, and for the first time ninth grade library information sessions were offered at the high school in the fall. Hundreds of teens registered for the online teen summer reading program, and nearly 220 entered at least one book review online. The adult summer reading program continued for the second year, with a 23% increase in participation and all readers participating online. The staff answered over 38,600 requests for assistance. Borrowers requested over 32,100 items on interlibrary loan. Two new email-based reader advisory services were added - *Author Alert* which notifies readers when a book by their favorite author has been added to the collection, and *Chapter-a Day* which sends readers the first chapter of new books in their favorite genres (general fiction, mystery, romance, etc.) each week.

PROGRAM: CONNECTING TO THE ONLINE WORLD

Library users have easy access to the digital world in order to meet their daily living, business and social needs and activities. Twenty-two computers are available for public use. Library staff members provide assistance to people using the computers. Computer classes (three per month) are designed to meet customer needs and interests. One of the most highly attended classes is *Excel 2013*. Wireless access to the Internet is available throughout the Library. The Library uses outsourced technical support to maintain its computers and the server is backed up remotely. Day to day management of the Library’s computer resources is the responsibility of the Adult Services department. Managing and teaching technology comprises a significant portion of Adult Services staff work.

Program Expenses:

Personal Services	\$124,390
Employee Benefits	43,999
Contractual	35,618
Materials & Supplies	5,000
Capital Outlay	<u>20,000</u>
Total	\$229,007



Outcomes:

People attending computer classes filled out pre- and post- learning evaluations. 92% reported that the computer classes increased their computer skills. The average increase in skill level was 62%.

The Library increased the number of online services available to the public by approximately 50% in 2013 by adding *A to Z* database, *Freegal* downloadable music, *Zinio* downloadable magazines, and *OneClickDigital* books.

An average of 440 people a month access the Internet through the Library’s WiFi connection.

Major Changes/Accomplishments/Outlook:

The public fax service available at the Library has proven to be a popular addition. Over 48,500 people used the Library Internet computers in the past year, which includes over 400 users of the wireless service most months. An increasing number of people are bringing their laptops and tablets to the Library to use the WiFi. Over 340 people attended 41 computer classes. A new class *What’s So Great about Windows 8* was offered and attracted many people. Many computer class attendees requested hands-on classes. A mobile computer lab was purchased, consisting of laptops and a storage/charging cabinet, was purchased. Many e-book users came to the Library for assistance with their new e-readers. *Freeding*, *OverDrive*, and *OneClick* digital provide downloadable eBooks and eAudiobooks. E-book usage continues to increase. *Zinio* provides access to dozens of magazines in electronic format. *Freeding* and *Zinio* are being underwritten by the Library Board through trust funds. Two other databases were added in 2013: *AtoZ*, and *Freegal*, a downloadable music

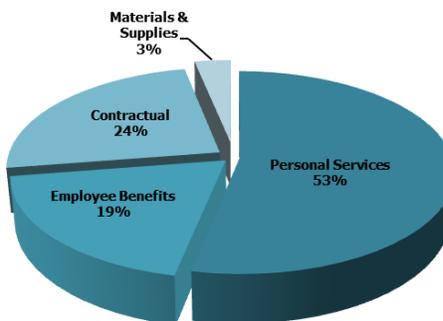
service. Both of these databases are part of the Library's effort to develop an e-branch. *AtoZ* provides both business and residential information. *Freegal* provides downloads of popular and classical songs.

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 information access point for current community information through bulletin boards and handouts. *Time to Talk*, the Library conversation group for new English speakers, meets weekly there are monthly displays by local artists and collectors. Visitors learn about library programs and services through the digital bulletin board. Library subscribers receive regular announcement of programs and new materials and services through *Constant Contact* emails. Staff maintains the Library website with current information about services and programs. Staff members maintain local history information. 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. Costs include the cleaning, maintenance and repair of the building.

Program Expenses:

Personal Services	\$98,997
Employee Benefits	35,950
Contractual	45,152
Materials & Supplies	<u>6,000</u>
Total	\$186,099



Outcomes:

In 2013, the meeting rooms were used nearly 3,000 times with a total attendance of over 19,400. Over 184,000 people visited the Library during the past year. That's 6.9 visits per capita.

Major Changes / Accomplishments / Outlook:

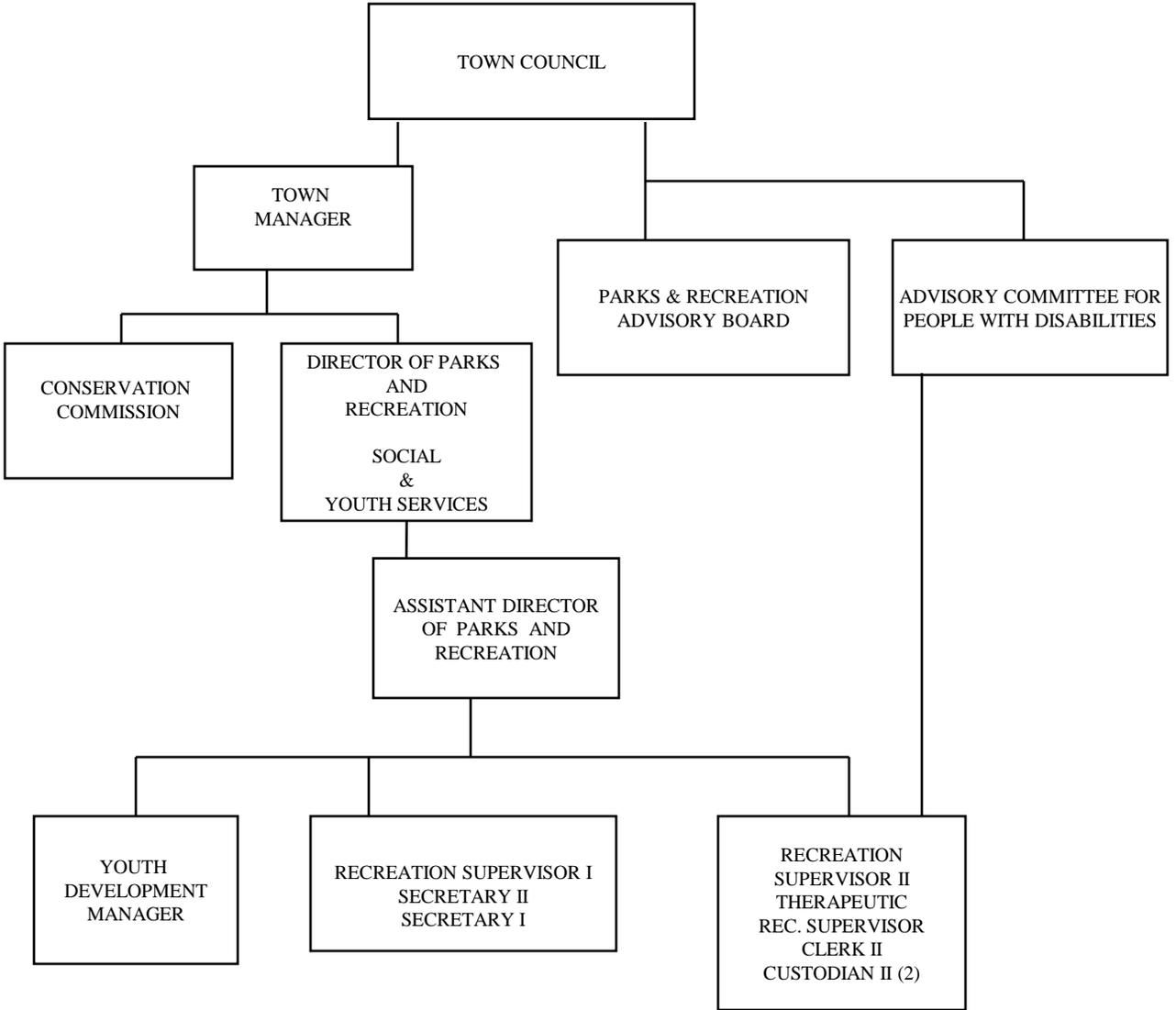
Time to Talk, the conversation group for new English speakers run by dedicated volunteers, expanded to two groups: one for beginning speakers and another for advanced speakers. The group meets weekly during the school year. Thirty-one different community groups meet regularly at the Library. Sixty-three percent of the meeting room use is for the study rooms. Often all four study rooms are in use at the same time. A sound system was installed in the Community Room, improving the quality and sound of the monthly film programs. Many people used the Library without walking through the doors---they visited the Library website. Staff members continue to expand and refine the library website to make it easier to use. The Friends of the Library provide essential support to the Library, funding the museum pass program (now used by over 1,300 borrowers). Library users donated almost 3,000 items to the Wethersfield Food Bank through the Food for Fines project. Through the Library's Mitten Tree project, people donated 335 hats, gloves and scarves to the Social Services Department for distribution. The Friends of the Wethersfield Library continue to enhance library services to the public, funding the summer reading programs for children, teens and adults; providing the museum pass service, underwriting the life skills programs and providing the *Books for Babies* gifts to newborns.

2014-2015 Adopted Budget with Expenditure History

PUBLIC LIBRARY

<u>Expense</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>Adopted</u> <u>2013-2014</u>	<u>Adopted</u> <u>2014-2015</u>
PERSONAL SERVICES							
SAL/WAGES	955,661	998,839	1,060,750	1,056,234	1,056,115	1,107,696	1,143,807
	955,661	998,839	1,060,750	1,056,234	1,056,115	1,107,696	1,143,807
EMPLOYEE BENEFITS							
FICA/LIFE	142,068	128,240	89,909	74,181	74,960	81,027	80,447
HEALTH INS	151,843	147,612	178,408	191,079	206,450	188,974	190,096
PENSION	-	-	65,502	54,125	64,657	79,132	105,346
DC PENSION	-	-	-	-	-	-	4,552
WC PREM	-	-	-	-	1,382	1,618	2,387
	293,911	275,852	333,819	319,385	347,449	350,751	382,828
CONTRACTUAL							
COPY - EXT	2,365	1,827	496	500	500	600	600
CONF/TRAIN	4,198	2,421	4,419	4,106	4,369	5,000	5,000
RECRUITMT	603	156	30	336	83	-	0
PROGRAMS	5,964	6,146	3,253	3,061	3,937	5,150	5,150
SUPPORT SV	50,014	61,406	52,989	69,021	79,746	75,694	77,294
CUSTODIAL	30,120	28,800	26,753	25,930	26,217	28,400	28,400
POSTAGE	103	129	123	87	106	100	100
TELECOMM	13,837	11,774	11,105	12,023	11,507	12,452	12,452
OFF MCH SV	2,329	2,660	2,261	1,404	7,150	14,332	12,269
REP&MAINT	2,650	1,839	981	727	4,091	4,300	4,300
	112,182	117,158	102,408	117,195	137,706	146,028	145,565
MATERIALS & SUPPLIES							
AGCY SUPL	17,816	15,097	13,808	12,986	11,980	16,500	16,500
BLDG SUPL	15,374	11,486	6,827	15,337	7,173	6,000	6,000
OFFICE SUP	17,131	16,638	10,097	17,788	14,578	14,000	15,000
	50,321	43,220	30,733	46,110	33,732	36,500	37,500
CAPITAL OUTLAY							
LIBR BOOKS	175,441	124,866	130,305	126,088	141,826	147,000	147,000
IT EQ/SOFT	43,870	25,509	-	-	19,377	15,000	20,000
	219,311	150,376	130,305	126,088	161,202	162,000	167,000
Totals:	1,631,385	1,585,445	1,658,015	1,665,012	1,736,204	1,802,975	1,876,700

PARKS AND RECREATION





PARKS & RECREATION

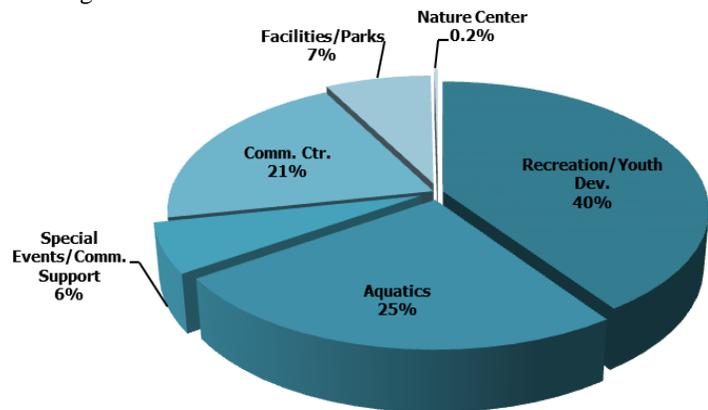
MISSION STATEMENT:

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. The Department is responsible for overseeing the maintenance of all park and recreation facilities. 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.

PROGRAMS	BUDGET AMOUNT	PERCENT
Recreation/Youth Development	\$689,450	40%
Aquatics	428,809	25%
Special Events/Community Support	107,581	6%
Community Center	351,485	21%
Facilities/Parks	127,338	7%
Nature Center	4,100	0.2%
Total	\$1,708,763	100%



PERSONNEL DATA SUMMARY

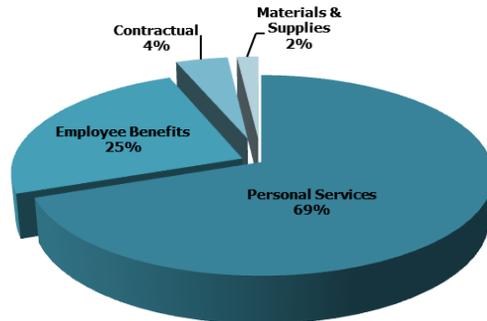
POSITION	2012/2013	2013/2014	2013/2014	2014/2015
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Parks & Recreation Director	1.0	1.0	1.0	1.0
Parks & Rec. Asst. Director	1.0	1.0	1.0	1.0
Recreation Supervisors	2.0	2.0	2.0	2.0
Therapeutic Rec. Supervisor	1.0	1.0	1.0	1.0
Youth Development Manager		1.0	1.0	1.0
Custodian II	2.0	2.0	2.0	2.0
Office Manager	1.0	1.0	1.0	1.0
Technical Assistant	.7	.7	.7	.7
Clerk II	.7	.7	.7	.7
<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 (FTE)	21.30	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. These 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	\$478,456
Employee Benefits	169,727
Contractual	29,222
Materials & Supplies	12,045
Total	\$689,450



Outcomes:

- Increase overall enrollment to 88% of planned capacity of classes.
- Recover 18% of budgeted recreation program expenses through revenues in offered programs.
- Generate \$99,500 in revenue for the Town General Fund.

Major Changes/Accomplishments/Outlook:

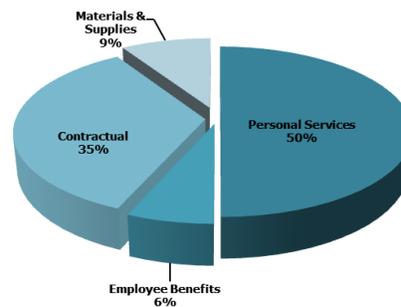
With the retirement of the Social and Youth Services Director, the Parks and Recreation Director will oversee the operations of the Social and Youth Services Department. This will allow for greater programmatic collaboration between the two departments. The Secretary II position will be reclassified to an office manager position to manage the office operations of both departments. The Secretary I position will be upgraded to a Technical Assistant because of the increased use of technology and software in the department. The department is maintaining its revenue stream for these programs. Fitness classes remain very popular and summer camp programs are maintaining their registration numbers. The department’s goal for the upcoming budget year is to increase enrollments in the classes, camps and programs by 1%.

Recreation	Actual	Actual	Actual	Estimate	Projected
Program Statistics	2010-11	2011-12	2012-13	2013-14	2014-15
# of programs	201	232	232	223	225
% at capacity	84%	83%	85%	87%	88%
% revenue/expenses	19%	17%	18%	18%	18%

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

Program Expenses:

Personal Services	\$214,525
Employee Benefits	27,085
Contractual	148,914
Materials & Supplies	38,285
Total	\$428,809



Outcomes:

- Maintain swim lesson enrollment and achieve 85% of planned capacity for classes.
- Recover 18% of budgeted aquatics program expenses through revenues.
- Generate \$72,000 in revenue for the Town General Fund.

Major Changes/Accomplishments/Outlook:

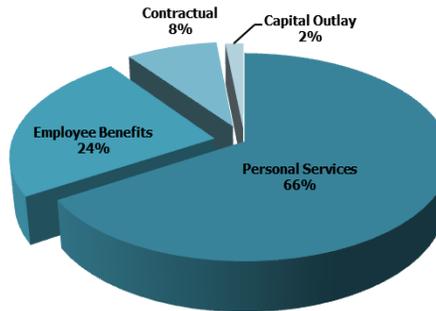
This budget maintains existing swim programs and recreational swim times at the outdoor pools. Two construction projects were completed at the pools. One project at Mill Woods Swim Center provided drainage to correct the beach washouts. No beach washouts happened at Mill Woods in 2013. A new tablet chlorine delivery system and new controllers were installed at Willard Pool. Due to the high school renovation, the indoor pool is not available as often for recreational swimming and a 10% decrease in revenue is projected for this operation.

Aquatics	Actual	Actual	Actual	Estimate	Projected
Program Statistics	2010-11	2011-12	2012-13	2013-14	2014-15
# of programs	170	172	171	174	174
% at capacity	77%	81%	85%	85%	85%
% revenue/expenses	24%	28%	23%	22%	18%
Pool attendance	48,540	53,173	48,986	48,500	48,000
Pool Revenue	79,463	90,096	81,847	80,639	72,000

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

Program Expenses:

Personal Services	\$71,094
Employee Benefits	25,598
Contractual	9,104
Materials & Supplies	<u>1,785</u>
Total	\$107,581



Outcomes:

- Maintain number of collaborative special events with community organizations.
- Provide support to sport leagues to assist in scheduling athletic fields efficiently.
- Implement the construction plans for the Weston Rose Garden.

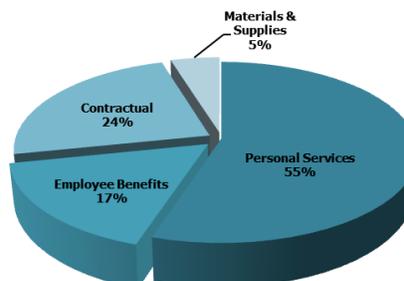
Major Changes/Accomplishments/Outlook:

This budget provides for existing special events and staff time to provide support to community organizations. Staff provided assistance to the Keane Foundation for the Cove Side Carnival on October 17-19, 2013 and to the Chamber of Commerce’s Corn Fest on September 21, 2013. Also, the Town is now co-sponsoring Holidays on Main with the Chamber and additional staff are involved with this event. Staff will continue to provide assistance to groups for their activities and programs and will work with sport groups to schedule athletic fields efficiently.

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

Program Expenses:

Personal Services	\$193,051
Employee Benefits	58,923
Contractual	82,952
Materials & Supplies	<u>16,559</u>
Total	\$351,485



Outcomes:

- Community Center will increase private and non-profit rentals.
- Recover 14% of budgeted expenses through revenues.
- Generate \$43,100 in revenue for Town General Fund.

Major Changes/Accomplishments/Outlook:

Revenue has remained steady for recreation programs and rentals in the building. Visitations have increased with the popularity of the fitness programs and the 9/11 Memorial Sports Center.

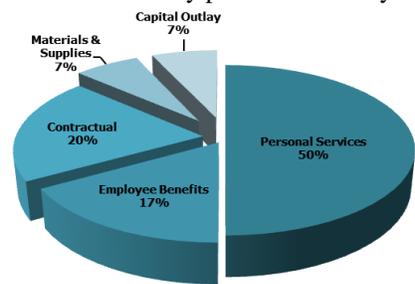
Community Center	Actual	Actual	Actual	Estimate	Projected
Facility Statistics	2010-11	2011-12	2012-13	2013-14	2014-15
Rentals	386	402	382	390	400
Visitations	114,323	126,010*	118,375	118,400	118,600
% revenue/expenses	14%	14%	14%	14%	14%

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

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

Program Expenses:

Personal Services	\$63,652
Employee Benefits	21,122
Contractual	25,664
Materials & Supplies	8,400
Capital Outlay	8,500
Total	\$127,338



Outcomes:

- Implement the Federal Boating Infrastructure Grant for improvements to Wethersfield Cove.
- Athletic field use will achieve 96% of planned capacity for outdoor season.
- Solomon Welles House will increase number of yearly rentals to 152 for functions.

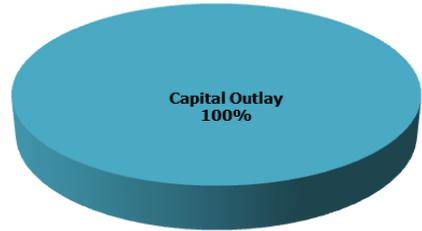
Major Changes/Accomplishments/Outlook:

This budget maintains existing services. Staff continually research grant opportunities for park facilities. The department is implementing the Federal Boating Infrastructure Grant of \$494,650 to improve Wethersfield Cove with new docks and moorings.

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 80% of planned capacity.
- Increase visitations by 2%.
- Generate \$108,000 in revenue.

Major Changes/Accomplishments/Outlook:

A new Youth Development Manager was hired. This position is shared with the Social and Youth Services Department allocating 50% of the position's time to overseeing the operations of the Nature Center and the other 50% to youth development programs. The new manager is maintaining existing programs, offering new ones and evaluating the Nature Center operations. The Town has received a grant for consultants to assess the operations of the Nature Center and they have made recommendations for future improvements. A plan will be developed to implement those recommendations. Volunteer hours at the Nature Center totaled 3,670 in 2012-2013.

Nature Center	Actual	Actual	Actual	Estimate	Projected
Program Statistics	2010-11	2011-12	2012-13	2013-14	2014-15
# of programs	89	94	111	109	110
% at capacity	82%	78%	79%	79%	80%
Visitations	17,391	18,196	18,009	18,100	18,400
Budget					
Town Funds	28,080	29,038	40,200	4,100	4,100
Expenses	164,999	164,878	170,653	99,210	111,112

2014-2015 Adopted Budget with Expenditure History

PARKS & RECREATION

Expense	Actual					Adopted	Adopted
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PERSONAL SERVICES							
SAL/WAGES	968,282	844,535	865,822	874,693	862,815	987,168	1,020,778
	968,282	844,535	865,822	874,693	862,815	987,168	1,020,778
EMPLOYEE BENEFITS							
FICA/LIFE	154,933	151,783	124,425	85,286	64,538	68,544	70,471
HEALTH INS	108,956	105,953	98,960	102,949	108,000	107,650	105,078
PENSION	-	-	48,477	38,935	48,304	66,338	90,282
DC PENSION	-	-	-	-	-	-	3,176
WC PREM	-	-	-	-	20,852	25,320	33,448
	263,889	257,736	271,862	227,170	241,694	267,852	302,455
CONTRACTUAL							
COPY - EXT	5,262	5,193	462	940	579	1,050	1,050
CONF/TRAIN	3,042	3,974	3,553	4,223	4,093	5,520	5,520
PROF SERV	1,995	-	-	-	-	-	0
SUPPORT SV	12,927	8,286	3,662	9,345	5,515	11,676	11,801
CUSTODIAL	508	192	192	176	197	180	197
WATER	44,410	21,020	44,834	34,957	44,615	80,933	89,206
ELECTRIC	83,803	76,991	78,392	63,734	68,650	65,627	69,457
GAS	35,247	30,251	31,229	14,246	11,975	15,500	15,700
RENTAL	40,811	43,454	20,157	16,082	20,457	24,800	24,950
OFF MCH SV	315	654	470	776	584	850	850
PUB CONTRB	6,800	8,000	9,800	9,500	7,396	9,500	9,500
REP&MAINT	30,286	35,956	50,924	34,062	57,654	62,125	67,625
	265,406	233,972	243,674	188,040	221,717	277,761	295,856
MATERIALS & SUPPLIES							
HEAT OILS	18,669	6,410	9,517	10,972	11,801	13,225	12,924
AGCY SUPL	9,147	10,765	10,585	10,100	9,241	11,310	11,310
CLOTHING	4,599	4,641	3,910	4,511	4,238	4,890	5,190
CHEM SUPL	24,207	28,390	29,477	31,554	29,535	32,026	31,500
BLDG SUPL	10,707	11,940	14,159	10,046	10,386	10,950	10,950
OFFICE SUP	3,574	2,582	2,948	2,895	3,051	3,000	3,000
OTHER SUPL	2,152	1,637	1,772	1,799	1,687	2,200	2,200
	73,055	66,365	72,368	71,876	69,937	77,601	77,074
CAPITAL OUTLAY							
EQUIPMENT	30,269	20,487	13,815	28,575	6,921	8,500	8,500
VEHICLES	2,764	-	-	-	-	-	0

2014-2015 Adopted Budget with Expenditure History

PARKS & RECREATION

Expense	Actual					Adopted	Adopted
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
FURNSHNGS	-	3,010	-	-	-	-	0
PK IMPROV	7,010	10,001	2,522	-	-	4,100	4,100
	40,043	33,497	16,337	28,575	6,921	12,600	12,600
Totals:	1,610,675	1,436,105	1,470,063	1,390,354	1,403,084	1,622,982	1,708,763



NON-DEPARTMENTAL

Contingency

MISSION STATEMENT:

The Contingency fund is a form of stabilization fund, similar to the Town's unassigned fund balance. Monies in this fund may be used at the Town Council'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 the government has an ability to cover service costs and address unpredictable revenue fluctuations, which can occur during the budget year.

DEPARTMENT DESCRIPTION:

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

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

Outcomes:

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

Major Changes/Accomplishments/Outlook:

The adopted \$340,000 appropriation in the Contingency fund remains unchanged from fiscal year 2013-2014. During 2012-13, the Town transferred \$334,821 from contingency funds as follows:

- \$311,730 to Disaster Recovery for the costs incurred due to Storm Sandy and Blizzard Charlotte;
- \$23,090 to CNEF Reserves to purchase vehicles outright instead of leasing.

All of the FY14 \$340,000 contingency appropriation was spent during the fiscal year 2013-14 due to winter storm related costs.

2014-2015 Adopted Budget with Expenditure History

CONTINGENCY

<u>Expense</u>	<u>Actual</u>					<u>Adopted</u>	<u>Adopted</u>
	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>
CONTINGENCY & OTHER							
CONTINGCY	-	-	-	-	-	340,000	340,000
	0	0	0	0	0	340,000	340,000
Totals:	0	0	0	0	0	340,000	340,000



NON-DEPARTMENTAL

Debt Service Payments

MISSION STATEMENT:

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

DEPARTMENT DESCRIPTION:

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

- \$218,999 for interest payable on \$12,000,000 of G.O. bonds expected to be issued in November 2014 for the Wethersfield High School ("WHS") construction project.

Program Expense: \$ 3,379,104

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

- The sale of G.O. bonds for WHS construction as follows:
 - \$12 million in September 2014
 - \$12 million in July 2015
 - \$12 million in March 2016
 - \$8.4 million in January 2017
- No other borrowings

Fiscal Year	Existing Debt Service	WHS Debt Service (est.)	Total Estimated Debt Service	Estimated Change in Debt Service
FY14	\$3,236,244	-	\$3,236,244	
FY15	3,160,105	\$218,999	3,379,104	\$142,860
FY16	2,816,922	1,009,500	3,826,422	447,318
FY17	2,767,790	2,027,250	4,795,040	968,618
FY18	2,667,529	3,051,750	5,719,279	924,239
FY19	2,707,664	3,731,850	6,439,514	720,235
FY20	2,614,770	3,647,550	6,262,320	(177,195)
FY21	2,522,625	3,563,250	6,085,875	(176,445)
FY22	2,434,414	3,478,950	5,913,364	(172,511)

Outcomes:

- Create and continuously update a debt management plan that will maintain a level debt payment structure or allow for the addition of debt with a minimal impact on the tax mill rate.
- Maintain a Debt Service Fund for purposes of accumulating resources in anticipation of debt service payments related to WHS construction.
- Maintain the Town bond rating of at least Aa2 or greater.

Major Changes / Accomplishments / Outlook:

1. The Town approved through a bond referendum in 2012, to appropriate \$74,816,617 for certain additions and renovations to the Wethersfield High School and authorize the issuance of bonds and notes to finance the portion of such appropriation not defrayed by grants. It is projected that the State of Connecticut will reimburse approximately \$30,206,995, which would reduce the Town's share of the costs to \$44,609,622.

The Town's share would be financed through the issuance of general obligation bonds.

2. The Town has received reimbursements from the State for a portion of principal and interest related to school construction bonds issued in the past years. The final reimbursement payments will be received in fiscal year 2015 totaling \$46,169. This is a decrease from the prior year of \$2,502.
3. On March 7, 2014, received S&P bond rating upgrade of AA+.
4. A major function of debt management is proper long-term financial planning of the Town's capital needs, including the maintenance of its buildings, vehicles and equipment, and infrastructure (such as roads and sidewalks). A major issue which determines the willingness to place a bond issue before the public is the availability of alternate funds. Issuance of debt usually will be used to finance large projects using the following criteria: (a) necessity of the project for community well-being, including enhancing infrastructure, safety and education for future citizens; (b) project is affordable with no alternative sources of funding.
5. The Town also utilizes debt affordability measures in order to determine the Town's relative debt position such as debt burden, which is the ratio of total debt to fair market value of taxable property, which helps assess an issuer's wealth. The concept reflects the use of property taxes to pay debt service on general obligation bonds. The Town also considers debt service as a percent of general fund expenditures. Debt service divided by general fund expenditures show the amount of expenditures used to pay debt service and show budget flexibility. Other measures the Town might consider are debt per capita, debt to income, and market value per capita.

2014-2015 Adopted Budget with Expenditure History

DEBT SERVICE

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
DEBT SERVICE							
PRINCP PMT	2,730,000	2,725,000	2,680,000	2,550,000	2,790,000	2,325,000	2,320,000
INTEREST	1,167,310	1,082,133	1,095,508	1,019,423	909,019	911,244	1,050,104
BOND ISSUE	55,649	66,650	-	-	62,753	142,695	9,000
	3,952,959	3,873,783	3,775,508	3,569,423	3,761,772	3,378,939	3,379,104
Totals:	3,952,959	3,873,783	3,775,508	3,569,423	3,761,772	3,378,939	3,379,104



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.

Program Expenses: \$ 681,000 Liability, Property, Auto (LAP) Insurances
659,676 Worker's compensation charged to departmental budgets
9,558,133 Health Insurance charged to departmental budgets

Outcomes:

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

Major Changes / Accomplishments / Outlook:

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

The Town and CIRMA entered into a three year agreement for Liability, Property, and Automobile (LAP) insurance coverage which began in FY14. The second year calls for a five (5)% increase. Workers' Compensation is covered by a similar agreement, with annual rate increases of 15% plus exposure increases for payroll.

The Town self-insures health insurance benefits administered through Anthem Blue Cross/Blue Shield. The costs of the program are included in each department's budget, net of employee contributions. The FY15 estimated costs are based on recent and projected claims experience. The Insurance Committee recommended that the stop loss limit be increased to \$125,000 effective July 1, 2014, resulting in decreased costs.

The budget for health insurance for active employees eligible to participate (Town, Police, BOE and Library) is estimated to be \$8,434,474 which is reflected in departmental budgets, net of premium sharing. The health insurance budget for Town, Police and Library retirees is estimated to be \$1,214,259, 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.*)

Constitution Advisory Group has initiated 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.

2014-2015 Adopted Budget with Expenditure History

INSURANCE

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
CONTRACTUAL							
PROF SERV	35,000	35,000	31,000	31,000	29,098	31,000	31,000
BOE INS	173,526	180,868	172,919	161,244	162,322	175,438	184,210
INSURANCE	403,184	432,734	408,726	403,890	393,064	441,789	465,790
	611,710	648,603	612,645	596,134	584,485	648,227	681,000
Totals:	611,710	648,603	612,645	596,134	584,485	648,227	681,000



NON-DEPARTMENTAL

Metropolitan District Commission

MISSION STATEMENT:

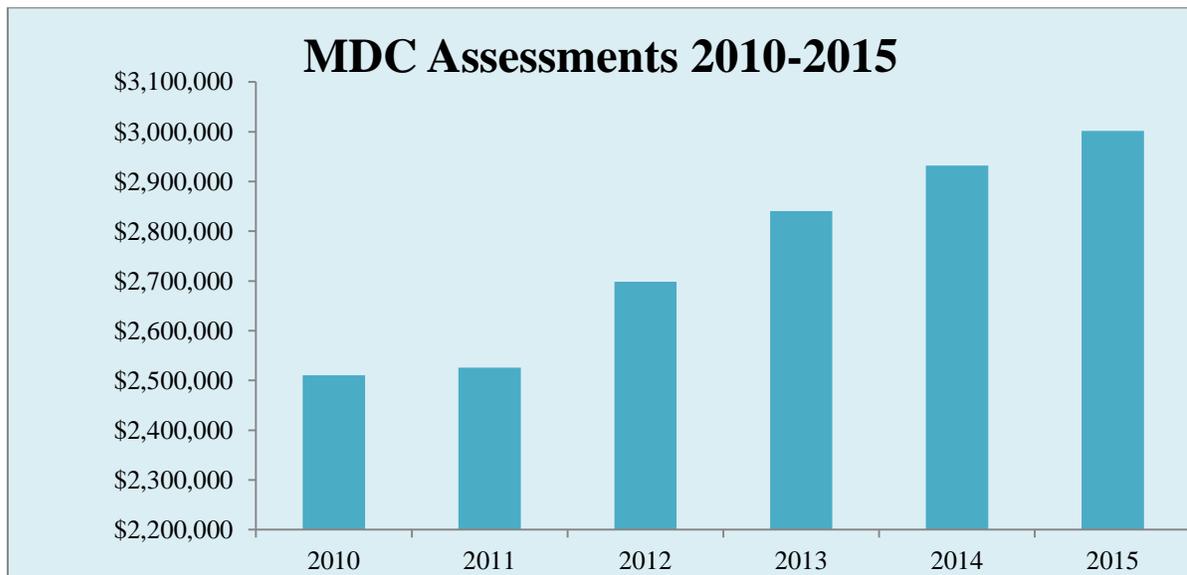
The mission of the MDC is to provide their customers with safe, pure drinking water, environmentally-protective wastewater collection and treatment and other services that benefit the member Towns.

DEPARTMENT DESCRIPTION:

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

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

Program Expense: \$ 3,001,807



2014-2015 Adopted Budget with Expenditure History

METROPOLITAN DISTRICT TAX

<u>Expense</u>	Actual					Adopted	Adopted
	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>
CONTRACTUAL							
SEWER	2,622,134	2,493,500	2,502,200	2,674,400	2,713,800	2,902,082	2,964,198
HOUS AUTH	23,296	16,808	26,682	24,218	37,767	30,000	37,609
	2,645,430	2,510,308	2,528,882	2,698,618	2,751,567	2,932,082	3,001,807
Totals:	2,645,430	2,510,308	2,528,882	2,698,618	2,751,567	2,932,082	3,001,807



NON-DEPARTMENTAL Transfers Out To Other Funds

TRANSFERS TO CAPITAL NON-RECURRING EXPENDITURE FUND CONTRIBUTION (CNEF) TRANSFERS TO CAPITAL IMPROVEMENTS EXPENDITURE FUND

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 CNEF budget provides the funds for the first year of the five (5) year CNEF Program. Funds are provided to purchase the equipment listed in the first year of the CNEF schedule and to make payments on existing lease financing obligations.

The Transfer Out to the Capital Improvements budget provides the funds needed for financing the first year of the five-year capital improvement program. Projects may include community/economic development, drainage, fire safety, pavement maintenance, recreation and parks facilities, School and Town buildings. A detailed presentation of the capital improvement program for Fiscal Year 2014/2015 budget is provided in Section D.

<u>Program Expenses:</u> \$ 1,103,000	Capital Improvement Projects
<u>856,361</u>	Capital Non-recurring (CNEF) - Other
\$ 1,959,361	

Major Changes/Accomplishments/Outlook:

Capital Improvement Program: The adopted 2014-2015 budget includes \$1,103,000 dollars for various capital projects. They include drainage improvements and facility repair and enhancements. A list of the projects included in the adopted 2014-2015 Capital Improvement Program is detailed in Section D.

Capital and Non-Recurring Expenditures: The adopted 2014-2015 budget transfer of \$856,361 includes monies for the purchase of rolling stock, large pieces of equipment, data service enhancements and funds for the periodic revaluation of the Town's assessed grand list. Funds are included to pay existing lease obligations. Monies received from the disposal of obsolete equipment are returned to the fund to be used for future purchases. A detailed presentation of the proposed CNEF program for Fiscal Year 2014/2015 budget is provided in Section E.

2014-2015 Adopted Budget with Expenditure History

TRANSFERS OUT TO OTHERS

<u>Expense</u>	<u>Actual</u>					<u>Adopted</u>	<u>Adopted</u>
	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>
OTHER FINANCE USES							
XFERS OUT	113,535	75,827	135,000	31,538	480,200	-	0
XFR CAPITL	1,729,802	1,110,000	1,199,690	1,200,000	700,000	810,000	1,103,000
XFR CNEF	511,627	978,637	687,524	672,655	662,327	702,900	856,361
	2,354,964	2,164,464	2,022,214	1,904,193	1,842,527	1,512,900	1,959,361
Totals:	2,354,964	2,164,464	2,022,214	1,904,193	1,842,527	1,512,900	1,959,361



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	\$ 130,000
Heart & Hypertension	54,000
OPEB Trust	244,000
Retiree Medical Operating	<u>1,168,562</u>
TOTAL	\$1,596,562

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 FY13.

The Retiree Medical operating account is used to pay current health claims; current Medicare supplement premiums; police retiree reimbursements; contribution refunds; retiree life insurance premiums and professional fees (actuary, legal, and consulting services). The Town is required to make an annual appropriation to the OPEB Trust, through the annual budget process beginning in 2014, in an amount of \$200,000. The contribution is shared with the Board of Education. The appropriation will increase in subsequent years by \$200,000. The FY15 adopted Board of Education budget includes \$156,000 for a total contribution to the OPEB Trust of \$400,000.

2014-2015 Adopted Budget with Expenditure History

RESERVE FOR RETIREES

Expense	Actual					Adopted	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
CONTRACTUAL							
ABSENCES	50,000	50,000	80,719	50,000	47,000	112,000	130,000
	50,000	50,000	80,719	50,000	47,000	112,000	130,000
OTHER FINANCE USES							
HEART/HYPR	110,000	110,000	80,500	80,500	80,500	80,500	54,000
RETIR MED	767,180	703,364	659,800	1,141,623	1,069,263	1,291,772	1,412,562
	877,180	813,364	740,300	1,222,123	1,149,763	1,372,272	1,466,562
Totals:	927,180	863,364	821,019	1,272,123	1,196,763	1,484,272	1,596,562

SECTION D



CAPITAL IMPROVEMENTS

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

CAPITAL BUDGET: The first year of a five-year plan for capital expenditures to be incurred over a given fiscal year from funds appropriated by the Town Council for projects scheduled in the same year.

CAPITAL PROJECTS: The improvements that make up the capital budget. Each project has a specific purpose, justification and cost. Projects propose construction and improvements to different elements of the City's infrastructure. Projects include but are not limited to: reconstruction, signage, drainage, replacement, dams, buildings, sidewalks, playgrounds, fields, acquisition of land, and improvements such as landscaping and fencing.

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 transfers 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 \$21,111,092. This includes \$12,463,000 from the General Fund, \$8,978,092 in state or federal grants. Other than those projects approved in this adopted budget, they are requests or needs identified to be addressed by significant capital investment in future budget years.

For the 2014-15 adopted Town Budget, the Capital Improvement Program appropriation is \$10,181,092. This includes \$1,103,000 from the General Fund, \$90,000 from interest earned on the Capital and Non-Recurring Trust, \$10,000 from the Capital Reserve and \$8,978,092 from a State Grant for the Wethersfield High School Renovation project. The recommended projects by category are:

Community and Economic Development: The adopted 2014-2015 budget includes \$50,000, all from the General Fund, which includes \$50,000 for continuation of the Façade Loan Program.

Drainage: For the 2014-2015 Budget, \$90,000 in General Funds is expected to be spent on three drainage projects all from the General Fund. These include \$10,000 for continuing the federally mandated Phase 2 Storm Water Compliance Program, drainage repairs on Cranston Street for \$50,000 and the Marmor Court drainage project for \$30,000.

Fire Safety: The Fire Safety category includes \$70,000 for three projects all from the General Fund. The three projects are \$16,000 for the replacement of the overhead garage doors and \$20,000 for window replacement, which will take place at Fire Station #2 on Griswold Road. Also funded is the boiler replacement/heat upgrades for \$34,000 at Fire Station #3 on Kelleher Court.

Pavement Maintenance: Adopted funding for fiscal year 2014-2015 includes continuation of traffic sign replacement at \$25,000 and the widening of Folly Brook Boulevard at Wells Road to add a turning lane per the traffic study for the High School Renovation project. The cost for this is \$50,000, for a total of \$75,000 in this category.

Parks and Recreation: With \$75,000 adopted in 2014-2015 for two projects, the projects include: \$50,000 local General Fund dollars as local grant match for replacement of the docks, navigational aids, and partial dredging channel at the Wethersfield Cove funded by the federal BIG grant. The remaining project is the replacement of the wall panels at Willard Pool bath house for \$25,000.

School Buildings: The adopted capital plan for school buildings includes \$450,000 of funds for three projects in 2014-2015: replacement doors at four elementary schools: Emerson Williams, Charles Wright, Highcrest and Hanmer schools for \$100,000; repair of the Highcrest school parking lot for \$300,000; and security cameras at the five elementary schools for \$50,000.

The capital plan for FY 2014-2015 also includes \$8,978,092 for the renovations to the Wethersfield High School. These funds are State Grant proceeds for school construction and are being appropriated to the Wethersfield High School Renovation Project.

Sidewalk Construction: For the 2014-15 budget year, the Sidewalk Construction Program includes one project totaling \$25,000 all from the General Fund. The project 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 2014-15 budget includes \$368,000 all from the General Fund for ten projects. Those projects are:

<u>Amount</u>	<u>Explanation</u>
\$56,000	Roof repair and preventative maintenance contract
\$20,000	Roof on Little Red School House
\$30,000	Miscellaneous roof repairs (including porch roof at Nature Center).
\$80,000	FEMA emergency generator grant match
\$ 9,000	Replace control valves on the Town Hall HVAC system
\$ 6,000	Town Hall cooling tower repairs
\$40,000	Uninterrupted power system / backup generator outlet at Police Station
\$15,000	Upgrades to air handling units and controls at Police Station
\$62,000	Deming – Standish House ADA ramp construction
\$50,000	Design and site preparation for a new salt storage shed at the Department of Physical Services

TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2014-15 THROUGH 2018-19
(Inclusive of all funding sources - General Fund, Federal and State, and Local Bond Funds)

Fund Summary

<u>Fund</u>	<u>2014-</u> <u>2015</u>	<u>2015-</u> <u>2016</u>	<u>2016-</u> <u>2017</u>	<u>2017-</u> <u>2018</u>	<u>2018 -</u> <u>2019</u>	<u>5 Year</u> <u>Total</u>
State Grants	8,978,092	0	0	0	0	0
Reallocation	0	0	0	0	0	0
Reserve Fund	100,000	0	0	0	0	0
Local Bond	0	0	0	0	0	0
General Fund	1,103,000	3,528,000	3,053,000	1,787,000	2,862,000	12,463,000
Total:	10,181,092	3,528,000	3,053,000	1,787,000	2,862,000	12,463,000

**TOWN OF WETHERSFIELD
 CAPITAL IMPROVEMENT PROGRAM
 FISCAL YEARS 2014-15 THROUGH 2018-19
 (Inclusive of all sources of funding - General Fund, Federal and State and Local Bond Funds)**

Category Summary

Category	<u>2014- 2015</u>	<u>2015- 2016</u>	<u>2016- 2017</u>	<u>2017- 2018</u>	<u>2018- 2019</u>	<u>5Year Totals</u>
Comm. Econ. Dev.	50,000	275,000	275,000	275,000	400,000	1,275,000
Drainage	90,000	305,000	625,000	350,000	515,000	1,885,000
Fire Safety	70,000	84,000	140,000	50,000	165,000	509,000
Pavement Maintenance	75,000	155,000	450,000	125,000	184,000	989,000
Recreation and Parks	75,000	2,041,000	727,000	396,000	585,000	3,824,000
School Buildings	9,428,092	295,000	240,000	125,000	275,000	985,000
Sidewalks	25,000	100,000	175,000	100,000	157,000	557,000
Town Buildings	368,000	403,000	521,000	466,000	681,000	2,439,000
Total	10,181,092	3,658,000	3,153,000	1,887,000	2,962,000	12,463,000

TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
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(Inclusive of all funding sources - General Fund, Federal and State, and Local Bond Funds)

Detail by Category

<u>Line No.</u>	<u>Category</u>	<u>Project Title</u>	<u>General Fund</u>	<u>Local Bond</u>	<u>Reserve Fund</u>	<u>Reallocation</u>	<u>State Grants</u>
1	Comm. Econ. Dev.	Façade Loan Program	50,000				
2	Drainage	Drainage - 11 Marmor Ct.	30,000				
3	Drainage	Drainage - Cranston St. pipe & CB	50,000				
4	Drainage	Storm water Phase 2	10,000				
5	Fire Safety	Fire Station 2 - Replace Windows & Lights	20,000				
6	Fire Safety	Fire Station 2 Overhead Door Replacement	16,000				
7	Fire Safety	Fire Station 3 Boiler/Heat Upgrades	34,000				
8	Pavement Maintenance	Replace Traffic Signs	25,000				
9	Pavement Maintenance	Widen Folly Brook and HS Turn Lanes	50,000				
10	Recreation and Parks	Willard Swim Center - Translucent Wall Panels	25,000				
11	Recreation and Parks	Cove Park - Docks	50,000				
12	School Buildings	Camera Surveillance	50,000				
13	School Buildings	Elementary School Door Replacement	100,000				
14	School Buildings	Highcrest Parking Lot	300,000				
15	School Buildings	WHS Renovation					8,978,092
16	Sidewalks	Pedestrian Ramp ADA Replacement (Town wide)	25,000				
17	Town Buildings	Town Hall Replace Valves in HVAC System	9,000				
18	Town Buildings	General Match FEMA Grant	80,000				
19	Town Buildings	Physical Services Truck Garage / Salt Shed			50,000		
20	Town Buildings	Police Depart. AHU-6VFD upgrade/DDC control	15,000				
21	Town Buildings	Police Depart. Install Back Up Generator/jack	40,000				

**TOWN OF WETHERSFIELD
 CAPITAL IMPROVEMENT PROGRAM
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 (Inclusive of all funding sources - General Fund, Federal and State, and Local Bond Funds)**

Detail by Category

<u>Line No.</u>	<u>Category</u>	<u>Project Title</u>	<u>General Fund</u>	<u>Local Bond</u>	<u>Reserve Fund</u>	<u>Reallocation</u>	<u>State Grants</u>
22	Town Buildings	Roof Consultant PM/RM - Renewal	56,000				
23	Town Buildings	Roof Replacement - Little Red School House			20,000		
24	Town Buildings	Roof Routine Maintenance			30,000		
25	Town Buildings	Standish House - ADA Ramp	62,000				
26	Town Buildings	Town Hall / Library Cooling Tower	6,000				
Subtotals by Funding Source:							
		General Fund	1,103,000				
		Local Bond					
		Reserve Fund			100,000		
		Reallocation Fund					
		State Grants					8,978,092

**TOWN OF WETHERSFIELD
 CAPITAL IMPROVEMENT PROGRAM
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 (Inclusive of all sources of funding - General Fund, Federal and State, and Local Bond Funds)**

COMMUNITY & ECONOMIC DEVELOPMENT

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014- 2015</u>	<u>2015- 2016</u>	<u>2016- 2017</u>	<u>2017- 2018</u>	<u>2018- 2019</u>
1	Facade Loan Program	State Grants	0	0	0	0	0
2	Façade Loan Program	General Fund	50,000	100,000	100,000	100,000	100,000
3	Lights Main Street Phase 3	General Fund	0	0	0	0	100,000
4	Lights Main Street Phase 4	General Fund	0	0	0	0	0
5	Preserve America / Wayfinding Signs	General Fund	0	0	0	0	0
6	Project Design - Undesignated	General Fund	0	25,000	25,000	25,000	25,000
7	Redevelopment	General Fund	0	50,000	50,000	50,000	50,000
8	Redevelopment	General Fund	0	50,000	50,000	50,000	50,000
9	Redevelopment	Local Bond	0	0	0	0	0
10	Redevelopment	General Fund	0	50,000	50,000	50,000	50,000
11	Seasonal Flags For Light Poles -SDH, Main St,	General Fund	0	0	0	0	25,000
Total Projects (all \$ Sources)			50,000	275,000	275,000	275,000	400,000

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(Inclusive of all sources of funding - General Fund, Federal and State, and Local Bond Funds)**

DRAINAGE

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014- 2015</u>	<u>2015- 2016</u>	<u>2016- 2017</u>	<u>2017- 2018</u>	<u>2018- 2019</u>
1	Bell Pond Dam Repair / Dredge	State Grants	0	0	0	0	0
2	Cloverdale Pond Dam	General Fund	0	80,000	0	0	0
3	Culvert Replace - Carriage Hill.	General Fund	0	0	0	150,000	0
4	Culvert Replace - Coppermill	General Fund	0	0	0	0	150,000
5	Culvert Replace - Fox Hill	General Fund	0	0	150,000	0	0
6	Culvert Replace - Highland Street	General Fund	0	0	150,000	0	0
7	Culvert Replace - Lantern Lane	General Fund	0	0	150,000	0	0
8	Drainage - 11 Marmor Ct.	General Fund	30,000	0	0	0	0
9	Drainage - Behind Community Center	General Fund	0	0	0	25,000	0
10	Drainage - Cranston St. pipe & CB	General Fund	50,000	0	0	0	0
11	Dredge - Griswold Pond	General Fund	0	0	0	0	0
12	Dredge - Murphy Pond	Local Bond	0	0	0	0	0
13	Flood Study Project - Goff Road Det. Pond	General Fund	0	0	0	0	0
14	Flood Study Project - Sunset Blvd	General Fund	0	0	0	0	0
15	Flood Study Project - Surrey Drive Swale	General Fund	0	0	0	0	0
16	Flood Study Project - Tanglewood	General Fund	0	0	0	0	200,000
17	Goff Brook Water Quality Treatment	General Fund	0	0	100,000	100,000	0
18	Goff Brook Watershed Dredging	Local Bond	0	0	0	0	0
19	Highcrest Det. Pond const.	General Fund	0	0	0	0	65,000
20	Jameswell Drive Curtain Drain	General Fund	0	0	0	0	0
21	Jenson Dam Repair	General Fund	0	0	0	0	0
22	Misc. Drainage Repairs - Various Locations	General Fund	0	50,000	50,000	50,000	50,000
23	Olsen House Ditch (Repair)	General Fund	0	0	0	0	25,000

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 (Inclusive of all sources of funding - General Fund, Federal and State, and Local Bond Funds)**

DRAINAGE

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014- 2015</u>	<u>2015- 2016</u>	<u>2016- 2017</u>	<u>2017- 2018</u>	<u>2018- 2019</u>
24	Olsen House Ditch (Pipe In)	General Fund	0	0	0	0	0
25	Spillway at Wintergreen Woods	General Fund	0	0	0	0	0
26	Spring Street Skate Pond Dam	General Fund	0	150,000	0	0	0
27	Stormwater Phase 2	General Fund	10,000	25,000	25,000	25,000	25,000
28	Test Seal Joints - Various Locations	General Fund	0	0	0	0	0
	Total Projects (all \$ Sources)		90,000	305,000	625,000	350,000	515,000

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(Inclusive of all sources of funding - General Fund, Federal and State, and Local Bond Funds)**

FIRE SAFETY

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014- 2015</u>	<u>2015- 2016</u>	<u>2016- 2017</u>	<u>2017- 2018</u>	<u>2018- 2019</u>
1	Fire Station 1 - Infrastructure - Generator	General Fund	0	0	0	0	0
2	Fire Station 1 Addition Schematic Arch Design	General Fund	0	0	0	50,000	0
3	Fire Station 1 Building Expansion	Local Bond	0	0	0	0	0
4	Fire Station 1 Flooring Replacements	General Fund	0	0	0	0	0
5	Fire Station 1 Parking Lot Reconstruction	General Fund	0	0	0	0	0
6	Fire Station 2 - Replace Windows & Lights	General Fund	20,000	0	0	0	0
7	Fire Station 2 & 3 Exhaust Extractors	General Fund	0	0	0	0	0
8	Fire Station 2 & 3 Hose Tower Electric Winch	General Fund	0	0	0	0	0
9	Fire Station 2 & 3 Replacement of Air	General Fund	0	0	50,000	0	0
10	Fire Station 2 Addition & Renovation	General Fund	0	0	0	0	0
11	Fire Station 2 Addition Schematic Arch Design	General Fund	0	0	0	0	0
12	Fire Station 2 Boiler/Heat upgrades	General Fund	0	34,000	0	0	0
13	Fire Station 2 Overhead Door Replacement	General Fund	16,000	0	0	0	0
14	Fire Station 3 Boiler/Heat Upgrades	General Fund	34,000	0	0	0	165,000
15	Fire Station 3 Remodel 2 Flr Sleep Qtrs, Upgrade	General Fund	0	50,000	0	0	0
16	Replace Mech Air Horn with Electronic System	General Fund	0	0	90,000	0	0
	Total Projects (all \$ Sources)		70,000	84,000	140,000	50,000	165,000

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 (Inclusive of all sources of funding - General Fund, Federal and State, and Local Bond Funds)**

PAVEMENT MAINTENANCE

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014- 2015</u>	<u>2015- 2016</u>	<u>2016 - 2017</u>	<u>2017 - 2018</u>	<u>2018 - 2019</u>
1	Community Center - New South Lot	General Fund	0	0	0	0	84,000
2	Police Headquarters - Parking Lot Mods	General Fund	0	0	25,000	0	0
3	Preserve America - Middletown	General Fund	0	0	0	0	0
4	Preserve America - Middletown	General Fund	0	0	0	0	0
5	Preserve America - Nott / State	General Fund	0	0	0	300,000	0
6	Repair Meadow Roads Washout	General Fund	0	0	0	0	0
7	Repair Town Parking Lots - Various	General Fund	0	100,000	100,000	100,000	100,000
8	Replace Traffic Signs	General Fund	25,000	25,000	25,000	25,000	0
9	Widen Folly Brook and HS Turn Lanes	General Fund		50,000	0	0	0
	Total Projects (all \$ Sources)		25,000	175,000	150,000	425,000	184,000

**TOWN OF WETHERSFIELD
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RECREATION AND PARKS

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014- 2015</u>	<u>2015 - 2016</u>	<u>2016 - 2017</u>	<u>2017- 2018</u>	<u>2017- 2018</u>
1	Community Center - Engineer - Air Conditioner	General Fund	0	250,000	0	0	0
2	Community Center - Lighting Protection	General Fund	0	0	0	0	0
3	Community Center - Remove Asbestos West	General Fund	0	0	0	0	0
4	Community Center - Renov Fireside Room	General Fund	0	0	0	35,000	0
5	Community Center - Renov. Banquet Room	General Fund	0	0	150,000	0	0
6	Community Center - Renovate 3 Bathrooms	General Fund	0	0	0	0	105,000
7	Community Center - Replace Furniture	General Fund	0	0	0	0	0
8	Community Center - Sprinkler System	General Fund	0	0	0	0	0
9	Cove Park - Boat Ramp	General Fund	0	600,000	0	0	0
10	Cove Park - Docks	General Fund	50,000	710,000	0	0	110,000
11	Cove Park - I-91 Access Road Washout	General Fund	0	0	0	0	0
12	Cove Park - Landscaping Shoreline / Vista	General Fund	0	0	0	0	0
13	Cove Park - Moorings	General Fund	0	0	0	25,000	0
14	Cove Park - Tree Removal - Channel	General Fund	0	0	25,000	0	0
15	Cove Park - Walk Trails / Signs	General Fund	0	0	0	0	0
16	Field - Football - Reconst Webb	General Fund	0	0	0	30,000	0
17	Field - Renovate - Soccer / Football / Baseball	General Fund	0	0	0	0	0
18	Field - Renovate Little League Classic Stadium	General Fund	0	0	0	0	25,000
19	Field - Renovate Mill Woods 1 & 2 / Highcrest	General Fund	0	0	0	0	0
20	Field - Replace Bleachers	General Fund	0	36,000	36,000	0	0
21	Field - Soccer - Renovate DiCicco Field	General Fund	0	0	0	0	0
22	Field - Soccer - SDMS Reconstruction	General Fund	0	0	0	0	0
23	Field - Softball - Mill Woods1 Lights	General Fund	0	0	0	220,000	0
24	Field - Softball Renovate Millwoods #5 & Mitchel	General Fund	0	0	0	0	0
25	Mill Woods - Pool Fence	General Fund	0	0	0	0	65,000

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RECREATION AND PARKS

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014- 2015</u>	<u>2015 - 2016</u>	<u>2016 - 2017</u>	<u>2017- 2018</u>	<u>2017- 2018</u>
26	Mill Woods - Softball Fence	General Fund	0	0	0	50,000	0
27	Mill Woods Park - Phase 1 & 2	Local Bond	0	0	0	0	0
28	Mill Woods Park - Replace Docks	General Fund	0	60,000	0	0	0
29	Mill Woods Park - Water Feature	General Fund	0	0	0	0	0
30	Mill Woods Pool Shelters	General Fund	0	0	75,000	0	0
31	Mill Woods Tennis Court Parking	General Fund	0	30,000	0	0	0
32	Nature Center - Boiler System	General Fund	0	25,000	0	0	0
33	Nature Center - Window Replacement	General Fund	0	0	61,000	0	0
34	Playground Equipment	General Fund	0	85,000	50,000	0	30,000
35	Solomon Welles - House Painting	General Fund	0	0	30,000	0	0
36	Solomon Welles - House Parking / Drainage	General Fund	0	0	0	0	195,000
37	Solomon Wells - Design Foundation/Structure	General Fund	0	25,000	150,000	0	0
38	Basketball Court Repairs	General Fund	0	0	0	36,000	30,000
39	Tennis & Basketball - New Courts	General Fund	0	0	150,000	0	0
40	Willard Pool Access Road	General Fund	0	0	0	0	25,000
41	Willard Swim Center - Concrete Walks	General Fund	0	0	0	0	0
42	Willard Swim Center - Pave Parking Lot	General Fund	0	0	0	0	0
43	Willard Swim Center - Pool Walls	General Fund	0	175,000	0	0	0
44	Willard Swim Center - Shelters	General Fund	0	45,000	0	0	0
45	Willard Swim Center - Translucent Wall Panels	General Fund	25,000	0	0	0	0
	Total Projects (all \$ Sources)		75,000	2,041,000	727,000	396,000	585,000

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SCHOOL

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014 - 2015</u>	<u>2015 - 2016</u>	<u>2016 - 2017</u>	<u>2017 - 2018</u>	<u>2018 - 2019</u>
1	Camera Surveillance	General Fund	50,000	0	0	0	0
2	District Wide Fiber Token Ring Loop	State Grants	0	0	0	0	0
3	District Wide Phone System	State Grants	0	0	0	0	0
4	District Wide Retrofit Server Farm	State Grants	0	0	0	0	0
5	Elementary School Door Replacement	General Fund	100,000	0	0	0	0
6	Emerson Williams - Asbestos Ceiling Abatement	General Fund	0	0	0	0	0
7	Emerson Williams - Carpet Removal & Replace	General Fund	0	0	0	0	0
8	Emerson Williams - Gym Floor Replacement	General Fund	0	0	0	0	0
9	Emerson Williams - Refurbish Gym	General Fund	0	0	0	0	0
10	Emerson Williams - Replace Cafe HVAC Unit	General Fund	0	0	0	0	0
11	Emerson Williams - Replace Unit Ventilation	General Fund	0	0	0	0	0
12	Emerson Williams - Window Glass Replacement	General Fund	0	0	0	0	0
13	Hanmer - Burner Replacement	General Fund	0	80,000	0	0	0
14	Hanmer - Complete Renovation	Local Bond	0	0	0	0	0
15	Highcrest - AC Building	General Fund	0	0	0	0	0
16	Highcrest - AC Café & Kitchen	General Fund	0	0	120,000	0	0
17	Highcrest - Direct Digital Controls	General Fund	0	0	0	0	0
18	Highcrest - Re-configure Parking Lot	General Fund	300,000	0	0	0	0
19	Highcrest - Replace Windows	Local Bond	0	0	0	0	0
20	Highcrest - Replace Unit Ventilation	General Fund	0	0	0	0	0
21	Silas Deane - AHU	General Fund	0	215,000	0	0	0
22	Silas Deane - Café Floor Replacement	General Fund	0	0	0	0	0
23	Stillman Building Emergency Generator	General Fund	0	0	0	125,000	0
24	Webb - Cooling System	State Grants	0	0	0	0	0
25	Webb - Window Replacement	State Grants	0	0	0	0	0
26	Wright - Asbestos Abatement & Floor Tile	General Fund	0	0	0	0	275,000
27	WHS Renovation	General Fund	8,978,092	0	0	0	0
28	Wright - Digital Controls	State Grants	0	0	0	0	0

29	Wright - Replace 3 HVAC	General Fund	0	0	120,000	0	0
30	Wright - Window Replacement	General Fund	0	0	0	0	0
	Total Projects (all \$ Sources)		9,428,092	295,000	240,000	125,000	275,000

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SIDEWALKS

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014- 2015</u>	<u>2015- 2016</u>	<u>2016- 2017</u>	<u>2017- 2018</u>	<u>2018- 2019</u>
1	New Sidewalk Comm Ctr to Willard with Lights	General Fund	0	0	0	0	57,000
2	New Sidewalk Const. Misc. Locations	General Fund	0	100,000	100,000	100,000	100,000
3	Pedestrian Ramp ADA Replacement (Town wide)	General Fund	25,000	0	0	0	0
4	SDMS Sidewalk Replacement	General Fund	0	0	75,000	0	0
Total Projects (all \$ Sources)			25,000	100,000	175,000	100,000	157,000

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2014-15 THROUGH 2018-19
(Inclusive of all sources of funding - General Fund, Federal and State, and Local Bond Funds)**

TOWN BUILDINGS

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014- 2015</u>	<u>2015- 2016</u>	<u>2016 - 2017</u>	<u>2017- 2018</u>	<u>2018- 2019</u>
1	Capital Reserve Fund	General Fund	0	100,000	100,000	100,000	100,000
2	Capital Reserve Fund	Reallocation	0	0	0	0	0
3	Compost Site - Expansion Plan	General Fund	0	0	100,000	100,000	0
4	Cove Warehouse (Heat / Electricity)	General Fund	0	0	25,000	0	0
5	General Match FEMA Grant	General Fund	80,000	0	0	0	0
6	Multi Building Window Replacement Escrow	General Fund	0	100,000	100,000	100,000	100,000
7	New Roof Over Transfer Station Bins	General Fund	0	0	0	0	0
8	Physical Services Truck Garage / Salt Shed	General Fund	50,000	0	0	0	0
9	Police Depart. AHU-6VFD upgrade/DDC control	General Fund	15,000	0	0	0	0
10	Police Depart. Install ADA Remote Door Openers	State Grants	0	0	0	0	0
11	Police Depart. Install Back Up Generator/jack	General Fund	40,000	0	0	0	0
12	Projects To Be Determined	Local Bond	0	0	0	0	0
13	Replace Underground Tank - Comm Ctr (C1R1)	General Fund	0	0	0	0	0
14	Replace Underground Tank - FH 2 (G1R1)	General Fund	0	0	0	25,000	0
15	Replace Underground Tank - PS (M2R1)	General Fund	0	0	0	0	0
16	Replace Underground Tank - PS (M3R1)	General Fund	0	0	0	0	0
17	Roof Consultant PM/RM - Renewal	General Fund	56,000	56,000	56,000	56,000	56,000
18	Roof Repair - Charles Wright	General Fund	0	0	0	0	0
19	Roof Replacement - Town Garage	General Fund	0	0	0	0	400,000
20	Roof Replacement - Cove Warehouse	General Fund	0	0	0	0	0
21	Roof Replacement - Fire House 1	General Fund	0	0	65,000	0	0
22	Roof Replacement - Little Red School House	General Fund	20,000	0	0	0	0
23	Roof Replacement - Old Academy	General Fund	0	0	0	60,000	0
24	Roof Replacement - Solomon Welles	General Fund	0	0	0	0	0
25	Roof Replacement - Stillman	General Fund	0	0	0	0	0

**TOWN OF WETHERSFIELD
CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2014-15 THROUGH 2018-19
(Inclusive of all sources of funding - General Fund, Federal and State, and Local Bond Funds)**

TOWN BUILDINGS

<u>Line No.</u>	<u>Project Title</u>	<u>Source Funds</u>	<u>2014- 2015</u>	<u>2015- 2016</u>	<u>2016 - 2017</u>	<u>2017- 2018</u>	<u>2018- 2019</u>
26	Roof Replacement - Willard Pool	General Fund	0	72,000	0	0	0
27	Roof Restoration - SDMS	General Fund	0	0	0	0	0
28	Roof Restoration - Webb	General Fund	0	0	0	0	0
29	Roof Routine Maintenance	General Fund	30,000	25,000	25,000	25,000	25,000
30	Standish House - ADA Ramp	General Fund	62,000	0	0	0	0
31	Standish House - Lights Parking Lot	General Fund	0	0	0	0	0
32	Standish House Generator	General Fund	0	0	0	0	0
33	Town Council Air Handling Unit	General Fund	0	0	50,000	0	0
34	Town Hall - CIRMA	General Fund	0	0	0	0	0
35	Town Hall - Sally Port Walls	General Fund	0	0	0	0	0
36	Town Hall / Library Cooling Tower	General Fund	6,000	0	0	0	0
37	Town Hall /Landscape	General Fund	0	50,000	0	0	0
38	Town Hall Replace Valves in HVAC Sits	General Fund	9,000	0	0	0	0
	Total Projects (all \$ Sources)		368,000	403,000	521,000	466,000	681,000

SECTION E



CNEF FUND

TOWN OF WETHERSFIELD ANNUAL BUDGET

CAPITAL AND NONRECURRING EXPENDITURE FUND

	2010-11 <u>Actual</u>	2011-12 <u>Actual</u>	2012-13 <u>Actual</u>	2013-14 <u>Adopted</u>	12/31/2013 <u>Actual</u>
Fund Balance, July 1	566,846	565,054	720,643	1,192,127	1,192,127
Revenue					

Proceeds from Capital Lease	336,913	341,065	605,964	1,050,859	-
Sale of equipment	-	20,715	38,603	-	21,630
Other Income	8,808	-	63,516	144,000	76,980
Transfer-CIP Reserve Fund	-	115,704	-	-	-
Transfer-General Fund	<u>767,524</u>	<u>672,655</u>	<u>1,102,327</u>	<u>702,900</u>	<u>702,900</u>
	1,113,245	1,150,139	1,810,410	1,897,759	801,510
Expenditures					

Equipment	96,290	397,283	516,120	846,900	542,776
Lease Payments	950,029	597,267	822,806	1,050,859	206,075
Transfers out to CIP	<u>68,718</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	1,115,037	994,550	1,338,926	1,897,759	748,850
Fund Balance, June 30	565,054	720,643	1,192,127	1,192,127	1,244,787



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 and lease purchase payments. Any monies received from the disposal of obsolete equipment are put back into the fund to be used for future purchases.

The 2014-2015 CNEF Adopted Budget includes funding for the replacement of equipment and fleet vehicles as noted in the chart. Continuing the move to clean fuel vehicles, a clean diesel truck will be purchased for use by Town staff. The State of Connecticut awarded the Town a grant to assist in the purchase of the clean diesel dump truck.

CNEF Budget for 2014-2015	Total Cost	Source of Funds			
		Grants	Lease	General Fund	Reserves
POLICE					
Sgt. Vehicle - Tahoe SUV	35,000				35,000
Police Interceptor - SUVs	97,992		97,992		
Total Police	132,992		97,992		35,000
ASSESSOR					
Revaluation Reserve	42,000			42,000	
Total Assessor	42,000			42,000	
TAX COLLECTOR					
Tax Collector Software	13,578			13,578	
Total Tax Collector	13,578			13,578	
PHYSICAL SERVICES					
6 yard dump truck	190,000	27,246	162,754		
Pick up 350 utility	37,399		37,399		
Pick up 350 utility	37,399		37,399		
Aerator	28,000			3,000	25,000
Replace garage truck lift	16,388			6,388	10,000
Portable generator	25,000			25,000	
Plow for pay loader	26,500			-	26,500
Zero turn riding mowers	24,614			24,614	
Total Physical Services	385,300		237,552	59,002	61,500
FIRE DEPT					
SCBA bottles	15,120			15,120	
Pagers	9,100			9,100	
8030 Porta Count Fit Tester	11,500			11,500	
Total Fire Department	35,720			35,720	
DATA SERVICES					
Town Hall Domain Controllers	26,000			-	26,000
Computer Replacements	20,000			-	20,000
Total Data Services	46,000			-	46,000
Emergency Management					
Emergency Management Supplies	5,000			5,000	
Total Emergency Management	5,000			5,000	
Lease Payments	861,061			701,061	160,000
	1,521,651	27,246	335,544	856,361	302,500



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 2014-2015 budget includes a separate mill levy of .42 mills to raise \$907,978 to fund road improvements. The tax levy combined with Town Aid Road funding of \$403,402 and LoCIP funding of \$188,620 from the State of Connecticut, provides a total of \$1,500,000 dedicated to road improvements. By creating a separate fund and imposing a separate mill levy, the funds will be identified and dedicated solely to the improvement of roads.

The 2014-2015 Paving Program will complete 2.73 miles of road rehabilitation.

Funding Source	2015
Town Aid	403,402
LoCIP	188,620
Tax Levy - Road Improvement	907,978
Total	1,500,000

SECTION F



Special Revenue Funds

Special Revenue Funds

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt and capital projects.

Animal Control Fund - To account for the operation of animal control. Financing is provided by license fees and rental of the animal control facility.

School Cafeteria - To account for the operation of the public school lunch program. Financing is provided by the sale of food and by State grants.

Municipal Grant Fund - To account for the operations of various programs funded by State and Federal grants.

Education Grant Fund - To account for the operations of various educational programs funded by State and Federal grants.

Police Grant Fund - To account for various law enforcement programs funded by State and Federal grants.

Wethersfield Cove Preservation Fund - To account for receipt of income from boaters and moorings at the Wethersfield Cove and for the expenditures of these funds for the purpose of maintenance, staffing and improving Wethersfield Cove Park.

Land Acquisition Fund - To account for monies being accumulated to purchase and preserve open space throughout the Town. Financing is provided through the sale of surplus town real property and town appropriations.

EDIC Loan Repayment Program - To account for Façade loan program- Loans are given to businesses for façade improvements and forgiven after 10 years. If the business closes or moves they must repay the loan.

Nature Center - To account for the operations of the Town's Nature Center (Eleanor Buck Wolf Nature Center) program. Financing is provided through fees charged for programs, donations, private contributions and town appropriations.

Police Private Duty - To account for charges for services related to police traffic duty. Police private duty payroll is charged to this fund and then billed out to the vendors with an added fringe benefit factor. This fund reimburses fringe benefits and administrative costs of the general fund through an operating transfer.

Radio System Rebanding - To account for an advance payment from NEXTEL for the cost of staff as a result of forced rebanding.

Special Revenue Funds (Continued)

Agricultural Land Preservation Fund - To account for funds received in accordance with Section 7-131 of the Connecticut General Statutes for agricultural land preservation.

Cottone Field Fund - To account for donations to purchase and or maintain the lights at High School Football field.

Recreation Fund - Handles all the self-sustaining programs of the Parks & Recreation Department. The fees collected and costs for all programs are deposited in the account.

Community Development Fund - Accounts for various projects such as Town Guide advertising, Silas Deane Highway tree donations, the Wethersfield Farmers Market and Energy Funds.

Park Program Fund - Accounts for various park programs such as the dog park, the skate park and reserves for the 375th anniversary.

Social & Youth Services Fund - Accounts for various health and welfare programs and youth service programs including the Senior Center operations, the Computer Learning Center, the Youth Services Crossroads Program, Special Needs and Camping programs.

Solomon Welles House - The Recreation Department oversees the rental of the Solomon Welles Home. This fund receives money from the rental of the Solomon Welles House. The income pays for the personnel on duty to provide security and maintaining the home. After expenses, funds are transferred to the Town General Fund to meet the revenue projections for the Parks & Recreation Department.

Pitkin Community Center - This fund receives money from the rental of rooms to groups and residents. The income pays for a custodian to work beyond their normal shift for the setup, clean up and security for the rental. After these expenses, the funds are transferred to the Town General Fund to meet the revenue projections for the Community Center.

Mill Woods Fund - The fields and facilities in the park are rented out and the proceeds are used to improve park facilities.



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2013**

	<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	\$ 39,291	\$ 220,808	\$ 32,807	\$ -	\$ 204,710	\$ 195,236
Revenues:						
Intergovernmental revenues		462,339	87,621	1,206,190	28,318	1,664
Licenses, fees and permits	15,049					
Charges for services		835,034				21,408
Interest and dividends		21			410	443
Donations	100		56,000			
Other revenue		22,362			62,012	
Total revenues	<u>15,149</u>	<u>1,319,756</u>	<u>143,621</u>	<u>1,206,190</u>	<u>90,740</u>	<u>23,515</u>
		1,319,756				
Expenditures:						
Current:						
Public safety	12,080				10,746	
Recreation and parks						6,485
Social services						
General government			113,472			
Education		1,322,334		1,206,190		
Capital outlay					35,992	2,218
Total expenditures	<u>12,080</u>	<u>1,322,334</u>	<u>113,472</u>	<u>1,206,190</u>	<u>46,738</u>	<u>8,703</u>
Excess (Deficiency) of Revenues over Expenditures	<u>3,069</u>	<u>(2,578)</u>	<u>30,149</u>	<u>-</u>	<u>44,002</u>	<u>14,812</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	3,069	(2,578)	30,149	-	44,002	14,812
Fund Balance June 30	<u>\$ 42,360</u>	<u>\$ 218,230</u>	<u>\$ 62,956</u>	<u>\$ 0</u>	<u>\$ 248,712</u>	<u>\$ 210,048</u>

(Continued on next page)



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2013**

	<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	\$ 3,489	\$ 32,631	\$ 17,251	\$ 53,720	\$ 13,602
Revenues:					
Intergovernmental revenues		89,558	329		
Licenses, fees and permits					
Charges for services			128,898	635,168	19,227
Interest and dividends	8				
Donations			1,194		
Other revenue	205,000	-			
Total revenues	<u>205,008</u>	<u>89,558</u>	<u>130,421</u>	<u>635,168</u>	<u>19,227</u>
Expenditures:					
Current:					
Public safety				441,819	
Recreation and parks			170,652		
Social services					
General government		87,452			27,075
Education					
Capital outlay	200,000				
Total expenditures	<u>200,000</u>	<u>87,452</u>	<u>170,652</u>	<u>441,819</u>	<u>27,075</u>
Excess (Deficiency) of Revenues over Expenditures	<u>5,008</u>	<u>2,106</u>	<u>(40,231)</u>	<u>193,349</u>	<u>(7,848)</u>
Other Financing Sources (Uses)					
Transfers in		50,000	40,200		
Transfers out				(50,000)	
Total other financing sources (uses)	<u>-</u>	<u>50,000</u>	<u>40,200</u>	<u>(50,000)</u>	<u>-</u>
Net Change in Fund Balances	5,008	52,106	(31)	143,349	(7,848)
Fund Balance June 30	<u>\$ 8,497</u>	<u>\$ 84,737</u>	<u>\$ 17,220</u>	<u>\$ 197,069</u>	<u>\$ 5,754</u>

(Continued on next page)



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2013**

	<u>Agricultural Land Preservation</u>	<u>Cottone Field Donations</u>	<u>Recreation Fund</u>	<u>Community Development Fund</u>	<u>Park Programs</u>
Fund Balance July 1	\$ 359,535	\$ 5,375	\$ 583,001	\$ 23,614	\$ 16,534
Revenues:					
Intergovernmental revenues					
Licenses, fees and permits					
Charges for services			553,348	29,367	962
Interest and dividends	844				
Donations		-		225	14
Other revenue		8,952	-		
Total revenues	<u>844</u>	<u>8,952</u>	<u>553,348</u>	<u>29,592</u>	<u>976</u>
Expenditures:					
Current:					
Public safety					
Recreation and parks			460,603		927
Social services					
General government				28,419	
Education					
Capital outlay		-			
Total expenditures	<u>-</u>	<u>-</u>	<u>460,603</u>	<u>28,419</u>	<u>927</u>
Excess (Deficiency) of Revenues over Expenditures	<u>844</u>	<u>8,952</u>	<u>92,745</u>	<u>1,173</u>	<u>49</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	844	8,952	92,745	1,173	49
Fund Balance, June 30	<u>\$ 360,379</u>	<u>\$ 14,327</u>	<u>675,746</u>	<u>24,787</u>	<u>16,583</u>

(Continued on next page)



**SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2012**

	<u>Social and Youth Services</u>	<u>Solomon Welles House</u>	<u>Pitkin Community Center</u>	<u>Mill Woods Fund</u>
Fund Balance July 1	\$ 405,217	\$ 5,630	\$ 24,508	\$ 80,544
Revenues:				
Intergovernmental revenues	6,250			
Licenses, fees and permits				
Charges for services	9,607	12,705	50,448	35,165
Interest and dividends	692			
Donations	54,723			
Other revenue				
Total revenues	<u>71,272</u>	<u>12,705</u>	<u>50,448</u>	<u>35,165</u>
Expenditures:				
Current:				
Public safety				
Recreation and parks		12,115	41,183	28,547
Social services	53,174			
General government				
Education				
Capital outlay				
Total expenditures	<u>53,174</u>	<u>12,115</u>	<u>41,183</u>	<u>28,547</u>
Excess (Deficiency) of Revenues over Expenditures	<u>18,098</u>	<u>590</u>	<u>9,265</u>	<u>6,618</u>
Other Financing Sources (Uses)				
Transfers in				
Transfers out				
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	18,098	590	9,265	6,618
Fund Balance June 30	<u>\$ 423,315</u>	<u>\$ 6,220</u>	<u>\$ 33,773</u>	<u>\$ 87,162</u>



Fiduciary Funds

Fiduciary funds are used to account for assets held by the Town in a trustee capacity for individuals, private organizations or other governments.

Pension Trust Funds

To account for the Town's single employer defined benefit pension plan which provides pension benefits for full-time personnel except teachers who are employees of the Board of Education who are covered under the State Teachers' Retirement System.

Other Post Employment Benefit Trust Fund

To account the accumulation of resources for other post-employment benefit payments to qualified employees for both the Town and Board of Education.

Private-Purpose Trust Funds

A fiduciary trust fund type used to report all trust arrangements, other than those properly reported in a pension trust fund or investment trust fund, under which principal and income benefit individuals, private organizations, or other governments.

Public Library Trust Fund - To account for monies provided by private donors for the acquisition of books, materials or other related library services.

Library Legacy Trust Fund - To account for public donations made to the Library in the form of bequeaths, memorial & tribute donations for which only the interest may be spent to benefit the Library.

Jane Sjoman Library Trust Fund - To account for a private permanent endowment from Jane Sjoman to the Wethersfield Library. Only the income may be used for books or other items for the adult collection.

Mayor Volunteer Recognition Fund - Former Mayor, Betty Rosania created the fund and has control over where and when the money will be spent.

Katherine E. Smith Trust - To account for funds bequeathed to the town for the care upkeep, development and preservation of the public park known as the "Broad Street Green". Level of authority is Board of Park Commissioners.

Frank Weston Trust Fund - This account receives money from a trust fund. The monies are used to maintain a rose garden and flower beds around the town hall in accordance with the will of Mr. Frank Weston and the subsequent trust agreement.

Terlecki Trust Fund - To account for funds bequeathed to the town for use by the animal control operation to neuter dogs; for alcohol abuse counseling in the Police division; and for any purpose by the volunteer ambulance association.

Fire Fighters Trust Fund - To account for benefits to be paid to firefighters upon retirement from the volunteer fire fighter department.

FIDUCIARY FUNDS (CONTINUED)

Agency Funds

Agency funds are used to report resources held by the reporting government in a purely custodial capacity (assets equal liabilities).

Town Escrow

The Town Escrow Fund holds resources in a purely custodial capacity for the following activities:

Wethersfield Ski/Snowboard Club - This fund accounts for the income and expenditures for ski trips for members of the club.

CT Clean Energy Fund - To account for funds that will be used to assist individuals in clean energy home improvements.

Handicapped - This account is used by the Wethersfield Advisory Committee for People with Disabilities. Donations received on behalf of WACPD are recorded here and various program expenses are paid from this account.

Wethersfield Fuel Bank - This is a 100% donor fund into which individuals and businesses contribute. All funds are used to assist residents with winter heating needs when they have exhausted CRT and Operation Fuel grants. Annual appeals are made for donations to area businesses. This account is used to record the disbursement of the funds.

Youth Advisory Board - This is the account into which contributions and fund raising efforts for the Advisory Board are deposited. No Town funds are contributed. Funds are used to support YAB activities.

Jefferson House - This account is used to hold donations from the Jefferson House – Good Samaritan Fund. The Jefferson House Board of Directors donates money to area towns in support of basic needs and medical needs for seniors. It is 100% donation funded by Jefferson House and is used primarily to assist seniors with medical needs that are not covered by insurance, Medicare or Medicaid.

Police Canine Account - Fundraisers are held to pay for food, veterinarian expenses for three canines.

Engineering Securities - To account for cash performance bonds associated with capital projects.

Wethersfield Teen Theater – To account for the income and expenses for the programs and performances produced by Wethersfield Teen Theater Company.

Wethersfield Men's Softball - To account for the income and expenses to conduct the men's softball league in Town.



**TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2013**

	Pension Trust Fund	OPEB Trust Fund	Private Purpose Trust Funds
	<u> </u>	<u> </u>	<u> </u>
Net Position at Beginning of Year, Restated	\$ 65,952,364	\$ 3,547,773	1,737,485
Revenue			
Employer Contributions	1,821,991	5,458,205	
Plan member Contributions	972,836	663,179	-
Net appreciation (depreciation) in fair value of investments	8,361,605	(142,638)	
Interest and dividends	1,823,551	37,171	88,657
Other		59,938	108,141
Total Revenue	<u>12,979,983</u>	<u>6,075,855</u>	<u>196,798</u>
Expenditures:			
Benefits	4,683,427	2,341,927	
Administration expense	401,077	80,669	
Other			92,498
Total Expenditures	<u>5,084,504</u>	<u>2,422,596</u>	<u>92,498</u>
 Net Position at End of Year	 <u>\$ 73,847,843</u>	 <u>7,201,032</u>	 <u>1,841,785</u>



**PRIVATE PURPOSE TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2013**

	<u>Mayors Volunteer Recognition</u>	<u>Public Library Trust</u>	<u>Library Legacy Trust</u>	<u>J. Sjomán Library Trust</u>	<u>Katherine E. Smith Trust</u>	<u>Frank Weston Trust</u>	<u>Terlicki Trust</u>	<u>Fire Fighters Trust</u>
Net position at end of year	\$ 2,820	\$ 63,135	\$ 1,983	\$ 288,642	\$ 16,334	\$ 192,653	\$ 16,086	\$ 1,155,832
Revenue:								
Contributions		50,909	348					35,000
Intergovernmental		15,107						
Other		6,777						
Income on investments	<u>6</u>	<u>3,802</u>		<u>9,849</u>	<u>35</u>	<u>9,370</u>	<u>34</u>	<u>65,561</u>
Total Revenue	<u>6</u>	<u>76,595</u>	<u>348</u>	<u>9,849</u>	<u>35</u>	<u>9,370</u>	<u>34</u>	<u>100,561</u>
Expenditures:								
Other expenses		<u>73,768</u>			<u>400</u>	<u>4,509</u>		<u>13,821</u>
Total expenditures	<u>0</u>	<u>73,768</u>	<u>0</u>	<u>0</u>	<u>400</u>	<u>4,509</u>	<u>0</u>	<u>13,821</u>
Net position at beginning of year	<u>\$ 2,826</u>	<u>\$ 65,962</u>	<u>\$ 2,331</u>	<u>\$ 298,491</u>	<u>\$ 15,969</u>	<u>\$ 197,514</u>	<u>\$ 16,120</u>	<u>\$ 1,242,572</u>



OTHER FUNDS

AGENCY FUNDS
CHANGES IN ASSETS AND LIABILITIES
Activity For Period Ending June 30, 2013
and Balance as of December 31, 2014

<u>PROGRAM</u>	<u>BALANCE</u> <u>7/1/2012</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>ACTUAL</u> <u>BALANCE</u> <u>6/30/2013</u>	<u>ACTUAL</u> <u>BALANCE*</u> <u>12/31/2014</u>
Wethersfield Ski/Snowboard Club	4,893	11,232	9,710	6,415	8,959
CT Clean Energy Fund	2,916	-	2,916	-	-
Handicapped	13,608	30	950	12,689	12,426
Wethersfield Fuel Bank	25,251	25,302	14,247	36,306	41,083
Youth Advisory Board	7,077	750	224	7,603	7,853
Jefferson House	1,981	180	1,680	481	411
Police Canine Account	12,266	1,641	3,347	10,560	10,742
Engineering Securites	27,091	4,000	5,000	26,091	22,091
Wethersfield Teen Theater	18,778	15,087	8,543	25,322	19,568
Wethersfield Men's Softball	7,514	-	650	6,864	6,864
Total	121,375	58,223	47,267	132,330	129,997

*Actual balance for period ending December 31, 2014 is net of Revenue and Expenditures for July 1, 2013 through December 31, 2014.



Internal Service Funds

Internal Service Funds are used to account for any activity that provides goods or services to other funds, departments, or agencies of the primary government on a cost reimbursement basis.

Heart and Hypertension Fund – To account for monies accumulated to pay claims for police officers, hired before 1995, who incur hypertension or heart problems as a result of work conditions.

Hospital and Medical Insurance Fund – To account for the operation of a medical liability fund for Town and Board of Education employee claims. Financing is provided by General Fund contributions, employee contributions and investment earnings.



**INTERNAL SERVICE FUNDS
FOR THE YEAR ENDED JUNE 30, 2013**

	<u>Heart and Hypertension</u>	<u>Hospital Medical Insurance</u>
Net Position at beginning of Year, as Restated	\$ 256,169	\$ 5,836,875
Revenue		
Contributions	80,500	9,506,961
Transfers In	0	0
Income on investments	1,708	7,861
Other	28,020	0
Total revenue	<u>110,228</u>	<u>9,514,822</u>
Expenditures		
Employee benefits	71,193	6,456,246
Other expenses	0	4,935,388
Total expenditures	<u>71,193</u>	<u>11,391,634</u>
Net Position at End of Year	<u>\$ 295,204</u>	<u>\$ 3,960,063</u>

SECTION G



Bonded Indebtedness - Maturity Schedule

Fiscal Year	General Obligation Refunding Bonds Lot A	Public Improvements Various School & Town Projects	Public Improvements Various School & Town Projects/Open Space	Public Improvements Various School & Advance Refunding	Public Improvements Private Placement Serial Notes	General Obligation Refunding Bonds	Total
Ending June 30	\$5,470,000 2.5-5% 3/15/2003	\$15,000,000 3-5% 6/15/2005*	\$6,855,000-3.75-4.25% 6/15/2009*	\$11,880,000 - 3-5% 3/26/2010	\$795,000 - 2.67% 9/1/2011	\$6,170,000 8/1/2012	
2015	\$ 235,000	\$ 790,000	\$ 300,000	\$ 890,000	\$ 75,000	\$ 30,000	\$ 2,320,000
2016	-	-	300,000	1,690,000	75,000	-	2,065,000
2017	-	-	350,000	1,505,000	80,000	160,000	2,095,000
2018	-	-	350,000	1,510,000	80,000	135,000	2,075,000
2019	-	-	400,000	1,515,000	85,000	205,000	2,205,000
2020	-	-	400,000	715,000	85,000	1,005,000	2,205,000
2021	-	-	-	1,120,000	85,000	995,000	2,200,000
2022	-	-	-	1,130,000	90,000	980,000	2,200,000
2023	-	-	-	395,000	-	975,000	1,370,000
2024	-	-	400,000	-	-	780,000	1,180,000
2025	-	-	400,000	-	-	770,000	1,170,000
2026	-	-	400,000	-	-	-	400,000
2027	-	-	400,000	-	-	-	400,000
2028	-	-	400,000	-	-	-	400,000
2029	-	-	405,000	-	-	-	405,000
	235,000	790,000	4,505,000	10,470,000	655,000	6,035,000	22,690,000



TOWN OF WETHERSFIELD
ANNUAL BUDGET
FUTURE BUDGET DEBT SERVICE BASED ON BONDED DEBT
JULY 1, 2013

<u>Budget Year</u>	<u>Bond Maturities</u>	<u>Bond Interest</u>	<u>Total Budget Debt</u>
2014-2015	\$2,320,000	\$840,105	\$3,160,105
2015-2016	2,065,000	751,922	2,816,922
2016-2017	2,095,000	672,790	2,767,790
2017-2018	2,075,000	592,529	2,667,529
2018-2019	2,205,000	502,664	2,707,664
2019-2020	2,205,000	409,770	2,614,770
2020-2021	2,200,000	322,625	2,522,625
2021-2022	2,200,000	234,414	2,434,414
2022-2023	1,370,000	167,737	1,537,737
2023-2024	1,180,000	125,512	1,305,512
2024-2025	1,170,000	86,263	1,256,263
2025-2026	400,000	58,713	458,713
2026-2027	400,000	42,463	442,463
2027-2028	400,000	25,713	425,713
2028-2029	405,000	8,606	413,606
TOTAL	\$22,690,000	\$4,841,826	\$27,531,826

DEBT MANAGEMENT POLICY

Our Mission

To provide a comprehensive and viable debt management policy which recognizes the capital improvement needs of the Town of Wethersfield as well as the taxpayer's ability to pay while taking into account existing legal, economic, financial and debt market considerations.

Purpose

The basic purpose of this policy is to provide a conceptual framework for the issuance and management of debt.

Some Factors Relevant To the Issuance of Debt

- Legal constraints on debt capacity and various financing alternatives.
- The urgency of the capital requirements to be met and the economic costs of delays.
- Willingness and financial ability of the taxpayers to pay for the capital improvements.
- Determination as to whether to employ a "pay as you acquire" versus a "pay as you use" approach.
- Proper balance between internal and external financing.
- Current interest rates and other market considerations.
- The financial condition of the Town of Wethersfield.
- The types, availability and stability of revenues to be pledged for repayment of the debt.
- Type of debt to be issued.
- The nature of the projects to be financed.

Debt Management Policies

1. Capital improvements shall be financed by debt to be repaid annually by tax revenues or available revenue sources designated for same when it is not feasible to pay-as-you-acquire. Current operating expenditures shall not be funded through the issuance of debt, i.e., small, recurring maintenance, rolling stock (excluding vehicles that have a cost in excess of \$500,000 and a life expectancy greater than 15 years), operating costs or salaries.
2. Cash surpluses, grants, contributions and other revenue that may have been designated for specific capital improvements from the capital reserve and non-recurring fund and other funds (excluding the General Fund), to the extent available and appropriate, should be used to finance scheduled capital improvements.
3. Short-term debt may be used to provide interim cash flow to facilitate the timing of bond sales, to avoid locking in high long-term interest rates during periods of market turmoil or to partially finance projects whose final cost is uncertain. It is not to be used to defer the operating budget impact on bonded debt service or to speculate on market rates. Interest and issuance costs for short-term debt will be included in the capital request and will be charged to the project.
4. General obligation bonds are issued to finance traditional public improvements. Revenue or limited obligation bonds may be issued within statutory parameters only to finance those special projects or programs which directly support the Town's long-term economic development or housing interests or which service a limited constituency and are clearly self-supporting.
5. Long-term leases may be used for copiers, computers, major equipment or rolling stock and other capital items when it is cost justifiable to do so.

6. Any method of creative financing such as the use of swap options, variable rate debt, etc., should be fully disclosed, reviewed with and approved by the Town Council.
7. The Town of Wethersfield will issue debt only for the purposes of constructing or acquiring large nonrecurring permanent capital improvements and for making major renovations to existing capital improvements that are included within the Town's Capital Improvement program. The only exception to the above would involve entering into long-term leases as described above when it is cost justifiable to do so or to fund emergency projects that are not included within the Town's Capital Improvement program.
8. All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event to exceed 20 years (30 years for sewer projects) as in accordance with Connecticut State Statutes.
9. The Town of Wethersfield 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 of Wethersfield 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 of Wethersfield 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 of Wethersfield 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 of Wethersfield 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 of Wethersfield 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 of Wethersfield 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 of the Town of Wethersfield, Town Manager and the Director of Finance a minimum of once every three years, notwithstanding the fact that more frequent reviews may be performed as deemed necessary.

SECTION H

SECTION H GLOSSARY OF TERMS

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.

SECTION H GLOSSARY OF TERMS

GENERAL FUND:	accounts for most of the basic services provided by the government. It reports all financial resources not otherwise accounted for in another fund. It is a government's primary fund.
GIS:	Geographic Information System of computer hardware, software and procedures designed to support, capture, manage, manipulate, analyze, model and display spatially referenced data for solving complex planning and management problems.
GRAND LIST:	basis upon which the property tax levy is allocated among property owners in a jurisdiction with taxing power.
LEVY:	total amount of taxes imposed by a governmental unit.
LOCIP:	Local Capital Improvement Program grant administered by the State.
MILL:	amount of tax levied for each \$1,000 of assessed value.
MILL RATE:	rate used in calculating taxes bases on property values. For example, the adopted 2014-2015 fiscal year budget is based on a mill rate of 36.74 mills, 36.32 mills for the Tax Levy and .42 mills for the Road Levy. Accordingly, \$36.74 would be levied in property taxes for every \$1,000 of assessed property.
OBJECT:	used in expenditure classifications to describe the item purchased or the service used, such as office supplies, personnel services, and contractual services.
PROPERTY TAX:	locally levied tax that is based on the market value of property assessed at 70% during a given year by a local municipality.
PROPERTY TAX EXEMPTIONS:	statutory provision that either completely or partially exempts from property taxes properties used by certain organizations (e.g., religious, charitable) or property owners (e.g., veterans and the elderly).
REVENUE:	term designates additions to financial resources, which do not increase any liability, do not represent the recovery of an expenditure, and do not represent contributions of fund capital. The revenues from property taxes represent the largest funding source for Town expenditures.
SPECIAL REVENUE FUND:	used to account for restricted or committed proceeds of specific revenue sources. Expenditures must be for a specified purpose.