

# **TOWN OF WINDHAM, CONNECTICUT**



## **ADOPTED BUDGETS**

**FISCAL YEAR  
2010-2011**

**TOWN OF WINDHAM, CONNECTICUT**

**ANNUAL BUDGET DOCUMENT  
FOR THE YEAR ENDED JUNE 30, 2011**

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**TOWN OF WINDHAM,  
CONNECTICUT**

**GENERAL  
GOVERNMENT**

**ADOPTED BUDGET  
FISCAL YEAR  
2010-2011**

**TOWN OF WINDHAM, CONNECTICUT  
GENERAL GOVERNMENT AND BOARD OF EDUCATION  
ADOPTED MILL RATE CALCULATION  
FISCAL YEAR 2010-2011  
PILOT ALLOCATION (41.00% TOWN 59.00% WSD)**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2010-2011 Expenditure Budget before Educational Cost Sharing (ECS) Adjustment -			
General Government and Board of Education	\$ 13,225,506	\$ 41,871,511	\$ 55,097,017
Less: ECS Adjustment	\$ -	(3,448,172)	\$ (3,448,172)
Adopted 2010-2011 Expenditure Budget	\$ 13,225,506	38,423,339	\$ 51,648,845
Less: Direct Revenue Estimates	<u>(5,568,407)</u>	<u>(22,191,317)</u>	<u>(27,759,724)</u>
Net Budget	7,657,099	16,232,022	23,889,121
Reappropriation of Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
	7,657,099	16,232,022	23,889,121
Plus Adjustment *	<u>319,046</u>	<u>676,334</u>	<u>995,380</u>
Amount to be Raised	\$ 7,976,145	\$ 16,908,356	\$ 24,884,501
Adopted 2010-2011 Mill Rate	8.61	18.26	26.87
Adopted 2009-2010 Mill Rate	<u>8.12</u>	<u>17.17</u>	<u>25.29</u>
Mill Rate (Decrease) Increase	<u>0.49</u>	<u>1.09</u>	<u>1.58</u>
Mill Rate % (Decrease) Increase	<u>6.08%</u>	<u>6.35%</u>	<u>6.26%</u>

One Mill = \$ 925,976 After Board of Assessment  
Appeals (BAA) Hearings

\* Adjustment includes reserve for uncollected taxes at 4% and Elderly Freeze adjustment \*

\*\* Board of Education budget detail found in separate budget document prepared by BOE \*\*

**Town of Windham, Connecticut**  
**Adopted General Government Revenue Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**  
**PILOT Allocation (41.00% Town 59.00% WSD)**

<b>General Gov't &amp; Board of Education Revenue</b>		<b>2007-2008 Actual Receipts</b>	<b>2008-2009 Actual Receipts</b>	<b>2009-2010 Revised Budget Revenue</b>	<b>2010-2011 Estimated Revenue</b>
<b>41001</b>	<b>Property Taxes</b>				
801	Property taxes - current	\$ 22,024,739	\$ 22,449,026	\$ 22,460,285	\$ 23,889,121
803	Property taxes - MV supplemental	246,337	245,806	230,000	200,000
804	Property taxes - prior years	384,285	548,175	400,000	400,000
807	Property taxes - interest and liens	269,560	308,078	200,000	200,000
	Total Property Taxes	<u>22,924,921</u>	<u>23,551,085</u>	<u>23,290,285</u>	<u>24,689,121</u>
<b>41002</b>	<b>Federal Government</b>				
811	Emergency management	1,939	13,586	5,000	10,000
833	Social service block grant	14,719	18,944	7,500	15,000
976	Payment in lieu of taxes	177	-	200	200
	Total Federal Government	<u>16,835</u>	<u>32,530</u>	<u>12,700</u>	<u>25,200</u>
<b>41003</b>	<b>State of CT - Education</b>				
815	Education cost sharing grant	22,769,079	23,943,906	24,169,717	20,721,545
816	Special ed equity	-	23,022	-	-
817	School transportation grant	546,044	633,960	634,971	495,772
818	School construction grant	1,054,745	1,232,618	1,187,789	1,187,789
819	Aid to private schools	42,165	40,128	50,000	45,000
820	Energy assistance	-	-	-	-
	Total State of CT - Education	<u>24,412,033</u>	<u>25,873,634</u>	<u>26,042,477</u>	<u>22,450,106</u>
<b>41004</b>	<b>State of CT - General Government</b>				
826	PILOT - State property ECSU	1,361,691	1,444,175	1,167,620	1,151,643
827	PILOT - elderly freeze	3,000	1,880	2,460	2,460
828	PILOT - elderly circuit breaker	65,037	60,244	53,300	52,480
829	PILOT - housing authority	29,857	26,604		
830	PILOT - property tax relief	-	-	-	-
832	PILOT - totally disabled	1,603	1,548	1,230	1,230
834	Library grant	2,356	2,411	2,300	2,300
835	Boat registration fees	1,334	1,334	-	-
836	Maintenance of State highways	23,844	11,922	23,844	23,844
837	PILOT - machinery & equipment	176,176	184,960	123,000	174,250
839	PILOT - private colleges & hospitals	438,285	465,938	340,116	312,663
842	Supp Municipal Aid (former Pequot)	734,674	685,684	362,007	361,258
844	Distressed municipalities manufacturing	24,952	8,596	20,500	7,380
850	PILOT - veteran's exemption	7,271	7,298	5,740	6,150
854	Other revenues - State of CT	-	-	-	27,820
920	Connecticard fees	1,089	939	750	750
	Total State of CT - General Government	<u>2,871,169</u>	<u>2,903,533</u>	<u>2,102,867</u>	<u>2,124,228</u>

**Town of Windham, Connecticut**  
**Adopted General Government Revenue Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**  
**PILOT Allocation (41.00% Town 59.00% WSD)**

<b>General Gov't &amp; Board of Education Revenue</b>		<b>2007-2008 Actual Receipts</b>	<b>2008-2009 Actual Receipts</b>	<b>2009-2010 Revised Budget Revenue</b>	<b>2010-2011 Estimated Revenue</b>
<b>41005 Licenses &amp; Permits</b>					
856	Bingo and raffle permits	\$ 625	\$ 495	\$ 600	\$ 600
857	Building permits	136,989	131,823	145,000	150,000
859	Refuse permits	-	-	-	-
866	Dog & kennel license fees	3,901	3,445	3,500	3,500
868	Sporting license fees	6,852	4,860	4,500	4,500
	Total Licenses & Permits	<u>148,367</u>	<u>140,623</u>	<u>153,600</u>	<u>158,600</u>
<b>41006 Fines, Forfeitures &amp; Penalties</b>					
873	Dog redemption & sale	1,370	1,575	1,800	1,800
875	Blight ordinance	10	1,071	7,500	7,500
	Total Fines, Forfeitures & Penalties	<u>1,380</u>	<u>2,646</u>	<u>9,300</u>	<u>9,300</u>
<b>41007 Use of Property</b>					
808	Town property	38,049	37,701	55,000	32,000
875	School property	-	-	-	-
	Total Use of Property	<u>38,049</u>	<u>37,701</u>	<u>55,000</u>	<u>32,000</u>
<b>41008 Charges for Services</b>					
859	Refuse fees	21,829	17,127	25,000	25,000
867	Passport fees	8,155	5,626	5,000	5,000
869	Misc. fees collected by Town	6,405	6,568	5,500	5,500
879	Grave openings	19,150	19,700	26,500	26,500
880	Foundations	68	-	100	100
882	Town photocopies	20,012	17,048	23,300	20,000
883	Recording fees - Town Clerk	84,224	64,519	110,000	75,000
884	Vital statistics	53,777	46,384	35,000	45,000
888	Fire Marshal plan review	3,570	2,625	3,000	3,000
889	Fire Marshal inspection fee	3,855	4,760	3,500	4,000
890	Fire Marshal temp permit & late fees	50	25	25	25
895	WFTD financial services	33,635	33,933	38,000	38,000
898	Other charges for services	7,138	8,452	9,000	9,000
899	Engineering fees	4,290	2,430	3,000	3,000
907	Notary fees				2,000
922	BOE tuition charges to other Towns	1,238,884	1,099,014	1,200,000	974,000
	Total Charges for Services	<u>1,505,042</u>	<u>1,328,211</u>	<u>1,486,925</u>	<u>1,235,125</u>
<b>41009 Interest</b>					
900	Investment income	300,038	60,403	55,000	70,000
	Total Interest	<u>300,038</u>	<u>60,403</u>	<u>55,000</u>	<u>70,000</u>

**Town of Windham, Connecticut**  
**Adopted General Government Revenue Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**  
**PILOT Allocation (41.00% Town 59.00% WSD)**

<b>General Gov't &amp; Board of Education Revenue</b>		<b>2007-2008 Actual Receipts</b>	<b>2008-2009 Actual Receipts</b>	<b>2009-2010 Revised Budget Revenue</b>	<b>2010-2011 Estimated Revenue</b>
<b>41010</b>	<b>Interfund Transfers In</b>				
905	Interfund transfer in - School Read	\$ -	\$ 100,000	\$ 49,740	\$ 49,740
913	Interfund transfer in - WPCF	73,000	73,000	89,000	92,000
914	Interfund transfer in - WWW	73,000	73,000	89,000	92,000
916	Interfund transfer in - WSD	79,000	85,000	85,000	85,000
933	Interfund transfer in - Small Cities	-	-	-	-
946	Interfund transfer in - Ambulance	-	-	18,175	18,175
990	Interfund transfer in - misc	-	-	-	-
	<b>Total Interfund Transfers In</b>	<u>225,000</u>	<u>331,000</u>	<u>330,915</u>	<u>336,915</u>
<b>41011</b>	<b>Sundry &amp; Miscellaneous</b>				
829	PILOT 2 - Willimantic Housing Authority	46,300	47,566	36,900	36,900
849	Telecommunications	79,648	64,854	64,850	64,850
917	Zoning fees	44,259	11,737	35,000	35,000
920	Eviction fees	2,021	1,532	1,500	1,500
923	Real estate conveyance tax	246,636	166,100	210,000	180,000
927	Recycling sales	59,030	49,359	45,000	-
928	Cemetery leases	9,560	1,108	10,000	10,000
934	Insurance reimbursement	2,241	-	-	-
939	Social services individual reimbursement	7,040	172	-	-
943	PILOT - hydro plant	-	-	-	-
950	Miscellaneous revenue - Town	172,485	190,887	125,000	190,000
960	Sale of Town property	-	-	-	-
975	Miscellaneous revenue - BOE	-	4,403	-	-
	<b>Total Sundry &amp; Miscellaneous</b>	<u>669,220</u>	<u>537,718</u>	<u>528,250</u>	<u>518,250</u>
	<b>Total General Gov't &amp; Board of Education Revenue</b>	<u>\$ 53,112,054</u>	<u>\$ 54,799,084</u>	<u>\$ 54,067,319</u>	<u>\$ 51,648,845</u>

**ADOPTED TOWN OF WINDHAM, CONNECTICUT  
TOWN GENERAL GOVERNMENT EXPENDITURE BUDGET SUMMARY**

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
General Government		2008-2009	2009-2010	(Decrease)	2010-2011	(Decrease)
50101	Board of Finance	\$ 92,200	\$ 92,060	-0.15%	\$ 91,360	-0.76%
50102	Town Council	63,700	37,940	-40.44%	31,700	-16.45%
50103	Municipal Administration	286,911	329,780	14.94%	382,080	15.86%
50104	Finance/Treasury	336,518	371,810	10.49%	379,190	1.98%
50105	Tax/Revenue Collection	287,300	279,325	-2.78%	285,795	2.32%
50106	Assessor	325,911	317,290	-2.65%	330,520	4.17%
50107	Board of Assessment Appeals	3,150	200	-93.65%	200	0.00%
50108	Town Clerk/Recording	236,998	207,290	-12.54%	231,991	11.92%
50109	Vital Statistics	2,200	1,150	-47.73%	1,100	-4.35%
50110	Elections	66,500	43,420	-34.71%	44,120	1.61%
50111	Registrar of Voters	38,000	37,600	-1.05%	36,500	-2.93%
50112	Legal Counsel	90,500	79,500	-12.15%	79,500	0.00%
50113	Probate Court	6,951	4,300	-38.14%	35,320	721.40%
50114	Town Hall	186,145	187,120	0.52%	185,040	-1.11%
50115	Central Services	124,000	113,000	-8.87%	104,000	-7.96%
50116	Aid to Private Schools	50,000	50,000	0.00%	45,000	-10.00%
50117	Data Processing	170,776	168,955	-1.07%	196,240	16.15%
50118	Charter Revision	15,000	1	100.00%	1	0.00%
50120	Personnel	111,654	62,170	-44.32%	53,990	-13.16%
Total General Government		2,494,414	2,382,911	-4.47%	2,513,647	5.49%

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
Public Safety		2008-2009	2009-2010	(Decrease)	2010-2011	(Decrease)
50201	Fire Marshal/Emer Manage	115,995	140,980	21.54%	140,030	-0.67%
50202	Animal Control	140,034	129,535	-7.50%	127,140	-1.85%
Total Public Safety		256,029	270,515	5.66%	267,170	-1.24%

**ADOPTED TOWN OF WINDHAM, CONNECTICUT  
TOWN GENERAL GOVERNMENT EXPENDITURE BUDGET SUMMARY**

	Final Budget 2008-2009	Revised Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
<b>Public Works</b>					
50301 Engineering	\$ 165,843	\$ 167,250	0.85%	\$ 175,470	4.91%
50302 Roads and Drainage	818,900	678,900	-17.10%	653,300	-3.77%
50303 Machinery and Equipment	526,300	492,750	-6.37%	498,400	1.15%
50304 Snow Removal	166,000	196,000	18.07%	106,000	-45.92%
50305 Garage Maintenance	35,050	44,050	25.68%	36,050	-18.16%
50306 Tree Services	10,000	7,000	-30.00%	7,000	0.00%
50307 Traffic Control	42,500	35,000	-17.65%	44,500	27.14%
50308 Public Works Administration	270,524	285,070	5.38%	296,700	4.08%
50309 Street Lighting	259,000	258,000	-0.39%	259,000	0.39%
50310 Park Maintenance	261,100	268,330	2.77%	278,700	3.86%
50311 Building	102,192	128,680	25.92%	98,150	-23.73%
50312 Cemeteries	176,100	177,710	0.91%	194,900	9.67%
50313 Solid Waste Disposal	1,404,789	1,278,435	-8.99%	1,313,988	2.78%
<b>Total Public Works</b>	<b>4,238,298</b>	<b>4,017,175</b>	<b>-5.22%</b>	<b>3,962,158</b>	<b>-1.37%</b>

	Final Budget 2008-2009	Revised Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
<b>Human Services</b>					
50401 Human Services	166,396	163,810	-1.55%	172,450	5.27%
50403 Outside Agencies	97,480	78,855	-19.11%	78,855	0.00%
50404 Health Services	66,202	50,000	-24.47%	55,000	10.00%
50405 Windham Health	86,726	94,002	8.39%	95,620	1.72%
50406 Housing Code Enforcement	-	-	0.00%	-	0.00%
50408 Transportation Services	91,194	87,384	-4.18%	87,384	0.00%
50409 Senior Services	49,000	45,315	-7.52%	57,687	27.30%
<b>Total Human Services</b>	<b>556,998</b>	<b>519,366</b>	<b>-6.76%</b>	<b>546,996</b>	<b>5.32%</b>

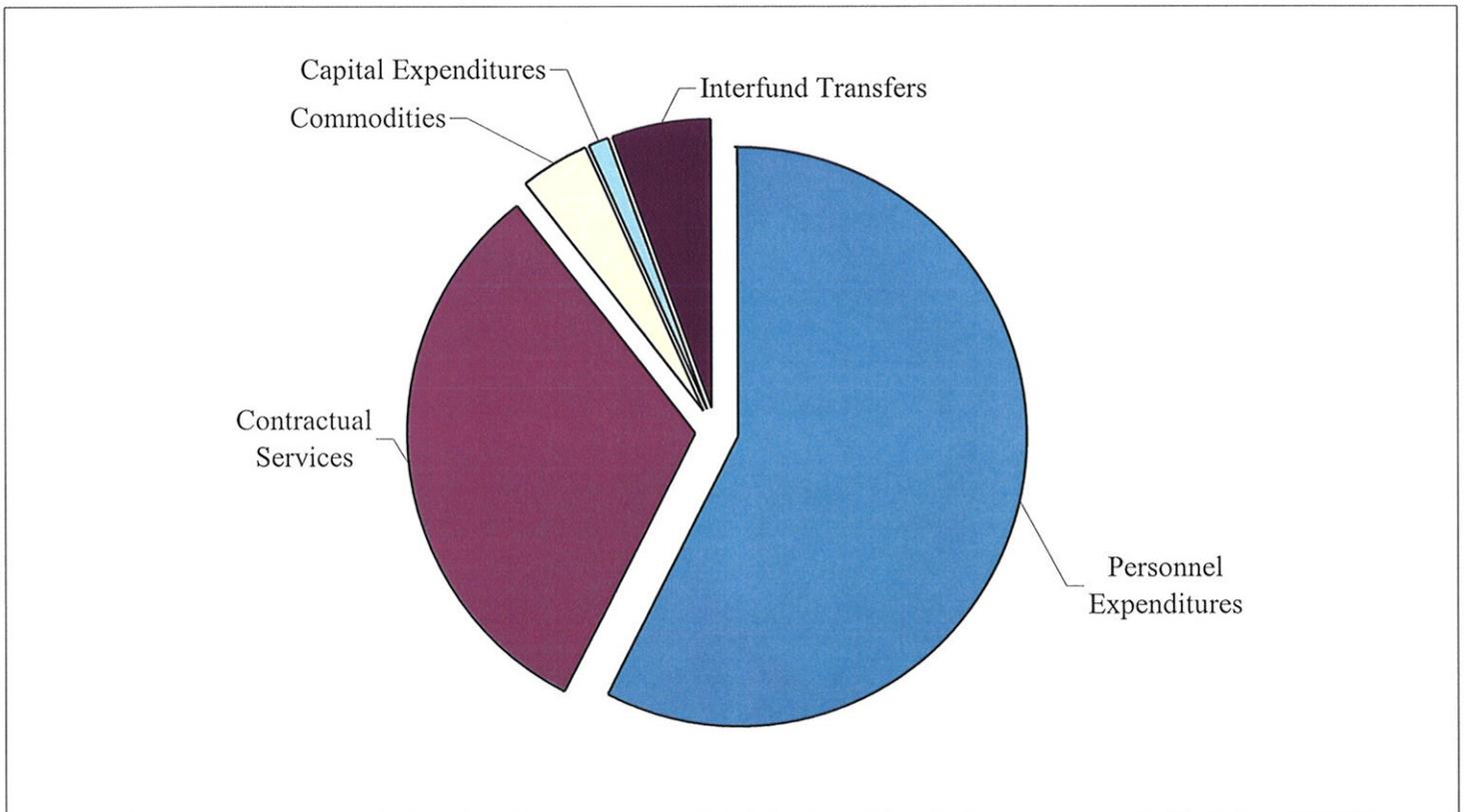
	Final Budget 2008-2009	Revised Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
<b>Civic and Cultural</b>					
50501 Willimantic Public Library	699,948	695,545	-0.63%	720,760	3.63%
50502 Library Contributions	30,010	10,000	-66.68%	16,000	60.00%
50503 Recreation Administration	242,918	239,255	-1.51%	249,140	4.13%
50504 Recreation General Programs	107,423	104,700	-2.53%	105,050	0.33%
50506 Recreation Center	89,190	79,200	-11.20%	80,400	1.52%
50507 Civic and Cultural Donations	47,988	20,000	-58.32%	20,000	0.00%
<b>Total Civic and Cultural</b>	<b>1,217,477</b>	<b>1,148,700</b>	<b>-5.65%</b>	<b>1,191,350</b>	<b>3.71%</b>

**ADOPTED TOWN OF WINDHAM, CONNECTICUT  
TOWN GENERAL GOVERNMENT EXPENDITURE BUDGET SUMMARY**

	Final Budget 2008-2009	Revised Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
<b>Planning and Development</b>					
50601 Land Use Boards	\$ 17,125	\$ 8,250	-51.82%	\$ 10,400	26.06%
50604 Economic Development	135,709	8,910	-93.43%	13,900	56.00%
50605 Code Enforcement	97,077	152,700	57.30%	158,750	3.96%
50606 Town Planner	114,545	117,855	2.89%	125,200	6.23%
50608 Windham Historic District	500	100	-80.00%	500	400.00%
<b>Total Planning and Development</b>	<u>364,956</u>	<u>287,815</u>	<u>-21.14%</u>	<u>308,750</u>	<u>7.27%</u>
<b>Capital Projects</b>					
50701 Capital Projects	<u>98,495</u>	<u>82,179</u>	<u>-16.57%</u>	<u>80,877</u>	<u>-1.58%</u>
<b>Debt Service</b>					
50702 Debt Service	<u>3,259,456</u>	<u>2,943,440</u>	<u>-9.70%</u>	<u>2,843,508</u>	<u>-3.40%</u>
<b>Sundry</b>					
50703 Fringe Benefits	583,830	644,870	10.46%	680,060	5.46%
50704 Risk Management	132,500	132,500	0.00%	132,500	0.00%
50706 Town Contingency	498,744	48,570	-90.26%	130,000	167.65%
50707 Interfund Transfers Out	519,780	338,285	100.00%	568,490	68.05%
<b>Total Sundry</b>	<u>1,734,854</u>	<u>1,164,225</u>	<u>-32.89%</u>	<u>1,511,050</u>	<u>29.79%</u>
<b>Total General Gov't Budget</b>	<u>\$ 14,220,977</u>	<u>\$ 12,816,326</u>	<u>-9.88%</u>	<u>\$ 13,225,506</u>	<u>3.19%</u>

**Town of Windham, Connecticut**  
**Adopted Town General Government Expenditure Budget Organization Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Town General Government</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 6,008,704	\$ 5,732,035	\$ 5,975,980	45.19%
Contractual Services	3,113,731	3,188,062	3,308,096	25.01%
Commodities	485,921	492,075	398,305	3.01%
Capital Expenditures	103,554	104,929	132,127	1.00%
Interfund Transfers Out	740,706	338,285	568,490	4.30%
Total Operating Expenditures	<u>10,452,616</u>	<u>9,855,386</u>	<u>10,382,998</u>	<u>78.51%</u>
<b>Non-Operating Expenditures</b>				
Debt Service	3,048,230	2,942,440	2,842,508	21.49%
Total Non-Operating Expenditures	<u>3,048,230</u>	<u>2,942,440</u>	<u>2,842,508</u>	<u>21.49%</u>
<b>Total Town General Government</b>	<u>\$ 13,500,846</u>	<u>\$ 12,798,326</u>	<u>\$ 13,225,506</u>	<u>100.00%</u>
Percentage increase/(decrease)		<u><u>-5.20%</u></u>	<u><u>3.34%</u></u>	



**Town of Windham, Connecticut**  
**Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Town General Government</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 3,615,152	\$ 3,286,200	\$ 3,481,000	26.32%
102	Part-time payroll	113,949	121,250	130,500	0.99%
103	Overtime	244,632	224,790	185,150	1.40%
104	Longevity	35,900	30,800	32,000	0.24%
105	Temporary wages	80,566	69,780	70,380	0.53%
108	Life insurance	8,063	9,395	8,750	0.07%
109	Workers' compensation	149,183	179,810	200,000	1.51%
110	Medical insurance	1,117,646	1,119,910	1,162,400	8.79%
112	Town pension contribution	322,175	375,000	375,000	2.84%
114	FICA/Medicare	302,093	275,100	290,800	2.20%
115	Retirement benefits	-	20,000	20,000	0.15%
116	Bonus payments	19,345	20,000	20,000	0.15%
119	Educational reimbursements	-	-	-	0.00%
Total Personnel Expenditures		6,008,704	5,732,035	5,975,980	45.19%
<b>Contractual Services</b>					
201	Surveyor & drafters	6,020	3,000	3,000	0.02%
202	Financial & accounting	81,902	89,100	90,600	0.69%
203	Legal - Town Attorney	46,235	30,000	30,000	0.23%
203	Legal - Charter Revision	-	-	-	0.00%
204	Data processing	6,478	13,245	16,055	0.12%
204	Legal - FOI & extra. legal fees	473	500	500	0.00%
205	Municipal insurance	126,500	132,500	132,500	1.00%
206	Indexing & recording	21,252	16,550	21,046	0.16%
207	Other professional services	69,865	69,600	70,000	0.53%
207	WRCC - Veteran's Services	45,600	44,600	44,600	0.34%
207	North Central District Health	91,430	94,002	95,620	0.72%
208	Collection costs	-	-	-	0.00%
209	Professional affiliations	36,326	35,000	51,000	0.39%
210	Senior citizen programs	1,816	3,250	3,250	0.02%
211	Travel, meetings & training	18,506	10,200	36,200	0.27%
212	Hauling fees	31,056	36,000	36,000	0.27%
213	Garbage collection contracts	563,431	593,587	554,000	4.19%
214	Telephone	39,808	48,450	49,800	0.38%
215	Telephone - FM	1,683	3,400	3,200	0.02%
215	Postage	41,474	60,100	60,120	0.45%
217	Electricity	406,166	396,000	391,000	2.96%
218	Heating fuel	88,479	112,750	94,750	0.72%
219	Sewer & water charges	10,872	15,400	7,900	0.06%
220	Windham Free Library	15,005	5,000	8,000	0.06%
221	Advertising & publications	30,014	31,416	34,631	0.26%
222	Building rentals	1,250	2,500	2,500	0.02%

**Town of Windham, Connecticut**  
**Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Town General Government</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Contractual Services (Continued)</b>					
223	Equipment rentals	\$ 27,692	\$ 60,350	\$ 57,500	0.43%
224	Uniform rentals	3,566	4,000	4,000	0.03%
226	WRTD - ADA compliance	32,116	15,000	15,000	0.11%
227	Community services	3,621	10,000	6,000	0.05%
229	Gen assistance - non reimbursable	23	500	500	0.00%
230	Unemployment compensation	20,608	50,000	65,000	0.49%
232	Bonds - principal	2,091,922	2,085,950	2,085,948	15.77%
233	Bonds - interest	956,308	856,490	756,560	5.72%
234	Annual report	1,500	2,500	2,000	0.02%
236	WRTD - Dial-A-Ride	48,462	48,462	48,462	0.37%
237	VNA East, Inc.	863	-	-	0.00%
238	United Services	4,894	-	-	0.00%
239	Windham Hospital Paramedics	55,000	50,000	50,000	0.38%
240	McSweeney Center	40,850	36,765	43,000	0.33%
241	Community Companion Services	4,750	-	5,000	0.04%
243	WRTD - Fixed Route	23,922	23,922	23,922	0.18%
245	American Legion - NEW	15,000	-	-	0.00%
246	Relocation expense	3,735	5,000	5,000	0.04%
247	Moving expense	2,160	1,500	2,700	0.02%
251	Payment to Southeast Project	366,333	-	-	0.00%
252	Aid to private schools	40,128	50,000	45,000	0.34%
255	Energy efficiency	-	-	-	0.00%
259	Sexual Assault Crisis Ctr of Eastern CT	12,711	5,000	5,000	0.04%
261	WRCC - Youth Service Bureau	27,986	25,000	25,000	0.19%
264	Permit fees	400	800	800	0.01%
266	Service contracts	124,038	90,260	130,210	0.98%
268	Meals	9,596	8,000	8,000	0.06%
270	Demolition & security	11,381	26,000	1,000	0.01%
271	TVCCA elderly nutrition	8,550	8,550	14,687	0.11%
272	Windham Boxing Club	1,421	-	-	0.00%
273	Willimantic Midget Football	-	1,000	1,000	0.01%
274	Willimantic Little League	1,421	1,000	1,000	0.01%
275	Bigg Play	2,375	1,000	1,000	0.01%
277	Dog damage	-	150	150	0.00%
279	Refunds to State of CT	-	-	1,500	0.01%
279	Windham Arts Collaborative	1,425	1,000	1,000	0.01%
280	Outside contractors	134,705	148,240	140,350	1.06%
281	Guilford Smith Mem. Library	15,005	5,000	8,000	0.06%
283	Town contingency	(6,708)	48,570	130,000	0.98%
285	Windham Textile Museum	-	15,000	15,000	0.11%
286	3rd Thursday	-	1,000	1,000	0.01%
287	NECASA	484	-	-	0.00%
288	WRCC - Juvenile Review Board	3,388	1,500	1,500	0.01%

**Town of Windham, Connecticut**  
**Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Town General Government</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Contractual Services (Continued)</b>					
289	Holy Family Shelter	2,755	2,755	2,755	0.02%
290	Legal - labor matters	\$ 55,523	\$ 25,000	\$ 25,000	0.19%
291	Tipping & disposal fees	193,148	529,300	545,000	4.12%
292	Legal - planning & develop	3,132	4,000	4,000	0.03%
293	Legal - suits & settlements	-	5,000	5,000	0.04%
295	Regional household waste ctr	10,722	10,688	10,688	0.08%
296	Legal - tax matters	19,809	15,000	15,000	0.11%
299	Miscellaneous	3,600	5,100	5,100	0.04%
	<b>Total Contractual Services</b>	<b>6,161,961</b>	<b>6,130,502</b>	<b>6,150,604</b>	<b>46.51%</b>
<b>Commodities</b>					
301	Office supplies	23,049	32,920	32,925	0.25%
302	Gas & diesel fuel	132,908	94,025	99,775	0.75%
303	Uniform purchases	1,582	1,150	1,150	0.01%
304	Custodial supplies	8,467	10,800	10,000	0.08%
305	Safety equipment	8,178	7,950	7,450	0.06%
306	Vehicle repairs	58,028	60,000	60,000	0.45%
307	Hand tools	4,377	6,000	5,000	0.04%
308	Electrical supplies	413	600	600	0.00%
309	Major equipment repair parts	73,739	80,800	80,800	0.61%
310	Alarm repairs	3,651	3,605	3,750	0.03%
311	Traffic control signs	6,372	10,000	11,000	0.08%
313	Sand, salt & paving materials	90,123	110,000	-	0.00%
314	Office furnishings & equipment	5,233	3,100	4,500	0.03%
315	Ground supplies	7,608	13,000	15,600	0.12%
316	Library materials & supplies	4,327	8,000	8,000	0.06%
317	Books & subscriptions	42,170	32,750	38,230	0.29%
318	Photo equipment	-	-	-	0.00%
320	Chemicals	1,609	1,875	1,875	0.01%
322	Miscellaneous supplies	2,929	4,425	4,100	0.03%
323	Team sponsorship	2,244	1,800	1,800	0.01%
327	Conservation & recycling mat.	1,933	2,000	2,000	0.02%
329	Building supplies	4,417	4,525	6,500	0.05%
330	Computer commodities	62	250	1,250	0.01%
331	Fuel tank supplies	2,502	2,500	2,000	0.02%
	<b>Total Commodities</b>	<b>485,921</b>	<b>492,075</b>	<b>398,305</b>	<b>3.01%</b>

**Town of Windham, Connecticut**  
**Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Town General Government</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Commodities (Continued)</b>				
<b>Capital Expenditures</b>				
401 Buildings & improvements	\$ 13,445	\$ 5,750	\$ 750	0.01%
402 Equipment	19,343	31,257	41,257	0.31%
403 Vehicles	39,343	65,922	64,620	0.49%
413 Improvements other than building	31,423	2,000	25,500	0.19%
Total Capital Expenditures	<u>103,554</u>	<u>104,929</u>	<u>132,127</u>	<u>1.00%</u>
<b>Interfund Transfers Out</b>				
990 Interfund transfer out - Kramer	224,070	115,000	115,000	0.87%
993 Interfund transfer out - Rec. rev.	100,000	100,000	60,000	0.45%
994 Interfund transfer out - Revaluation	25,000	-	25,000	0.19%
997 Interfund transfer out - Ambulance	156,636	113,285	338,490	2.56%
998 Interfund transfer out - Grant match	10,000	10,000	30,000	0.23%
999 Interfund transfer out - RCIP	225,000	-	-	0.00%
Total Interfund Transfers Out	<u>740,706</u>	<u>338,285</u>	<u>568,490</u>	<u>4.30%</u>
<b>Total Town General Government</b>	<u>\$ 13,500,846</u>	<u>\$ 12,798,326</u>	<u>\$ 13,225,506</u>	<u>100.00%</u>
		Percentage increase/(decrease)	<u>3.34%</u>	
			<u>-5.20%</u>	

**Town of Windham, Connecticut**  
**Adopted General Government Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>General Government</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 1,087,734	\$ 1,118,920	\$ 1,188,000	47.24%
102	Part-time payroll	47,424	48,750	47,500	1.89%
103	Overtime	47,464	36,740	23,100	0.92%
104	Longevity	8,600	9,200	9,200	0.37%
105	Temporary wages	27,055	16,880	16,880	0.67%
108	Life insurance	3,339	4,435	3,700	0.15%
110	Medical insurance	340,583	313,320	327,200	13.01%
114	FICA/Medicare	87,861	94,320	97,300	3.87%
Total Personnel Expenditures		<u>1,650,060</u>	<u>1,642,565</u>	<u>1,712,880</u>	<u>68.12%</u>
<b>Contractual Services</b>					
202	Financial & accounting	81,902	89,100	90,600	3.60%
203	Legal - Town Attorney	46,235	30,000	30,000	1.19%
203	Legal - Charter Revision	-	-	-	0.00%
204	Data processing	6,478	13,245	16,055	0.64%
204	Legal - FOI & extra. legal fees	473	500	500	0.02%
206	Indexing & recording	21,252	16,550	21,046	0.84%
207	Other professional services	218	8,600	8,500	0.34%
208	Collection costs	-	-	-	0.00%
209	Professional affiliations	35,047	35,000	50,000	1.99%
211	Travel, meetings & training	12,496	10,200	35,200	1.40%
214	Telephone	30,764	39,450	40,800	1.62%
215	Postage	41,474	60,100	60,120	2.39%
217	Electricity	40,929	45,000	45,000	1.79%
218	Heating fuel	24,089	40,000	30,000	1.19%
219	Sewer & water charges	1,245	2,000	2,000	0.08%
221	Advertising & publications	17,506	21,441	21,156	0.84%
222	Building rentals	1,250	2,500	2,500	0.10%
223	Equipment rentals	17,873	60,350	56,500	2.25%
227	Community services	3,521	10,000	5,000	0.20%
234	Annual report	1,500	2,500	2,000	0.08%
247	Moving expense	2,160	1,500	2,700	0.11%
252	Aid to private schools	40,128	50,000	45,000	1.79%
266	Service contracts	69,212	49,910	83,910	3.34%
268	Meals	3,265	2,000	2,000	0.08%
280	Outside contractors	45,698	44,950	38,950	1.55%
290	Legal - labor matters	55,523	25,000	25,000	0.99%
292	Legal - planning & develop	3,132	4,000	4,000	0.16%
293	Legal - suits & settlements	-	5,000	5,000	0.20%
296	Legal - tax matters	19,809	15,000	15,000	0.60%
299	Miscellaneous	1,983	3,000	3,000	0.12%
Total Contractual Services		<u>625,162</u>	<u>686,896</u>	<u>741,537</u>	<u>29.49%</u>

**Town of Windham, Connecticut**  
**Adopted General Government Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>General Government</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Commodities</b>					
301	Office supplies	\$ 18,542	\$ 26,795	\$ 25,700	1.02%
304	Custodial supplies	1,233	1,500	1,500	0.06%
307	Hand tools	-	-	-	0.00%
310	Alarm repairs	155	105	250	0.01%
314	Office furnishings & equipment	795	3,100	4,500	0.18%
317	Books & subscriptions	1,162	700	1,030	0.04%
329	Building supplies	955	1,000	1,000	0.04%
330	Computer commodities	62	250	1,250	0.05%
Total Commodities		<u>22,904</u>	<u>33,450</u>	<u>35,230</u>	<u>1.40%</u>
<b>Capital Expenditures</b>					
401	Buildings & improvements	12,276	5,000	-	0.00%
402	Equipment	3,087	15,000	25,000	0.99%
Total Capital Expenditures		<u>15,363</u>	<u>20,000</u>	<u>25,000</u>	<u>0.99%</u>
<b>Total General Government</b>		<u>\$ 2,313,489</u>	<u>\$ 2,382,911</u>	<u>\$ 2,514,647</u>	<u>100.00%</u>
Percentage increase/(decrease)			<u>3.00%</u>	<u>5.53%</u>	

**Town of Windham, Connecticut**  
**Adopted Public Safety Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Public Safety</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 152,138	\$ 138,990	\$ 132,000	49.41%
102	Part time payroll			\$ 30,000	11.23%
103	Overtime	6,933	7,500	7,500	2.81%
104	Longevity	900	900	900	0.34%
108	Life insurance	407	450	420	0.16%
110	Medical insurance	53,693	44,600	49,150	18.40%
114	FICA/Medicare	10,352	12,590	13,100	4.90%
	<b>Total Personnel Expenditures</b>	<u>224,423</u>	<u>205,030</u>	<u>233,070</u>	<u>87.24%</u>
<b>Contractual Services</b>					
207	Other professional services	13,629	6,500	5,000	1.87%
209	Professional affiliations	385	-	-	0.00%
211	Travel, meetings & training	348	-	-	0.00%
214	Telephone - EOC	1,726	1,800	1,800	0.67%
215	Telephone - FM	1,683	3,400	3,200	1.20%
218	Heating fuel	2,095	3,000	3,000	1.12%
221	Advertising & publications	788	1,125	1,125	0.42%
223	Equipment rentals	-	-	-	0.00%
277	Dog damage	-	150	150	0.06%
266	Service contracts	470	500	500	0.19%
280	Outside contractors	9,657	22,860	10,000	3.74%
	<b>Total Contractual Services</b>	<u>30,781</u>	<u>39,335</u>	<u>24,775</u>	<u>9.27%</u>
<b>Commodities</b>					
301	Office supplies	926	1,225	1,225	0.46%
302	Gas & diesel fuel	3,658	2,125	3,125	1.17%
303	Uniform purchases	154	150	150	0.06%
305	Safety equipment	119	150	150	0.06%
306	Vehicle repairs	97	-	-	0.00%
309	Equipment repair	3,344	300	300	0.11%
314	Office furnishings & equipment	251	-	-	0.00%
317	Books & subscriptions	1,220	1,250	1,250	0.47%
320	Chemicals	289	375	375	0.14%
322	Miscellaneous supplies	1,035	2,325	2,000	0.75%
	<b>Total Commodities</b>	<u>11,093</u>	<u>7,900</u>	<u>8,575</u>	<u>3.21%</u>
<b>Capital Expenditures</b>					
401	Buildings & improvement	1,169	750	750	0.28%
	<b>Total Capital Expenditures</b>	1,169	750	750	0.28%
	<b>Total Public Safety</b>	<u>\$ 267,466</u>	<u>\$ 253,015</u>	<u>\$ 267,170</u>	<u>100.00%</u>
	Percentage increase/(decrease)		<u>-5.40%</u>	<u>5.59%</u>	

**Town of Windham, Connecticut**  
**Adopted Public Works Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Public Works</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 1,453,761	\$ 1,221,410	\$ 1,307,000	32.99%
103	Overtime	187,617	180,000	154,000	3.89%
104	Longevity	16,925	12,600	12,800	0.32%
105	Temporary wages	3,195	4,000	4,000	0.10%
108	Life insurance	1,185	1,240	1,270	0.03%
110	Medical insurance	414,512	442,730	457,300	11.54%
114	FICA/Medicare	127,272	99,570	106,400	2.69%
Total Personnel Expenditures		<u>2,204,467</u>	<u>1,961,550</u>	<u>2,042,770</u>	<u>51.56%</u>
<b>Contractual Services</b>					
201	Surveyor & drafters	6,020	3,000	3,000	0.08%
207	Other professional services	53,781	52,000	54,000	1.36%
209	Professional affiliations	489	-	-	0.00%
211	Travel, meetings & training	2,496	-	-	0.00%
212	Hauling fees	31,056	36,000	36,000	0.91%
213	Garbage collection contracts	563,431	593,587	554,000	13.98%
214	Telephone	4,365	4,700	4,700	0.12%
217	Electricity	316,463	301,000	296,000	7.47%
218	Heating fuel	10,913	25,000	17,000	0.43%
219	Sewer & water charges	7,586	9,250	1,750	0.04%
221	Advertising & publications	1,857	2,250	2,350	0.06%
223	Equipment rentals	1,920	-	-	0.00%
224	Uniform rentals	3,566	4,000	4,000	0.10%
251	Payment to Southeast Project	366,333	-	-	0.00%
255	Energy efficiency	-	-	-	0.00%
264	Permit fees	400	800	800	0.02%
266	Service contracts	15,000	1,500	6,000	0.15%
268	Meals	6,331	6,000	6,000	0.15%
270	Demolition & security	11,381	26,000	1,000	0.03%
280	Outside contractors	48,626	52,000	57,000	1.44%
291	Tipping & disposal fees	193,148	529,300	545,000	13.76%
295	Regional household waste ctr	10,722	10,688	10,688	0.27%
Total Contractual Services		<u>1,655,884</u>	<u>1,657,075</u>	<u>1,599,288</u>	<u>40.36%</u>
<b>Commodities</b>					
301	Office supplies	344	800	1,750	0.04%
302	Gas & diesel fuel	127,493	90,500	95,000	2.40%
304	Custodial supplies	3,842	4,500	3,500	0.09%
305	Safety equipment	7,428	7,000	6,500	0.16%
306	Vehicle repairs	57,931	60,000	60,000	1.51%
307	Hand tools	4,377	5,900	4,900	0.12%
308	Electrical supplies	413	600	600	0.02%

**Town of Windham, Connecticut**  
**Adopted Public Works Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Public Works</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Commodities (Continued)</b>					
309	Major equipment repair parts	\$ 70,395	\$ 80,500	\$ 80,500	2.03%
310	Alarm repairs	3,496	3,500	3,500	0.09%
311	Traffic control signs	6,372	10,000	11,000	0.28%
313	Sand, salt & paving materials	90,123	110,000	-	0.00%
314	Office furnishings & equipment	2,500	-	-	0.00%
315	Ground supplies	7,608	13,000	15,600	0.39%
317	Books & subscriptions	585	750	750	0.02%
320	Chemicals	-	-	-	0.00%
322	Miscellaneous supplies	1,342	1,500	1,500	0.04%
327	Conservation & recycling mat.	1,933	2,000	2,000	0.05%
329	Building supplies	3,462	3,500	5,500	0.14%
331	Fuel tank supplies	2,502	2,500	2,000	0.05%
	<b>Total Commodities</b>	<u>392,146</u>	<u>396,550</u>	<u>294,600</u>	<u>7.44%</u>
<b>Capital Expenditures</b>					
401	Buildings & improvement	-	-	-	0.00%
402	Equipment	-	-	-	0.00%
413	Improvements other than building	6,323	2,000	25,500	0.64%
	<b>Total Capital Expenditures</b>	<u>6,323</u>	<u>2,000</u>	<u>25,500</u>	<u>0.64%</u>
	<b>Total Public Works</b>	<u>\$ 4,258,820</u>	<u>\$ 4,017,175</u>	<u>\$ 3,962,158</u>	<u>100.00%</u>
	Percentage increase/(decrease)		<u>-5.67%</u>	<u>-1.37%</u>	

**Town of Windham, Connecticut**  
**Adopted Human Services Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Human Services</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 116,469	\$ 114,450	\$ 120,000	21.94%
102	Part-time payroll	-	-	-	0.00%
103	Overtime	81	150	150	0.03%
104	Longevity	1,800	1,800	1,800	0.33%
108	Life insurance	361	400	400	0.07%
110	Medical insurance	30,832	32,250	33,200	6.07%
114	FICA/Medicare	8,667	8,910	9,400	1.72%
	<b>Total Personnel Expenditures</b>	<b>158,210</b>	<b>157,960</b>	<b>164,950</b>	<b>30.16%</b>
<b>Contractual Services</b>					
207	WRCC - Veteran's Services	45,600	44,600	44,600	8.15%
207	North Central District Health	91,430	94,002	95,620	17.48%
209	Professional affiliations	80	-	-	0.00%
211	Travel, meetings & training	770	-	-	0.00%
223	Equipment rentals	-	-	-	0.00%
226	WRTD - ADA compliance	32,116	15,000	15,000	2.74%
229	Gen assistance - non reimbursable	23	500	500	0.09%
236	WRTD - Dial-A-Ride	48,462	48,462	48,462	8.86%
237	VNA East, Inc.	863	-	-	0.00%
238	United Services	4,894	-	-	0.00%
239	Windham Hospital Paramedics	55,000	50,000	50,000	9.14%
240	McSweeney Center	40,850	36,765	43,000	7.86%
241	Community Companion Services	4,750	-	5,000	0.91%
243	WRTD - Fixed Route	23,922	23,922	23,922	4.37%
246	Relocation expense	3,735	5,000	5,000	0.91%
259	Sexual Assault Crisis Ctr of Eastern CT	12,711	5,000	5,000	0.91%
261	WRCC - Youth Service Bureau	27,986	25,000	25,000	4.57%
266	Service contracts	-	-	-	0.00%
271	TVCCA elderly nutrition	8,550	8,550	14,687	2.69%
279	Refunds to State of CT	-	-	1,500	0.27%
280	Outside contractors	-	-	-	0.00%
287	NECASA	484	-	-	0.00%
288	WRCC - Juvenile Review Board	3,388	1,500	1,500	0.27%
289	Holy Family Home & Shelter	2,755	2,755	2,755	0.50%
	<b>Total Contractual Services</b>	<b>408,369</b>	<b>361,056</b>	<b>381,546</b>	<b>69.75%</b>

**Town of Windham, Connecticut**  
**Adopted Human Services Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Human Services</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Commodities</b>					
301	Office supplies	\$ 322	\$ 350	\$ 500	0.09%
302	Gas & diesel fuel	-	-	-	0.00%
314	Office furnishings & equipment	-	-	-	0.00%
317	Books & subscriptions	-	-	-	0.00%
318	Photo equipment	-	-	-	0.00%
	<b>Total Commodities</b>	<u>322</u>	<u>350</u>	<u>500</u>	<u>0.09%</u>
	<b>Total Human Services</b>	<u>\$ 566,901</u>	<u>\$ 519,366</u>	<u>\$ 546,996</u>	<u>100.00%</u>
	Percentage increase/(decrease)		<u>-8.39%</u>	<u>5.32%</u>	

**Town of Windham, Connecticut**  
**Adopted Civic & Cultural Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Civic &amp; Cultural</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 484,802	\$ 510,790	\$ 543,000	45.62%
102	Part-time payroll	66,525	72,500	53,000	4.45%
103	Overtime	599	400	400	0.03%
104	Longevity	5,400	5,400	6,400	0.54%
105	Temporary wages	47,158	44,900	45,500	3.82%
108	Life insurance	1,794	2,095	2,100	0.18%
110	Medical insurance	186,200	207,500	213,200	17.91%
114	FICA/Medicare	43,554	45,760	49,800	4.18%
	<b>Total Personnel Expenditures</b>	<b>836,032</b>	<b>889,345</b>	<b>913,400</b>	<b>76.73%</b>
<b>Contractual Services</b>					
207	Other professional services	2,237	2,500	2,500	0.21%
209	Professional affiliations	300	-	-	0.00%
210	Senior citizen programs	1,816	3,250	3,250	0.27%
211	Travel, meetings & training	75	-	-	0.00%
214	Telephone	2,953	2,500	2,500	0.21%
217	Electricity	48,774	50,000	50,000	4.20%
218	Heating fuel	51,382	44,750	44,750	3.76%
219	Sewer & water charges	2,041	4,150	4,150	0.35%
220	Windham Free Library	15,005	5,000	8,000	0.67%
221	Advertising & publications	895	1,500	1,500	0.13%
223	Equipment rentals	7,899	-	-	0.00%
245	American Legion - NEW	15,000	-	-	0.00%
266	Service contracts	39,356	38,350	39,800	3.34%
272	Windham Boxing Club	1,421	-	-	0.00%
273	Willimantic Midget Football	-	1,000	1,000	0.08%
274	Willimantic Little League	1,421	1,000	1,000	0.08%
275	Bigg Play	2,375	1,000	1,000	0.08%
279	Windham Arts Collaborative	1,425	1,000	1,000	0.08%
280	Outside contractors	30,724	28,430	34,400	2.89%
281	Guilford Smith Mem. Library	15,005	5,000	8,000	0.67%
285	Windham Textile Museum	-	15,000	15,000	1.26%
286	3rd Thursday	-	1,000	1,000	0.08%
299	Miscellaneous	1,597	1,100	1,100	0.09%
	<b>Total Contractual Services</b>	<b>241,701</b>	<b>206,530</b>	<b>219,950</b>	<b>18.48%</b>

**Town of Windham, Connecticut**  
**Adopted Civic & Cultural Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Civic &amp; Cultural</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Commodities</b>					
301	Office supplies	\$ 2,570	\$ 3,000	\$ 3,000	0.25%
302	Gas & diesel fuel	658	500	500	0.04%
303	Uniform purchases	962	800	800	0.07%
304	Custodial supplies	3,392	4,800	5,000	0.42%
305	Safety equipment	631	800	800	0.07%
306	Vehicle repairs	-	-	-	0.00%
314	Office furnishings & equipment	1,546	-	-	0.00%
316	Library materials & supplies	4,327	8,000	8,000	0.67%
317	Books & subscriptions	39,056	30,000	35,000	2.94%
320	Chemicals	1,320	1,500	1,500	0.13%
322	Miscellaneous supplies	552	600	600	0.05%
323	Team sponsorship	2,244	1,800	1,800	0.15%
329	Building supplies	-	25	-	0.00%
Total Commodities		<u>57,258</u>	<u>51,825</u>	<u>57,000</u>	<u>4.79%</u>
<b>Total Civic &amp; Cultural</b>		<u>\$ 1,134,991</u>	<u>\$ 1,147,700</u>	<u>\$ 1,190,350</u>	<u>100.00%</u>
Percentage increase/(decrease)			<u>1.12%</u>	<u>3.72%</u>	

**Town of Windham, Connecticut**  
**Adopted Planning & Development Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Planning &amp; Development</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 320,248	\$ 181,640	\$ 191,000	61.86%
103	Overtime	1,938	-	-	0.00%
104	Longevity	2,275	900	900	0.29%
105	Temporary wages	3,158	4,000	4,000	1.30%
108	Life insurance	917	715	800	0.26%
110	Medical insurance	92,265	79,510	82,350	26.67%
114	FICA/Medicare	24,387	13,950	14,800	4.79%
Total Personnel Expenditures		<u>445,188</u>	<u>280,715</u>	<u>293,850</u>	<u>95.17%</u>
<b>Contractual Services</b>					
201	Vehicle Repair			-	0.00%
207	Other professional services	-	-	-	0.00%
209	Professional affiliations	25	-	1,000	0.32%
211	Travel, meetings & training	2,321	-	1,000	0.32%
221	Advertising & publications	8,968	5,100	8,500	2.75%
223	Equipment rentals	-	-	1,000	0.32%
227	Community services	100	-	1,000	0.32%
Total Contractual Services		<u>11,414</u>	<u>5,100</u>	<u>12,500</u>	<u>4.05%</u>
<b>Commodities</b>					
301	Office supplies	345	750	750	0.24%
303	Uniform purchases	466	200	200	
302	Gas & diesel fuel	1,099	900	1,150	0.37%
307	Hand tools	-	100	100	
314	Office furnishings & equipment	141	-	-	0.00%
317	Books & subscriptions	147	50	200	0.06%
322	Miscellaneous supplies	-	-	-	0.00%
Total Commodities		<u>2,198</u>	<u>2,000</u>	<u>2,400</u>	<u>0.78%</u>
<b>Total Planning &amp; Development</b>		<u>\$ 458,800</u>	<u>\$ 287,815</u>	<u>\$ 308,750</u>	<u>100.00%</u>
Percentage increase/(decrease)			<u>-37.27%</u>	<u>7.27%</u>	

**Town of Windham, Connecticut**  
**Adopted Sundry Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Sundry</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>				
108 Life insurance	\$ 60	\$ 60	\$ 60	0.00%
109 Workers' compensation	149,183	179,810	200,000	13.24%
110 Medical insurance	(439)	-	-	0.00%
112 Town pension contribution	322,175	375,000	375,000	24.82%
114 FICA/Medicare	-	-	-	0.00%
115 Retirement benefits	-	20,000	20,000	1.32%
116 Bonus payments	19,345	20,000	20,000	1.32%
119 Educational reimbursements	-	-	-	0.00%
<b>Total Personnel Expenditures</b>	<b>490,324</b>	<b>594,870</b>	<b>615,060</b>	<b>40.70%</b>
<b>Contractual Services</b>				
205 Municipal insurance	126,500	132,500	132,500	8.77%
230 Unemployment compensation	20,608	50,000	65,000	4.30%
280 Outside contractors	-	-	-	0.00%
283 Town contingency	(6,708)	48,570	130,000	8.60%
<b>Total Contractual Services</b>	<b>140,400</b>	<b>231,070</b>	<b>327,500</b>	<b>21.67%</b>
<b>Interfund Transfers Out</b>				
990 Interfund transfer out - Kramer	224,070	115,000	115,000	7.61%
993 Interfund transfer out - Rec. rev.	100,000	100,000	60,000	3.97%
994 Interfund transfer out - Revaluation	25,000	-	25,000	1.65%
997 Interfund transfer out - Ambulance	156,636	113,285	338,490	22.40%
998 Interfund transfer out - Grant match	10,000	10,000	30,000	1.99%
999 Interfund transfer out - RCIP	225,000	-	-	0.00%
<b>Total Interfund Transfers Out</b>	<b>740,706</b>	<b>338,285</b>	<b>568,490</b>	<b>37.62%</b>
<b>Total Sundry</b>	<b>\$ 1,371,430</b>	<b>\$ 1,164,225</b>	<b>\$ 1,511,050</b>	<b>100.00%</b>

Percentage increase/(decrease) -15.11% 29.79%

**Department Name: Board of Finance    Department #: 50101**

**Mission & Purpose:**

The Board of Finance (BOF) Department is not a Town Department but rather an elected, seven (7) member Board that serves as the financial decision making body for the Town of Windham. The BOF is the final ruling authority, before the citizens of Windham, with regard to the annual budget process. This budget includes expenditures incurred for the annual audit, compilation of the Comprehensive Annual Financial Report (CAFR) and the Annual Report of the Town. In addition, this budget covers minor costs incurred with running the BOF throughout the year.

**Goals & Objectives:**

- Re-design internal controls and procedures to comply with new accounting standards.
- Support level of excellence achieved in receiving Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).

**Accomplishments:**

- Improved the budget process and documentation involved in this process.

**Fiscal Notes:**

- Financial & accounting, account number 202, includes the cost of having the Town's Financial Statements audited, and the cost of a study to implement new GASB Statement, Accounting for Post employment Benefits.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50101 Board of Finance</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
105 Temporary wages	\$ 450	\$ 930	\$ 960	\$ 960
Total Personnel Expenditures	<u>450</u>	<u>930</u>	<u>960</u>	<u>960</u>
<b>Contractual Services</b>				
202 Financial & accounting	40,820	81,900	87,600	<b>87,600</b>
221 Advertising & publications	117	122	1,000	<b>800</b>
234 Town annual report	-	1,500	2,500	<b>2,000</b>
Total Contractual Services	<u>40,937</u>	<u>83,522</u>	<u>91,100</u>	<b>90,400</b>
<b>50101 Total Board of Finance</b>	<u>\$ 41,387</u>	<u>\$ 84,452</u>	<u>\$ 92,060</u>	<u>\$ 91,360</u>
			Percentage increase/(decrease)	<u><u>-0.76%</u></u>

**Mission & Purpose:**

The Town Council Department is not a Town Department but rather an elected, ten (10) member Board, including the Mayor, that serves as the legislative and policymaking body for the Town of Windham. The Town Council is responsible for the oversight of all Town Departments and for maintaining and enforcing the laws of the Town, State, and Federal governments. Finally, the Town Council is charged with promoting the highest quality of life in Windham at the lowest possible cost. Effective November 2009 the Town of Windham form of government changed pursuant to a new Town Charter that was adopted on November 6, 2007.

**Goals & Objectives:**

- Provide responsible, open government while increasing the use of current technology to promote higher participation among the residents of the community.
- Promote the economic growth of the Town of Windham.
- Maintain fiscally responsible government.

**Accomplishments:**

- Passed legislation to implement landlord registry and improve animal ordinances.
- Instituted hiring freeze and mitigated an anticipated shortfall in revenues in the 09-10 budget
- Worked on various initiatives including: improved energy efficiency, façade grants program, and strategic plan.

**Fiscal Notes:**

- Personnel expenditures cover the annual stipend paid to the ten (10) members of the Town Council and the Mayor. The annual stipend of \$1,000 per member is voluntary, however, by Town Ordinance, total amount must be budgeted. The Mayor's salary will be \$5,000.
- Professional affiliations, account number 209, covers the Town's cost for membership in the Windham Chamber of Commerce (\$858), Windham Region Council of Governments (\$16,849), Thread City Development Corporation (\$250), and the Connecticut Conference of Municipalities (\$14,385), and CCJEF (\$750). (Note: The total amount in this line item was moved to 50103-209.
- Advertising and publications, account number 221 decreased.
- Community services, account number 227, includes the cost (personnel, advertisement, equipment and/or supplies) for the following events: Town Cupid (\$240), Chocolate Festival (\$340), Summer Concert Series (\$300), Trick or Treat on Main Street (\$1224), Holiday Parade (\$966.60), Holiday Events (\$178), Holiday Decoration Contest (\$210), Downtown Holiday Pole Lights (\$225), Three Kings Day (\$143), Boombox Parade (\$939.60), Windham Parent Network (\$127), Walking Weekend (\$250), Memorial Day (\$912.60), Veteran's Day/Memorial Day Wreaths (\$709), Victorian Home Show (\$148.52), Jillson Music Festival (\$742.60), Easter Road Race (\$615.56), and Athletic Event (\$170).

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50102 Town Council</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
102 Part time payroll	\$ 12,750	\$ 13,975	\$ 16,250	\$ 15,000
103 Overtime	4,802	6,234	4,500	4,000
114 FICA/Medicare	990	1,105	1,990	1,500
Total Personnel Expenditures	<u>18,542</u>	<u>21,314</u>	<u>22,740</u>	<u>20,500</u>
<b>Contractual Services</b>				
209 Professional affiliations	32,353	33,238	-	-
211 Travel, meetings & training	1,037	489	-	-
221 Advertising & publications	4,718	8,285	5,000	6,000
227 Community services	720	3,521	10,000	5,000
Total Contractual Services	<u>38,828</u>	<u>45,533</u>	<u>15,000</u>	<u>11,000</u>
<b>Commodities</b>				
301 Office supplies	672	164	200	200
Total Commodities	<u>672</u>	<u>164</u>	<u>200</u>	<u>200</u>
<b>50102 Total Board of Selectmen</b>	<u>\$ 58,042</u>	<u>\$ 67,011</u>	<u>\$ 37,940</u>	<u>\$ 31,700</u>
			Percentage increase/(decrease)	<u>-16.45%</u>

## **Department Name: Municipal Administration Department #: 50103**

### **Mission & Purpose:**

The Municipal Administration Department comprises the Town Manager's Office, which includes the Town Manager, Executive Administrator/Personnel Director and Executive Secretary. Our mission is to address the requests, needs and concerns of all that contact the office. Clerical assistance is provided to the Town Council and other municipal boards, commissions and committees. The Town Manager is responsible for the overall management and administration of the municipal budget and employees.

### **Goals & Objectives:**

- Respond to the needs and concerns of the public and address each issue to some closure.
- Give technical and clerical assistance to the Town Council and any board or commission as necessary to continue the formulation of municipal policies.
- Follow all Federal, State and local statutes, laws and ordinances.
- Follow and inform Town residents of Town ordinances and State statutes upon request.
- Promote inter-department communication and relations via staff meetings and training.
- Maintain Town cemetery records.
- Identify and secure funds from outside of the municipal tax base to achieve municipal goals.
- Operate Town functions with sound fiscal principles.

### **Accomplishments:**

- Enhanced the community access to grant and bonding funds for which it is eligible from State and Federal agencies.
- implemented a coordinated strategy of technology implementation, maintenance, and replacement.

### **Fiscal Notes:**

- Personnel expenses cover two (2) full-time employees plus 50% of the full-time Executive Administrator/Personnel Director shared with the Personnel Department #50120.
- Line item 209, 211 and 314 has a large increase due to action taken by the previous Board of Selectmen.. The board centralized those specific line items under Municipal Administration.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50103 Municipal Administration</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 202,683	\$ 178,289	\$ 215,270	\$ 223,000
103 Overtime	-	-	-	-
104 Longevity	1,450	950	950	950
108 Life insurance	514	586	820	630
110 Medical insurance	56,509	48,402	47,590	52,300
114 FICA/Medicare	15,213	13,405	16,550	17,200
Total Personnel Expenditures	<u>276,369</u>	<u>241,632</u>	<u>281,180</u>	<u>294,080</u>
<b>Contractual Services</b>				
211 Travel, meetings & training	434	263	10,200	35,200
209 Professional affiliations	-	-	35,000	50,000
221 Advertising, & publications	-	-	-	-
223 Equipment rentals	2,438	-	-	-
266 Service Contracts	5,000	-	-	-
Total Contractual Services	<u>7,872</u>	<u>263</u>	<u>45,200</u>	<u>85,200</u>
<b>Commodities</b>				
301 Office supplies	475	285	300	300
314 Office furnishings & equipment	387	-	3,100	2,500
Total Commodities	<u>862</u>	<u>285</u>	<u>3,400</u>	<u>2,800</u>
<b>50103 Total Municipal Administration</b>	<u><u>\$ 285,103</u></u>	<u><u>\$ 242,180</u></u>	<u><u>\$ 329,780</u></u>	<u><u>\$ 382,080</u></u>
Percentage increase/(decrease)				<u><u>15.86%</u></u>

**Department Name:**                    **Finance/Treasury**      **Department #:** **50104**

**Mission & Purpose:**

The Finance/Treasury Department is responsible for maintaining all Town financial records in accordance with “Generally Accepted Accounting Principles” (GAAP). The Department maintains approximately ninety (90) different funds including the Windham Water Works, Water Pollution Control Facility, and Ambulance Department funds. In addition to payroll, accounts payable, cash receipts, investments and general ledger maintenance, Town and WSD grants financial administration and reporting, rehabilitation loan account maintenance and budget preparation. The Department is now also responsible for the pricing and administration of all Town insurances.

**Goals & Objectives:**

- Long-term goals include the consolidation funds to help improve the annual audit and budget processes as well as increased public access to information.
- Create an accurate and dependable fixed asset database.
- Create a Comprehensive Annual Financial Report (CAFR).

**Accomplishments:**

- Converted from fully insured to self insured dental plan resulting in a savings to the Town and Board of Education without changing plan design.
- Completed actuarial valuation of the Town of Windham’s post-retirement benefits other than pension (OPEB).

**Fiscal Notes:**

- Personnel expenditures cover four (4) full-time employees, one (1) part-time employee plus 10% of the Town Clerk/Treasurer’s full-time salary shared with the Town Clerk/Recording Department #50108.
- Service contracts, account number 266 pertains to a service contract on the general ledger computer system.

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<b>50104 Finance/Treasury</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 194,412	\$ 231,972	\$ 250,130	<b>\$ 263,000</b>
103 Overtime	7,396	26,177	20,000	<b>8,500</b>
104 Longevity	1,425	1,500	1,700	<b>1,700</b>
108 Life insurance	614	648	830	<b>790</b>
110 Medical insurance	63,818	81,134	63,780	<b>67,800</b>
114 FICA/Medicare	15,600	19,642	20,800	<b>20,900</b>
Total Personnel Expenditures	<u>283,265</u>	<u>361,073</u>	<u>357,240</u>	<b>362,690</b>
<b>Contractual Services</b>				
202 Financial & accounting	10,000	2	1,500	<b>3,000</b>
209 Professional affiliations	65	130	-	<b>-</b>
211 Travel, meetings & training	693	150	-	<b>-</b>
223 Equipment rentals	2,065	-	-	<b>-</b>
266 Service contracts	2,923	17,918	10,320	<b>10,500</b>
280 Outside contractors	-	-	-	<b>-</b>
Total Contractual Services	<u>15,746</u>	<u>18,200</u>	<u>11,820</u>	<b>13,500</b>
<b>Commodities</b>				
301 Office supplies	4,531	2,475	2,750	<b>2,750</b>
314 Office furnishings & equipment	-	-	-	<b>-</b>
317 Books & subscriptions	-	-	-	<b>250</b>
Total Commodities	<u>4,531</u>	<u>2,475</u>	<u>2,750</u>	<b>3,000</b>
<b>50104 Total Finance/Treasury</b>	<u><u>\$ 303,542</u></u>	<u><u>\$ 381,748</u></u>	<u><u>\$ 371,810</u></u>	<u><u>\$ 379,190</u></u>

Percentage increase/(decrease) 1.98%

**Department Name: Tax/Revenue Collection Department #: 50105**

**Mission & Purpose:**

The Windham Revenue Collection Department is responsible for collecting, balancing, and formulating monthly reports for Real Estate, Personal Property, and Motor Vehicle records, approximately 29,000 accounts and \$30,000,000.00 in revenue. We collect and maintain monthly statements for parking tickets and miscellaneous revenue totaling over \$65,000.00 in fiscal year 08/09. The Revenue Department is responsible for balancing, collecting and maintaining all financial records for the Windham Water & Sewer department, approximately 27,000 bills/notices per year and generating over \$5,382,903.00 in revenue last fiscal year.

**Goals & Objectives:**

- I am continuously developing office policy & procedures to enhance the overall tax collection process and audit trail. State Statutes are always changing which impact our office and procedures. As of July 1 2010 the DMV will no longer supply DOB on the MV file, that one procedural change will cost Windham revenue in research and staff time.
- Continue to establish office staffs cross training on both computer systems and daily office functions.
- Improve communication from the office to our taxpayers regarding collection enforcement and payment plan options.
- Presently I am working to establish guidelines for our new live INQ site to be able to process payments for the taxpayers instead of having two sites, we would only use this one.

**Accomplishments:**

- I have created a payment plan form for our Town. This procedure tends to generate more work for myself, but the diligent taxpayer does appreciate this option. At this time only about 65% maintain this agreement but at least we have tried everything we can before additional legal fees are attached.
- We are now live online with taxpayer inquiry search capability. This was a long wait and took some work getting to this level but it was well worth the effort. Please check it out...go online [www.windhamct.com](http://www.windhamct.com) and quick link TAXPAYER INQUIRY ONLINE, it is a very user-friendly system; this enhancement will be well received with our residents, Attorneys, banking institutions, etc.
- Fiscal Year 08/09 ended with a 98.0% collection rate for the 10-1-07 adjusted current levy, the highest collection rate in Windham history.

**Fiscal Notes:**

- Personnel expenditures: cover four (4) full-time employees. Expenditures for one (1) employee are covered as part of the interfund transfer from the Windham Water Works and the Water Pollution Control Facility.
- Overtime is not funded but will be requested from contingency if needed.
- Contractual Services: are requirements to maintain the office basic functions and continue education to comply with State laws and practices. We are mandated to publish many legal notices throughout the year.

**Commodities**

- Office Supplies, #301 Expense includes the day to day running of the office; i.e. monthly billing forms, envelopes, printer toner, validator NCR paper and ribbons, calendars, pens, pads etc.
- Office furnishings & equipment, #314 has not been funded for the last three years.

**Town of Windham, Connecticut**  
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<b>50105 Tax/Revenue Collection</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 172,480	\$ 175,722	\$ 181,150	\$ 187,000
102 Part time payroll	18,068	949	-	
103 Overtime	1,691	1,437	70	-
104 Longevity	2,300	1,600	1,600	1,600
108 Life insurance	707	611	820	650
110 Medical insurance	48,673	59,649	56,890	53,700
114 FICA/Medicare	14,721	13,241	13,810	14,500
Total Personnel Expenditures	<u>258,640</u>	<u>253,209</u>	<u>254,340</u>	<u>257,450</u>
<b>Contractual Services</b>				
204 Data processing	5,000	3,000	8,645	11,455
209 Professional affiliations	113	105	-	-
211 Travel, meetings & training	843	700	-	-
221 Advertising & publications	868	1,486	1,800	1,800
266 Service contracts	7,908	10,057	3,690	3,690
280 Outside contractors	4,149	4,349	4,350	4,350
Total Contractual Services	<u>18,881</u>	<u>19,697</u>	<u>18,485</u>	<u>21,295</u>
<b>Commodities</b>				
301 Office supplies	7,987	7,558	6,395	6,800
310 Alarm repairs	-	155	105	250
314 Office furnishings & equipment	-	-	-	-
Total Commodities	<u>7,987</u>	<u>7,713</u>	<u>6,500</u>	<u>7,050</u>
<b>50105 Total Tax/Revenue Collection</b>	<u><u>\$ 285,508</u></u>	<u><u>\$ 280,619</u></u>	<u><u>\$ 279,325</u></u>	<u><u>\$ 285,795</u></u>

Percentage increase/(decrease) 2.32%

**Department Name:**

**Assessor**

**Department #: 50106**

**Mission & Purpose:**

The purpose of the Assessor's office is to discover, list, value, and defend in court, all real estate (7,000 parcels), business personal property (900+ accounts), and motor vehicles (Supplemental and Regular Grand Lists totaling over 19,000 accounts) in a uniform, equitable manner, conforming to State and Federal standards and mandates. The established tax base provides for approximately one-half of the total Town budget; payments in lieu of taxes (PILOT) provide for additional funding. PILOT fund applications are provided largely by the Assessor's office, i.e. values generated and reported for properties owned by the State, Housing Authority, private colleges and hospitals, manufacturing facilities, as well as elderly, veterans and disabled homeowners. The Assessor's office conducts monthly sales ratio analysis reports for the State Office of Policy and Management, while maintaining and updating ownership and mapping records. Assessment information and technical assistance are provided to property owners, attorneys, developers, realtors, other departments and the Board of Assessment Appeals on a frequent and regular basis. Additionally, this office administers several exemption/or tax relief programs, including Elderly/Totally Disabled Homeowners; Veterans & Active Duty Service members; Blind & Totally Disabled property owners; "Freight for Hire" motor vehicles; Farm & Forest Land classifications; Farming Equipment exemptions; Ambulatory Motor Vehicle exemptions; Newly Acquired Manufacturing Equipment; Manufacturing Facility exemptions; Enterprise and Entertainment District exemptions. This office also conducts revaluation projects in accordance with statutory standards and schedules, largely in-house, as opposed to a full contract with a vendor, at very significant savings to the Town.

**Goals & Objectives:**

- Solicit, review, and reconstruct Income and Expense data from commercial property owners.
- Preliminary collection and analysis of residential and commercial sales; delineation of neighborhoods
- Maintain and enhance assessment portion of Town web site.
- Continue 2011 revaluation with Assessor serving as Clerk of Works, with much of project conducted in-house.
- Design informational revaluation brochures for inclusion July 2012 tax bills.
- Conduct public relations program for revaluation via internet, newspaper, presentations, Cable TV
- Install software, convert data and train staff on valuation software; integrate with GIS program
- Provide technical assistance to members of Board of Assessment Appeals in preparation for revaluation
- Continued in-house training of employees for administrative and revaluation duties

**Accomplishments:**

- Designed and implemented Income and Expense Statement program for commercial properties
- Final stage of Town-wide inspection program in preparation for 2011 revaluation.
- Continued sales verification/inspection program for ongoing revaluation effort.
- Successfully defended St. Joseph Living Center tax appeal before the State Supreme Court at Yale Univ., avoiding potential refund exceeding \$800,000
- Processed quadrennial exemption applications
- Enhanced web page
- Second phase of updating prior ownership histories into database
- Final phase of GIS digitized mapping project with WINCOG; assisted with selection of web hosting vendor

**Fiscal Notes:**

- Personnel expenditures cover four (4) full-time, employees: 1 Assessor, 1 Deputy Assessor, and 2 Assessment Assistants. The strategic revaluation in-house plan requires this level of employees; otherwise, the program would need to be contracted with a private company at much higher funding levels. We are struggling this year with current workload. There are two fairly new employees; one is currently on long-term medical absence.

**Town of Windham, Connecticut**  
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<b>50106 Assessor</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 187,811	\$ 211,181	\$ 205,900	<b>\$ 219,000</b>
103 Overtime	8,336	2,516	1,500	-
104 Longevity	2,000	2,100	2,300	<b>2,300</b>
108 Life insurance	738	569	740	<b>720</b>
110 Medical insurance	47,948	55,491	58,280	<b>58,700</b>
114 FICA/Medicare	14,765	15,917	16,050	<b>17,000</b>
Total Personnel Expenditures	<u>261,598</u>	<u>287,774</u>	<u>284,770</u>	<b>297,720</b>
<b>Contractual Services</b>				
204 Data processing	3,200	3,478	4,600	<b>4,600</b>
207 Other professional services	7,900	-	7,000	<b>7,000</b>
209 Professional affiliations	697	775	-	-
211 Travel, meetings & training	3,418	1,658	-	-
221 Advertising & publications	545	690	720	-
266 Service contracts	13,057	15,048	16,500	<b>17,500</b>
280 Outside contractors	8,081	1,398	-	-
Total Contractual Services	<u>36,898</u>	<u>23,047</u>	<u>28,820</u>	<b>29,100</b>
<b>Commodities</b>				
301 Office supplies	3,913	1,197	3,000	<b>3,000</b>
314 Office furnishings & equipment	1,730	795	-	-
317 Books & subscriptions	1,186	863	700	<b>700</b>
Total Commodities	<u>6,829</u>	<u>2,855</u>	<u>3,700</u>	<b>3,700</b>
<b>50106 Total Assessor</b>	<u><u>\$ 305,325</u></u>	<u><u>\$ 313,676</u></u>	<u><u>\$ 317,290</u></u>	<u><u>\$ 330,520</u></u>
Percentage increase/(decrease)				<u><u>4.17%</u></u>

## **Department Name: Board of Assessment Appeals Department #: 50107**

### **Mission & Purpose:**

The Board of Assessment Appeals is an official municipal agency created as the first level of appeal from actions of the Assessor. The Board functions at an intermediary level between the Assessor and the courts. Since members of the Board are generally laymen, the Boards provide taxpayers with the opportunity to be heard by their peers at no expense to themselves. The Board of Assessment Appeals derives its legal authority from the General Statutes, municipal charter or from special acts of the General Assembly.

### **Goals & Objectives:**

- Conduct organizational meetings.
- Review mandated statute and procedural changes.
- Schedule appointments for applicants appealing assessments. Conduct meetings during the month of April in accordance with appointed schedule. Conduct at least one meeting during the month of September for motor vehicle appeals.
- Mail to taxpayer a written or printed notice,
  - a.) Before increasing the taxpayers list or adding to the list the name of any person omitted,
  - b.) After making a supplemental list of any taxable property, which has been omitted by the Assessor.
- File annual reports and minutes of action taken at their meetings.
- Report in writing the final determination of all appeals to each person making an appeal within one week after their determinations have been made.

### **Accomplishments:**

- Conformance to statutory requirements to provide hearing opportunities to aggrieved taxpayers with minimum effect to Grand List totals

**Town of Windham, Connecticut**  
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		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50107	Board of Assessment Appeals	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
105	Temporary wages	\$ 2,600	\$ 2,600	\$ -	\$ -
	Total Personnel Expenditures	<u>2,600</u>	<u>2,600</u>	<u>-</u>	<u>-</u>
<b>Contractual Services</b>					
211	Travel, training & meetings	-	-	-	-
221	Advertising & publications	62	66	200	200
	Total Contractual Services	<u>62</u>	<u>66</u>	<u>200</u>	<u>200</u>
<b>Commodities</b>					
317	Books & subscriptions	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>50107</b>	<b>Total Board of Assessment Appeals</b>	<u>\$ 2,662</u>	<u>\$ 2,666</u>	<u>\$ 200</u>	<u>\$ 200</u>
Percentage increase/(decrease)					<u>0.00%</u>

**Department Name: Town Clerk/Recording      Department #: 50108**

**Mission & Purpose:**

The Town Clerk Department serves as the official records manager for the town while maintaining and distributing all land records, liquor permits, dog licenses, sportsmen licenses, trade names, servicemen discharges, minutes of various boards and commissions, voter records, notary public records, insurance claim notices, freedom of information request, parking permits, passports and photo for passports. Prepare the election and referendum ballots. Tally and verify candidate totals and complete all state reports.

**Goals & Objectives:**

- Provide top-notch service to the public
- Continue historic preservation of records
- Complete painting of vault floor and organization of stored records
- Create an inventory of all records in the vault
- Establish a records management protocol for the entire town
- Update land indexing system (we need to renew our contract, I am now in the process of comparing services and prices of three vendors)
- Re-index survey maps, trade name certificates and servicemen DD2-14s
- Prepare a “Windham Welcome Packet”

**Accomplishments:**

- Recreated files and obtained file cabinets
- Updated boards/commissions on website
- Organized, cleaned and painted a portion of vault

**Fiscal Notes:**

- Personnel expenses cover two (2) full-time Assistant Town Clerks and 90% of the Town Clerk/Treasurer’s full-time salary shared with the Finance/Treasury Department #50104
- 103 overtime is needed during elections in November
- 301 Copy paper for the building is ordered from this line

The state is due to reduce our town conveyance tax from .005 to .0011 June 30, 2010. I recommend that town officials contact legislators and request the continuance of the higher fee.

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**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50108 Town Clerk/Recording</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 203,900	\$ 138,365	\$ 131,080	<b>\$ 146,000</b>
103 Overtime	265	1,228	170	<b>100</b>
104 Longevity	1,875	1,400	1,600	<b>1,600</b>
108 Life insurance	487	439	480	<b>490</b>
110 Medical insurance	44,099	51,660	43,630	<b>48,600</b>
114 FICA/Medicare	16,482	9,708	10,060	<b>11,300</b>
Total Personnel Expenditures	<u>267,108</u>	<u>202,800</u>	<u>187,020</u>	<b>208,090</b>
<b>Contractual Services</b>				
206 Indexing & recording	20,968	18,675	14,000	<b>17,546</b>
209 Professional affiliations	166	167	-	<b>-</b>
211 Travel, meetings & training	-	700	-	<b>-</b>
221 Advertising & publications	354	59	270	<b>355</b>
223 Equipment rentals	2,438	-	-	<b>-</b>
266 Service contracts	-	-	-	<b>-</b>
280 Outside contractors	-	-	-	<b>-</b>
299 Miscellaneous	2,116	1,909	2,000	<b>2,000</b>
Total Contractual Services	<u>26,042</u>	<u>21,510</u>	<u>16,270</u>	<b>19,901</b>
<b>Commodities</b>				
301 Office supplies	7,499	3,163	4,000	<b>4,000</b>
314 Office furnishings & equipment	175	-	-	<b>-</b>
Total Commodities	<u>7,674</u>	<u>3,163</u>	<u>4,000</u>	<b>4,000</b>
<b>50108 Total Town Clerk/Recording</b>	<u><u>\$ 300,824</u></u>	<u><u>\$ 227,473</u></u>	<u><u>\$ 207,290</u></u>	<u><u>\$ 231,991</u></u>

Percentage increase/(decrease) 11.92%

**Department Name:**

**Vital Statistics**

**Department #: 50109**

**Mission & Purpose:**

The Vital Statistics portion of the Town Clerk's Department maintains all birth, death records as well as marriage licenses, and burial permits for the Town of Windham. We serve both experienced and novice genealogists by providing research, certified copies and direction in their search for ancestors.

**Goals & Objectives:**

- Continued restoration of old vital record books
- Recovering and rebinding of vital record books
- Continued re-indexing for old vital records

**Accomplishments:**

- Binding of Vital Record books

**Fiscal Notes:**

- The line items that are currently unexpended will be spent in the spring, 221 & 280

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50109 Vital Statistics</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Contractual Services</b>				
206 Indexing & recording	\$ 323	\$ 668	\$ 100	\$ 500
221 Advertising & publications	182	-	450	-
280 Outside contractors	86	-	100	100
Total Contractual Services	<u>591</u>	<u>668</u>	<u>650</u>	<u>600</u>
<b>Commodities</b>				
301 Office supplies	460	1,186	500	500
314 Office furnishings & equipment	1,689	-	-	-
Total Commodities	<u>2,149</u>	<u>1,186</u>	<u>500</u>	<u>500</u>
<b>50109 Total Vital Statistics</b>	<u>\$ 2,740</u>	<u>\$ 1,854</u>	<u>\$ 1,150</u>	<u>\$ 1,100</u>
Percentage increase/(decrease)				<u><u>-4.35%</u></u>

**Mission & Purpose:**

The Registrar of Voters and Town Clerk Department's maintain the Elections portion of the budget. Its purpose is to plan, direct, and provide service for all elections. The budget covers the cost associated with running all general elections and referendums in the Town of Windham.

**Goals & Objectives:**

- Ensure compliance with all laws and regulations during the elections.
- Arrange for training in our town for moderators.
- Continue to organize election materials for workers and voters.

**Accomplishments:**

- Ran a successful municipal election after reducing the polling places from 5 to 3 and changing two places to one new site.
- Communicated the changes in the polls to the public with the help of all departments in Town Hall, the radio station, and newspaper
- The new staff began to realize the scope of the registrar's job.
- The new staff are becoming acquainted with the computer programs through inputting new voters cards, completing the changes voters asked for on their registration cards, completing the changes sent to the office by the DMV and the State Department of Corrections and diminishing the returned mail and problem card box.
- The new staff became familiar with setting up for an election: testing and securing of voting machines; calling and training poll workers; and choosing and setting up polling places.

**Fiscal Notes:**

- Budget details the costs for one primary, one election, and two referendums using three polling districts for the primary and the election and two polls for the budget referendums. Should more than one of any of these items be needed, additional costs will be incurred and additional funding will be necessary.
- 280 – added \$5,000 to cover the possibility of the cost of paving two handicapped parking spaces at the Franco-American Citizens Club, Inc. This line was reduced \$5,000 by the Town Council.
- 301 – new telephones for the polling places, memory cards and vote-by-phone expenses.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50110 Elections</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
105 Temporary wages	\$ 20,185	\$ 23,525	\$ 15,920	\$ 15,920
Total Personnel Expenditures	<u>20,185</u>	<u>23,525</u>	<u>15,920</u>	<u>15,920</u>
<b>Contractual Services</b>				
214 Telephone	2,409	2,145	1,500	2,000
221 Advertising & publications	9,774	2,438	8,000	8,000
222 Building rentals	1,750	1,250	2,500	2,500
247 Moving expense	2,430	2,160	1,500	2,700
268 Meals	2,751	3,265	2,000	2,000
280 Outside contractors	1,736	4,544	6,000	6,000
Total Contractual Services	<u>20,850</u>	<u>15,802</u>	<u>21,500</u>	<u>23,200</u>
<b>Commodities</b>				
301 Office/election supplies	5,201	1,071	6,000	5,000
Total Commodities	<u>5,201</u>	<u>1,071</u>	<u>6,000</u>	<u>5,000</u>
<b>50110 Total Elections</b>	<u>\$ 46,236</u>	<u>\$ 40,398</u>	<u>\$ 43,420</u>	<u>\$ 44,120</u>
			Percentage increase/(decrease)	<u>1.61%</u>

**Mission & Purpose:**

The Registrar of Voters Department maintains the costs associated with all voter registration roles and complies with State and Federal statutes for elections.

**Goals & Objectives:**

- Complete the filing of registration cards through 1986.
- Remove the cards of deceased voters.
- Complete the 2010 canvas to update the voting list.

**Accomplishments:**

- New staff members became familiar with office procedures.
- Reduced our budget substantially.
- Completed the annual canvas, reviewed neighborhoods, and investigated all memos given from Election Day to ensure the accuracy of the voting roles.
- Corrected all voters with 1800 as their birthdates because of a computer switch.

**Fiscal Notes:**

- 50103 – 209 Conferences – Municipal Administration Budget. The staff in our office is required to attend 10 hours of training each year; the fall and spring conferences count as all or part of the training.
- 314 – We do not have the internet in our office and it may become necessary this year as the businesses we order from and the state are moving away from paper.

**Town of Windham, Connecticut**  
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<b>50111 Registrar of Voters</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
102 Part time payroll	\$ 32,500	\$ 32,500	\$ 32,500	<b>\$ 32,500</b>
114 FICA/Medicare	2,486	2,486	2,500	<b>2,500</b>
Total Personnel Expenditures	<u>34,986</u>	<u>34,986</u>	<u>35,000</u>	<b>35,000</b>
<b>Contractual Services</b>				
207 Other professional services	86	218	600	<b>500</b>
209 Professional affiliations	220	487	-	-
221 Advertising & publications	-	-	-	-
Total Contractual Services	<u>306</u>	<u>705</u>	<u>600</u>	<b>500</b>
<b>Commodities</b>				
301 Office supplies	14	74	2,000	<b>1,000</b>
314 Office furnishings & equipment	-	-	-	-
Total Commodities	<u>14</u>	<u>74</u>	<u>2,000</u>	<b>1,000</b>
<b>50111 Total Registrar of Voters</b>	<u><u>\$ 35,306</u></u>	<u><u>\$ 35,765</u></u>	<u><u>\$ 37,600</u></u>	<u><u>\$ 36,500</u></u>
			Percentage increase/(decrease)	<u><u>-2.93%</u></u>

**Department Name: Legal Counsel**

**Department #: 50112**

**Mission & Purpose:**

The Legal Counsel Department is not a Town Department but rather an activity or portion of the budget used to show the costs associated with ensuring that the legal interests of the Town are protected and maintained in a variety of areas. The funds are used to represent the Town in legal, judicial and administrative matters which include the interpretation of Local, State and Federal laws, labor matters, civil suits, planning, building, zoning, foreclosures and land use legal matters.

**Goals & Objectives:**

- Continue to operate in the same manner as prior years while holding the costs to a minimum.

**Accomplishments:**

- Ongoing labor, building, foreclosures, land user legal matters, and negotiations resolved in a timely fashion.

**Fiscal Notes:**

**Town of Windham, Connecticut**  
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		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50112	Legal Counsel	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
203	Legal - Town Attorney	\$ 33,034	\$ 46,235	\$ 30,000	\$ 30,000
204	F.O.I. & extra. legal fees	-	473	500	500
290	Legal - labor matters	31,688	55,523	25,000	25,000
292	Legal - planning & development	3,910	3,132	4,000	4,000
293	Legal - suits & settlements	-	-	5,000	5,000
296	Legal - tax matters	13,549	19,809	15,000	15,000
299	Miscellaneous	-	-	-	-
	Total Contractual Services	<u>82,181</u>	<u>125,172</u>	<u>79,500</u>	<u>79,500</u>
<b>50112</b>	<b>Total Legal Counsel</b>	<u>\$ 82,181</u>	<u>\$ 125,172</u>	<u>\$ 79,500</u>	<u>\$ 79,500</u>
Percentage increase/(decrease)					<u>0.00%</u>

**Mission & Purpose:**

The Probate Court Department is required by the State of Connecticut General Statutes to meet all the expenditures of the Court of Probate and the District of Windham, as the Court deems necessary. Connecticut Probate Courts handle decedent estates and conservatorship, guardianship and other family matters as specified by statute. They are more user friendly than the Superior Courts.

**Goals & Objectives:**

- To address the needs of all citizens involved in matters of this Court legally, equitably, conscientiously, and expeditiously.

**Accomplishments:**

- The Court has achieved its goals and objectives in this current fiscal year, at very little expenditure to the taxpayers.

**Fiscal Notes:**

- Line #266 has increased due to the Town being a pass thru for the Northeast Regional Children's Probate Court.
- Consolidated probate courts are slated to start operation January 1, 2011. Windham will be combined with Scotland, Chaplin, Hampton, Lebanon and Colchester. It is as yet undecided where the combined court will be physically located and there are decisions yet to be made that will affect the budget.

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		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50113	Probate Court	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
206	Indexing & recording	\$ 1,372	\$ 1,909	\$ 2,450	\$ 3,000
214	Telephone	595	604	750	800
215	Postage	-	70	100	120
223	Equipment rentals	2,065	-	-	-
266	Service contracts	-	-	-	27,820
	Total Contractual Services	<u>4,032</u>	<u>2,583</u>	<u>3,300</u>	<u>31,740</u>
<b>Commodities</b>					
301	Office supplies	546	829	1,000	1,500
314	Office furnishings & equipment	-	-	-	2,000
317	Books & subscriptions	86	-	-	80
	Total Commodities	<u>632</u>	<u>829</u>	<u>1,000</u>	<u>3,580</u>
<b>50113</b>	<b>Total Probate Court</b>	<u>\$ 4,664</u>	<u>\$ 3,412</u>	<u>\$ 4,300</u>	<u>\$ 35,320</u>
Percentage increase/(decrease)					<u>721.40%</u>

**Department Name:** Town Hall **Department #:** 50114

**Mission & Purpose:**

The Town Hall Department provides for shared functions needed to operate the Town Hall. These services are not specific to any other department or activity and include general maintenance, janitorial services, floating clerical services, heating and electricity, and day-to-day operational supplies for Town Hall.

**Goals & Objectives:**

- Maintain a clean and safe environment and where possible, improve conditions at various locations that hold public meetings and day-to-day operations for Town Hall administration.

**Accomplishments:**

- Maintain a safe environment for employees and residents.

**Fiscal Notes:**

- Personnel expenses cover one (1) full-time Custodian and one (1) part-time Bilingual Administrative Aide.
- Account # 266 increased due to service contracts for SIMPLEX, EMCOR (New England Mechanical) and PJ Sprinkler.
- Account # 280 pays for plumbers, electricians and any other contractors performing work at Town Hall.

**Town of Windham, Connecticut**  
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50114	Town Hall	2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 34,241	\$ 53,807	\$ 38,340	\$ 48,000
103	Overtime	9,953	9,872	10,500	10,500
104	Longevity	-	300	300	300
108	Life insurance	144	181	300	140
110	Medical insurance	7,922	17,259	17,850	17,700
114	FICA/Medicare	3,277	4,910	4,930	4,500
	Total Personnel Expenditures	<u>55,537</u>	<u>86,329</u>	<u>72,220</u>	<u>81,140</u>
<b>Contractual Services</b>					
217	Electricity	38,098	40,929	45,000	45,000
218	Heating fuel	33,010	24,089	40,000	30,000
219	Sewer & water charges	1,777	1,245	2,000	2,000
266	Service contracts	-	2,000	3,400	3,400
280	Outside contractors	17,888	20,861	17,000	21,000
	Total Contractual Services	<u>90,773</u>	<u>89,124</u>	<u>107,400</u>	<u>101,400</u>
<b>Commodities</b>					
304	Custodial supplies	1,901	1,233	1,500	1,500
307	Hand tools	114	-	-	-
314	Office furnishings & equipment	-	-	-	-
329	Building supplies	976	955	1,000	1,000
	Total Commodities	<u>2,991</u>	<u>2,188</u>	<u>2,500</u>	<u>2,500</u>
<b>Capital Expenditures</b>					
401	Buildings & improvements	9,136	12,276	5,000	-
	Total Capital Expenditures	<u>9,136</u>	<u>12,276</u>	<u>5,000</u>	<u>-</u>
<b>50114</b>	<b>Total Town Hall</b>	<u>\$ 158,437</u>	<u>\$ 189,917</u>	<u>\$ 187,120</u>	<u>\$ 185,040</u>
Percentage increase/(decrease)					<u>-1.11%</u>

**Mission & Purpose:**

The Central Services Department provides for the costs of such items as telephone and mail operations as well as other centralized costs shared by numerous Town Departments not allocated at this time directly to those Departments. This Department from a budgetary standpoint, will be eliminated in the near future.

**Goals & Objectives:**

- Continue to operate in a cost-efficient manner in order to provide optimum services to Town residents.

**Accomplishments:**

- Purchased, through a lease buyout for one dollar, a folder/inserter postage machine, which reduces the manual task of folding and inserting mailings wherever possible.
- Leased purchased a new postage machine compliant with new Federal mailing regulations.

**Fiscal Notes:**

- Equipment rentals, account number 223 is for leasing of the postage machine.

**Town of Windham, Connecticut**  
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<b>50115 Central Services</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ -	\$ -	\$ -	\$ -
104 Longevity	-	-	-	-
108 Life insurance	-	-	-	-
110 Medical insurance	-	-	-	-
114 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Contractual Services</b>				
208 Collection costs	-	-	-	-
214 Telephone	25,920	25,416	28,000	<b>28,000</b>
215 Postage	41,657	41,404	60,000	<b>60,000</b>
223 Equipment rentals	17,558	17,873	18,000	<b>9,000</b>
266 Service contracts	2,498	15,575	6,000	<b>6,000</b>
299 Miscellaneous	-	74	1,000	<b>1,000</b>
Total Contractual Services	<u>87,633</u>	<u>100,342</u>	<u>113,000</u>	<b>104,000</b>
<b>Commodities</b>				
301 Office supplies	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>50115 Total Central Services</b>	<u><u>\$ 87,633</u></u>	<u><u>\$ 100,342</u></u>	<u><u>\$ 113,000</u></u>	<u><u>\$ 104,000</u></u>
			Percentage increase/(decrease)	<u><u>-7.96%</u></u>

**Department Name: Aid to Private Schools      Department #: 50116**

**Mission & Purpose:**

The Aid to Private Schools Department captures the costs associated with the Town of Windham's acting as a pass-through agency for funding of health services for private schools within the Town, as mandated by State of Connecticut Statute Sec. 10-217A. The Town exercises neither fiscal nor management oversight for these funds. The Windham Board of Education (BOE), who administers the program, provides this budget. Reimbursement is received from the State of Connecticut for a percentage of the budget and is shown as revenue in account number 41003-819.

**Goals & Objectives:**

- To provide health services for children attending non-public schools.

**Accomplishments:**

- Health services for children attending non-public schools have been provided as required by State Statute.

**Fiscal Notes:**

- Budget is based on a State of CT grant shown in revenue line item #41003-819. Any actual costs higher than the grant amount received by the Town are absorbed into the BOE budget.

**Town of Windham, Connecticut**  
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		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50116	Aid to Private Schools	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
252	Aid to private schools	\$ 42,165	\$ 40,128	\$ 50,000	\$ 45,000
	Total Contractual Services	<u>42,165</u>	<u>40,128</u>	<u>50,000</u>	<u>45,000</u>
<b>50116</b>	<b>Total Aid to Private Schools</b>	<u>\$ 42,165</u>	<u>\$ 40,128</u>	<u>\$ 50,000</u>	<u>\$ 45,000</u>
Percentage increase/(decrease)					<u>-10.00%</u>

**Mission & Purpose:**

The Data Processing Department is responsible for maintaining and enhancing Town wide computer systems and providing technical support to Departments with their software/hardware problems. In addition, it ensures the proper retention of electronic data and records to facilitate qualitative and quantitative analysis of municipal information.

**Goals & Objectives:**

- Replacement of obsolete equipment throughout all Departments.
- Further enhance and update the Town's website.
- Replace non-ergonomically correct workstation environments in Town offices.
- Continue the upgrade process of hardware and software in all Town Departments.
- Upgrade all computers to Windows XP Professional Operating System.
- Purchase new backup servers.
- Upgrade Telephone System Town Wide.
- Upgrade and replace networking equipment to provide gigabit data transfer.
- Interconnect all Fire Departments for data exchange.
- Upgrade Channel 13 equipment to accommodate additional media.
- Upgrade and convert Recreation Department Software to Web Based.
- Consolidate office printers and fax machines to High Volume Multifunction Copiers.
- Implement New Servers.

**Accomplishments:**

- Continued support of all software upgrades and version releases.
- Upgraded computer operating systems in Code Enforcement Office.
- Finalized conversion of Water Billing Software.
- Installed new Windows Server at the Fire Department.
- Upgraded Fire Department's reporting software.
- Added remote access for software vendor support.
- Provided hardware support for the Public Library's computers, phones and wireless.
- Converted to vendor provided revaluation assessment data on the Town's website.
- Added network printing capability to the Fire Department.
- Facilitated reconfiguration of Fire Department's technology topography.
- Enhanced Free Wireless Internet at the Public Library.
- Maintained HVAC software and programming.

**Fiscal Notes:**

- Personnel expenses cover one (1) full-time employee.
- Service contracts, account number 266 covers the estimated costs of user and licensing fees required with software purchasing and/or hosting. In addition, any annual maintenance contract costs are included here.
- Outside contractors, account number 280 provides funds for coordinator to out source certain repairs.
- Equipment, account number 402 is for computer and network maintenance and upgrades.

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**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50117	Data Processing	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 57,060	\$ 58,810	\$ 57,660	\$ 61,000
104	Longevity	300	300	300	300
108	Life insurance	144	136	155	140
110	Medical insurance	18,071	20,812	20,850	23,600
114	FICA/Medicare	4,219	4,309	4,440	4,700
	Total Personnel Expenditures	<u>79,794</u>	<u>84,367</u>	<u>83,405</u>	<u>89,740</u>
<b>Contractual Services</b>					
207	Other professional services	-	-	1,000	1,000
211	Travel, meetings & training	2,665	2,657	-	-
214	Telephone	3,381	2,599	9,200	10,000
221	Advertising & publications	-	-	-	-
223	Equipment rentals	-	31,182	42,350	47,500
266	Service contracts	8,950	8,614	10,000	15,000
280	Outside contractors	11,138	14,546	7,500	7,500
	Total Contractual Services	<u>26,134</u>	<u>59,598</u>	<u>70,050</u>	<u>81,000</u>
<b>Commodities</b>					
301	Office supplies	61	7	250	250
330	Computer commodities	975	62	250	250
	Total Commodities	<u>1,036</u>	<u>69</u>	<u>500</u>	<u>500</u>
<b>Capital Expenditures</b>					
402	Equipment	23,941	3,087	15,000	25,000
	Total Capital Expenditures	<u>23,941</u>	<u>3,087</u>	<u>15,000</u>	<u>25,000</u>
<b>50117</b>	<b>Total Data Processing</b>	<u>\$ 130,905</u>	<u>\$ 147,121</u>	<u>\$ 168,955</u>	<u>\$ 196,240</u>
Percentage increase/(decrease)					<u>16.15%</u>

**Mission & Purpose:**

The Charter Revision Department is not a Town Department but rather an appointed Committee, whose charge is to review, update, clarify, and recommend changes, if any, needed to the Town Charter. The Mayor appoints the five (5) member Committee. The Committee must present their findings and recommendations to the Town Council who then vote on adopting any changes and present their recommendations to the Town for final approval.

**Goals & Objectives:**

- Review the Town Charter and determine if any changes are needed.
- Recommend changes to the Town Council.

**Accomplishments:**

- New Town Charter adopted November 2007.

**Fiscal Notes:**

- Budget is a placeholder for expenditure incurred if a new Charter Revision Commission is formed.

**Town of Windham, Connecticut**  
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**As of September 14, 2010**

		2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
<b>50118</b>	<b>Charter Revision</b>				
<b>Personnel Expenditures</b>					
105	Temporary wages	\$ -	\$ -	\$ -	\$ -
	Total Personnel Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Contractual Services</b>					
203	Legal	2,695	-	-	-
221	Advertising & publications	9,907	-	1	1
	Total Contractual Services	<u>12,602</u>	<u>-</u>	<u>1</u>	<u>1</u>
<b>50118</b>	<b>Total Charter Revision</b>	<u>\$ 12,602</u>	<u>\$ -</u>	<u>\$ 1</u>	<u>\$ 1</u>
Percentage increase/(decrease)					<u>0.00%</u>

**Department Name:** Personnel **Department #:** 50120

**Mission & Purpose:**

It is the purpose of the Personnel Department to implement policies and procedures that: result in merit-based hiring and promotion practices; ensure fairness and equitable treatment to applicants and employees; and result in accountability for all employees. The Department is responsible for administering all union contracts, including the handling of grievances, arbitration and negotiations of Town government. The functions and duties of this Department were absorbed primarily by the Municipal Administration Department but all Departments have had a role in this operation.

**Goals & Objectives:**

- Assist in renegotiating open contracts – AFSCME, Teamsters.
- Continue to fully implement an employee evaluation system.

**Accomplishments:**

- Oversaw the hiring of positions, with improved minority recruitment as evidenced by hiring in the following departments: WPCA, Library, Police, and Fire
- Continued to maintain operations with reduced office staffing.

**Fiscal Notes:**

- Personnel expenditures cover 50% of the full-time Personnel Director shared with the Municipal Administration Department #50103.

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<b>50120 Personnel</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 70,450	\$ 39,588	\$ 39,390	\$ 41,000
104 Longevity	450	450	450	450
108 Life insurance	283	169	290	140
110 Medical insurance	25,534	6,176	4,450	4,800
114 FICA/Medicare	5,330	3,138	3,190	3,200
Total Personnel Expenditures	<u>102,047</u>	<u>49,521</u>	<u>47,770</u>	<u>49,590</u>
<b>Contractual Services</b>				
209 Professional affiliations	-	145	-	-
211 Travel, meetings & training	350	5,879	-	-
221 Advertising & publications	5,000	4,360	4,000	4,000
223 Equipment rentals	2,438	-	-	-
280 Outside contractors	-	20,355	10,000	-
Total Contractual Services	<u>7,788</u>	<u>30,739</u>	<u>14,000</u>	<u>4,000</u>
<b>Commodities</b>				
301 Office supplies	461	533	400	400
314 Office furniture & equipment	364	-	-	-
317 Books & subscriptions	346	299	-	-
Total Commodities	<u>1,171</u>	<u>832</u>	<u>400</u>	<u>400</u>
<b>50120 Total Personnel</b>	<u>\$ 111,006</u>	<u>\$ 81,092</u>	<u>\$ 62,170</u>	<u>\$ 53,990</u>
			Percentage increase/(decrease)	<u>-13.16%</u>

## **Department Name: Fire Marshal/Emergency Mgmt Department #:50201**

### **Mission & Purpose:**

The Fire Marshal/Emergency Management Department ensures the public's well being and safety during civil emergencies, such as storms, hurricanes, natural disasters, or acts of terrorism. It also conducts fire safety inspections, issues burning permits and conducts fire investigations on a town-wide basis.

### **Goals & Objectives:**

- To review and update planning documents, an on-going process.
- To develop new plans or annexes to existing plans, to respond to the threat of bio-terrorism and weapons of mass destruction through an all-hazards approach.
- To ensure there is sufficient personal protective equipment (PPE) for all local first responders.
- To conduct/coordinate fire investigations, plan reviews and code compliance inspections as required with personnel of the two (2) service districts.

### **Accomplishments:**

- Updated radio antenna equipment for EOC and will bring internet connection for access to State programs during emergency and for training
- New radio equipment installed and operating for the Three Windham Fire Departments for better radio coverage within the town, also a base station at ECSU for EOC communications
- Purchased radio equipment for all the Town's Shelter locations, including Homeland Security Grant Money and Nuclear Safety Fund
- Will be conducting a Regional Emergency Preparedness Team drill for the Town, along with some table top exercises for our host community duties
- Coordinating fire inspections, investigations and training with all town certified personnel.

### **Fiscal Notes:**

- Personnel expenses cover the stipend paid to the Emergency Management Director. These amounts also include the salary of a full-time, town-wide Fire Marshal, and 25% of the one (1) full-time secretarial salary shared with the Engineering Department #50301, the Building Department #50311, and the Town Planner Department #50606.
- Telephone – Fire Marshal, account #215, relates to the NEXTEL phone that the fire Marshal carries for accountability and communications, as do all the certified Deputy Fire Marshals.
- Outside contractors, account number 280 has been included to permit maintenance of the communications equipment, clothing and to contract out for inspection services or plan reviews as necessary.
- Equipment repairs, account number 309, relates to maintenance of Town equipment for the Fire Marshals office, i.e., computers, tools, camera & electronic gear, etc.
- Books and Subscriptions, account number 317, relates to the NFPA codes and standards, ICC codes and standards and any other news bulletins or magazines to keep current with changes.
- Account #266 is for maintenance agreements for the two (2) light towers purchased through Department Emergency Management & Homeland Security (DEMHS).
- Professional Affiliations include membership in the National Fire Protection Association (NFPA) and International Code Council (ICC) as part of my job description, to administer Safety Codes Town wide.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50201</b>	<b>Fire Marshal/Emer Manage</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 75,760	\$ 77,980	\$ 89,050	\$ 81,000
102	Part time payroll	\$ -	\$ -	\$ -	\$ 12,500
108	Life insurance	278	271	300	280
110	Medical insurance	20,392	23,155	23,000	26,150
114	FICA/Medicare	5,614	5,729	6,820	7,200
	<b>Total Personnel Expenditures</b>	<u>102,044</u>	<u>107,135</u>	<u>119,170</u>	<u>127,130</u>
<b>Contractual Services</b>					
209	Professional affiliations	205	385	-	-
211	Travel, meetings & training	934	318	-	-
214	Telephone - EOC	1,757	1,726	1,800	1,800
215	Telephone - FM	1,512	1,683	3,400	3,200
223	Equipment rentals	902	-	-	-
266	Service contracts	-	470	500	500
280	Outside contractors	2,770	9,357	12,710	3,000
	<b>Total Contractual Services</b>	<u>8,080</u>	<u>13,939</u>	<u>18,410</u>	<u>8,500</u>
<b>Commodities</b>					
301	Office supplies	678	723	850	850
302	Gas & diesel	1,933	1,919	1,000	2,000
306	Vehicle repair parts	18	36	-	-
309	Equipment repair	-	3,344	300	300
314	Office furniture & equipment	298	251	-	-
317	Books & subscription	1,557	1,220	1,250	1,250
399	Miscellaneous commodities	-	-	-	-
	<b>Total Commodities</b>	<u>4,484</u>	<u>7,493</u>	<u>3,400</u>	<u>4,400</u>
<b>50201</b>	<b>Total Fire Marshal/Emer Manage</b>	<u>\$ 114,608</u>	<u>\$ 128,567</u>	<u>\$ 140,980</u>	<u>\$ 140,030</u>
				Percentage increase/(decrease)	<u>-0.67%</u>

**Department Name:**

**Animal Control**

**Department #: 50202**

**Mission & Purpose:**

The Animal Control Department's purpose is to administer and enforce the laws relating to dogs and other domestic animals.

**Goals & Objectives:**

- Answer all queries in a timely manner and document calls.
- Search for unlicensed dogs.
- Work with NECTAR to place dogs in good homes and work with Pet Finders.
- Exercise effective procedures to eliminate the community's exposure to rabies.
- Support State Marshall removing vicious dogs and other animals during evictions, as well as other law enforcement agencies.
- Educate public on appropriate pet care.
- Educate public about cat spay/neuter ordinance.

**Accomplishments:**

- Answered approximately 2,517 complaints.
- Returned seventy-five (75) dogs to their owners.
- Found homes for twenty six (26) dogs.
- Euthanized eighteen (18) dogs, mostly due to viciousness.
- Responded to thirty-two (32) dog bites, issued fourteen (14) infractions, answered forty-seven (47) after hour "call backs", twenty-two (22) of which we needed to immediately.

**Fiscal Notes:**

- Personnel expenses cover one (1) full time and two (2) part-time employees.
- Overtime, 103, represents the cost of all "call backs" and holidays.
- Other professional services, 207, is used for veterinary services.
- Outside contractors, 280, is used for cat services. Currently, the animal control facility is not equipped to hold cats.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

50202	Animal Control	2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 79,047	\$ 74,158	\$ 49,940	\$ 51,000
102	Part time payroll	\$ -	\$ -	\$ 17,500	\$ 17,500
103	Overtime	13,362	6,933	7,500	7,500
104	Longevity	1,000	900	900	900
108	Life insurance	264	136	150	140
110	Medical insurance	26,718	30,538	21,600	23,000
114	FICA/Medicare	6,472	4,623	5,770	5,900
	Total Personnel Expenditures	<u>126,863</u>	<u>117,288</u>	<u>103,360</u>	<u>105,940</u>
<b>Contractual Services</b>					
207	Other professional services	2,196	13,629	6,500	5,000
218	Heating fuel	2,588	2,095	3,000	3,000
211	Travel, meetings & training	-	30	-	-
221	Advertising & publications	488	788	1,125	1,125
277	Dog damage	-	-	150	150
280	Outside contractors	132	300	10,150	7,000
	Total Contractual Services	<u>5,404</u>	<u>16,842</u>	<u>20,925</u>	<u>16,275</u>
<b>Commodities</b>					
301	Office supplies	626	203	375	375
302	Gas & diesel fuel	1,439	1,739	1,125	1,125
303	Uniform purchases	160	154	150	150
305	Safety equipment	119	119	150	150
306	Vehicle repair parts	620	61	-	-
320	Chemicals	-	289	375	375
322	Miscellaneous supplies	1,089	1,035	2,325	2,000
	Total Commodities	<u>4,053</u>	<u>3,600</u>	<u>4,500</u>	<u>4,175</u>
<b>Capital Expenditures</b>					
401	Buildings & improvements	-	1,169	750	750
	Total Capital Expenditures	-	1,169	750	750
<b>50202</b>	<b>Total Animal Control</b>	<u>\$ 136,320</u>	<u>\$ 138,899</u>	<u>\$ 129,535</u>	<u>\$ 127,140</u>

Percentage increase/(decrease) -1.85%

**Mission & Purpose:**

The Engineering Department provides and oversees all Town engineering/construction activities and provides services to various Town Departments and Boards.

**Goals & Objectives:**

- Continue Roadway Paving Program
- Continue Sidewalk Replacement Program
- Clean and Cement Line Water Mains Summit Street
- Complete Four Energy Projects Funded by Stimulus Funding

**Accomplishments:**

- Resurfaced 1.1 miles of roads.
- Replaced sidewalks Windham Center, High Street, and Main Street.
- Cleaned and cement lined water mains on six streets
- Completed renovation project for town hall auditorium

**Fiscal Notes:**

- Personnel expenses cover the full-time Town Engineer and 25% of the one (1) full-time secretarial salary shared with the Fire Marshal/Emergency Management Department #50201, the Building Department #50311, and the Town Planner Department #50606.
- Other professional services, account number 207 relates to the required cost of post-closure landfill monitoring.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50301	Engineering	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 102,016	\$ 103,160	\$ 101,230	\$ 107,000
104	Longevity	700	700	700	700
108	Life insurance	388	355	370	370
110	Medical insurance	8,305	9,368	9,800	10,300
114	FICA/Medicare	7,816	8,031	7,800	8,300
	Total Personnel Expenditures	<u>119,225</u>	<u>121,614</u>	<u>119,900</u>	<u>126,670</u>
<b>Contractual Services</b>					
201	Surveyors & drafters	6,915	6,020	3,000	3,000
207	Other professional services	42,114	40,033	43,000	45,000
209	Professional affiliations	225	225	-	-
211	Travel, meetings & training	75	10	-	-
221	Advertising & publications	878	550	550	550
223	Equipment rentals	902	-	-	-
255	Energy efficiency	-	-	-	-
280	Outside contractors-Natchaug	-	-	-	-
	Total Contractual Services	<u>51,109</u>	<u>46,838</u>	<u>46,550</u>	<u>48,550</u>
<b>Commodities</b>					
301	Office supplies	229	158	300	250
302	Gas & diesel fuel	-	-	500	-
306	Vehicle repair parts	750	-	-	-
314	Office furnishings & equipment	-	-	-	-
	Total Commodities	<u>979</u>	<u>158</u>	<u>800</u>	<u>250</u>
<b>50301</b>	<b>Total Engineering</b>	<u>\$ 171,313</u>	<u>\$ 168,610</u>	<u>\$ 167,250</u>	<u>\$ 175,470</u>
Percentage increase/(decrease)					<u>4.91%</u>

**Department Name: Roads and Drainage      Department #: 50302**

**Mission & Purpose:**

The purpose of the Roads and Drainage Department is to ensure public safety by maintaining approximately ninety (90) miles of roads. This is accomplished through street sweeping, patching, roadside mowing, drainage improvements, cleaning catch basins and leaf collection.

**Goals & Objectives:**

- Continue to work with enforcement personnel to clean up areas of town
- Assist in the beautification of our streets and neighborhoods
- To replace one employee
- To replace equipment

**Accomplishments:**

- Continued standard road maintenance despite loss of three (3) employees

**Fiscal Notes:**

- Personnel expenses cover ten (10) full-time employees
- Hand tools account pays for rakes for leaf collection and other miscellaneous tools
- Added Misc. Supply account for road supplies/non-tools
- Town Road Aid to fund paving materials for fiscal year 2010-2011

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

50302	Roads & Drainage	2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 501,464	\$ 529,423	\$ 403,800	\$ 417,000
103	Overtime	45,197	36,128	35,000	30,000
104	Longevity	7,400	8,250	4,500	3,900
108	Life insurance	-	-	-	-
110	Medical insurance	163,379	154,226	163,250	164,000
114	FICA/Medicare	48,483	47,528	33,850	34,900
	Total Personnel Expenditures	<u>765,923</u>	<u>775,555</u>	<u>640,400</u>	<u>649,800</u>
<b>Contractual Services</b>					
221	Advertising & publications	469	-	-	-
266	Service contracts	-	-	-	-
	Total Contractual Services	<u>469</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Commodities</b>					
301	Misc supplies	-	-	-	1,000
307	Hand tools	2,878	3,300	3,500	2,500
313	Paving materials	38,722	40,123	35,000	-
	Total Commodities	<u>41,600</u>	<u>43,423</u>	<u>38,500</u>	<u>3,500</u>
<b>Capital Expenditures</b>					
402	Equipment	-	-	-	-
413	Improvements other than building	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>50302</b>	<b>Total Roads &amp; Drainage</b>	<u>\$ 807,992</u>	<u>\$ 818,978</u>	<u>\$ 678,900</u>	<u>\$ 653,300</u>

Percentage increase/(decrease) -3.77%

**Department Name: Machinery & Equipment Department #: 50303**

**Mission & Purpose:**

The Machinery and Equipment Department maintains and repairs approximately sixty-five (65) pieces of Public Works equipment and approximately twenty-five (25) pieces of Police Department equipment. In addition, the Department maintains vehicles for the Recreation Department, the Animal Control Department and three (3) pickup trucks for the Engineering, Planning and Code Enforcement Departments.

**Goals & Objectives:**

- Additional training for the three (3) mechanics

**Accomplishments:**

- Continued air brake training

**Fiscal Notes:**

- Personnel expenses cover two (2) full-time mechanics and one (1) Operator/Mechanic

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50303	Machinery & Equipment	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 154,902	\$ 172,722	\$ 135,250	\$ 139,000
103	Overtime	10,111	9,305	12,000	10,000
104	Longevity	2,500	1,400	1,400	1,900
108	Life insurance	-	-	-	-
110	Medical insurance	48,353	49,504	54,700	48,600
114	FICA/Medicare	13,842	15,723	11,400	11,400
	Total Personnel Expenditures	<u>229,708</u>	<u>248,654</u>	<u>214,750</u>	<u>210,900</u>
<b>Contractual Services</b>					
223	Equipment rentals	-	-	-	-
280	Outside contractors	40,000	31,955	40,000	45,000
	Total Contractual Services	<u>40,000</u>	<u>31,955</u>	<u>40,000</u>	<u>45,000</u>
<b>Commodities</b>					
302	Gas & diesel fuel	94,181	127,493	90,000	95,000
306	Vehicle repair parts	55,320	57,931	60,000	60,000
307	Hand tools	1,276	968	2,000	2,000
309	Major equipment repair parts	84,941	70,395	80,000	80,000
310	Radio & alarm repairs	3,144	3,496	3,500	3,500
320	Chemicals	-	-	-	-
329	Building supplies	-	-	-	-
331	Fuel tank supplies	2,477	2,502	2,500	2,000
	Total Commodities	<u>241,339</u>	<u>262,785</u>	<u>238,000</u>	<u>242,500</u>
<b>Capital Expenditures</b>					
402	Equipment	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>50303</b>	<b>Total Machinery &amp; Equipment</b>	<u>\$ 511,047</u>	<u>\$ 543,394</u>	<u>\$ 492,750</u>	<u>\$ 498,400</u>

Percentage increase/(decrease) 1.15%

**Department Name:**

**Snow Removal**

**Department #: 50304**

**Mission & Purpose:**

The Snow Removal Department ensures public safety by plowing, salting and sanding approximately ninety (90) miles of Town roads, clearing sidewalks and all parking lots in the downtown area and clearing the Windham High School parking lot.

**Goals & Objectives:**

- Continue training on snowplow safety.
- Change from sand/salt mix to treated salt product

**Accomplishments:**

- Trained employees on treated salt product

**Fiscal Notes:**

- Town Road Aid to fund sand & salt materials for fiscal year 2010-2011

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
<b>50304</b>	<b>Snow Removal</b>				
<b>Personnel Expenditures</b>					
103	Overtime	\$ 105,862	\$ 116,740	\$ 115,000	\$ 100,000
	Total Personnel Expenditures	<u>105,862</u>	<u>116,740</u>	<u>115,000</u>	<u>100,000</u>
<b>Contractual Services</b>					
268	Meals	5,331	6,331	6,000	6,000
280	Outside contractors	-	-	-	-
	Total Contractual Services	<u>5,331</u>	<u>6,331</u>	<u>6,000</u>	<u>6,000</u>
<b>Commodities</b>					
305	Safety equipment	-	-	-	-
313	Sand & salt materials	44,863	50,000	75,000	-
	Total Commodities	<u>44,863</u>	<u>50,000</u>	<u>75,000</u>	<u>-</u>
<b>Capital Expenditures</b>					
402	Equipment	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>50304</b>	<b>Total Snow Removal</b>	<u>\$ 156,056</u>	<u>\$ 173,071</u>	<u>\$ 196,000</u>	<u>\$ 106,000</u>
Percentage increase/(decrease)					<u><u>-45.92%</u></u>

**Department Name: Garage Maintenance**

**Department #: 50305**

**Mission & Purpose:**

The Garage Maintenance Department maintains buildings and grounds at the Public Works Department facility.

**Goals & Objectives:**

- Maintain all buildings and grounds at the Public Works Department
- Locate funding to renovate Public Works facility

**Accomplishments:**

- Plan has been developed to repair lower garage

**Fiscal Notes:**

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50305</b>	<b>Garage Maintenance</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ -	\$ -	\$ -	\$ -
103	Overtime	-	-	-	-
104	Longevity	-	-	-	-
108	Life insurance	-	-	-	-
110	Medical insurance	-	-	-	-
114	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Contractual Services</b>					
217	Electricity	9,544	9,399	10,000	<b>10,000</b>
218	Heating fuel	15,000	10,913	25,000	<b>17,000</b>
219	Sewer & water charges	-	-	350	<b>350</b>
280	Outside contractors	4,634	3,091	5,000	<b>5,000</b>
	Total Contractual Services	<u>29,178</u>	<u>23,403</u>	<u>40,350</u>	<u><b>32,350</b></u>
<b>Commodities</b>					
304	Custodial supplies	1,747	1,198	2,000	<b>2,000</b>
307	Hand tools	-	-	-	-
308	Electrical supplies	430	113	200	<b>200</b>
329	Building supplies	1,951	1,495	1,500	<b>1,500</b>
	Total Commodities	<u>4,128</u>	<u>2,806</u>	<u>3,700</u>	<u><b>3,700</b></u>
<b>Capital Expenditures</b>					
401	Buildings & improvement	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>50305</b>	<b>Total Garage Maintenance</b>	<u><u>\$ 33,306</u></u>	<u><u>\$ 26,209</u></u>	<u><u>\$ 44,050</u></u>	<u><u>\$ 36,050</u></u>
				Percentage increase/(decrease)	<u><u>-18.16%</u></u>

**Mission & Purpose:**

The Tree Services Department maintains trees along roadsides, parks, cemeteries, and other Town property.

**Goals & Objectives:**

- To save and replace trees when possible
- Trim overhanging limbs on Town roads
- Remove dead branches and trees when necessary
- To trim trees on Main Street

**Accomplishments:**

- Trimmed and removed threatening or dead trees and limbs as needed

**Fiscal Notes:**

- Replant trees on North Street and stump removal on Church Street, Lewiston Avenue and Jackson Street \$2,000.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50306	Tree Services	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
207	Other professional services	\$ 7,815	\$ 8,325	\$ 5,000	\$ 5,000
	Total Contractual Services	<u>7,815</u>	<u>8,325</u>	<u>5,000</u>	<u>5,000</u>
<b>Capital Expenditures</b>					
402	Equipment			-	-
413	Improvements other than building	-	-	2,000	2,000
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>
<b>50306</b>	<b>Total Tree Services</b>	<u>\$ 7,815</u>	<u>\$ 8,325</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>
Percentage increase/(decrease)					<u>0.00%</u>

**Department Name:**

**Traffic Control**

**Department #: 50307**

**Mission & Purpose:**

The Traffic Control Department maintains all signs, paints lines on roads, crosswalks and parking lots, installs new signs and maintains the three (3) Town owned traffic lights.

**Goals & Objectives:**

- Upgrade traffic light on Valley Street behind Stop and Shop to LED
- Replace electrical box in Milk St. parking lot

**Accomplishments:**

- Continue program to change over all stop signs to break away stop signs

**Fiscal Notes:**

- Replace electrical box in Milk St. parking lot (hit by car, insurance claim denied) \$4,000

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50307	Traffic Control	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
217	Electricity	\$ 21,224	\$ 22,078	\$ 22,000	\$ 22,000
266	Service contracts	1,500	15,000	1,500	6,000
280	Outside contractors	-	-	-	-
	Total Contractual Services	<u>22,724</u>	<u>37,078</u>	<u>23,500</u>	<u>28,000</u>
<b>Commodities</b>					
311	Traffic control signs	10,000	6,372	10,000	11,000
322	Miscellaneous supplies	1,497	1,342	1,500	1,500
	Total Commodities	<u>11,497</u>	<u>7,714</u>	<u>11,500</u>	<u>12,500</u>
<b>Capital Expenditures</b>					
413	Improvements other than building	-	3,423	-	4,000
	Total Capital Expenditures	<u>-</u>	<u>3,423</u>	<u>-</u>	<u>4,000</u>
<b>50307</b>	<b>Total Traffic Control</b>	<u>\$ 34,221</u>	<u>\$ 48,215</u>	<u>\$ 35,000</u>	<u>\$ 44,500</u>
Percentage increase/(decrease)					<u>27.14%</u>

**Department Name: Public Works Administration Department#: 50308**

**Mission & Purpose:**

The Public Works Administration Department details the administration costs of the Public Works Department.

**Goals & Objectives:**

- Continue training and improve procedures for the department
- To improve level of services.

**Accomplishments:**

- Maintained current level of services

**Fiscal Notes:**

- Personnel expenses cover the Superintendent, Assistant Superintendent, and Administrative Aide
- Safety equipment covers all safety equipment for Public Works employees
- Telephone (214) covers costs of cell phones, internet services, and telephones
- Office Supplies (301) line item added

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50308	Public Works Administration	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 178,096	\$ 182,805	\$ 182,510	\$ 189,000
104	Longevity	1,200	1,200	1,400	1,400
108	Life insurance	601	573	600	600
110	Medical insurance	61,305	70,178	70,900	75,700
114	FICA/Medicare	13,191	13,431	13,860	14,600
	Total Personnel Expenditures	<u>254,393</u>	<u>268,187</u>	<u>269,270</u>	<u>281,300</u>
<b>Contractual Services</b>					
209	Professional affiliations	-	50	-	-
211	Travel, meetings & training	320	305	-	-
214	Telephone	4,119	4,365	4,700	4,700
221	Advertising & publications	-	541	100	200
223	Equipment rentals	1,760	1,920	-	-
224	Uniform rentals/purchase	3,844	3,566	4,000	4,000
	Total Contractual Services	<u>10,043</u>	<u>10,747</u>	<u>8,800</u>	<u>8,900</u>
<b>Commodities</b>					
305	Safety equipment	7,188	7,428	7,000	6,500
314	Office furnishings & equipment	2,046	2,500	-	-
	Total Commodities	<u>9,234</u>	<u>9,928</u>	<u>7,000</u>	<u>6,500</u>
<b>50308</b>	<b>Total Public Works Administration</b>	<u>\$ 273,670</u>	<u>\$ 288,862</u>	<u>\$ 285,070</u>	<u>\$ 296,700</u>
Percentage increase/(decrease)					<u>4.08%</u>

**Department Name:**

**Street Lighting**

**Department #: 50309**

**Mission & Purpose:**

The street lighting department maintains lighting for all Town streets and installs new streetlights as needed with the approval of the Board of Selectmen.

**Goals & Objectives:**

- To ensure all streetlights are in working condition

**Accomplishments:**

**Fiscal Notes:**

- Current costs cover approximately 1,100 streetlights and all Town parking lot lighting
- \$6,000 to replace two (2) Town-owned lights from Frog Bridge to Recreation Park

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50309	Street Lighting	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
217	Electricity	\$ 257,646	\$ 272,337	\$ 255,000	\$ 250,000
280	Outside contractors	2,699	419	3,000	3,000
	Total Contractual Services	<u>260,345</u>	<u>272,756</u>	<u>258,000</u>	<u>253,000</u>
<b>Capital Expenditures</b>					
413	Improvements other than building	5,925	-	-	6,000
	Total Capital Expenditures	<u>5,925</u>	<u>-</u>	<u>-</u>	<u>6,000</u>
<b>50309</b>	<b>Total Street Lighting</b>	<u>\$ 266,270</u>	<u>\$ 272,756</u>	<u>\$ 258,000</u>	<u>\$ 259,000</u>
Percentage increase/(decrease)					<u>0.39%</u>

**Mission & Purpose:**

The Park Maintenance Department maintains and improves all Town owned parks and walk paths.

**Goals & Objectives:**

- Install new playscapes at Recreation and Lauter Parks
- Repair fence on hardball field at Recreation Park
- Install warning track for hardball field at Recreation Park
- Repair basketball courts – Recreation and Lauter Parks

**Accomplishments:**

- Installed new fence around tennis court at Recreation Park
- Installed new backstop on Field 2
- Installed new safety fencing on softball fields at Recreation Park

**Fiscal Notes:**

- Personnel expenses cover four (4) full-time employees
- Ground supplies (315) – Fertilizer, field paint, herbicide, 1 port-a-potty, ball field mix, grass seed, Alex Caisse Park fountain pump repair, hanging baskets on Main Street
- Building supplies (329) – Installation of hand dryers in bathrooms at Lauter and Recreation Parks allowing for a savings in custodial supplies
- Improvements other than building (413) – to dredge the pond at Alex Caisse Park to avoid sediment clogging fountain pump for \$5,000.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50310 Park Maintenance</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 158,304	\$ 165,034	\$ 163,290	<b>\$ 164,000</b>
103 Overtime	4,519	4,343	2,000	<b>2,000</b>
104 Longevity	1,200	1,200	1,800	<b>1,800</b>
105 Temporary wages	3,600	3,195	4,000	<b>4,000</b>
108 Life insurance	-	-	-	<b>-</b>
110 Medical insurance	55,450	49,504	55,450	<b>64,800</b>
114 FICA/Medicare	16,254	16,582	13,090	<b>13,300</b>
Total Personnel Expenditures	<u>239,327</u>	<u>239,858</u>	<u>239,630</u>	<b>249,900</b>
<b>Contractual Services</b>				
219 Sewer & water charges	1,953	7,356	8,400	<b>900</b>
280 Outside contractors	9,656	9,953	2,000	<b>2,000</b>
Total Contractual Services	<u>11,609</u>	<u>17,309</u>	<u>10,400</u>	<b>2,900</b>
<b>Commodities</b>				
304 Custodial supplies	1,982	2,644	2,500	<b>1,500</b>
307 Hand tools	300	109	400	<b>400</b>
308 Electrical supplies	300	300	400	<b>400</b>
315 Ground supplies	7,882	7,608	13,000	<b>14,600</b>
329 Building supplies	834	1,967	2,000	<b>4,000</b>
Total Commodities	<u>11,298</u>	<u>12,628</u>	<u>18,300</u>	<b>20,900</b>
<b>Capital Expenditures</b>				
413 Improvements other than building	-	-	-	<b>5,000</b>
Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<b>5,000</b>
<b>50310 Total Park Maintenance</b>	<u><u>\$ 262,234</u></u>	<u><u>\$ 269,795</u></u>	<u><u>\$ 268,330</u></u>	<u><u>\$ 278,700</u></u>
			Percentage increase/(decrease)	<u><u>3.86%</u></u>

**Mission & Purpose:**

The Building Department is responsible for the administration and enforcement of the Connecticut State Building Code as adopted by the State Legislature. The responsibilities range from providing services to the general public relative to the mode, manner of construction or materials to be used in the construction or alteration of buildings or structures, receiving applications, issuing permits, conducting inspections, enforcing compliance, issuing certificates of use and occupancy and examining unsafe structures.

**Goals & Objectives:**

- Continue to ensure the health, safety, and welfare of the public as it relates to building occupants.

**Accomplishments:**

- Administered 1,163 building, demolition, electrical, plumbing, heating, and fire protection permits in fiscal year 2007-2008 representing \$26.9 million in total construction value.

**Fiscal Notes:**

- Personnel expenses cover the full-time Building Official and 25% of the one (1) full-time secretarial salary shared with the Fire Marshal/Emergency Management Department #50201, the Engineering Department #50301 and the Town Planner Department #50606.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50311 Building</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 71,662	\$ 73,766	\$ 73,710	\$ 77,000
103 Overtime	-	-	-	-
104 Longevity	700	700	700	700
108 Life insurance	263	257	270	300
110 Medical insurance	17,859	19,985	19,330	10,300
114 FICA/Medicare	5,495	5,651	5,820	6,000
Total Personnel Expenditures	<u>95,979</u>	<u>100,359</u>	<u>99,830</u>	<u>94,300</u>
<b>Contractual Services</b>				
207 Other professional services	-	-	-	-
209 Professional affiliations	-	214	-	-
211 Travel, meetings & training	2,028	2,181	-	-
221 Advertising & publications	1,451	766	1,600	1,600
223 Equipment rentals	902	-	-	-
270 Demolition & security	35	11,381	26,000	1,000
Total Contractual Services	<u>4,416</u>	<u>14,542</u>	<u>27,600</u>	<u>2,600</u>
<b>Commodities</b>				
301 Office supplies	254	186	500	500
302 Gas & diesel fuel	-	-	-	-
314 Office furnishings & equipment	-	-	-	-
317 Books & subscriptions	414	585	750	750
Total Commodities	<u>668</u>	<u>771</u>	<u>1,250</u>	<u>1,250</u>
<b>50311 Total Building</b>	<u><u>\$ 101,063</u></u>	<u><u>\$ 115,672</u></u>	<u><u>\$ 128,680</u></u>	<u><u>\$ 98,150</u></u>

Percentage increase/(decrease) -23.73%

**Mission & Purpose:**

The Cemeteries Department maintains four (4) Town of Windham cemeteries; New Willimantic, Old Willimantic, Windham Center and North Windham.

**Goals & Objectives:**

- Pave several roads in the cemeteries
- Paint the fence in front of Old Willimantic Cemetery after restoration
- Grate new lots in Windham Center Cemetery

**Accomplishments:**

- Enforce cemetery regulations to assist in keeping the cemetery clean, uniform and to make for easier maintenance
- Painted fence in front of the New Willimantic Cemetery
- Signed contract for \$60,000 to restore the fence in front of the Old Willimantic Cemetery in Spring 2010

**Fiscal Notes:**

- Personnel expenses cover three (3) full-time employees
- Survey and map new lots in Windham Center Cemetery \$3,500
- Add line item 315 Ground Supplies \$1,000 for cemetery/burial needs

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50312	Cemeteries	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 87,119	\$ 123,258	\$ 121,070	\$ 126,000
103	Overtime	3,312	3,682	4,000	4,000
104	Longevity	1,200	1,200	900	1,200
108	Life insurance	-	-	-	-
110	Medical insurance	40,181	36,995	41,580	48,600
114	FICA/Medicare	9,945	11,197	9,660	10,100
	Total Personnel Expenditures	<u>141,757</u>	<u>176,332</u>	<u>177,210</u>	<u>189,900</u>
<b>Contractual Services</b>					
219	Sewer & water charges	213	230	500	500
	Total Contractual Services	<u>213</u>	<u>230</u>	<u>500</u>	<u>500</u>
<b>Commodities</b>					
315	Ground Supplies				1,000
	Total Commodities				<u>1,000</u>
<b>Capital Expenditures</b>					
413	Improvements other than building	-	-	-	3,500
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,500</u>
<b>50312</b>	<b>Total Cemeteries</b>	<u>\$ 141,970</u>	<u>\$ 176,562</u>	<u>\$ 177,710</u>	<u>\$ 194,900</u>
Percentage increase/(decrease)					<u>9.67%</u>

**Mission & Purpose:**

The Solid Waste Disposal Department has the responsibility of monitoring and enforcing local, state and federal resolutions and ordinances governing safe disposal and recycling of waste generated within Town borders. It is also responsible for the operation of the Recycling Center and monitors the operation of curbside pickup.

**Goals & Objectives:**

- Continue to update transfer station
- Go out to bid for new trash contract

**Accomplishments:**

- Obtained state permit for Transfer Station

**Fiscal Notes:**

- Personnel expenses cover two (2) full-time employees. One (1) working leader and one (1) operator
- Replace trash containers \$5,000

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50313 Solid Waste Disposal</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 109,444	\$ 103,593	\$ 40,550	\$ 88,000
103 Overtime	9,825	17,419	12,000	8,000
104 Longevity	1,600	2,275	1,200	1,200
108 Life insurance	-	-	-	-
110 Medical insurance	28,225	24,752	27,720	35,000
114 FICA/Medicare	7,452	9,129	4,090	7,800
Total Personnel Expenditures	<u>156,546</u>	<u>157,168</u>	<u>85,560</u>	<u>140,000</u>
<b>Contractual Services</b>				
207 Other professional services	3,942	5,423	4,000	4,000
212 Hauling fees	31,460	31,056	36,000	36,000
213 Garbage collection contracts	538,128	563,431	593,587	554,000
217 Electricity	14,006	12,649	14,000	14,000
221 Advertising & publications	-	-	-	-
251 Payment to Southeast Project	366,469	366,333	-	-
264 Permit fees	300	400	800	800
280 Outside contractors	2,610	3,208	2,000	2,000
291 Tipping & disposal fees	190,637	193,148	529,300	545,000
295 Regional household waste ctr	10,663	10,722	10,688	10,688
Total Contractual Services	<u>1,158,215</u>	<u>1,186,370</u>	<u>1,190,375</u>	<u>1,166,488</u>
<b>Commodities</b>				
301 Office supplies	-	-	-	-
309 Major equipment repair parts	664	-	500	500
327 Conservation & recycling mat.	2,000	1,933	2,000	2,000
Total Commodities	<u>2,664</u>	<u>1,933</u>	<u>2,500</u>	<u>2,500</u>
<b>Capital Expenditures</b>				
413 Improvements other than building	-	2,900	-	5,000
Total Capital Expenditures	<u>-</u>	<u>2,900</u>	<u>-</u>	<u>5,000</u>
<b>50313 Total Solid Waste Disposal</b>	<u><u>\$ 1,317,425</u></u>	<u><u>\$ 1,348,371</u></u>	<u><u>\$ 1,278,435</u></u>	<u><u>\$ 1,313,988</u></u>

Percentage increase/(decrease) 2.78%

**Department Name:**

**Human Services**

**Department #: 50401**

**Mission & Purpose:**

To provide assistance in meeting the human service needs of Windham residents in order to promote a maximum quality of life.

**Goals & Objectives:**

- Administration of the Department of Education/ Department of Social Services School Readiness Grant Program.
- Delivery of Senior Services including Municipal Agent on Aging and CHOICES counseling.
- Provision of counseling services, information and referral services and advocacy services.
- Emergency response to homeless and displaced persons for shelter, food & clothing services.
- Coordination of town-administered human services with community based organizations including improved dissemination of information to the public.
- Delivery of relocation services under Uniform Relocation Assistance Act.
- Support of emergency management shelter and reception center components.
- Housing Rehab Program Administration

**Accomplishments:**

- Completed Renter's Rebate Applications (approximately 700) resulting in \$340,955 for Elderly and Disabled renters in our community – an increase of 9%.
- Completion of "Windham's Children: A Plan to Improve Outcomes" in collaboration with the School Readiness Council and Windham Parent Network.
- Completed Medicare Savings Plan applications for 60 Medicare recipients, which relates to a \$70,000 yearly savings (approximately \$5,800 for each recipient).
- Distribution site for the CT Senior Farmer's Market Nutrition Program.
- Updated Senior Resource Guide and Windham Preschool Navigator.

**Fiscal Notes:**

- Personnel expenditures cover two (2) full-time employees
- School Readiness and Child Day Care Grant funds approximately \$1,150,000 for the School Readiness Program and \$17,610 in Quality Enhancement funding, which does not appear in the Human Services Department's budget.
- The School Readiness Program provides approximately \$50,000 in administrative funding to support staff costs.
- The Department of Social Services Social Service Block Grant provides approximately \$14,250 in funding for case management services.
- Professional affiliations (line item 209): notary fees for 2 employees and yearly dues for the Connecticut Local Administrators of Social Services.
- Travel, meetings & training (line item 211): Reimbursement for travel and meeting registration costs. Education cost for Director under agreement with previous Board of Selectmen.
- General Assistance / non-reimbursable (line item 229). This covers emergency needs of residents including stillborn burials and emergency heating or housing that doesn't fall under Uniform Relocation Assistance Act.
- Relocation expense (line item 246): Budgeted to reflect current / anticipated activity.
- Service Contracts (line item 266): Budgeted for temporary help to assist with initial start-up of the Renter's Rebate program. Not needed if the "Floater" position is back in the budget.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50401 Human Services</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 118,089	\$ 116,469	\$ 114,450	\$ 120,000
102 Part-time payroll	-	-	-	-
103 Overtime	96	81	150	150
104 Longevity	1,800	1,800	1,800	1,800
108 Life insurance	385	361	400	400
110 Medical insurance	26,860	30,832	32,250	33,200
114 FICA/Medicare	8,875	8,667	8,910	9,400
Total Personnel Expenditures	<u>156,105</u>	<u>158,210</u>	<u>157,960</u>	<u>164,950</u>
<b>Contractual Services</b>				
209 Professional affiliations	-	80	-	-
211 Travel, meetings & training	2,518	770	-	-
223 Equipment rentals	-	-	-	-
228 General assistance	-	-	-	-
229 Gen assistance - non reimbursable	436	23	500	500
246 Relocation expense	5,610	3,735	5,000	5,000
249 Medical assistance	-	-	-	-
266 Service contracts	-	-	-	-
279 Refund to State of Connecticut	-	-	-	-
280 Outside contractors	2,242	-	-	1,500
Total Contractual Services	<u>10,806</u>	<u>4,608</u>	<u>5,500</u>	<u>7,000</u>
<b>Commodities</b>				
301 Office supplies	1,000	322	350	500
314 Office furn & equip.	-	-	-	-
Total Commodities	<u>1,000</u>	<u>322</u>	<u>350</u>	<u>500</u>
<b>50401 Total Human Services</b>	<u><u>\$ 167,911</u></u>	<u><u>\$ 163,140</u></u>	<u><u>\$ 163,810</u></u>	<u><u>\$ 172,450</u></u>

Percentage increase/(decrease) 5.27%

**Department Name:**            **Outside Agencies**      **Department #:** **50403**

**Mission & Purpose:**

The Outside Agencies Department is not a Town Department but rather an activity or portion of the budget used to detail which agencies receive Town of Windham funding contributions. These agencies provide services to Windham and other local area Town residents the Town of Windham government does not provide itself.

**Goals & Objectives:**

- To provide outside agencies with a portion of the funds needed to provide Windham and other local area Towns' residents a variety of services not provided by the Town of Windham government.

**Accomplishments:**

- No new agencies were funded.

**Fiscal Notes:**

- Most line items have remained the same and any increase is from the request of agencies.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50403	Outside Agencies	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
207	WRCC - Veteran's Service	\$ 48,000	\$ 45,600	\$ 44,600	\$ 44,600
259	Sexual Assault Crisis Ctr of East CT	13,380	12,711	5,000	5,000
261	WRCC - Youth Services Bureau	29,459	27,986	25,000	25,000
287	NECASA	510	484	-	-
288	WRCC - Juvenile Review Board	3,566	3,388	1,500	1,500
289	Holy Family Home & Shelter	2,565	2,755	2,755	2,755
290	No Freeze Shelter			-	-
	Total Contractual Services	<u>97,480</u>	<u>92,924</u>	<u>78,855</u>	<u>78,855</u>
<b>50403</b>	<b>Total Outside Agencies</b>	<u>\$ 97,480</u>	<u>\$ 92,924</u>	<u>\$ 78,855</u>	<u>\$ 78,855</u>
Percentage increase/(decrease)					<u>0.00%</u>

**Department Name:**

**Health Services**

**Department #: 50404**

**Mission & Purpose:**

The Health Services Department is not a Town Department but rather an activity or portion of the budget used to detail which agencies receive Town of Windham funding contributions. These agencies provide services to Windham and other local area Town residents the Town of Windham government does not provide itself.

**Goals & Objectives:**

- To provide outside agencies with a portion of the funds needed to provide Windham and other local area Towns' residents a variety of services not provided by the Town of Windham government.

**Accomplishments:**

- No new agencies were funded.

**Fiscal Notes:**

- Most line items have remained the same and any increase is from the request of agencies.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50404 Health Services</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Contractual Services</b>				
237 VNA East, Inc.	\$ 895	\$ 863	\$ -	\$ -
238 United Services	5,152	4,894	-	-
239 Windham Hospital Paramedics	55,000	55,000	50,000	<b>50,000</b>
241 Community Companion Services	5,000	4,750	-	<b>5,000</b>
Total Contractual Services	<u>66,047</u>	<u>65,507</u>	<u>50,000</u>	<b>55,000</b>
<b>50404 Total Health Services</b>	<u>\$ 66,047</u>	<u>\$ 65,507</u>	<u>\$ 50,000</u>	<u>\$ 55,000</u>
			Percentage increase/(decrease)	<u><b>10.00%</b></u>

**Department Name:** Windham Health **Department #:** 50405

**Mission & Purpose:**

The Windham Health Department prevents and suppresses disease; protects, preserves, and enhances the health of the community. The Department coordinates restaurant and septic system inspections, housing code officer and local health planning and health promotion. The Town of Windham, along with six (6) other area Towns, contracts with the North Central District Health Department to administer this Department.

**Goals & Objectives:**

- Review and evaluate current health systems within the municipality.
- Secure State and Federal funding to assist in supporting the activities of a municipal health department.
- Develop an optimal local health unit that ensures the protection and enhancement of the communities' health.

**Accomplishments:**

- Evaluation and implementation of restaurant permit fee schedule.
- Secured grant funding for immunization program.

**Fiscal Notes:**

- Increase pertains to the Town's participation in the North Central District Health Department, whose fees are based on population.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50405	Windham Health	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
207	North Central District Health	\$ 86,726	\$ 91,430	\$ 94,002	\$ 95,620
	Total Contractual Services	<u>86,726</u>	<u>91,430</u>	<u>94,002</u>	<u>95,620</u>
<b>50405</b>	<b>Total Windham Health</b>	<u>\$ 86,726</u>	<u>\$ 91,430</u>	<u>\$ 94,002</u>	<u>\$ 95,620</u>
Percentage increase/(decrease)					<u>1.72%</u>

**Department Name: Transportation Services Department #: 50408**

**Mission & Purpose:**

The Transportation Services Department is not a Town Department but rather an activity or portion of the budget used to detail which agencies receive Town of Windham funding contributions. These agencies provide services to Windham and other local area Town residents the Town of Windham government does not provide itself.

**Goals & Objectives:**

- To provide outside agencies with a portion of the funds needed to provide Windham and other local area Towns' residents a variety of services not provided by the Town of Windham government.

**Accomplishments:**

- No new agencies were funded.

**Fiscal Notes:**

- Most items have remained the same and any increase is from the request of agencies.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50408 Transportation Services</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Contractual Services</b>				
226 WRD - ADA compliance	\$ 15,000	\$ 32,116	\$ 15,000	<b>\$ 15,000</b>
236 WRD - Dial-A-Ride	51,013	48,462	48,462	<b>\$ 48,462</b>
243 WRD - Fixed Route	25,181	23,922	23,922	<b>\$ 23,922</b>
Total Contractual Services	<u>91,194</u>	<u>104,500</u>	<u>87,384</u>	<b>87,384</b>
<b>50408 Total Transportation Services</b>	<b><u>\$ 91,194</u></b>	<b><u>\$ 104,500</u></b>	<b><u>\$ 87,384</u></b>	<b><u>\$ 87,384</u></b>
			Percentage increase/(decrease)	<u><u>0.00%</u></u>

**Department Name:**

**Senior Services**

**Department #: 50409**

**Mission & Purpose:**

The Senior Services Department is not a Town Department but rather an activity or portion of the budget used to detail which agencies receive Town of Windham funding contributions. These agencies provide services to Windham and other local area Town residents the Town of Windham government does not provide itself.

**Goals & Objectives:**

- To provide outside agencies with a portion of the funds needed to provide Windham and other local area Towns' residents a variety of services not provided by the Town of Windham.

**Accomplishments:**

- No new agencies were funded.

**Fiscal Notes:**

- Increase in line items is from the request of agencies.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50409 Senior Services</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Contractual Services</b>				
240 McSweeney Center	\$ 43,000	\$ 40,850	\$ 36,765	<b>\$ 43,000</b>
271 TVCCA Elderly Nutrition	6,000	8,550	8,550	<b>\$ 14,687</b>
Total Contractual Services	<u>49,000</u>	<u>49,400</u>	<u>45,315</u>	<u><b>57,687</b></u>
<b>50409 Total Senior Services</b>	<u><b>\$ 49,000</b></u>	<u><b>\$ 49,400</b></u>	<u><b>\$ 45,315</b></u>	<u><b>\$ 57,687</b></u>
			Percentage increase/(decrease)	<u><u><b>27.30%</b></u></u>

**Mission & Purpose:**

Since its founding in 1854, the Willimantic Public Library continues to provide a wide range of multi-format education and informational resources to the Town of Windham. We have nearly 14,000 registered borrowers. The Library staff manages a collection of 65,000 individual items available for home borrowing and individual research and offers a selection of resources available via the library website, [www.biblio.org/willimantic](http://www.biblio.org/willimantic). Since 1987 the library has been a member of Bibliomation, Inc., the largest automated library network in Connecticut, having access to nearly 3.5 million items located in 44 public and 24 school libraries statewide. The library also offers national and international access to materials via OCLC and World Cat, the leading on-line library network. The library has thirteen public access Internet terminals linking our users to the World Wide Web.

**Goals & Objectives:**

- The Library Board of Directors is actively pursuing the construction of a new library facility.

**Accomplishments:**

- In collaboration with the Windham High School Media Center, and a grant from the Connecticut State Library, the Willimantic Library established and staffed part-time, young adult library collections located at the Teen Center at Kramer School and Windham High School.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50501 Willimantic Public Library</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 348,664	\$ 315,776	\$ 340,160	<b>\$ 367,000</b>
102 Part time payroll	51,529	65,695	72,500	<b>53,000</b>
104 Longevity	4,000	4,300	4,300	<b>4,900</b>
108 Life insurance	1,272	1,196	1,415	<b>1,400</b>
110 Medical insurance	100,944	97,630	115,940	<b>119,400</b>
114 FICA/Medicare	29,928	28,681	29,250	<b>32,600</b>
Total Personnel Expenditures	<u>536,337</u>	<u>513,278</u>	<u>563,565</u>	<b>578,300</b>
<b>Contractual Services</b>				
209 Professional affiliations	550	300	-	-
211 Travel, meetings & training	255	-	-	-
214 Telephone	1,122	1,051	1,200	<b>1,200</b>
217 Electricity	22,973	24,118	28,000	<b>28,000</b>
218 Heating fuel	8,722	6,329	9,750	<b>9,750</b>
219 Sewer & water charges	374	725	650	<b>650</b>
266 Service contracts	37,973	38,816	37,950	<b>37,460</b>
280 Outside contractors	7,863	4,255	8,430	<b>14,400</b>
Total Contractual Services	<u>79,832</u>	<u>75,594</u>	<u>85,980</u>	<b>91,460</b>
<b>Commodities</b>				
301 Office supplies	3,000	2,500	3,000	<b>3,000</b>
304 Custodial supplies	4,022	2,917	4,000	<b>4,000</b>
314 Office furnishings & equipment	1,454	1,546	-	-
316 Library materials & supplies	8,500	4,327	8,000	<b>8,000</b>
317 Books	48,758	39,056	30,000	<b>35,000</b>
330 Computer	-	-	1,000	<b>1,000</b>
Total Commodities	<u>65,734</u>	<u>50,346</u>	<u>46,000</u>	<b>51,000</b>
<b>50501 Total Willimantic Public Library</b>	<u><b>\$ 681,903</b></u>	<u><b>\$ 639,218</b></u>	<u><b>\$ 695,545</b></u>	<u><b>\$ 720,760</b></u>

Percentage increase/(decrease) **3.63%**

**Department Name: Library Contributions      Department #: 50502**

**Mission & Purpose:**

The Library Contributions Department is not a Town Department but rather an activity or portion of the budget used to detail which agencies receive Town of Windham funding contributions. These agencies provide services to Windham and other local area Town residents the Town of Windham government does not provide itself.

**Goals & Objectives:**

- To provide Town residents from all areas of Windham and other local area Towns with the opportunity to educate themselves through services provided by these libraries.

**Accomplishments:**

- No new agencies were funded.

**Fiscal Notes:**

- Increase in line items is from the request of agencies.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50502	Library Contributions	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
220	Windham Free Library	\$ 15,005	\$ 15,005	\$ 5,000	\$ 8,000
281	Guilford Smith Mem. Library	15,005	15,005	5,000	8,000
	Total Contractual Services	<u>30,010</u>	<u>30,010</u>	<u>10,000</u>	<u>16,000</u>
<b>50502</b>	<b>Total Library Contributions</b>	<u>\$ 30,010</u>	<u>\$ 30,010</u>	<u>\$ 10,000</u>	<u>\$ 16,000</u>
Percentage increase/(decrease)					<u>60.00%</u>

**Mission & Purpose:**

The Recreation Administration Department provides necessary financial support to meet the needs of administering the recreation programs, providing support to committees and commissions, maintaining an efficient office, providing an automated registration process, producing flyers, brochures, and advertising and web page maintenance.

**Goals & Objectives:**

- Generate additional revenue.
- Increase marketing and advertising efforts to strengthen programs.
- Generate more visits to our Website.
- Increase recreational opportunities for all residents.
- To provide quality, diverse benefits based leisure opportunities to all of our citizens.

**Accomplishments:**

- Collaboration with Windham Public Schools to create an after school sports program after it was cut from school budget.
- Assisted with the organization of successful Fall Festival, Frog Leap, Street fest and Chocolate Festival.
- Received grant from LoCIP for park improvements and Kramer Pool
- Staff the Open Space and Conservation Commission.
- Staff the Master Plan for Town Parks Committee.
- Staff the Ad-hoc committee for the Noznick Property
- Generated additional revenue for summer camp through the state program, Care 4 Kids

**Fiscal Notes:**

- **Personnel:** 101-114, cover three (3) full-time employees. Director, Assistant Director and Administrative Aide.
- **Contractual:** 209: Connecticut Recreation and Parks Association memberships  
211: CRPA conference  
217: electricity at town parks  
221: seasonal program brochures (3 @700)  
266: Quasar quarterly maintenance, \$180x3= \$540, \$1800 is needed to update RecTrac Software.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50503 Recreation Administration</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 114,901	\$ 131,698	\$ 133,060	<b>\$ 138,000</b>
102 Part time payroll	19,081	830		
103 Overtime	364	599	400	<b>400</b>
104 Longevity	800	800	800	<b>1,000</b>
108 Life insurance	353	462	525	<b>500</b>
110 Medical insurance	55,049	66,515	68,500	<b>70,800</b>
114 FICA/Medicare	9,335	9,529	10,170	<b>10,700</b>
Total Personnel Expenditures	<u>199,883</u>	<u>210,433</u>	<u>213,455</u>	<b><u>221,400</u></b>
<b>Contractual Services</b>				
209 Professional affiliations	290	-	-	-
211 Travel, meetings & training	-	75	-	-
214 Telephone	1,230	1,902	1,300	<b>1,300</b>
217 Electricity	16,154	24,656	22,000	<b>22,000</b>
221 Advertising & publications	926	895	1,500	<b>1,500</b>
223 Equipment rentals	6,571	7,899	-	-
266 Service contracts	-	540	400	<b>2,340</b>
Total Contractual Services	<u>25,171</u>	<u>35,967</u>	<u>25,200</u>	<b><u>27,140</u></b>
<b>Commodities</b>				
301 Office supplies	428	70	-	-
302 Gas & diesel fuel	538	658	500	<b>500</b>
306 Vehicle repair parts	-	-	-	-
314 Office furnishings & equipment	-	-	-	-
317 Books & subscriptions	100	-	-	-
322 Miscellaneous supplies	776	83	100	<b>100</b>
Total Commodities	<u>1,842</u>	<u>811</u>	<u>600</u>	<b><u>600</u></b>
<b>50503 Total Recreation Administration</b>	<b><u>\$ 226,896</u></b>	<b><u>\$ 247,211</u></b>	<b><u>\$ 239,255</u></b>	<b><u>\$ 249,140</u></b>
			Percentage increase/(decrease)	<b><u>4.13%</u></b>

## Department Name: Recreation General Programs Department #: 50504

### Mission & Purpose:

The Recreation General Programs Department's mission is to provide "*quality, diverse benefits based leisure opportunities to all our citizens*". These programs are geared toward community enhancement, focusing on youth and senior citizens. This Department provides community special events; youth and adult sport leagues, general recreation programs, trips for summer camps and Lauter Park waterfront

### Goals & Objectives:

- Collaborate with other agencies and organizations to increase the number of program offerings for youth.
- Continue to increase after-school, preschool and youth programs offered.
- Continue and expand the partnership with the Windham Public School System.
- Review and evaluate current programs, deleting programs that have run their course.
- Assist Street fest, River fest, Chocolate Fest and Frog Leap with recreational activities.
- Find innovative solutions to continue providing programs in today's difficult economic times.

### Accomplishments:

- Household registrations have increased to **3,100** families. Estimate is that we service over 5,200 individuals.
- Collaboration with the Windham Public Schools for the Middle School Sports Program.
- Membership on newly formed school task force for after-school programming.

### Fiscal Notes:

- **Personnel:** 101-114: Covers one (1) full-time Program Coordinator and approximately ten (10) to twenty (20) other part-time/seasonal employees, including splash park and waterfront staff.
- **Contractual:** 207: Fun Runs (400), Family Track (250), Amber Alert (250), Youth Day DJ (400), Santa (200), USA Wrestling Membership (150), 210: senior picnic (1000), senior prom (1700), senior special events and dinners (550), senior bus trip (1000), 280: summer event movie (2000), youth day rentals (2000), egg hunt (500), fishing derby (500), youth holiday party (1000), bus trips (2750+), concert sponsor (250)
- **Commodities:** 303: coaches shirts, ref uniforms, lifeguard uniforms, staff shirts  
305: lifeguard and waterfront safety equipment, first aid supplies  
323: youth basketball, biddy basketball, indoor soccer and youth wrestling trophies and shirts.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50504	Recreation General Programs	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 35,170	\$ 37,328	\$ 37,570	\$ 38,000
104	Longevity	300	300	300	500
105	Temporary wages	21,564	21,197	21,500	21,500
108	Life insurance	144	136	155	200
110	Medical insurance	19,296	22,055	23,060	23,000
114	FICA/Medicare	4,471	3,418	4,540	4,600
	Total Personnel Expenditures	<u>80,945</u>	<u>84,434</u>	<u>87,125</u>	<u>87,800</u>
<b>Contractual Services</b>					
207	Other professional services	2,362	2,237	2,500	2,500
210	Senior citizens programs	4,230	1,816	3,250	3,250
280	Outside contractors	11,180	10,916	7,000	7,000
299	Miscellaneous	1,805	1,597	1,100	1,100
	Total Contractual Services	<u>19,577</u>	<u>16,566</u>	<u>13,850</u>	<u>13,850</u>
<b>Commodities</b>					
303	Uniform purchases	773	962	800	800
304	Custodial supplies	-	-	300	-
305	Safety equipment	840	631	800	800
323	Team sponsorship	1,592	2,244	1,800	1,800
329	Building supplies	-	-	25	-
	Total Commodities	<u>3,205</u>	<u>3,837</u>	<u>3,725</u>	<u>3,400</u>
<b>50504</b>	<b>Total Recreation General Programs</b>	<u>\$ 103,727</u>	<u>\$ 104,837</u>	<u>\$ 104,700</u>	<u>\$ 105,050</u>
Percentage increase/(decrease)					<u>0.33%</u>

**Mission & Purpose:**

The Recreation Center provides the community the opportunity to utilize the Kramer Building gym, pool, exercise, and craft rooms for well-rounded recreational events and programs. It also provides a safe-haven for all community members to enjoy leisure time activities.

**Goals & Objectives:**

- To increase program offerings in all areas
- Increase efficiency of pool operation
- Continue to upgrade facility to maintain building as our only community center.
- To create a new agreement with the Board of Education regarding Kramer usage.

**Accomplishments:**

- Completed ADA renovations to front doors.
- Received a gift from the WNBA and Toyota in the form a new gym floor, new backboards, new hoops and new mats.
- Renovated pool, by painting, cleaning and replacing drains.
- Increased attendance in after-school open gym.
- Maintained spin, aerobic and aquatic programs.

**Fiscal Notes:**

- **Personnel:** 105 & 114: Cover approximately seven (7) to ten (10) part-time/seasonal employees. And, covers cost of part-time janitor hired last year by Town of Windham (25hrs per week).
- **Contractual:** 218: fuel expenses at Kramer, Substantial increase due to increased energy costs and aging building, should be examined due to possible overcharge, 219: water & sewer, 280: annual gym floor maintenance (4000), pool and building repairs as needed, new equipment, and phones for Kramer office. Building is aging and has antiquated equipment thus requiring more attention.
- **Commodities:** 304: having our own custodian is requiring us to have more supplies, which is resulting in a much cleaner facility (bathroom, locker room and cleaning supplies for building).  
320: pool chemicals  
322: miscellaneous equipment and supplies.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50506	Recreation Center	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
105	Temporary wages	\$ 23,170	\$ 25,961	\$ 23,400	\$ 24,000
114	FICA/Medicare	1,808	1,926	1,800	1,900
	Total Personnel Expenditures	<u>24,978</u>	<u>27,887</u>	<u>25,200</u>	<u>25,900</u>
<b>Contractual Services</b>					
218	Heating fuel	30,942	45,053	35,000	35,000
219	Sewer & water charges	2,066	1,316	3,500	3,500
280	Outside contractors	12,683	15,553	13,000	13,000
	Total Contractual Services	<u>45,691</u>	<u>61,922</u>	<u>51,500</u>	<u>51,500</u>
<b>Commodities</b>					
304	Custodial supplies	282	475	500	1,000
320	Chemicals	3,043	1,320	1,500	1,500
322	Miscellaneous supplies	139	469	500	500
	Total Commodities	<u>3,464</u>	<u>2,264</u>	<u>2,500</u>	<u>3,000</u>
<b>50506</b>	<b>Total Recreation Center</b>	<u>\$ 74,133</u>	<u>\$ 92,073</u>	<u>\$ 79,200</u>	<u>\$ 80,400</u>
Percentage increase/(decrease)					<u>1.52%</u>

**Department Name: Civic and Cultural Donations Department #: 50507**

**Mission & Purpose:**

The Civic and Cultural Donations Department is not a Town Department but rather an activity or portion of the budget used to detail which agencies receive Town of Windham funding contributions. These agencies provide services to Windham and other local area Town residents the Town of Windham government does not provide itself.

**Goals & Objectives:**

- To provide outside agencies with a portion of the funds needed to provide Windham and other local area Towns' residents a variety of services not provided by the Town of Windham government.

**Accomplishments:**

- No new agencies were funded.

**Fiscal Notes:**

- Most line items have remained the same and any increase is from the request of agencies.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50507	Civic & Cultural Donations	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
245	American Legion - NEW	\$ 15,000	\$ 15,000	\$ -	\$ -
272	Windham Boxing Club	1,496	1,421	0	0
273	Willimantic Midget Football	1,496	-	1,000	1,000
274	Willimantic Little League	1,496	1,421	1,000	1,000
275	Bigg Play	2,500	2,375	1,000	1,000
279	Windham Arts Collaborative	1,000	1,425	1,000	1,000
285	Windham Textile Museum	-	-	15,000	15,000
286	3rd Thursday	3,203	-	1,000	1,000
	Total Contractual Services	<u>26,191</u>	<u>21,642</u>	<u>20,000</u>	<u>20,000</u>
<b>50507</b>	<b>Total Civic &amp; Cultural Donations</b>	<u>\$ 26,191</u>	<u>\$ 21,642</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
Percentage increase/(decrease)					<u>0.00%</u>

**Mission & Purpose:**

The budget line for the Land Use Boards Department is not a Town Department but three Land Use Boards that have adopted regulations governing the use, bulk, and density of land, the subdivision of property, and the protection of property from flood damage, as well as the protection of inland wetlands and watercourses; and to consider appeals and variation of regulations as authorized by Connecticut State Law. This Budget funds the administration of these Boards, in processing permits and conditions of approval as they are issued from the Planning and Zoning Commission and the Inland Wetlands Commission, or the Zoning Board of Appeals.

**Goals & Objectives:**

1. Assist the Planning & Zoning Commission to revise the Zoning Regulations consistent with the recommendations of the Town Plan of Conservation and Development; and
2. Examine the regulations for possible revision in accordance with State of CT law.
3. Guide applicants and property owners through the development process.
4. Uphold the regulations to ensure health, safety and well being of the Town's residents.

**Accomplishments:**

- The Zoning Board of Appeals considered 4 Special Exceptions, 2 variances, and one appeal.
- The Planning Commission completely revised its subdivision regulations during the past year, and approved a four lot flexible design residential subdivision on Jerusalem Road
- The Zoning Commission revised various sections of the Zoning regulations to accommodate request of Planning Commission to require flexible residential subdivision design to conserve land and to reduce residential densities in the rural parts of Town.
- The Zoning Commission also considered and approved:  
Shan's Food Store as part of Exxon Mobile Gas station near REC Park, new Doggie Day care business at corner of Bridge and Mountain Streets, two churches, Thirsty Frog Restaurant at 600 Main St., a newly licensed motor vehicle recycling facility at Willimantic Waste, modifications to the old Benny's Store for Lots and More, approved a site plan for Generations Health Care to be built at the corner of Valley and Mansfield Ave., approved zoning amendments for Loch View LLC to accommodate more uses for conversion of Windham Mills, as well as approving a site plan for adding parking along rear of buildings with River Walk. They also approved a minor gravel operation for a site near Tractor Supply in North Windham. The owner intends to level it for some future commercial development. Upcoming items include: Stop & Shop expansion, and new Magnet School site review; and a proposed Off Track Betting facility to be located as part of the Thirsty Frog Restaurant.

**Fiscal Notes:**

- Personnel expenses cover the cost of two outside secretaries who take the minutes of various Board meetings as needed. Costs will vary depending on the level of activity.
- Due to increased activity during the past year and the need to revise our regulations with a combined Planning & Zoning Commission, we need more funding for advertising.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50601 Land Use Boards</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
105 Temporary wages	\$ 4,876	\$ 3,158	\$ 4,000	\$ 4,000
Total Personnel Expenditures	<u>4,876</u>	<u>3,158</u>	<u>4,000</u>	<u>4,000</u>
<b>Contractual Services</b>				
207 Other professional services	4,500	-	-	-
211 Travel, meetings & training	60	75	-	-
221 Advertising & publications	8,236	6,876	4,000	6,000
Total Contractual Services	<u>12,796</u>	<u>6,951</u>	<u>4,000</u>	<u>6,000</u>
<b>Commodities</b>				
301 Office supplies	-	-	250	250
317 Books & subscriptions	116	-	-	150
Total Commodities	<u>116</u>	<u>-</u>	<u>250</u>	<u>400</u>
<b>50601 Total Land Use Boards</b>	<u>\$ 17,788</u>	<u>\$ 10,109</u>	<u>\$ 8,250</u>	<u>\$ 10,400</u>
			Percentage increase/(decrease)	<u>26.06%</u>

**Department Name: Economic Development    Department #: 50604**

This department was closed last year. Personnel expenditures reflect medical coverage for one retiree.

In recognition of the need to provide services in support of the direction set by the Economic Development Commission an additional \$5,000 has been added to this department.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50604	Economic Development	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 102,540	\$ 135,557	\$ -	\$ -
104	Longevity	700	1,575	-	-
108	Life insurance	396	380	-	-
110	Medical insurance	21,296	22,055	8,910	8,900
114	FICA/Medicare	7,787	10,569	-	-
	Total Personnel Expenditures	<u>132,719</u>	<u>170,136</u>	<u>8,910</u>	<u>8,900</u>
<b>Contractual Services</b>					
209	Professional affiliations	200	-	-	1,000
211	Travel, meetings & training	1,994	1,282	-	1,000
221	Advertising & publications	2,419	1,785	-	1,000
223	Equipment rentals	2,065	-	-	1,000
227	Community services	270	100	-	1,000
	Total Contractual Services	<u>6,948</u>	<u>3,167</u>	<u>-</u>	<u>5,000</u>
<b>Commodities</b>					
301	Office supplies	161	48	-	-
314	Office furnishings & equipment	-	-	-	-
317	Books & subscriptions	58	-	-	-
	Total Commodities	<u>219</u>	<u>48</u>	<u>-</u>	<u>-</u>
<b>50604</b>	<b>Total Economic Development</b>	<u>\$ 139,886</u>	<u>\$ 173,351</u>	<u>\$ 8,910</u>	<u>\$ 13,900</u>
Percentage increase/(decrease)					<u>56.00%</u>

**Department Name:**                    **Code Enforcement**    **Department #:** **50605**

**Mission & Purpose:**

To provide a high quality of community life through the enforcement of town and state laws, ordinances, regulations and policies. This activity involves enforcing and upholding the anti-blight ordinance, the housing code and zoning regulations of the Town of Windham. Code Enforcement officials report directly to the Town Manager.

**Goals & Objectives:**

- Ensure proper planned development consistent with the Town's Zoning, Wetland, and Historic District Regulations.
- Monitor compliance with the anti-blight ordinance, issuing warning, notices and citations as deemed necessary.
- Work proactively with residence, landlords, University and civic groups to resolve issues.
- Inspect and document housing inspections on rental property to ensure safety of residence.
- Write and enact regulations and codes to streamline and update.

**Accomplishments:**

- Successfully implemented anti-blight ordinance.
- Initiated housing code inspections if multi-family homes, documented and followed up to resolve issues.
- Organized Town wide clean up with several area groups.
- Supervised community service workers in town, resolving long term issues of litter and other proactive projects.
- Wrote/reviewed new housing code to be enacted 2010.

**Fiscal Notes:**

- Personnel expenditures cover two (2) full-time employees
- Need for support staff will grow in 2010-2011 budget year.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50605</b>	<b>Code Enforcement</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 31,978	\$ 97,874	\$ 96,230	\$ 101,000
103	Overtime	445	1,938		-
104	Longevity	-	-	-	-
108	Life insurance	70	236	400	400
110	Medical insurance	12,527	47,055	46,700	47,300
114	FICA/Medicare	2,132	7,175	7,370	7,800
	Total Personnel Expenditures	<u>47,152</u>	<u>154,278</u>	<u>150,700</u>	<u>156,500</u>
<b>Contractual Services</b>					
201	Vehicle Repair			-	-
209	Professional affiliations	25	25	-	-
211	Travel, meetings & training	390	791	-	-
221	Advertising & Publications	-	118	500	500
223	Equipment rentals	-	-	-	-
	Total Contractual Services	<u>415</u>	<u>934</u>	<u>500</u>	<u>500</u>
<b>Commodities</b>					
301	Office supplies	918	197	450	450
302	Gas & diesel fuel	506	915	750	1,000
303	Uniform purchases		466	200	200
307	Hand tools		-	100	100
314	Office furnishings & equipment	1,094	141	-	-
322	Miscellaneous supplies		-	-	-
	Total Commodities	<u>2,518</u>	<u>1,719</u>	<u>1,500</u>	<u>1,750</u>
<b>50605</b>	<b>Total Code Enforcement</b>	<u>\$ 50,085</u>	<u>\$ 156,931</u>	<u>\$ 152,700</u>	<u>\$ 158,750</u>
				Percentage increase/(decrease)	<u>3.96%</u>

**Department Name:**

**Town Planner**

**Department #: 50606**

**Mission & Purpose:**

The Planning Department works with other departments in reviewing plans, and provides the staff support for the Zoning Board of Appeals, Planning and Zoning Commission and the Inland Wetlands Commission who are responsible for administration of the Town's regulation that have been adopted to protect property values, by the control of land use in the Town. In addition, the Planner assists the Windham Center Historic District Commission in guiding applicants through the review process, and advertising the public hearings. This work involves:

- Meeting with applicants to review regulations as they relate to the developers' project
- Advise developers of review process
- Preparation of agendas for various Boards,
- Conferring with other departments for comments on plans,
- Prepare legal notices for public hearings,
- Contact applicants for additional information when needed,
- Making recommendations to the Board,
- Processing and coordinating implementation of conditions that may be imposed
- Reviewing regulations and administrative policy and implement revisions; and
- Serving as the Town's Inland Wetland Agent/Officer.

**Goals & Objectives:**

- Coordinate and assist the Planning & Zoning Commission on updating the Zoning Regulations and zoning map.
- Assist Town Manager's office in working on Grants
- Examine options to convert archive files to digital data in order to improve accessibility to this information for the public.
- To participate in the Willimantic Victorian Neighborhood event in June.

**Accomplishments:**

- The Planner has been working on, or assisted in securing grant funds for \$30K Historic Survey; \$19,500 for Town Hall men's restroom for auditorium, and \$15,000 for Windham Textile and History Museum;
- Assisting the Windham Historic District with applications, and Design Guidelines.
- See other items from the Land Use Boards

**Fiscal Notes:**

- Personnel expenses cover the full-time Town Planner and 1/4 of the secretarial support shared with the Engineering Department #50301, the Building Department #50311, and the Fire Marshal.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50606</b>	<b>Town Planner</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 84,342	\$ 86,817	\$ 85,410	<b>\$ 90,000</b>
103	Overtime	-	-	-	-
104	Longevity	700	700	900	<b>900</b>
108	Life insurance	310	301	315	<b>400</b>
110	Medical insurance	20,392	23,155	23,900	<b>26,150</b>
114	FICA/Medicare	6,505	6,643	6,580	<b>7,000</b>
	<b>Total Personnel Expenditures</b>	<u>112,249</u>	<u>117,616</u>	<u>117,105</u>	<b>124,450</b>
<b>Contractual Services</b>					
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	105	173	-	-
221	Advertising & publications	-	-	500	<b>500</b>
223	Equipment rentals	902	-	-	-
	<b>Total Contractual Services</b>	<u>1,007</u>	<u>173</u>	<u>500</u>	<b>500</b>
<b>Commodities</b>					
301	Office supplies	153	100	50	<b>50</b>
302	Gas & diesel fuel	288	184	150	<b>150</b>
314	Office furnishings & equipment	-	-	-	-
317	Books & subscriptions	143	147	50	<b>50</b>
322	Miscellaneous supplies	-	-	-	-
	<b>Total Commodities</b>	<u>584</u>	<u>431</u>	<u>250</u>	<b>250</b>
<b>50606</b>	<b>Total Town Planning &amp; Development</b>	<u>\$ 113,840</u>	<u>\$ 118,220</u>	<u>\$ 117,855</u>	<u>\$ 125,200</u>

Percentage increase/(decrease) 6.23%

**Department Name: Windham Historic District Department #: 50608**

**Mission & Purpose:**

The Windham Historic District Commission is also not a Department but a Commission charged with the responsibilities to preserve and protect the unique historic appearance and character of local historic district(s) in the Town of Windham as provided under the Windham Historic Districts and Historic Properties, Section 7-147, as amended.

In June 1994, with the overwhelming support of the property owners, the Board of Selectmen established the Windham Historic District Commission and the first Historic District in Town.

The Commission reviews each proposal for constructing, demolishing or altering exterior architectural features of buildings, structures, and signs in the Historic District and, after a public hearing, it determines whether to grant a Certificate of Appropriateness.

**Goals & Objectives:**

- To promote the awareness of the Town's historic resources in Windham Center, and to monitor changes to properties in the Historic District.
- The Commission plans to prepare Design Guidelines and a handbook to assist property owners in anticipation of planned improvements that would be consistent with the Districts regulations and mission.

**Accomplishments:**

- The Commission considered and approved eight applications for Certificates of Appropriateness during the year.
- From its establishment in August 1994, the Historic District Commission has held regular monthly meetings and public hearings when necessary.
- The Commissioners have been working with property owners to ensure that their plans for improving their property will be consistent with the overall appearance of the District.

**Fiscal Notes:**

- Costs cover legal advertisements as required. Currently, a \$30 application fee is charged to cover part of the advertising cost, but this typically only covers part of the cost. The Commission is resistant to raising the fee any higher, as it could discourage property owners from complying, and this is contrary to the mission of the District.
- The Commission would like to prepare and print a Design Guideline manual and a handbook and distribute to property owners and Town officials, which is why there is a significant increase in the advertising and publications line item.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50608</b>	<b>Windham Historic District</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Contractual Services</b>					
221	Advertising & publications	\$ -	\$ 189	\$ 100	\$ 500
	Total Contractual Services	<u>-</u>	<u>189</u>	<u>100</u>	<u>500</u>
<b>50608</b>	<b>Total Windham Historic District</b>	<u>\$ -</u>	<u>\$ 189</u>	<u>\$ 100</u>	<u>\$ 500</u>
				Percentage increase/(decrease)	<u>400.00%</u>

**Department Name:**

**Capital Projects**

**Department #: 50701**

**Mission & Purpose:**

The Capital Projects Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of Town capital expenditures as authorized by the Capital Improvement Plan Committee (CIP) with funding provided through general revenues. Projects authorized by the Committee but funded through other revenue sources are not incorporated into this activity.

**Goals & Objectives:**

- Funding of capital projects as recommended by the CIP Committee.

**Accomplishments:**

- Numerous sidewalk repairs.

**Fiscal Notes:**

- Equipment, account number 402:  
Estimated annual lease payment for pay loader - Public Works \$ 16,257
- Vehicles, account number 403:  
Estimated annual lease payment for Sweeper – Public Works 38,943  
Estimated annual lease payment for dump truck – Public Works 25,677  
\$ 80,877

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50701 Capital Projects</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Capital Expenditures</b>				
402 Equipment	\$ 16,256	\$ 16,256	\$ 16,257	<b>\$ 16,257</b>
403 Vehicles	55,295	39,343	65,922	<b>64,620</b>
413 Improvements other than buildings	-	25,100	-	-
Total Capital Expenditures	<u>71,551</u>	<u>80,699</u>	<u>82,179</u>	<b>80,877</b>
<b>50701 Total Capital Projects</b>	<u><u>\$ 71,551</u></u>	<u><u>\$ 80,699</u></u>	<u><u>\$ 82,179</u></u>	<u><u>\$ 80,877</u></u>
			Percentage increase/(decrease)	<u><u>-1.58%</u></u>

**Department Name:**

**Debt Service**

**Department #: 50702**

**Mission & Purpose:**

The Debt Service Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of all General Fund bond principal and interest payments payable during the fiscal year as well as miscellaneous bank charges associated with these issues.

**Goals & Objectives:**

- To fund required capital projects paid through bond offerings while maintaining level funding from the general budget.

**Accomplishments:**

- Made all bond principal and interest payments in a timely fashion.
- Refunded (refinanced) higher rate debt in the spring of 2004 resulting in a present value savings of approximately \$440,000 over the next twelve (12) fiscal years.

**Fiscal Notes:**

- Detail of all General Fund principal and interest debt payments by offering is as follows. BOE related debt is reimbursed by the State of CT to a varying percentage with the “budgeted amount” shown on the revenue detail budget account number 41003-818 School Construction Grant.

	Account Number 232 <u>Principal</u>	Account Number 233 <u>Interest</u>
❖ 1999 GENOB Town (Roads) \$2.6M Offering	\$ 140,000	\$ 59,535
❖ 2002 GENOB Town (Roads) \$6.4M Offering	320,000	174,480
❖ 2004 Refunded 1993 GENOB Town \$856K Offering	96,923	9,034
❖ 2004 Refunded 1995 GENOB BOE \$4.795M Offering	480,000	143,750
❖ 2004 Refunded 1996 GENOB Town \$1.128M Offering	114,487	33,571
❖ 2004 Refunded 1996 GENOB BOE \$7.645M Offering	771,541	228,308
❖ 2006 GENOB \$3.2M Offering	163,000	107,883
	<u>\$ 2,085,951</u>	<u>\$ 756,561</u>
	Account Number 299	
❖ Miscellaneous (bank fees)	<u>\$ 1,000</u>	

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>50702</b>	<b>Debt Service</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Contractual Services</b>					
232	Bonds - principal	\$ 2,102,258	\$ 2,091,922	\$ 2,085,950	<b>\$ 2,085,948</b>
233	Bonds - interest	1,056,008	956,308	856,490	<b>756,560</b>
299	Miscellaneous	1,000	20	1,000	<b>1,000</b>
Total Contractual Services		<u>3,159,266</u>	<u>3,048,250</u>	<u>2,943,440</u>	<b>2,843,508</b>
<b>50702</b>	<b>Total Debt Service</b>	<u>\$ 3,159,266</u>	<u>\$ 3,048,250</u>	<u>\$ 2,943,440</u>	<b>\$ 2,843,508</b>
Percentage increase/(decrease)					<u><b>-3.40%</b></u>

**Department Name:**

**Fringe Benefits**

**Department #: 50703**

**Mission & Purpose:**

The Fringe Benefits Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of all Town employees' fringe benefits, not specifically allocated to an individual Department, as provided by union contracts and/or personnel manual.

**Goals & Objectives:**

- To provide fringe benefits as required by union contract for Town employees.

**Accomplishments:**

- Provided for health and welfare of all Town employees and their dependents.

**Fiscal Notes:**

- Workers' compensation, account number 109 has been budgeted to increase based on information from our carrier.
- Retirement benefits, account number 115 is the annual allocation amount used to fund a retirement liability account for Town employees who retire and are paid any accrued time owed to them.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50703	Fringe Benefits	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
108	Life insurance	\$ 60	\$ 60	\$ 60	\$ 60
109	Workers' compensation	148,974	149,183	179,810	200,000
110	Medical insurance	2,726	(439)	-	-
112	Town pension contribution	322,175	322,175	375,000	375,000
114	FICA/Medicare				-
115	Retirement benefits	-	-	20,000	20,000
116	Bonus payments	13,644	19,345	20,000	20,000
119	Educational reimbursements	-	-	-	-
	Total Personnel Expenditures	<u>487,579</u>	<u>490,324</u>	<u>594,870</u>	<u>615,060</u>
<b>Contractual Services</b>					
230	Unemployment compensation	<u>19,656</u>	<u>20,608</u>	<u>50,000</u>	<u>65,000</u>
	Total Contractual Services	<u>19,656</u>	<u>20,608</u>	<u>50,000</u>	<u>65,000</u>
<b>50703</b>	<b>Total Fringe Benefits</b>	<u>\$ 507,235</u>	<u>\$ 510,932</u>	<u>\$ 644,870</u>	<u>\$ 680,060</u>
Percentage increase/(decrease)					<u>5.46%</u>

**Department Name:**

**Risk Management**

**Department #:50704**

**Mission & Purpose:**

The Risk Management Department provides for various types of insurance including general liability, automobile, express umbrella, law enforcement, professional, public employees' blanket, bond, property, and boilers/machinery.

**Goals & Objectives:**

- Continue to seek out possible savings in areas of duplicate and excessive insurance coverage.
- Continue to act on recommendations of employee safety and health committee.

**Accomplishments:**

**Fiscal Notes:**

Town of Windham, Connecticut  
 Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011  
 As of September 14, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50704	Risk Management	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
205	Municipal insurance	\$ 119,387	\$ 126,500	\$ 132,500	\$ 132,500
280	Outside contractors	-	-	-	-
	Total Contractual Services	119,387	126,500	132,500	132,500
<b>50704</b>	<b>Total Risk Management</b>	\$ 119,387	\$ 126,500	\$ 132,500	\$ 132,500
Percentage increase/(decrease)					0.00%

**Department Name:** Town Contingency **Department #:** 50706

**Mission & Purpose:**

The Town Contingency Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of unanticipated expenditures not budgeted for that could occur during the fiscal year regarding the Town of Windham General Government budget.

**Goals & Objectives:**

- To provide a “cushion” for extraordinary occurrences and unanticipated obligations during the budget year.

**Accomplishments:**

**Fiscal Notes:**

- Any amounts not used or transferred to other Town General Government accounts at year-end return to the Town General Government Fund Balance, which will be used for future needs.

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50706	Town Contingency	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
283	Town contingency	\$ 2,888	\$ (6,708)	\$ 48,570	\$ 130,000
	Total Contractual Services	<u>2,888</u>	<u>(6,708)</u>	<u>48,570</u>	<u>130,000</u>
<b>50706</b>	<b>Total Town Contingency</b>	<u>\$ 2,888</u>	<u>\$ (6,708)</u>	<u>\$ 48,570</u>	<u>\$ 130,000</u>
Percentage increase/(decrease)					<u>167.65%</u>

**Mission & Purpose:**

The Interfund Transfers Out Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of interfund transfers out of the Town General Fund to other non-budgetary funds of the Town that require Town funding.

**Goals & Objectives:**

- To provide a non-operating revenue source for the Kramer Building Fund.
- To provide a non-operating revenue source for the Recreation Revolving Fund.
- To provide a non-operating revenue source for the Revaluation Fund.
- To provide a non-operating revenue source for the Ambulance Fund.
- To provide a non-operating revenue source for any Town grants requiring varying percentage “cash” match.
- To provide a revenue stream to fund future capital improvement leases/purchases for the Reserve for Capital Improvement Fund – Town (RCIP).
- To provide enough support for these funds so future year transfers out can decrease or stop entirely as the funds will be “self-sufficient”.

**Accomplishments:**

- Activity shows the transfers out to the Kramer Building Fund, the Recreation Revolving Fund, the Revaluation Fund, the Ambulance Fund, the grant match fund, and the RCIP to comply with Generally Accepted Accounting Principles (GAAP).

**Fiscal Notes:**

**Town of Windham, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>50707</b>	<b>Interfund Transfers Out</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Interfund Transfers Out</b>					
990	Interfund transfer out - Kramer	\$ 90,117	\$ 224,070	\$ 115,000	\$ 115,000
993	Interfund transfer out - Rec. rev.	100,000	100,000	100,000	60,000
994	Interfund transfer out - Revaluation	-	25,000	-	25,000
995	Interfund transfer out - Misc	-	-	-	-
996	Expenditure - Cap. Leases	-	-	-	-
997	Interfund transfer out - Ambulance	219,780	156,636	113,285	358,490
998	Interfund transfer out - Grant match	10,000	10,000	10,000	10,000
999	Interfund xfer out - RCIP	75,000	225,000	-	-
	<b>Total Interfund Transfers Out</b>	<u>494,897</u>	<u>740,706</u>	<u>338,285</u>	<u>568,490</u>
<b>50707</b>	<b>Total Interfund Transfers Out</b>	<u>\$ 494,897</u>	<u>\$ 740,706</u>	<u>\$ 338,285</u>	<u>\$ 568,490</u>
Percentage increase/(decrease)					<u>68.05%</u>

**TOWN OF WINDHAM,  
CONNECTICUT**

**WILLIMANTIC SERVICE  
DISTRICT**

**ADOPTED BUDGET  
FISCAL YEAR  
2010-2011**

**TOWN OF WINDHAM, CONNECTICUT  
WILLIMANTIC SERVICE DISTRICT  
ADOPTED MILL RATE CALCULATION  
FISCAL YEAR 2010-2011  
PILOT ALLOCATION (41.00% TOWN 59.00% WSD)**

Adopted 2010-2011 Expenditure Budget - Willimantic Service District	\$ 8,584,063
	(3,921,011)
Less: Direct Revenue Estimates	4,663,052
Net Budget	4,663,052
Reappropriation of Fund Balance	194,294
Plus Adjustment *	\$ 4,857,346
Amount to be Raised	9.81
Adopted 2010-2011 Mill Rate	10.00
Adopted 2009-2010 Mill Rate	(0.19)
Mill Rate (Decrease) Increase	-1.86%
Mill Rate % (Decrease) Increase	

One Mill = \$ 494,960 After Board of Assessment  
Appeals (BAA) Hearings

\* Adjustment includes reserve for uncollected taxes at 4% and Elderly Freeze adjustment \*

**Town of Windham, Connecticut**  
**Proposed Willimantic Service District Revenue Budget Detail - Fiscal Year 2009-2010**  
**As of September 14, 2010**  
**PILOT Allocation (41.00% Town 59.00% WSD)**

Willimantic Service District Revenue		2007-2008 Actual Receipts	2008-2009 Actual Receipts	2009-2010 Revised Budget Revenue	2010-2011 Estimated Revenue
<b>41501 Property Taxes</b>					
801	Property taxes - current	\$ 4,392,198	\$ 4,801,012	\$ 4,727,951	\$ 4,663,052
803	Property taxes - MV supplemental	53,241	58,226	60,000	50,000
804	Property taxes - prior years	80,543	146,972	100,000	100,000
807	Property taxes - interest and liens	66,555	80,014	60,000	60,000
	Total Property Taxes	<u>4,592,537</u>	<u>5,086,224</u>	<u>4,947,951</u>	<u>4,873,052</u>
<b>41502 Federal Government</b>					
854	FEMA grant		255,211		
	Total Federal Government	<u>-</u>	<u>255,211</u>	<u>-</u>	<u>-</u>
<b>41504 State of CT - General Government</b>					
826	PILOT - State property ECSU	1,361,691	1,628,538	1,680,233	1,657,242
827	PILOT - elderly freeze	3,000	2,120	3,540	3,540
828	PILOT - elderly circuit breaker	65,037	67,934	76,700	75,520
829	PILOT - housing authority	29,857	30,000		
830	PILOT - property tax relief	-	-	-	-
832	PILOT - totally disabled	1,603	1,746	1,770	1,770
837	PILOT - machinery & equipment	176,176	208,572	177,000	250,750
839	PILOT - private colleges & hospitals	438,285	525,419	489,436	449,930
841	Fines to Towns	10,268	8,187	2,000	2,000
842	Supp Municipal Aid (former Pequot)	734,674	773,218	520,937	519,859
844	Distressed municipalities manufacturing	24,952	9,693	29,500	10,620
850	PILOT - veteran's exemption	7,271	8,230	8,260	8,850
854	Other revenues - State of CT	4,796	-	-	-
	Total State of CT - General Government	<u>2,857,610</u>	<u>3,263,657</u>	<u>2,989,376</u>	<u>2,980,081</u>
<b>41505 Licenses &amp; Permits</b>					
861	Parking permits - Police	9,948	10,008	13,000	-
862	Miscellaneous Police & Fire permits	3,930	6,041	2,500	2,500
	Total Licenses & Permits	<u>13,878</u>	<u>16,049</u>	<u>15,500</u>	<u>2,500</u>
<b>41506 Fines, Forfeitures &amp; Penalties</b>					
872	Parking fines	26,570	26,647	28,000	15,000
	Total Fines, Forfeitures & Penalties	<u>26,570</u>	<u>26,647</u>	<u>28,000</u>	<u>15,000</u>
<b>41508 Charges for Services</b>					
886	Private Police duty	261,475	126,189	200,000	305,000
887	Private Fire duty	5,498	5,161	5,000	5,000
888	Fire Marshal plan review	-	-	-	-
889	Fire Marshal inspection fee	-	-	-	-
890	Fire Marshal temp permit & late fees	-	-	-	-
	Total Charges for Services	<u>266,973</u>	<u>131,350</u>	<u>205,000</u>	<u>310,000</u>

**Town of Windham, Connecticut**  
**Proposed Willimantic Service District Revenue Budget Detail - Fiscal Year 2009-2010**  
**As of September 14, 2010**  
**PILOT Allocation (41.00% Town 59.00% WSD)**

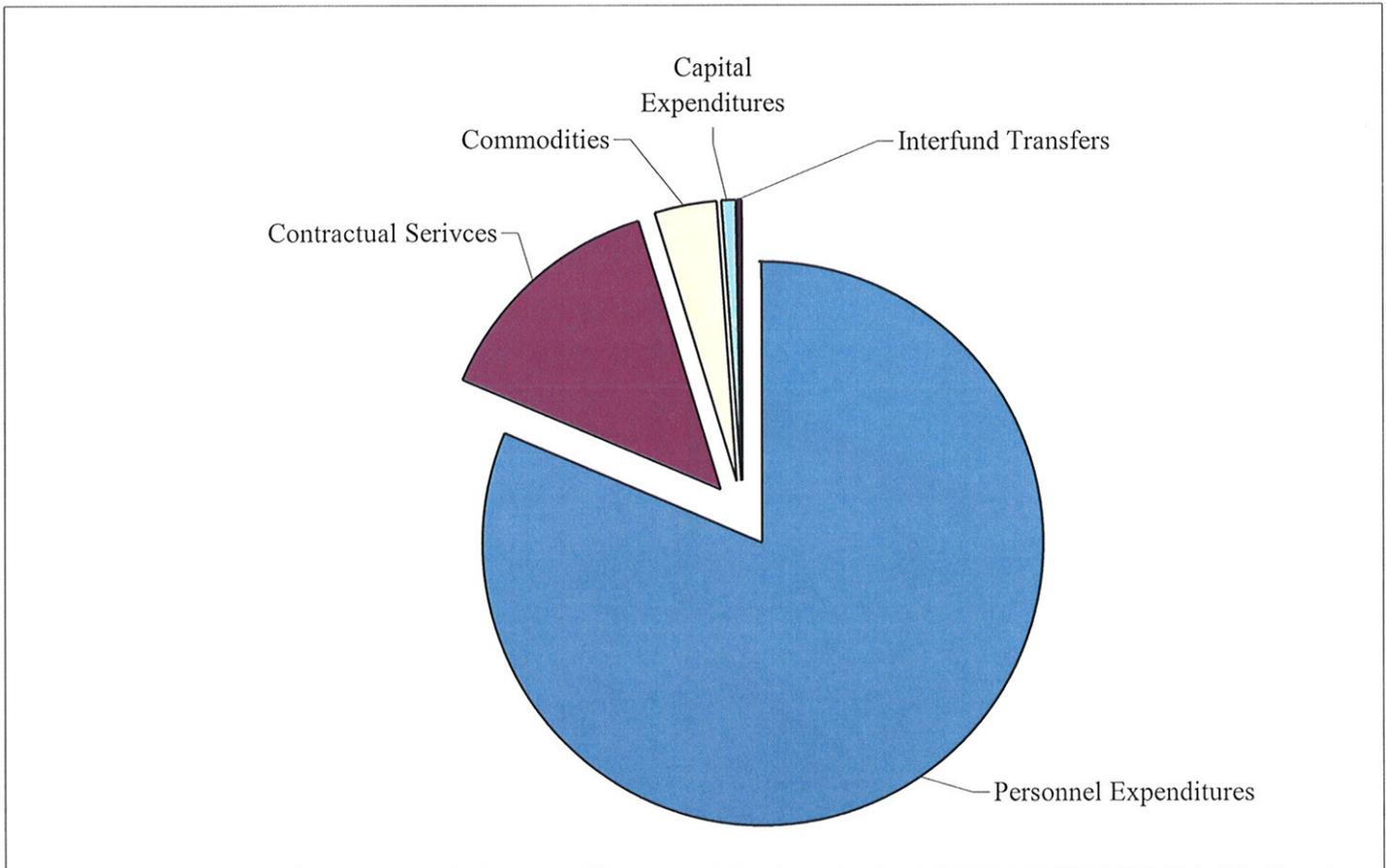
<b>Willimantic Service District Revenue</b>		<b>2007-2008 Actual Receipts</b>	<b>2008-2009 Actual Receipts</b>	<b>2009-2010 Revised Budget Revenue</b>	<b>2010-2011 Estimated Revenue</b>
<b>41509 Interest</b>					
900	Investment income	51,512	47,740	20,000	55,000
	Total Interest	<u>51,512</u>	<u>47,740</u>	<u>20,000</u>	<u>55,000</u>
<b>41511 Miscellaneous</b>					
829	PILOT 2 - Willimantic Housing Authority	\$ 46,300	\$ 53,639	\$ 53,100	\$ 53,100
849	Telecommunications	79,648	73,133	73,130	73,130
929	BOE youth service officer reimb.	-	-	-	58,000
930	False alarms	2,145	2,360	1,000	1,000
931	Fire recruitment fees	-	-	-	2,000
932	Police, Fire, & Ambulance reports	1,228	1,199	1,200	1,200
934	Insurance reimbursement	-	25,829	-	-
950	Miscellaneous revenue	140,308	152,359	110,000	160,000
	Total Miscellaneous	<u>269,629</u>	<u>308,519</u>	<u>238,430</u>	<u>348,430</u>
<b>Total Willimantic Service District Revenue</b>		<u>\$ 8,078,709</u>	<u>\$ 9,135,397</u>	<u>\$ 8,444,257</u>	<u>\$ 8,584,063</u>

**ADOPTED TOWN OF WINDHAM, CONNECTICUT  
WILLIMANTIC SERVICE DISTRICT  
EXPENDITURE BUDGET SUMMARY**

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2008-2009	2009-2010	(Decrease)	2010-2011	(Decrease)
<b>Police</b>						
50801	Administration	\$ 668,748	\$ 699,944	4.66%	\$ 714,174	2.03%
50802	Patrol Services	2,992,458	3,030,550	1.27%	3,331,720	9.94%
50803	Parking Control	54,258	54,465	0.38%	-	-100.00%
50804	Support Services	355,193	363,380	2.30%	347,200	-4.45%
50805	Capital Purchases	108,500	72,000	-33.64%	49,000	-31.94%
50806	Fringe Benefits	887,300	815,410	-8.10%	865,360	6.13%
50807	Detective/Youth/Ident.	216,799	252,830	16.62%	277,370	9.71%
50808	Special Services	-	-	0.00%	-	0.00%
	<b>Total Police</b>	<u>5,283,256</u>	<u>5,288,579</u>	<u>0.10%</u>	<u>5,584,824</u>	<u>5.60%</u>
<b>Fire</b>						
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2008-2009	2009-2010	(Decrease)	2010-2011	(Decrease)
50901	Administration	300,129	293,804	-2.11%	190,840	-35.05%
50902	Fire Marshal	17,540	-		-	100.00%
50903	Fire Prevention	750	1,000	33.33%	1,000	0.00%
50905	Oper. & Maint.	1,601,320	1,604,010	0.17%	1,620,800	1.05%
50906	Central Services	7,500	9,000	20.00%	9,000	0.00%
50907	Capital Purchases	18,800	17,000	-9.57%	32,000	88.24%
50908	Fringe Benefits	543,050	561,448	3.39%	472,000	-15.93%
	<b>Total Fire</b>	<u>2,489,089</u>	<u>2,486,262</u>	<u>-0.11%</u>	<u>2,325,640</u>	<u>-6.46%</u>
<b>Other</b>						
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2008-2009	2009-2010	(Decrease)	2010-2011	(Decrease)
50900	Safety Complex	519,500	576,599	10.99%	568,599	-1.39%
50909	WSD Contingency	358,601	55,000	-84.66%	85,000	54.55%
50910	Interfund Transfers Out	30,000	30,000	0.00%	20,000	-33.33%
	<b>Total Other</b>	<u>908,101</u>	<u>661,599</u>	<u>-27.14%</u>	<u>673,599</u>	<u>1.81%</u>
	<b>Total WSD Budget</b>	<u>\$ 8,680,446</u>	<u>\$ 8,436,440</u>	<u>-2.81%</u>	<u>\$ 8,584,063</u>	<u>1.75%</u>

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Organization Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Willimantic Service District</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 6,823,169	\$ 6,869,633	<b>\$ 6,998,310</b>	<b>81.53%</b>
Contractual Services	1,038,426	1,144,307	<b>1,176,803</b>	<b>13.71%</b>
Commodities	305,806	301,500	<b>304,950</b>	<b>3.55%</b>
Capital Expenditures	104,669	91,000	<b>84,000</b>	<b>0.98%</b>
Interfund Transfers Out	130,599	30,000	<b>20,000</b>	<b>0.23%</b>
Total Operating Expenditures	<u>8,402,669</u>	<u>8,436,440</u>	<b><u>8,584,063</u></b>	<b><u>100.00%</u></b>
<b>Total Willimantic Service District</b>	<b><u>\$ 8,402,669</u></b>	<b><u>\$ 8,436,440</u></b>	<b><u>\$ 8,584,063</u></b>	<b><u>100.00%</u></b>
Percentage increase/(decrease)		<u><u>0.40%</u></u>	<u><u>1.75%</u></u>	



**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

Willimantic Service District		2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget	% of Adopted Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 3,349,273	\$ 3,598,670	\$ 3,719,600	43.33%
102	Part-time payroll	35,961	39,000	13,000	0.15%
103	Overtime	586,471	540,738	608,000	7.08%
104	Longevity	25,000	26,400	25,010	0.29%
106	Special duty	189,231	165,000	230,000	2.68%
108	Life insurance	(22,108)	7,935	11,320	0.13%
109	Workers' compensation	184,090	240,008	250,560	2.92%
110	Medical insurance	1,082,405	1,115,522	1,096,220	12.77%
112	Pension plan contributions	973,174	978,000	878,000	10.23%
113	Heart & hypertension	55,000	20,000	20,000	0.23%
114	FICA/Medicare	66,326	71,560	72,800	0.85%
115	Retirement benefits	-	15,000	15,000	0.17%
116	Bonus payments	274,901	18,000	20,000	0.23%
117	Physicals & inoculations	9,715	10,800	10,800	0.13%
119	Educational reimbursements	3,450	10,000	10,000	0.12%
120	Recruitment	10,280	13,000	18,000	0.21%
Total Personnel Expenditures		6,823,169	6,869,633	6,998,310	81.53%
<b>Contractual Services</b>					
200	NCIC collection costs	11,764	12,000	12,000	0.14%
202	Financial & accounting	85,000	85,000	85,000	0.99%
203	Legal	45,744	63,500	48,500	0.57%
205	Municipal insurance	137,925	142,200	142,200	1.66%
207	Dispatch services	390,916	383,099	383,099	4.46%
208	Collection costs	-	200	-	0.00%
209	Professional affiliations	13,628	15,600	15,600	0.18%
211	Travel, meetings & training	30,788	20,300	38,300	0.45%
214	Telephone	13,391	21,000	17,000	0.20%
215	Postage	2,465	4,100	4,000	0.05%
217	Electricity	82,456	76,000	80,000	0.93%
218	Heating fuel	26,503	40,000	30,000	0.35%
219	Sewer & water charges	3,223	3,500	3,500	0.04%
221	Advertising & publications	6,399	6,010	4,400	0.05%
223	Equipment rentals	2,031	8,600	8,100	0.09%
230	Unemployment compensation	4,459	8,050	20,000	0.23%
256	Informants	3,000	10,000	10,000	0.12%
257	Uniform cleaning	44,665	54,824	48,780	0.57%
266	Service contracts	55,389	66,424	71,924	0.84%
268	Meals	21,590	18,900	18,900	0.22%
280	Outside contractors	54,582	46,000	46,500	0.54%

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

Willimantic Service District		2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget	% of Adopted Budget
<b>Contractual Services (Continued)</b>					
283	WSD contingency	\$ -	\$ 55,000	\$ 85,000	0.99%
299	Prisoner custody meals	2,008	3,500	3,500	0.04%
299	Miscellaneous	500	500	500	0.01%
Total Contractual Services		<u>1,038,426</u>	<u>1,144,307</u>	<u>1,176,803</u>	<u>13.71%</u>
<b>Commodities</b>					
301	Office supplies	14,687	15,200	15,800	0.18%
302	Gas & diesel fuel	99,311	83,000	89,000	1.04%
303	Uniform purchases	42,032	41,050	39,900	0.46%
304	Custodial supplies	10,297	12,000	10,000	0.12%
305	Safety equipment	20,801	20,000	20,000	0.23%
306	Vehicle repairs	61,442	72,500	72,500	0.84%
307	Hand tools	149	300	300	0.00%
310	Radio & alarm repairs	6,171	7,000	7,000	0.08%
311	Traffic control signs	-	-	-	0.00%
312	Radio, batteries & pagers	7,216	4,500	4,500	0.05%
314	Office furnishings & equipment	1,612	2,500	2,500	0.03%
317	Books & subscriptions	-	1,250	1,250	0.01%
318	Photo equipment	2,799	3,500	3,500	0.04%
319	Guns & ammunition	31,872	29,500	29,500	0.34%
322	Miscellaneous supplies	4,184	5,200	5,200	0.06%
325	Evidence supplies	1,990	2,000	2,000	0.02%
329	Building supplies	1,243	2,000	2,000	0.02%
Total Commodities		<u>305,806</u>	<u>301,500</u>	<u>304,950</u>	<u>3.55%</u>
<b>Capital Expenditures</b>					
401	Buildings & improvements	-	3,000	6,000	0.07%
402	Equipment	16,629	25,000	41,000	0.48%
403	Vehicles	79,887	57,000	30,000	0.35%
413	Improvements other than building	8,153	6,000	7,000	0.08%
Total Capital Expenditures		<u>104,669</u>	<u>91,000</u>	<u>84,000</u>	<u>0.98%</u>
<b>Interfund Transfers Out</b>					
990	Interfund transfer out - Grant match	10,599	10,000	20,000	0.23%
998	Interfund transfer out - RCIP	120,000	20,000	-	0.00%
Total Interfund Transfers Out		<u>130,599</u>	<u>30,000</u>	<u>20,000</u>	<u>0.23%</u>
<b>Total Willimantic Service District</b>		<u>\$ 8,402,669</u>	<u>\$ 8,436,440</u>	<u>\$ 8,584,063</u>	<u>100.00%</u>
Percentage increase/(decrease)			<u>0.40%</u>	<u>1.75%</u>	

**Town of Windham, Connecticut**  
**Adopted Police Department Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Police Department</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 2,331,919	\$ 2,498,450	\$ 2,746,600	49.18%
102 Part-time payroll	35,961	39,000	13,000	0.23%
103 Overtime	297,410	295,000	293,000	5.25%
104 Longevity	18,100	19,300	20,200	0.36%
106 Special duty	189,231	165,000	230,000	4.12%
108 Life insurance	3,629	4,235	8,220	0.15%
109 Workers' compensation	119,678	136,560	136,560	2.45%
110 Medical insurance	716,681	734,350	752,020	13.47%
112 Police pension plan contribution	614,107	620,000	620,000	11.10%
113 Heart & hypertension	-	10,000	10,000	0.18%
114 FICA/Medicare	47,160	48,350	52,300	0.94%
116 Bonus payments	268,890	11,500	13,500	0.24%
117 Physicals & inoculations	-	800	800	0.01%
119 Educational reimbursements	3,450	10,000	10,000	0.18%
120 Recruitment	4,780	10,000	10,000	0.18%
Total Personnel Expenditures	<u>4,650,996</u>	<u>4,602,545</u>	<u>4,916,200</u>	<u>88.03%</u>
<b>Contractual Services</b>				
200 NCIC collection costs	11,764	12,000	12,000	0.21%
202 Financial & accounting	50,000	50,000	50,000	0.90%
203 Legal	36,952	60,000	45,000	0.81%
205 Municipal insurance	95,122	97,200	97,200	1.74%
208 Collection costs	-	200	-	0.00%
209 Professional affiliations	12,738	15,100	15,100	0.27%
211 Travel, meetings & training	17,830	15,500	21,500	0.38%
214 Telephone	8,729	15,000	11,000	0.20%
215 Postage	1,892	3,000	3,200	0.06%
221 Advertising & publications	5,928	5,110	3,500	0.06%
223 Equipment rentals	636	5,100	5,100	0.09%
230 Unemployment compensation	4,459	8,050	20,000	0.36%
256 Informants	3,000	10,000	10,000	0.18%
257 Uniform cleaning	23,354	31,200	31,500	0.56%
266 Service contracts	22,013	31,924	31,924	0.57%
268 Meals	21,540	18,500	18,500	0.33%
280 Outside contractors	14,694	16,500	17,000	0.30%
299 Prisoner custody meals	2,008	3,500	3,500	0.06%
299 Miscellaneous	500	500	500	0.01%
Total Contractual Services	<u>333,159</u>	<u>398,384</u>	<u>396,524</u>	<u>7.10%</u>

**Town of Windham, Connecticut**  
**Adopted Police Department Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Police Department</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Commodities</b>				
301 Office supplies	\$ 12,510	\$ 13,000	\$ 13,600	0.24%
302 Gas & diesel fuel	85,352	70,000	76,000	1.36%
303 Uniform purchases	36,867	34,650	34,500	0.62%
305 Safety equipment	1,917	2,000	2,000	0.04%
306 Vehicle repairs	39,704	45,000	45,000	0.81%
307 Hand tools	149	300	300	0.01%
310 Radio & alarm repairs	4,414	5,700	5,700	0.10%
311 Traffic control signs	-	-	-	0.00%
314 Office furnishings & equipment	1,612	2,000	2,000	0.04%
317 Books & subscriptions	-	1,100	1,100	0.02%
318 Photo equipment	2,799	3,500	3,500	0.06%
319 Guns & ammunition	31,872	29,500	29,500	0.53%
322 Miscellaneous supplies	3,194	3,900	3,900	0.07%
325 Evidence supplies	1,990	2,000	2,000	0.04%
329 Building supplies	531	1,000	1,000	0.02%
<b>Total Commodities</b>	<b>222,911</b>	<b>213,650</b>	<b>220,100</b>	<b>3.94%</b>
<b>Capital Expenditures</b>				
401 Buildings & improvements	-	3,000	6,000	0.11%
402 Equipment	1,945	8,000	9,000	0.16%
403 Vehicles	79,887	57,000	30,000	0.54%
413 Improvements other than building	8,153	6,000	7,000	0.13%
<b>Total Capital Expenditures</b>	<b>89,985</b>	<b>74,000</b>	<b>52,000</b>	<b>0.93%</b>
<b>Total Police Department</b>	<b>\$ 5,297,051</b>	<b>\$ 5,288,579</b>	<b>\$ 5,584,824</b>	<b>100.00%</b>
		<b>Percentage increase/(decrease)</b>	<b>5.60%</b>	
		<b>-0.16%</b>		

**Town of Windham, Connecticut**  
**Adopted Fire Department Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Fire Department</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 1,017,354	\$ 1,100,220	\$ 973,000	41.84%
103 Overtime	289,061	245,738	315,000	13.54%
104 Longevity	6,900	7,100	4,810	0.21%
108 Life insurance	(25,737)	3,700	3,100	0.13%
109 Workers' compensation	64,412	103,448	114,000	4.90%
110 Medical insurance	365,724	381,172	344,200	14.80%
112 Fire pension plan contribution	359,067	358,000	258,000	11.09%
113 Heart & hypertension	55,000	10,000	10,000	0.43%
114 FICA/Medicare	19,166	23,210	20,500	0.88%
116 Bonus payments	6,011	6,500	6,500	0.28%
117 Physicals & inoculations	9,715	10,000	10,000	0.43%
120 Recruitment	5,500	3,000	8,000	0.34%
Total Personnel Expenditures	<u>2,172,173</u>	<u>2,252,088</u>	<u>2,067,110</u>	<u>88.88%</u>
<b>Contractual Services</b>				
202 Financial & accounting	35,000	35,000	35,000	1.50%
203 Legal	8,792	3,500	3,500	0.15%
205 Municipal insurance	42,803	45,000	45,000	1.93%
209 Professional affiliations	890	500	500	0.02%
211 Travel, meetings & training	12,958	4,800	16,800	0.72%
214 Telephone	4,662	6,000	6,000	0.26%
215 Postage	573	1,100	800	0.03%
221 Advertising & publications	471	900	900	0.04%
223 Equipment rentals	1,395	3,500	3,000	0.13%
257 Uniform cleaning	21,311	23,624	17,280	0.74%
266 Service contracts	10,404	10,500	16,000	0.69%
268 Meals	50	400	400	0.02%
280 Outside contractors	4,983	6,500	6,500	0.28%
Total Contractual Services	<u>144,292</u>	<u>141,324</u>	<u>151,680</u>	<u>6.52%</u>
<b>Commodities</b>				
301 Office supplies	2,177	2,200	2,200	0.09%
302 Gas & diesel fuel	13,959	13,000	13,000	0.56%
303 Uniform purchases	5,165	6,400	5,400	0.23%
305 Safety equipment	18,884	18,000	18,000	0.77%
306 Vehicle repairs	21,738	27,500	27,500	1.18%

**Town of Windham, Connecticut**  
**Adopted Fire Department Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Fire Department</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Commodities (Continued)</b>					
310	Radio & alarm repairs	\$ 1,757	\$ 1,300	\$ 1,300	0.06%
312	Radio, batteries & pagers	7,216	4,500	4,500	0.19%
314	Office furnishings & equipment	-	500	500	0.02%
317	Books & subscriptions	-	150	150	0.01%
322	Miscellaneous supplies	990	1,300	1,300	0.06%
329	Building supplies	712	1,000	1,000	0.04%
	<b>Total Commodities</b>	<u>72,598</u>	<u>75,850</u>	<u>74,850</u>	<u>3.22%</u>
<b>Capital Expenditures</b>					
402	Equipment	14,684	17,000	32,000	1.38%
403	Vehicles	-	-	-	0.00%
	<b>Total Capital Expenditures</b>	<u>14,684</u>	<u>17,000</u>	<u>32,000</u>	<u>1.38%</u>
	<b>Total Fire Department</b>	<u>\$ 2,403,747</u>	<u>\$ 2,486,262</u>	<u>\$ 2,325,640</u>	<u>100.00%</u>
	Percentage increase/(decrease)		<u>3.43%</u>	<u>-6.46%</u>	

**Town of Windham, Connecticut**  
**Adopted Other WSD Function Expenditure Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Other WSD</b>		<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Personnel Expenditures</b>					
115	Retirement benefits	\$ -	\$ 15,000	\$ 15,000	2.23%
	Total Personnel Expenditures	-	15,000	15,000	2.23%
<b>Contractual Services</b>					
207	Dispatch services	390,916	383,099	383,099	56.87%
217	Electricity	82,456	76,000	80,000	11.88%
218	Heating fuel	26,503	40,000	30,000	4.45%
219	Sewer & water charges	3,223	3,500	3,500	0.52%
266	Service contracts	22,972	24,000	24,000	3.56%
280	Outside contractors	34,905	23,000	23,000	3.41%
283	WSD contingency	-	55,000	85,000	12.62%
	Total Contractual Services	560,975	604,599	628,599	93.32%
<b>Commodities</b>					
304	Custodial supplies	10,297	12,000	10,000	1.48%
	Total Commodities	10,297	12,000	10,000	1.48%
<b>Interfund Transfers Out</b>					
990	Interfund transfer out - Grant match	10,599	10,000	20,000	2.97%
998	Interfund transfer out - RCIP	120,000	20,000	-	0.00%
	Total Interfund Transfers Out	130,599	30,000	20,000	2.97%
<b>Total Other WSD</b>		<b>\$ 701,871</b>	<b>\$ 661,599</b>	<b>\$ 673,599</b>	<b>100.00%</b>
Percentage increase/(decrease)			<b>-5.74%</b>	<b>1.81%</b>	

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## **Department Name: Police Administration - 50801**

### **Mission & Purpose:**

Police Administration shows the administrative expenses of the Willimantic Police Department. Our mission is to protect and serve the public through law enforcement action. In carrying out this mission, the administration provides policies, procedures, supervision, and guidance so that the citizens of Willimantic are afforded the best protection and service.

### **Goals & Objectives:**

- The movement of computerization and networking with Federal and State agencies (NBRIS) through the in-house computer system must continue for future compliance needs.
- Ensure the application of basic organization principles of good general management and administration, which involves the development and utilization of limited personnel, equipment and resources in ways that favorably affect public welfare.
- The repair or purchase of long-term storage of Records Management System
- Implement a School Resource Office Program

### **Accomplishments:**

- Maintained a seasonal community-policing unit with bicycle patrols.
- The Department has continued development of word processing capabilities for the record keeping of criminal complaints and accident reports.
- We have established a canine program, Rotary donation have purchased a second dog, and Federal grants will provide a canine vehicle.

### **Fiscal Notes:**

- Personnel expenses cover the full-time positions of the Police Chief, Police Captain, two (2) Police Lieutenants, an Administrative Assistant, an Administrative Aide and two (2) Secretaries. A large portion of the increase in personnel is due to contract settlement, which was +3 years expired.
- Overtime, account number 103, has remained the same despite the increased need for command personnel at major criminal incidents
- Recruitment, account number 120, is the cost of polygraphs and psychological exams. The Department has already experienced the retirement of one officer in the current fiscal year.
- Professional affiliations, account number 209, reflect associations with the Law Enforcement Council, the International Associations of Chiefs of Police (IACP), the Federal Bureau of Investigation (FBI), the Connecticut Chiefs of Police Association (CCPA), and the New England State Police Intelligence Network (NESPIN). These organizations contribute to training command staff at minimal costs, and the use of high tech equipment that the department would otherwise not have access to. LEC provides 35 hours of the State Mandated 60 hours training
- Most line items, other than contractual obligations, have remained the same.
- Travel, meeting and training (221) has a slight increase, as incoming President of the Connecticut Police Chief's; the Chief will be obligated to increase travel, especially in state.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50801 Police Administration</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
101 Regular payroll	\$ 448,260	\$ 464,253	\$ 475,000	\$ 500,000
103 Overtime	20,342	19,175	22,000	22,000
104 Longevity	5,400	4,200	4,400	6,000
108 Life insurance	1,206	1,147	1,220	1,500
110 Medical insurance	102,326	111,196	116,100	99,300
114 FICA/Medicare	10,773	12,020	10,850	12,000
120 Recruitment	9,115	4,780	10,000	10,000
Total Personnel Expenditures	<u>597,422</u>	<u>616,771</u>	<u>639,570</u>	<u>650,800</u>
<b>Contractual Services</b>				
209 Professional affiliations	10,265	11,320	13,600	13,600
211 Travel, meetings & training	4,456	6,807	6,500	8,000
215 Postage	769	1,892	3,000	3,200
221 Advertising & publications	1,891	1,607	1,500	1,500
223 Equipment rentals	3,264	636	5,100	5,100
257 Uniform cleaning	4,106	3,455	4,200	4,500
266 Service contracts	8,943	9,563	9,224	9,224
Total Contractual Services	<u>33,694</u>	<u>35,280</u>	<u>43,124</u>	<u>45,124</u>
<b>Commodities</b>				
301 Office supplies	7,019	8,124	8,400	8,400
303 Uniform purchases	2,506	2,143	3,500	3,500
314 Office furnishings & equipment	-	1,612	2,000	2,000
317 Books & subscriptions	-	-	1,100	1,100
322 Miscellaneous supplies	-	235	250	250
Total Commodities	<u>9,525</u>	<u>12,114</u>	<u>15,250</u>	<u>15,250</u>
<b>Capital Expenditures</b>				
402 Equipment	-	1,945	2,000	3,000
Total Capital Expenditures	<u>-</u>	<u>1,945</u>	<u>2,000</u>	<u>3,000</u>
<b>50801 Total Police Administration</b>	<u>\$ 640,641</u>	<u>\$ 666,110</u>	<u>\$ 699,944</u>	<u>\$ 714,174</u>
			Percentage increase/(decrease)	<u>2.03%</u>

## **Department Name: Patrol Services - 50802**

### **Mission & Purpose:**

Patrol Services is the Willimantic Police Department's largest division. This division covers the cost of the rank and file patrol and supervisory officers with their associated contract mandates. The division's mission is to provide preventive patrol and security services, respond to calls for assistance, and conduct investigations of criminal incidents. Patrol services provide response and police assistance on calls for service seven (7) days a week, twenty-four (24) hours per day.

### **Goals & Objectives:**

- Continue our efforts towards community policing, seasonal bicycle patrol.
- Provide adequate, effective and efficient police service.
- Maintain a highly trained critical response team.

### **Accomplishments:**

- The division conducts routine activities including but not limited to: twenty-four (24) hour motorized patrols, enforcement of all state and local laws, preservation of peace and order, the prevention and suppression of crime, as well as the apprehension of offenders.

### **Fiscal Notes:**

- Personnel expenses cover the cost of four (4) Sergeants, thirty (30) officers. One officer position was funded for \$1 last fiscal year. Total department complement is 42 sworn, including Chief and Captain, one sworn officer position remains in the budget to be funded as a School Resource Officer.
- Overtime, account number 103, is used to meet patrol staffing mandates, officer follow up, mandated arrest reporting requirements in domestic violence, SOG, narcotics, special events, court appearance and major criminal investigations.
- Travel, meetings and training, account number 211, represents a continued commitment to additional training for officers and increased due to the State of CT re-certification hours increasing to sixty (60). Line item reduced by 2,000 during Service District meetings prior fiscal year.
- Prisoner custody meals, account number 299, represent the cost of prisoner meals.
- Outside Contractors, account number 280, has increased due to renovation to Patrol Room and Photographic Room door.
- Uniform purchases, account number 303, have remained the same. These costs also cover the purchase of body armor now required by Contract and only partially funded through federal grants. Most other line items, other than contractual obligations, have remained the same or increased slightly due to increased costs.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50802</b>	<b>Patrol Services</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 1,675,474	\$ 1,658,202	\$ 1,800,000	<b>\$ 2,002,000</b>
103	Overtime	239,641	225,722	225,000	<b>225,000</b>
104	Longevity	10,500	11,200	11,800	<b>11,000</b>
106	Special duty	214,154	189,231	165,000	<b>230,000</b>
108	Life insurance	2,394	2,074	2,550	<b>6,000</b>
110	Medical insurance	507,880	557,831	568,800	<b>583,720</b>
114	FICA/Medicare	29,126	28,258	30,500	<b>36,000</b>
	Total Personnel Expenditures	<u>2,679,169</u>	<u>2,672,518</u>	<u>2,803,650</u>	<b>3,093,720</b>
<b>Contractual Services</b>					
211	Travel, meetings & training	8,267	9,956	8,000	<b>12,000</b>
221	Advertising & publications	355	1,091	2,000	<b>2,000</b>
257	Uniform cleaning	16,703	15,490	22,000	<b>22,000</b>
280	Outside contractors	3,779	4,125	4,500	<b>5,000</b>
299	Prisoner custody meals	2,318	2,008	3,500	<b>3,500</b>
	Total Contractual Services	<u>31,422</u>	<u>32,670</u>	<u>40,000</u>	<b>44,500</b>
<b>Commodities</b>					
301	Office supplies	3,834	3,819	4,000	<b>4,600</b>
302	Gas & diesel fuel	76,631	85,352	70,000	<b>76,000</b>
303	Uniform purchases	32,245	33,441	28,000	<b>28,000</b>
305	Safety equipment	1,554	1,917	2,000	<b>2,000</b>
306	Vehicle repair parts	46,286	39,704	45,000	<b>45,000</b>
307	Hand tools	-	149	300	<b>300</b>
310	Radio & alarm repairs	7,844	4,414	5,700	<b>5,700</b>
319	Guns & ammunition	20,000	31,872	29,500	<b>29,500</b>
322	Miscellaneous supplies	2,074	2,111	2,400	<b>2,400</b>
	Total Commodities	<u>190,468</u>	<u>202,779</u>	<u>186,900</u>	<b>193,500</b>
<b>50802</b>	<b>Total Patrol Services</b>	<u><u>\$ 2,901,059</u></u>	<u><u>\$ 2,907,967</u></u>	<u><u>\$ 3,030,550</u></u>	<u><u>\$ 3,331,720</u></u>

Percentage increase/(decrease) 9.94%

**Department Name:                    Parking Control - 50803**

**Mission & Purpose:**

Parking Control Department incorporates the cost of monitoring the parking lots in the Willimantic Service District. One (1) parking monitor is employed to oversee the service district.

**Goals & Objectives:**

- To enforce all the parking regulations of the Willimantic Service District, especially in the downtown service area. This includes the detection and citation of parking violations.

**Accomplishments:**

- The primary challenge of the Parking Control is the collection of past due parking tickets. In an effort to assist in resolving this problem this budget has addressed the need for a “parking scofflaw boot” to reduce the number of repeat offenders.

**Fiscal Notes:**

- Personnel expenses cover one (1) budgeted Parking Monitor. The costs incurred in this budget are partially offset by revenue generated from collection of parking tickets.
- This department was eliminated in the Town Manager’s budget.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50803</b>	<b>Parking Control</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Part time payroll	\$ 26,285	\$ 24,192	\$ 27,000	\$ -
104	Longevity	300	300	300	-
108	Life insurance	144	136	155	-
110	Medical insurance	19,014	21,768	22,900	-
114	FICA/Medicare	1,839	1,662	2,150	-
	Total Personnel Expenditures	<u>47,582</u>	<u>48,058</u>	<u>52,505</u>	-
<b>Contractual Services</b>					
208	Collection costs	241	-	200	-
217	Electricity	-	-	-	-
221	Advertising & publications	1,600	3,230	1,610	-
	Total Contractual Services	<u>1,841</u>	<u>3,230</u>	<u>1,810</u>	-
<b>Commodities</b>					
303	Uniform purchases	-	-	150	-
311	Traffic control signs	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>150</u>	-
<b>50803</b>	<b>Total Parking Control</b>	<u>\$ 49,423</u>	<u>\$ 51,288</u>	<u>\$ 54,465</u>	<u>\$ -</u>
				Percentage increase/(decrease)	<u><u>-100.00%</u></u>

**Department Name: Support Services - 50804**

**Mission & Purpose:**

Support Services Department details the Willimantic Police Department's support cost including the Evidence Officer, evidence supplies, photo equipment and supplies, legal services, the Department's share of Town insurance and accounting costs, and the Department's share of the Safety Complex maintenance costs.

**Goals & Objectives:**

- Maintain service contracts for most of our costly, heavy equipment including the elevator, heating and cooling system and boilers.

**Accomplishments:**

- Obtained service contracts for most of the above listed items.

**Fiscal Notes:**

- Personnel expenses cover one (1) full-time Evidence Officer and one (1) part-time janitor.
- Service Contracts, account number 266, was reduced by \$6,000 during Service District meeting last fiscal year.
- Most other line items, other than contractual obligations, have remained the same or have increase slightly due to increased costs.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50804	Support Services	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 47,737	\$ 52,760	\$ 56,100	\$ 60,600
102	Part time payroll	11,735	11,769	12,000	13,000
103	Overtime	2,584	7,323	12,000	10,000
104	Longevity	700	700	800	1,000
108	Life insurance	72	68	80	200
110	Medical insurance	3,000	3,000	3,000	3,000
114	FICA/Medicare	1,738	1,807	2,000	1,000
	Total Personnel Expenditures	<u>67,566</u>	<u>77,427</u>	<u>85,980</u>	<u>88,800</u>
<b>Contractual Services</b>					
200	NCIC collection costs	11,264	11,764	12,000	12,000
202	Financial services - Town	50,000	50,000	50,000	50,000
203	Legal	53,223	36,952	60,000	45,000
205	Municipal insurance	88,813	95,122	97,200	97,200
209	Professional affiliations	1,350	1,418	1,500	1,500
214	Telephone	9,299	8,729	15,000	11,000
257	Uniform cleaning	742	423	1,000	1,000
266	Service contracts	12,450	12,450	22,700	22,700
280	Outside contractors	10,399	10,569	11,000	11,000
299	Miscellaneous	312	500	500	500
	Total Contractual Services	<u>237,852</u>	<u>227,927</u>	<u>270,900</u>	<u>251,900</u>
<b>Commodities</b>					
318	Photo equipment	910	2,799	3,500	3,500
325	Evidence supplies	1,971	1,990	2,000	2,000
329	Building supplies	192	531	1,000	1,000
	Total Commodities	<u>3,073</u>	<u>5,320</u>	<u>6,500</u>	<u>6,500</u>
<b>50804</b>	<b>Total Support Services</b>	<u>\$ 308,491</u>	<u>\$ 310,674</u>	<u>\$ 363,380</u>	<u>\$ 347,200</u>

Percentage increase/(decrease) -4.45%

# Department Name: Capital Purchases - 50805

## Mission & Purpose:

Capital Purchases – Police Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of Police Department capital expenses as authorized by the Capital Improvement Plan Committee (CIP) with funding provided through general revenues. Projects authorized by the Committee but funded through other revenue sources are not incorporated into this activity.

## Goals & Objectives:

- To repair external and internal structure (i.e. brick re-pointing, cellblock toilets and heaters in the garage) with the objective of ensuring that the complex remains serviceable for future years.
- To maintain a fleet of newer, low mileage cars as our front line vehicles.
- To implement improved building security measures (card or fob swipe access).
- Completion of Taser purchases.
- Juvenile Law Change

## Accomplishments:

### Fiscal Notes:

- Detail of all account numbers is as follows:

Buildings & improvement, account number 401:

- ❖ Cell block repairs (continuing project) \$ 6,000
- ❖ Building Security Locks
- ❖ State Law change need Juvenile Holding facility with camera

Equipment, account number 402:

- Completion of transition to Tasers; 6,000

Vehicles, account number 403:

- ❖ One (1) fully equipped cruisers, including detailing 30,000
- ❖ Service District removed one (1) vehicle

Improvements other than buildings, account number 413:

- ❖ Ongoing replacement of portable and mobile radios, video/audio cameras in cellblocks 7,000
- ❖ Backup server for internal computer system

\$ 49,000

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50805	Capital Purchases - Police	Expended	Expended	Budget	Budget
<b>Capital Expenditures</b>					
401	Buildings & improvements	\$ 3,086	\$ -	\$ 3,000	\$ 6,000
402	Equipment		\$ 4,627	\$ 6,000	\$ 6,000
403	Vehicles	54,870	79,887	57,000	30,000
413	Improvements other than buildings	31,960	8,153	6,000	7,000
	Total Capital Expenditures	<u>89,916</u>	<u>92,667</u>	<u>72,000</u>	<u>49,000</u>
<b>50805</b>	<b>Total Capital Purchases - Police</b>	<u>\$ 89,916</u>	<u>\$ 92,667</u>	<u>\$ 72,000</u>	<u>\$ 49,000</u>
Percentage increase/(decrease)					<u><u>-31.94%</u></u>

**Department Name: Fringe Benefits - 50806**

**Mission & Purpose:**

Fringe Benefits – Police Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of all Police Department employees’ fringe benefits, not specifically allocated to an individual Department, as provided by union contracts and/or personnel manual

**Goals & Objectives:**

- To provide fringe benefits as required by union contract for Police Department employees

**Accomplishments:**

- Provided for health and welfare of all Police Department employees and their dependents.

**Fiscal Notes:**

- Bonus payments, account number 116 is a contractual obligation owed to Police union employees for not taking sick time.
- Educational reimbursement, account number 119, is a contractual obligation owed to Police union employees who go back to school, earning a degree in the field they are presently working in. It also includes the cost of prior degrees earned.
- Most other line items, other than contractual obligations, have remained the same or have increase slightly due to increased costs.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50806</b>	<b>Fringe Benefits - Police</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>					
108	Life Insurance	\$ -	\$ -	\$ -	\$ -
109	Workers' compensation	119,057	119,678	136,560	<b>136,560</b>
110	Medical insurance	-	-	-	<b>36,000</b>
112	Police pension plan contribution	694,281	614,107	620,000	<b>620,000</b>
114	FICA/Medicare				-
113	Heart & hypertension	39,296	-	10,000	<b>10,000</b>
116	Bonus payments	10,169	268,890	11,500	<b>13,500</b>
117	Physicals & inoculations	594	-	800	<b>800</b>
119	Educational reimbursement	3,450	3,450	10,000	<b>10,000</b>
	<b>Total Personnel Expenditures</b>	<u>866,847</u>	<u>1,006,125</u>	<u>788,860</u>	<b>826,860</b>
<b>Contractual Services</b>					
230	Unemployment compensation	2,025	4,459	8,050	<b>20,000</b>
268	Meals	25,500	21,540	18,500	<b>18,500</b>
	<b>Total Contractual Services</b>	<u>27,525</u>	<u>25,999</u>	<u>26,550</u>	<b>38,500</b>
<b>50806</b>	<b>Total Fringe Benefits - Police</b>	<u>\$ 894,372</u>	<u>\$ 1,032,124</u>	<u>\$ 815,410</u>	<b>\$ 865,360</b>
				Percentage increase/(decrease)	<u><b>6.13%</b></u>

**Department Name: Detective/Youth/Identification - 50807**

**Mission & Purpose:**

Detective/Youth/Identification Department covers the Detective and Youth Divisions of the Willimantic Police Department.

**Goals & Objectives:**

- The major crimes, usually felonies, will be investigated by a detective specifically trained to handle the nature of the offense. Specialized skills relative to case assignments will increase the crime solving ability of the Police Department.

**Accomplishments:**

- The Police Department, in conjunction with the Windham Youth Services Bureau, has actively participated in the highly successful Juvenile Review Board. This program has diverted many youths from the Juvenile Court and back into the community. The Juvenile Review Board is a critical element in the prevention and reduction of crime and delinquency in our community.
- The Detective Division provides a wide range of educational services to the community. These programs have included: Seatbelt Safety and Personnel Safety Programs. We have expanded our Bicycle Safety Program to include neighborhoods and public housing projects.

**Fiscal Notes:**

- Personnel expenses cover three (3) full-time officers.
- Travel, meetings and Training, account number 256, has increased due to specialized training in specific crimes.
- Most line items, other than contractual obligations, have remained the same or been reduced due to considerable budget constraints.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50807	Detective/Youth/Identification	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 155,387	\$ 156,704	\$ 167,350	\$ 184,000
103	Overtime	51,479	45,190	36,000	36,000
104	Longevity	1,500	1,700	2,000	2,200
108	Life insurance	216	204	230	520
110	Medical insurance	20,844	22,886	23,550	30,000
114	Medicare	3,437	3,413	2,850	3,300
	Total Personnel Expenditures	<u>232,863</u>	<u>230,097</u>	<u>231,980</u>	<u>256,020</u>
<b>Contractual Services</b>					
211	Travel, meetings & training	885	1,067	1,000	1,500
256	Informants	3,000	3,000	10,000	10,000
257	Uniform cleaning	4,453	3,986	4,000	4,000
280	Outside contractors	337	-	1,000	1,000
	Total Contractual Services	<u>8,675</u>	<u>8,053</u>	<u>16,000</u>	<u>16,500</u>
<b>Commodities</b>					
301	Office supplies	415	567	600	600
303	Uniform purchases	1,250	1,283	3,000	3,000
322	Miscellaneous supplies	1,049	848	1,250	1,250
	Total Commodities	<u>2,714</u>	<u>2,698</u>	<u>4,850</u>	<u>4,850</u>
<b>50807</b>	<b>Total Detective/Youth/Identification</b>	<u>\$ 244,252</u>	<u>\$ 240,848</u>	<u>\$ 252,830</u>	<u>\$ 277,370</u>
Percentage increase/(decrease)					<u>9.71%</u>

**Department Name: Fire Administration - 50901**

**Mission & Purpose:**

The Fire Administration line item reflects the administrative expenses of the Willimantic Fire Department.

**Goals & Objectives:**

- Develop efficiencies and streamline processes.
- Implement continuous quality improvement.
- Maintain continuity of operations with Acting Fire Chief
- Apply for grants (i.e. FEMA FIRE Act grant) to help reduce financial impact to the service district.

**Accomplishments:**

- Implementation of new/revised policies and procedures.
- Continued Strategic Planning process.
- Grant writing has produced significant funding (\$104,000) for one-time projects in 2009/10: Swiftwater rescue training, Confined Space Rescue communications kit, Commercial gear washer, Carbon Monoxide blood-gas monitors

**Fiscal Notes:**

- Personnel expenses reflect the cost of the full-time positions of the Acting Fire Chief and an Administrative Aide. Funding for one staff officer position has been removed for this budget year, due to a retirement. Funding will need to be restored in 2011/12 budget year.
- Service contracts, account number 266 represents the cost of proprietary computer software maintenance contracts used for reporting of services, training, and emergency responses.
- Most other line items, other than contractual obligations, have remained the same or been reduced due to considerable budget constraints and an emphasis on streamlining.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50901</b>	<b>Fire Administration</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 125,832	\$ 194,897	\$ 195,220	<b>\$ 113,000</b>
104	Longevity	1,800	1,200	1,400	<b>810</b>
108	Life insurance	558	554	600	<b>300</b>
110	Medical insurance	41,062	61,776	64,900	<b>38,900</b>
114	FICA/Medicare	3,752	4,228	4,210	<b>2,500</b>
120	Recruitment	9,041	5,500	3,000	<b>8,000</b>
	Total Personnel Expenditures	<u>182,045</u>	<u>268,155</u>	<u>269,330</u>	<b>163,510</b>
<b>Contractual Services</b>					
203	Legal	4,209	8,792	3,500	<b>3,500</b>
209	Professional affiliations	995	890	500	<b>500</b>
211	Travel, meetings & training	594	555	800	<b>800</b>
214	Telephone	4,802	4,662	6,000	<b>6,000</b>
215	Postage	687	573	1,100	<b>800</b>
221	Advertising & publications	829	471	900	<b>900</b>
223	Equipment rentals	1,426	1,395	2,000	<b>1,500</b>
257	Uniform cleaning	624	624	624	<b>780</b>
266	Service contracts	2,761	3,766	3,000	<b>6,500</b>
	Total Contractual Services	<u>16,927</u>	<u>21,728</u>	<u>18,424</u>	<b>21,280</b>
<b>Commodities</b>					
301	Office supplies	1,725	1,688	1,700	<b>1,700</b>
303	Uniform purchases	1,165	1,162	1,200	<b>1,200</b>
306	Vehicle repair parts	3,269	2,167	2,500	<b>2,500</b>
314	Office furnishings & equipment	632	-	500	<b>500</b>
317	Books & subscriptions	30	-	150	<b>150</b>
	Total Commodities	<u>6,821</u>	<u>5,017</u>	<u>6,050</u>	<b>6,050</b>
<b>50901</b>	<b>Total Fire Administration</b>	<u><u>\$ 205,793</u></u>	<u><u>\$ 294,900</u></u>	<u><u>\$ 293,804</u></u>	<u><u>\$ 190,840</u></u>

Percentage increase/(decrease) -35.05%

**Department Name: Fire Marshal - 50902**

This has been removed from our department and its financial burden shifted to the Town of Windham General Government budget under the Fire Marshal account.

**Town of Windham, Connecticut**  
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**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50902	Fire Marshal	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
103	Overtime	\$ -	\$ -	\$ -	\$ -
114	Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
<b>Commodities</b>					
221	Travel, meetings & training	30	100	-	-
322	Miscellaneous supplies	-	-	-	-
	Total Commodities	30	100	-	-
<b>50902</b>	<b>Total Fire Marshal</b>	<u>\$ 30</u>	<u>\$ 100</u>	<u>\$ -</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u>100.00%</u>

**Department Name: Fire Prevention - 50903**

**Mission & Purpose:**

The Fire Prevention line item funds activities intended to support the Willimantic Fire Department Fire Prevention and Life Safety Program. The department fields firefighters trained as Public Fire and Life Safety Educators to deliver educational programs, often with training aid such as the mobile fire safety house or the Sparky animatronics character. This education targets high-risk populations, such as school-aged children and the elderly.

**Goals & Objectives:**

- Continuously improve and expand life safety education programs targeting the populations with the highest risk
- Reach all Willimantic residents with a fire and life safety message
- Decrease actual emergency responses through prevention and education
- Change the behavior of at-risk youth through the Fire Hawk process

**Accomplishments:**

- At least 1,357 people were exposed to the fire prevention message through the use of the mobile fire safety house, in CY 2009. This represents a 19 % decrease from CY 2008. The trailer was deployed on fewer occasions due to budget reductions.
- At least 262 school children were exposed to the fire prevention message through direct delivery within the firehouse, in 2009. This represents a 66 % decrease from 2008.

**Fiscal Notes:**

- This line item is used primarily to purchase supporting materials, i.e. brochures, etc
- Additional materials are purchased with grants, when available

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50903 Fire Prevention</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Commodities</b>				
301 Office supplies	\$ 500	\$ 489	\$ 500	\$ 500
322 Miscellaneous supplies	236	500	500	500
Total Commodities	<u>736</u>	<u>989</u>	<u>1,000</u>	<u>1,000</u>
<b>50903 Total Fire Prevention</b>	<u>\$ 736</u>	<u>\$ 989</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
		Percentage increase/(decrease)		<u>0.00%</u>

## **Department Name: Operations and Maintenance - 50905**

### **Mission & Purpose:**

The Operations and Maintenance line item reflects the core business of the Willimantic Fire Department. The organizational mission reflects fire response, life safety, property conservation and environmental preservation from hazardous materials accidents. This organization continues to strive to meet all present and future challenges thrust upon it, reflecting a status as one of the most progressive fire service organizations within the State of Connecticut.

### **Goals & Objectives:**

- Identify cost centers (i.e. overtime, turnover) and apply management controls.
- Identify and anticipate required infrastructure changes/upgrades.
- Reduce work-related accidents and injuries; promote wellness.
- Add value to the services provided to taxpayers/customers.
- Advance employee knowledge, skills, and abilities by increased participation in continuing education.
- Comply with OSHA training mandates.
- Replace two retirees with funding from SAFER grant (not yet awarded).

### **Accomplishments:**

- A diverse, educated, and experienced firefighter workforce.
- Numerous employees have achieved advanced vocational certifications.
- A Trench Rescue trailer was placed in service.
- Selection and promotion of one new Fire Captain.

### **Fiscal Notes:**

- Personnel expenses cover four (4) captains, one (1) electrician, one (1) training instructor, one (1) mechanic, one (1) Deputy Fire Marshal and eight (8) firefighters (temporarily reduced from the usual 10 positions), all of which are full-time positions. Account 101 reflects this reduction.
- An additional ten (10) full-time firefighters are paid through the Ambulance Fund regular payroll account number 52901-101.
- Account 103 reflects the additional extended duty (straight-time overtime) that will be generated with reduced staffing. It also reflects OSHA mandated training, which was omitted in FY 2009/10.
- Service contracts (account 266) reflects the addition of pump testing and hose testing

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50905</b>	<b>Operations &amp; Maintenance</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>					
101	Regular payroll	\$ 908,904	\$ 822,457	\$ 905,000	\$ 860,000
103	Overtime	419,282	289,061	245,738	315,000
104	Longevity	5,000	5,700	5,700	4,000
108	Life insurance	3,225	2,905	3,100	2,800
110	Medical insurance	256,785	274,752	316,272	305,300
114	Medicare	14,569	14,938	19,000	18,000
116	Bonus payments	5,759	6,011	6,500	6,500
	<b>Total Personnel Expenditures</b>	<u>1,613,524</u>	<u>1,415,824</u>	<u>1,501,310</u>	<u>1,511,600</u>
<b>Contractual Services</b>					
211	Travel, meetings & training	14,950	12,303	4,000	16,000
223	Equipment rentals	2,276	-	1,500	1,500
257	Uniform cleaning	21,097	20,687	23,000	16,500
266	Service contracts	4,510	5,295	6,000	8,000
268	Meals	152	50	400	400
	<b>Total Contractual Services</b>	<u>42,985</u>	<u>38,335</u>	<u>34,900</u>	<u>42,400</u>
<b>Commodities</b>					
302	Gas & diesel fuel	12,978	13,959	13,000	13,000
303	Uniform purchases	4,241	4,003	5,200	4,200
305	Safety equipment	19,912	18,884	18,000	18,000
306	Vehicle repair parts	44,370	19,571	25,000	25,000
310	Radio and alarm repairs	588	1,757	1,300	1,300
312	Radio, batteries & pagers	5,079	7,216	4,500	4,500
322	Miscellaneous supplies	705	490	800	800
	<b>Total Commodities</b>	<u>87,873</u>	<u>65,880</u>	<u>67,800</u>	<u>66,800</u>
<b>50905</b>	<b>Total Operation &amp; Maintenance</b>	<u>\$ 1,744,382</u>	<u>\$ 1,520,039</u>	<u>\$ 1,604,010</u>	<u>\$ 1,620,800</u>
Percentage increase/(decrease)					<u>1.05%</u>

**Department Name: Central Services - 50906**

**Mission & Purpose:**

The Central Services line item provides the Willimantic Fire Department with a budget to maintain the structure and equipment of the Fire Department.

**Goals & Objectives:**

- To continue maintaining the Fire Departments physical plant and related equipment in a clean, effective manner according to OSHA and NFPA standards.
- Identify and anticipate revolving infrastructure upgrade requirements; implement proactive measures to reduce long-term costs.

**Accomplishments:**

- Provide the specific needs and requirements pertaining to the operation of structural devices.
- Diesel exhaust from apparatus is collected and filtered through a “Plymovent” source capture system to provide healthy workspace in the Public Safety Complex and to reduce carbon emissions.

**Fiscal Notes:**

- All line items have remained the same

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50906</b>	<b>Central Services</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Contractual Services</b>					
266	Service contracts	\$ 1,322	\$ 1,343	\$ 1,500	<b>\$ 1,500</b>
280	Outside contractors	4,979	4,983	6,500	<b>6,500</b>
	Total Contractual Services	<u>6,301</u>	<u>6,326</u>	<u>8,000</u>	<b>8,000</b>
<b>Commodities</b>					
329	Building supplies	849	712	1,000	<b>1,000</b>
	Total Commodities	<u>849</u>	<u>712</u>	<u>1,000</u>	<b>1,000</b>
<b>50906</b>	<b>Total Central Services</b>	<u><u>\$ 7,150</u></u>	<u><u>\$ 7,038</u></u>	<u><u>\$ 9,000</u></u>	<u><u>\$ 9,000</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

**Department Name: Capital Purchase – Fire - 50907**

**Mission & Purpose:**

The Capital Purchases line item is intended to detail the cost of Fire Department capital expenses as authorized by the Capital Improvement Plan Committee (CIP) with funding provided through general revenues. Projects authorized by the Committee but funded through other revenue sources are not incorporated into this activity

**Goals & Objectives:**

- To provide for safe operations of fire service equipment and national standards meeting State and Federal requirements as recommended by the CIP Committee.
- To anticipate, project, and budget for future capital expenses thereby reducing the impact of large expenses
- Reduce the Department's carbon footprint with the purchase of the first hybrid vehicle, supporting the goals of the Town's Renewable and Energy Conservation Committee.

**Accomplishments:**

- Firefighter turnout gear (firefighting ensembles) was purchased and augmented with Federal grant monies from the FIRE Act grant.

**Fiscal Notes:**

- Account number 402 includes 15 air cylinders for self contained breathing apparatus (SCBA). SCBA cylinders must be removed from service after 15 years of service. Eleven cylinders will have been removed from service during FY 2009/10, and an additional four will be removed in 2011/12. This was unable to be funded in 2009/10 due to budget constraints.
- The Department has submitted a grant request for the above items, but will not receive funding notification until after the budget is submitted for approval.
- Account 402 also includes monies to replace any turnout gear damaged during the year. Typically, at least one set per year is damaged at a fire or other emergency (i.e. battery acid at an auto accident). The Department also must replace gear on a rotating basis.
- All turnout gear must be discarded after ten years of service per national standards, although it does not typically remain serviceable for more than five to eight years in Willimantic, due to call volume.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50907 Capital Purchases - Fire</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Capital Expenditures</b>				
402 Equipment	\$ 13,086	\$ 14,684	\$ 17,000	<b>\$ 32,000</b>
403 Vehicles	4,281	-	-	-
Total Capital Expenditures	<u>17,367</u>	<u>14,684</u>	<u>17,000</u>	<b>32,000</b>
<b>50907 Total Capital Purchases - Fire</b>	<u><u>\$ 17,367</u></u>	<u><u>\$ 14,684</u></u>	<u><u>\$ 17,000</u></u>	<u><u>\$ 32,000</u></u>
Percentage increase/(decrease)				<u><u>88.24%</u></u>

**Department Name: Fringe Benefits – Fire - 50908**

**Mission & Purpose:**

The Fringe Benefits line item is used to detail the cost of all Fire Department employees' fringe benefits as delineated by union contracts and/or personnel manual.

**Goals & Objectives:**

- Provided for health and welfare of all firefighters and their dependents.

**Fiscal Notes:**

- Workers' compensation, account number 109 has been budgeted to increase by 25% based on information from our carrier.
- Fire pension plan contribution, account number 112 has been reduced due to a portion being transferred to ambulance.
- Physicals & inoculations, account number 117, are budgeted for firefighters according to Connecticut OSHA requirements and NFPA standards (1500, 1581, 1582, and 1583) will remain unchanged here, but additional monies have been requested in the Ambulance budget.
- Department physicals, an important component of an employee health management system, were not offered in 2009/10 due to budget cuts.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50908 Fringe Benefits - Fire</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Personnel Expenditures</b>				
108 Life Insurance	\$ -	\$ (29,196)	\$ -	\$ -
109 Workers' compensation	64,075	64,412	103,448	<b>114,000</b>
110 Medical insurance	-	29,196	-	-
112 Fire pension plan contribution	362,228	359,067	358,000	<b>258,000</b>
113 Heart & hypertension	-	55,000	10,000	<b>10,000</b>
114 FICA/Medicare	-	-	-	-
117 Physicals & inoculations	12,984	9,715	10,000	<b>10,000</b>
Total Personnel Expenditures	<u>439,287</u>	<u>488,194</u>	<u>481,448</u>	<b>392,000</b>
<b>Contractual Services</b>				
202 Financial & accounting	35,000	35,000	35,000	<b>35,000</b>
205 Municipal insurance	39,078	42,803	45,000	<b>45,000</b>
Total Contractual Services	<u>74,078</u>	<u>77,803</u>	<u>80,000</u>	<b>80,000</b>
<b>50908 Total Fringe Benefits - Fire</b>	<u><u>\$ 513,365</u></u>	<u><u>\$ 565,997</u></u>	<u><u>\$ 561,448</u></u>	<u><u>\$ 472,000</u></u>
			Percentage increase/(decrease)	<u><u>-15.93%</u></u>

**Department Name: Safety Complex - 50900**

**Mission & Purpose:**

This activity provides for costs shared by both the Fire and Police Departments for operations within the complex. Costs include such items as dispatching services, utilities (lights, water sewer) HVAC and testing and treatment procedures as required by DEP

**Goals & Objectives:**

- To maintain the complex at its present level and satisfy all OSHA, DEP, and EPA requirements. To ensure the safety & health of ALL employees.
- We are going to have the fire department interior duct work inspected to see if there is a need for them to be cleaned next year.

**Fiscal Notes:**

- Equipment covers the cost of the lease payment for the telephone system.
- Dispatch services will be increasing because another town has left our center.
- Both, Service Contracts & Outside Contractors line items have increased due to added cost and services.
- Custodial Supplies has increased due to added manpower for both departments.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50900	Safety Complex	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
115	Retirement benefits	\$ -	\$ -	# \$ 15,000	\$ 15,000
	Total Personnel Expenditures	-	-	# 15,000	15,000
<b>Contractual Services</b>					
207	Dispatch services	322,000	390,916	# 383,099	383,099
217	Electricity	75,239	82,456	# 76,000	80,000
218	Heating fuel	43,852	26,503	# 40,000	30,000
219	Sewer & water charges	2,740	3,223	# 3,500	3,500
266	Service contracts	16,145	22,972	# 24,000	24,000
280	Outside contractors	36,122	34,905	# 23,000	23,000
	Total Contractual Services	496,098	560,975	# 549,599	543,599
<b>Commodities</b>					
304	Custodial supplies	9,945	10,297	# 12,000	10,000
	Total Commodities	9,945	10,297	# 12,000	10,000
<b>50900</b>	<b>Total Safety Complex</b>	<b>\$ 506,043</b>	<b>\$ 571,272</b>	<b># \$ 576,599</b>	<b>\$ 568,599</b>
					<u>-1.39%</u>

**Mission & Purpose:**

The WSD Contingency Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of unanticipated expenditures not budgeted for that could occur during the fiscal year regarding the Police and Fire Department budgets.

**Goals & Objectives:**

- To provide a “cushion” for extraordinary occurrences and unanticipated obligations during the budget year.

**Accomplishments:**

**Fiscal Notes:**

- Any amounts not used or transferred to other WSD accounts at year-end return to the WSD Fund Balance, which will be used for future needs.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
50909	WSD Contingency	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
283	WSD contingency	\$ -	\$ -	\$ 55,000	\$ 85,000
	Total Contractual Services	-	-	55,000	85,000
<b>50909</b>	<b>Total WSD Contingency</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 55,000</u>	<u>\$ 85,000</u>
Percentage increase/(decrease)					<u>54.55%</u>

**Department Name: Interfund Transfers Out Department-50910**

**Mission & Purpose:**

The Interfund Transfers Out Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of Interfund transfers out of the WSD General Fund to other non-budgetary funds of the Town that require Town funding.

**Goals & Objectives:**

- To provide a non-operating revenue source for any WSD grants requiring varying percentage “cash” match.
- To provide a revenue stream to fund future capital improvement purchases from the Reserve for Capital Improvement Fund – WSD (RCIP)

**Accomplishments:**

- Activity shows the transfers out to the grant match fund and the RCIP to comply with Generally Accepted Accounting Principles (GAAP).

**Fiscal Notes:**

- Interfund transfer out – RCIP, account number 998 is a new account created to fund future capital improvement purchases.

**Town of Windham, Connecticut**  
**Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>50910</b>	<b>Interfund Transfers Out</b>	<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Interfund Transfers Out</b>					
990	Interfund transfer out - grant match	\$ 10,000	\$ 10,599	\$ 10,000	\$ 20,000
998	Interfund transfer out - RCIP	20,000	120,000	20,000	-
	Total Interfund Transfers Out	<u>30,000</u>	<u>130,599</u>	<u>30,000</u>	<u>20,000</u>
<b>50910</b>	<b>Total Interfund Transfers Out</b>	<u>\$ 30,000</u>	<u>\$ 130,599</u>	<u>\$ 30,000</u>	<u>\$ 20,000</u>
Percentage increase/(decrease)					<u>-33.33%</u>

**TOWN OF WINDHAM,  
CONNECTICUT**

**ENTERPRISE FUNDS**

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**WINDHAM WATER WORKS**

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**WATER POLLUTION CONTROL  
FACILITY**

**SPECIAL REVENUE FUND**

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**AMBULANCE DEPARTMENT**

**ADOPTED BUDGETS**

**FISCAL YEAR**

**2010-2011**

**Town of Windham, Connecticut**  
**Windham Water Works Revenue Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Windham Water Works</b>		<b>2007-2008 Actual Receipts</b>	<b>2008-2009 Actual Revenue</b>	<b>2009-2010 Budgeted Revenue</b>	<b>2010-2011 Approved Revenue</b>
<b>Revenue</b>					
<b>46104 State of Connecticut</b>					
854	Other revenue - State of CT	\$ -	\$ -	\$ -	\$ -
	Total State of Connecticut	-	-	-	-
<b>46108 Charges for Services</b>					
891	Water charges	2,498,144	2,922,268	2,579,721	2,564,512
892	Miscellaneous water charges	86,258	91,429	50,755	60,000
	Total Charges for Services	2,584,402	3,013,697	2,630,476	2,624,512
<b>46109 Interest</b>					
900	Investment income	90,528	70,383	6,500	50,000
902	Water charges interest	57,446	42,372	36,091	36,091
	Total Interest	147,974	112,755	42,591	86,091
<b>46111 Sundry &amp; Miscellaneous</b>					
934	Insurance reimbursement	-	-	-	-
937	Caveat	44	-	-	-
940	Cell tower	32,753	29,458	24,343	20,630
950	Miscellaneous revenue	20,156	32,558	23,634	30,000
	Bond proceeds/Use of proceeds	-	-	-	-
	Total Sundry & Miscellaneous	52,953	62,016	47,977	50,630
<b>Total WWW Revenue</b>		<b>\$ 2,785,329</b>	<b>\$ 3,188,468</b>	<b>\$ 2,721,044</b>	<b>\$ 2,761,233</b>

**Town of Windham, Connecticut**  
**Windham Water Works Expense Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

Windham Water Works		2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Approved Budget
<b>Expenses</b>					
<b>51901 Personnel Service</b>					
101	Regular payroll	\$ 570,531	\$ 613,816	\$ 621,173	\$ 624,566
103	Overtime	64,084	64,223	61,800	61,800
104	Longevity	6,650	6,450	7,200	7,600
108	Life insurance	1,998	1,937	2,000	2,000
109	Workers' compensation	32,326	32,498	36,600	37,800
110	Medical insurance	169,154	189,707	174,000	197,000
112	Town pension contribution	71,430	71,430	51,000	65,100
114	FICA/Medicare	48,391	49,418	52,900	53,333
116	Bonus payments	2,106	2,354	3,000	3,000
117	Physical exams	973	627	1,500	1,500
211	Travel, meetings & training	3,476	1,720	5,000	5,000
230	Unemployment compensation	-	-	-	-
268	Meals	348	455	750	750
Total Personnel Service		<u>971,467</u>	<u>1,034,635</u>	<u>1,016,923</u>	<u>1,059,449</u>
<b>51903 Repairs &amp; Maintenance</b>					
280	Outside contractors	9,758	32,690	25,000	25,000
309	Major equipment repair parts	37,830	63,965	70,000	70,000
403	Vehicle lease	893	-	-	-
Total Repairs & Maintenance		<u>48,481</u>	<u>96,655</u>	<u>95,000</u>	<u>95,000</u>
<b>51904 Utilities</b>					
214	Telephone	8,519	8,499	12,000	12,000
217	Electricity	176,659	138,476	200,000	200,000
218	Heating fuel	39,729	47,774	53,750	55,750
219	Sewer & water charges	901	4,474	10,000	10,000
Total Utilities		<u>225,808</u>	<u>199,223</u>	<u>275,750</u>	<u>277,750</u>
<b>51905 Outside Services</b>					
202	Financial & accounting	7,750	-	10,000	10,000
203	Legal	-	149	4,000	4,000
206	Indexing & recording	140	-	200	200
207	Other professional services - Town	73,000	73,000	89,000	92,000
208	Collection costs - Town	-	-	-	-
209	Professional affiliations	2,284	2,423	2,500	2,500
216	Water testing & treatment	15,319	23,601	19,000	19,000
221	Advertising & publications	2,977	4,333	5,000	5,000

**Town of Windham, Connecticut**  
**Windham Water Works Expense Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

Windham Water Works		2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Approved Budget
<b>Expenses (Continued)</b>					
<b>51905 Outside Services (Continued)</b>					
224	Uniform rentals	\$ 5,298	\$ 5,921	\$ 6,000	\$ 6,000
266	Service contracts	2,725	2,788	4,000	4,000
276	Bulky waste disposal	1,080	1,098	1,500	1,500
285	Consulting	16,835	15,271	25,000	25,000
	Total Outside Services	<u>127,408</u>	<u>128,584</u>	<u>166,200</u>	<u>169,200</u>
<b>51906 Materials &amp; Supplies</b>					
215	Postage	2,521	4,099	3,000	3,000
301	Office supplies	1,687	2,171	3,500	3,500
302	Gas & diesel fuel	13,539	17,254	24,000	24,000
304	Custodial supplies	2,086	1,721	3,500	3,500
305	Safety equipment	7,362	2,755	7,000	7,000
306	Vehicle repair parts	7,042	11,965	9,000	9,000
307	Hand tools	5,136	1,527	2,000	2,000
313	Paving materials	4,407	14,005	7,000	7,000
314	Office furniture & equipment	972	1,509	3,000	3,000
320	Chemicals	171,970	198,381	209,000	212,000
321	Lab supplies	8,153	20,237	8,000	8,000
324	Inventoried supplies	36,617	(22,895)	40,000	40,000
399	Miscellaneous supplies	15,999	17,952	18,000	18,000
	Total Materials & Supplies	<u>277,491</u>	<u>270,681</u>	<u>337,000</u>	<u>340,000</u>
<b>51908 Administration</b>					
205	Municipal insurance	53,288	55,801	63,900	63,900
231	Property taxes & assessments	530	795	1,000	1,000
263	Depreciation expense	297,907	301,792	-	-
264	Permit fees	695	6,720	6,800	7,200
283	Contingency	-	-	50,000	10,000
299	Bad debt expense	-	-	-	-
	Total Administration	<u>352,420</u>	<u>365,108</u>	<u>121,700</u>	<u>82,100</u>
<b>51910 Debt Service</b>					
232	Bonds - principal	-	-	325,699	325,699
233	Bonds - interest	158,683	141,899	127,855	112,035
	Total Debt Service	<u>158,683</u>	<u>141,899</u>	<u>453,554</u>	<u>437,734</u>

**Town of Windham, Connecticut**  
**Windham Water Works Expense Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Windham Water Works</b>		<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Approved Budget</b>
<b>Expenses (Continued)</b>					
<b>51914</b>	<b>Operational Capital Budget</b>				
207	Other professional services	\$ -	\$ -	\$ -	\$ -
208	Equipment (Backhoe & Excavator)	-	-	-	<b>150,000</b>
403	Vehicles	-	-	-	-
413	Facility upgrades	-	17,901	200,000	<b>75,000</b>
	Total Operational Capital Budget	<u>-</u>	<u>17,901</u>	<u>200,000</u>	<b>225,000</b>
<b>51915</b>	<b>Valley St Relining</b>				
201	Architects & Engineers	-	-	-	-
299	Miscellaneous	-	-	-	-
413	Contract	-	7,290	-	-
	Total Valley St Relining Budget	<u>-</u>	<u>7,290</u>	<u>-</u>	<u>-</u>
<b>51916</b>	<b>Bond Projects</b>				
201	Architects & engineers	-	-	-	-
207	Bond costs	-	-	-	-
299	Miscellaneous	-	-	-	-
401	Residual basin	-	-	-	-
402	Pemberton tank repair	3,444	-	-	-
403	Ash Street	-	-	-	-
404	Hayden Street	-	-	-	-
405	McDermott Avenue	-	-	-	-
406	Lead services	-	-	-	-
	Total Bond Projects	<u>3,444</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>51917</b>	<b>Bridge St Cement Lining</b>				
299	Miscellaneous	-	-	-	<b>75,000</b>
413	Contract	-	-	175,000	-
	Total	<u>-</u>	<u>-</u>	<u>175,000</u>	<b>75,000</b>
<b>51919</b>					
299	Intake Trash Racks & Repairs	-	-	200,000	-
	Total	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>-</u>
	<b>Total WWW Expenses</b>	<u>\$ 2,165,202</u>	<u>\$ 2,261,976</u>	<u>\$ 3,041,127</u>	<u>\$ 2,761,233</u>

Town of Windham, Connecticut  
Water Pollution Control Facility Revenue Budget Detail - Fiscal Year 2010-2011  
As of September 14, 2010

Water Pollution Control Facility		2007-2008 Actual Revenue	2008-2009 Actual Revenue	2009-2010 Revised Est Revenue	2010-2011 Estimated Revenue
<b>Revenue</b>					
<hr/>					
<b>46204 State of Connecticut</b>					
950	Other revenue - State of CT	\$ 241,953	\$ 1,394,166	\$ -	\$ -
	Total State of Connecticut	<u>241,953</u>	<u>1,394,166</u>	<u>-</u>	<u>-</u>
<hr/>					
<b>46208 Charges for Services</b>					
894	Sewer charges	1,595,822	1,974,517	1,982,000	2,000,000
895	Septic charges	846,834	826,286	935,000	825,000
896	Contractual Mansfield	66,792	57,159	70,000	80,000
	Total Charges for Services	<u>2,509,448</u>	<u>2,857,962</u>	<u>2,987,000</u>	<u>2,905,000</u>
<hr/>					
<b>46209 Interest</b>					
900	Investment income	396,649	565,435	400,000	400,000
902	Sewer charges interest	41,677	32,347	25,000	30,000
	Total Interest	<u>438,326</u>	<u>597,782</u>	<u>425,000</u>	<u>430,000</u>
<hr/>					
<b>46211 Sundry &amp; Miscellaneous</b>					
934	Insurance reimbursement	6,505	-	-	-
950	Miscellaneous revenue	12,214	11,648	4,000	5,000
	Total Sundry & Miscellaneous	<u>18,719</u>	<u>11,648</u>	<u>4,000</u>	<u>5,000</u>
<hr/>					
<b>Total WPCF Revenue</b>		<u>\$ 3,208,446</u>	<u>\$ 4,861,558</u>	<u>\$ 3,416,000</u>	<u>\$ 3,340,000</u>

**Town of Windham, Connecticut**  
**Water Pollution Control Facility Expense Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

Water Pollution Control Facility		2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
<b>Expenses</b>					
<b>52801 Personnel Service</b>					
101	Regular payroll	\$ 472,679	\$ 501,507	\$ 540,000	\$ 540,000
102	Meter reading payroll	23,400	23,748	24,600	25,500
103	Overtime	46,499	44,585	60,000	65,000
104	Longevity	4,450	5,150	5,500	4,650
116	Bonus payments	944	1,621	2,000	2,000
211	Travel, meetings & training	6,664	6,919	7,500	8,500
230	Unemployment compensatin	-	393	-	-
	Total Personnel Service	<u>554,636</u>	<u>583,923</u>	<u>639,600</u>	<u>645,650</u>
<b>52803 Repairs &amp; Maintenance</b>					
266	Service contracts	3,935	3,602	5,000	5,000
	Total Repairs & Maintenance	<u>3,935</u>	<u>3,602</u>	<u>5,000</u>	<u>5,000</u>
<b>52804 Utilities</b>					
214	Telephone	5,102	5,567	6,000	9,000
217	Electricity	197,776	208,278	220,000	220,000
218	Heating fuel	14,952	3,795	15,000	20,000
219	Sewer & water charges	1,570	1,552	3,000	3,000
220	Telecommunications	1,308	1,308	1,500	1,509
	Total Utilities	<u>220,708</u>	<u>220,500</u>	<u>245,500</u>	<u>253,509</u>
<b>52805 Outside Services</b>					
205	NPDES permit renewal	2,558	5,115	6,000	6,000
206	Stormwater poll prevent (SWPPP)	-	-	-	-
207	Other professional services	25,956	20,753	30,000	30,000
223	Equipment rentals	1,050	1,338	2,500	2,500
224	Uniform rentals	4,224	4,246	5,000	6,000
258	Emergency line work	15,421	9,443	5,000	10,000
262	Sludge & grease removal	459,355	440,510	525,000	500,000
	Total Outside Services	<u>508,564</u>	<u>481,405</u>	<u>573,500</u>	<u>554,500</u>
<b>52806 Materials &amp; Supplies</b>					
301	Office supplies	1,973	1,106	3,000	3,000
302	Gas & diesel fuel	5,690	8,997	9,000	9,000
303	Uniform purchases	1,743	1,727	3,000	2,000
304	Custodial supplies	1,520	1,695	3,000	3,000

**Town of Windham, Connecticut**  
**Water Pollution Control Facility Expense Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Water Pollution Control Facility</b>		<b>2007-2008 Actual Expended</b>	<b>2008-2009 Actual Expended</b>	<b>2009-2010 Revised Budget</b>	<b>2010-2011 Adopted Budget</b>
<b>Expenses (Continued)</b>					
<b>52806 Mat. &amp; Sup. (Continued)</b>					
305	Safety equipment	\$ 1,577	\$ 1,598	\$ 5,000	\$ 5,000
306	Vehicle repair parts	18,341	7,706	10,000	10,000
307	Meter billing upgrades	13,000	13,000	13,000	11,000
308	Postage & freight	614	545	2,000	1,000
309	Major equip repair parts	45,541	40,489	80,000	40,000
320	Chemicals	47,353	39,437	70,000	45,000
321	Lab supplies	3,300	4,107	2,000	15,000
322	Miscellaneous supplies	2,998	2,160	4,500	4,500
	Total Materials & Supplies	<u>143,650</u>	<u>122,567</u>	<u>204,500</u>	<u>148,500</u>
<b>52808 Administrative</b>					
202	Financial & accounting	80,750	73,000	99,000	102,000
203	Legal	110,013	314,393	25,000	10,000
205	Municipal insurance	56,840	60,401	68,500	68,500
209	Professional affiliations	655	565	1,000	1,000
221	Advertising & publications	303	1,810	1,000	1,000
263	Depreciation	216,221	200,122	-	-
265	DEP - nitrogen credits	4,058	26,116	30,000	30,000
297	Loss on sale of asset	-	-	-	-
	Total Administrative	<u>468,840</u>	<u>676,407</u>	<u>224,500</u>	<u>212,500</u>
<b>52810 Debt Service</b>					
232	Bonds - principal	(1)	-	62,500	18,353
233	Bonds - interest	4,276	3,276	4,500	1,458
234	Bonds - Clean Water Fund - Principal		1	29,500	29,800
235	Bonds - Clean Water Fund - Interest		59,707	12,000	11,400
	Total Debt Service	<u>4,275</u>	<u>62,984</u>	<u>108,500</u>	<u>61,011</u>
<b>52812 Fringe Benefits</b>					
108	Life insurance	662	637	1,500	1,500
109	Workers' compensation	21,993	22,106	24,500	27,000
110	Medical insurance	93,369	118,342	113,500	143,000
112	Town pension contribution	47,844	47,844	50,000	64,430
114	FICA/Medicare	41,965	43,511	41,000	48,500
115	Retirement Benefits				7,800
	Total Fringe Benefits	<u>205,833</u>	<u>232,440</u>	<u>230,500</u>	<u>292,230</u>

Town of Windham, Connecticut  
Water Pollution Control Facility Expense Budget Detail - Fiscal Year 2010-2011  
As of September 14, 2010

Water Pollution Control Facility		2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
<i>Expenses (Continued)</i>					
<b>52814 Capital Budget</b>					
207	Professional services	\$ -	\$ -	\$ 15,000	\$ 10,000
401	Building & improvements	-	-	15,000	10,000
402	Equipment	-	-	15,000	10,000
403	Vehicles	-	-	29,000	-
404	Construction	-	-	-	-
407	Reserve for capital improve.	-	-	1,000,000	1,000,000
413	Improve. other than build.	-	-	20,000	10,000
414	Interim grease handling imprv	-	-	-	-
Total Capital Budget		<u>-</u>	<u>-</u>	<u>1,094,000</u>	<u>1,040,000</u>
<b>52816 Septic Receiving Station</b>					
258	Emergency Line Work		18,280	50,000	50,000
299	Miscellaneous	23,669	612	30,400	67,100
413	Improve. other than build.	-	-	10,000	10,000
Total Septic Receiving Station		<u>23,669</u>	<u>18,892</u>	<u>90,400</u>	<u>127,100</u>
<b>Total WPCF Expenses</b>		<u>\$ 2,134,110</u>	<u>\$ 2,402,720</u>	<u>\$ 3,416,000</u>	<u>\$ 3,340,000</u>

**Town of Windham, Connecticut**  
**Adopted Ambulance Department Revenue Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

<b>Ambulance Department</b>	<b>2007-2008 Actual Receipts</b>	<b>2008-2009 Actual Receipts</b>	<b>2009-2010 Budgeted Revenue</b>	<b>2010-2011 Estimated Revenue</b>
<b>Revenue</b>				
<b>46408</b>	<b>Charges for Services</b>			
888	\$ 893,776	\$ 1,035,078	\$ 1,086,040	\$ 1,000,000
	<u>893,776</u>	<u>1,035,078</u>	<u>1,086,040</u>	<u>1,000,000</u>
<b>46409</b>	<b>Interest</b>			
900	2,993	552	5,000	5,000
	<u>2,993</u>	<u>552</u>	<u>5,000</u>	<u>5,000</u>
<b>46411</b>	<b>Sundry &amp; Miscellaneous</b>			
975	150	-	-	-
990	219,780	156,636	113,285	358,490
	<u>219,930</u>	<u>156,636</u>	<u>113,285</u>	<u>358,490</u>
<b>Total Ambulance Department Revenue</b>	<u>\$ 1,116,699</u>	<u>\$ 1,192,266</u>	<u>\$ 1,204,325</u>	<u>\$ 1,363,490</u>

**Town of Windham, Connecticut**  
**Adopted Ambulance Department Expenditure Budget Detail - Fiscal Year 2010-2011**  
**As of September 14, 2010**

Ambulance Department		2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
<b>Expenses</b>					
<b>52901 Personnel Expenditures</b>					
101	Regular payroll	\$ 577,740	\$ 613,291	\$ 550,000	\$ 603,000
103	Overtime	41,806	41,368	39,500	24,000
104	Longevity	5,000	4,600	5,100	5,290
108	Life insurance	1,670	1,700	1,700	1,800
109	Workers' compensation	16,328	16,414	22,840	22,840
110	Medical insurance	152,179	168,047	190,100	170,000
112	Ambulance pension plan contribution				100,000
114	FICA/Medicare	9,191	9,423	9,800	11,000
116	Bonus payments	43,387	44,601	54,750	54,750
117	physicals & inoculations				5,000
	Total Personnel Expenditures	<u>847,301</u>	<u>899,444</u>	<u>873,790</u>	<u>997,680</u>
<b>52905 Contractual Services</b>					
202	Financial Services - Town			18,175	18,175
205	Municipal insurance	474	-	7,900	7,900
207	Professional services - dispatch	133,029	167,536	164,185	164,185
208	Collection costs	102,922	120,760	90,000	90,000
211	Travel, meetings & training	855	1,855	1,800	1,800
223	Equipment rentals	1,884	1,652	2,500	2,500
257	Uniform cleaning				6,500
263	Depreciation	-	-	-	-
264	Permit fees	100	100	150	200
266	Service Contracts		5,000	2,000	11,550
299	Bad debt	-	-	-	-
	Total Contractual Services	<u>239,264</u>	<u>296,903</u>	<u>268,535</u>	<u>302,810</u>
<b>52908 Commodities</b>					
302	Gas & diesel fuel	7,065	9,592	7,800	7,800
303	Uniform purchases				1,000
305	Safety equipment	13,921	16,013	17,000	17,000
306	Vehicle repair parts	3,548	5,001	8,000	8,000
310	Radio & alarm repairs	-	-	1,000	1,000
322	Oxygen & supplies	5,235	6,349	8,200	8,200
	Total Commodities	<u>29,769</u>	<u>36,955</u>	<u>42,000</u>	<u>43,000</u>
<b>52911 Capital Expenditures</b>					
403	Vehicles	-	-	20,000	20,000
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>20,000</u>
<b>Total Ambulance Department</b>		<u>\$ 1,116,334</u>	<u>\$ 1,233,302</u>	<u>\$ 1,204,325</u>	<u>\$ 1,363,490</u>

Percentage increase/(decrease) 13.22%

**TOWN OF WINDHAM,  
CONNECTICUT**

**CAPITAL  
IMPROVEMENT  
PLAN**

**FISCAL YEAR  
2010-2011**

TOWN OF WINDHAM

FY2011

FUNDING SOURCE

DEPT	CAT	TITLE	TOTAL COST	FY2011	FY2012	FY2013	FY2014	FY2015+	State Funding	GEN/FISCAL FUND	LBOFF	MISC	Term Grant			GRANTS
													REVENUE	REVENUE	REVENUE	
High School	1	I-ADA Door & Door hardware replacement	39,763		39,763				31,015							8,748
	1	I-ADA Elevator Upgrade	18,500		18,500				14,430							4,070
	1	Abatement & Repair Cafeteria and Hallway floors	127,000			127,000			99,060							27,940
	4	Replace Stage floor	48,675			48,675						48,675				
	4	Reseal/repaint tennis courts	23,550				23,550					23,550				
	4	Reseal/repaint track	43,275			43,275						43,275				
	4	Repair track/football field lighting	10,260		10,260							10,260				
	4	Repair & Paint Parking lot	40,000			40,000						40,000				
	6	Replace Media center carpet & shades	27,000				27,000					27,000				
	4	New Roof	1,800,000				1,800,000		1,404,000							396,000
		<b>Totals</b>	<b>2,178,023</b>	<b>0</b>	<b>68,523</b>	<b>43,275</b>	<b>215,675</b>	<b>1,850,550</b>	<b>1,548,505</b>	<b>0</b>	<b>0</b>	<b>192,760</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>456,738</b>
Middle School	3	Upgrade Trend Management System	13,500		13,500							13,500				
	3	A/C roop top unit for IT computer room	11,000		11,000				8,580							2,420
	4	Reseal/repaint tennis courts	16,750				16,750					16,750				
	4	Reseal/repaint track	41,275			41,275						41,275				
	4	Elevator upgrades	15,000		15,000							15,000				
	6	Sprinkle for fields/field house bathrooms	145,000			145,000			113,100							31,900
	3	Conversion to dual fuel	142,359			142,359			111,040							31,319
	5	Closed Circuit Camera	36,617			36,617			28,561							8,056
		<b>Totals</b>	<b>421,501</b>	<b>0</b>	<b>39,500</b>	<b>178,976</b>	<b>186,275</b>	<b>16,750</b>	<b>261,281</b>	<b>0</b>	<b>0</b>	<b>86,525</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>73,695</b>

LEGEND

CATEGORIES

Ranking is based on the following guidelines:  
 1. Project is legally mandated by the State (copy of mandate must be attached).  
 2. Project is legally required to correct a safety and/or health code violation (copy of code violation must be attached).  
 3. Project delivers cost savings or generates additional revenues for the Town (estimated savings or revenues should be provided).  
 4. Projects that are needed to replace unsatisfactory conditions or deficiencies in services.  
 5. Projects that improve or expand services but could be delayed based on fund availability.  
 6. Projects that would be ideal, but cannot be reasonably recommended.

PRIORITIES

1. Project should be done within current budget cycle.  
 2. Project should be scheduled as soon as funding identified.  
 3. Project should be scheduled within a reasonable time.  
 4. Project is needed but not an immediate need.  
 5. Project is needed and should be scheduled when funds become available.

TOWN OF WINDHAM

FY2011

DEPT	CAT	TITLE	TOTAL COST					FUNDING SOURCE	GRANTS
			FY2011	FY2012	FY2013	FY2014	FY2015+		
			EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	
Natchaug School									
	1	I-ADA Elevator Upgrade	26,000	26,000			20,280	5,720	
	4	New Roof	1,140,000			1,140,000	889,200	250,800	
	4	Replace All Roof Parapet Stone	33,000	33,000			33,000		
<b>Totals</b>			<b>1,199,000</b>	<b>59,000</b>	<b>0</b>	<b>1,140,000</b>	<b>909,480</b>	<b>256,520</b>	
North Windham School									
	4	Well System/Storm Drain	70,824	70,824			55,243	15,581	
	5	Asbestos tile removal	20,000	20,000			15,600	4,400	
	4	Replace Carpet with VCT tile - classrooms	20,276	20,276			15,815	4,461	
<b>Totals</b>			<b>111,100</b>	<b>111,100</b>	<b>0</b>	<b>0</b>	<b>86,658</b>	<b>24,442</b>	
Sweetney School									
	2	Playground replacement	70,000	70,000			70,000		
	4	Replacement of Kitchen Floor tiles	18,900			18,900	14,742	4,158	
	6	Café/Media Center Classroom addition	2,000,000	2,000,000			1,560,000	440,000	
	6	Arch/Eng study Café/Media Center & room addition	38,749	38,749			30,224	8,525	
<b>Totals</b>			<b>2,127,649</b>	<b>38,749</b>	<b>2,070,600</b>	<b>18,900</b>	<b>1,604,966</b>	<b>452,683</b>	
Windham Ctr. School									
	1	Well System/Move oil Tank	103,880	103,880			81,026	22,854	
	4	Upgrade/install parking lot lights	11,660	11,660			9,095	2,565	
	5	Principals office - abatement & replace carpet with VCT	11,118	11,118			8,672	2,446	
	4	Upgrade/recoat Holding Tank	18,327	18,327			18,327		
<b>Totals</b>			<b>144,985</b>	<b>133,867</b>	<b>11,118</b>	<b>0</b>	<b>98,793</b>	<b>27,865</b>	

CATEGORIES

Ranking is based on the following guidelines:

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4. Projects that are needed to replace unsatisfactory conditions or deficiencies in services.
5. Projects that improve or expand services but could be delayed based on fund availability.
6. Projects that would be ideal, but cannot be reasonably recommended.

LEGEND

PRIORITIES

1. Project should be done within current budget cycle.
2. Project should be scheduled as soon as funding identified.
3. Project should be scheduled within a reasonable time.
4. Project is needed but not an immediate need.
5. Project is needed and should be scheduled when funds become available.

TOWN OF WINDHAM

FY2011

FUNDING SOURCE

DEPT	CAT	PROJECT	TITLE	TOTAL COST	FY2011	FY2012	FY2013	FY2014	FY2015+	Sched Engr/Low	GENERAL FUND	LEPT	STP	Bond	HISTORIC	BONDING	CRFG	FUND N
BOE-General	6	5	Architectural/Engineering study for elementary schools	110,000		110,000				85,800						24,200		
	4	2	Clean storm drains throughout district	12,284		12,284							12,284					
	3	1	Solar Panels on Schools	1,500,000		1,500,000												1,500,000
			<b>Totals</b>	<b>1,622,284</b>	<b>0</b>	<b>1,622,284</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,800</b>	<b>0</b>	<b>0</b>	<b>12,284</b>	<b>0</b>	<b>0</b>	<b>24,200</b>	<b>0</b>	<b>1,500,000</b>
Kramer Building	6	5	Split HVAC system for Kitchen	11,000		11,000				8,580						2,420		
	4	2	Hot Water Heater Replacement	19,000		19,000				14,820						4,180		
	5	4	Parking Lot	167,953		167,953				131,003						36,950		
			<b>Totals</b>	<b>197,953</b>	<b>0</b>	<b>197,953</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>154,403</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,550</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>			SCHOOL DEPARTMENT	8,002,495	0	2,270,976	2,303,369	401,950	3,026,200	4,749,886	0	0	412,896	0	0	1,339,713	0	1,500,000

CATEGORIES

LEGEND

PRIORITIES

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TOWN OF WINDHAM

FY2011

FUNDING SOURCE

DEPT	CAT	PROJECT	TITLE	TOTAL COST	FY2011	FY2012	FY2013	FY2014	FY2015+	FUNDING SOURCE					TOTAL	PRIORITY			
										GENERAL	STATE	FEDERAL	GRANT	OTHER					
Fire Department	1	1	SCBA Packs Applied for but did not receive ARRA funding in FY 2010	87,000				87,000											
	1	1	30 minute SCBA Cylinders Discarded after 15 years of service	34,200	15,000	7,200			12,000										
	1	1	Turnout Gear Discarded after 10 years of service	117,000	17,000	18,000	19,000	20,000	43,000										
	4	3	Thermal Imaging Cameras	20,000		20,000													
	4	3	Deputy Chief Vehicle	25,000				25,000											
	3	4	4" diameter supply hose	22,000		11,000													
	4	3	Air conditioning for PSC Awaiting energy audit results	100,000		100,000													
	4	4	2 Boilers for heating	50,000		50,000													
	4	3	Service Vehicle	65,000				65,000											
	3	5	Building Windows Awaiting energy audit results	60,000						60,000									
	4	5	Front Ramp Pavement in front of apparatus bays. Sinking	20,000				20,000											
	3	3	Rescue Truck	300,000					300,000										
	4	2	Fire Engine Keep fire engines for 30 years through a rotation plan	600,000					600,000										
	1	1	2 large air cylinders for Tower 101																
	4	5	Apparatus floor sinking																
<b>Totals</b>				1,500,200	32,000	186,200	50,000	217,000	1,015,000										
Police Dept	4	4	Cruiser Replacement Recommend replacing on 6 year cycle	150,000	30,000	30,000	30,000	30,000	30,000										
<b>Totals</b>				150,000	30,000	30,000	30,000	30,000	30,000										

LEGEND

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FY2011

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										STATE	FEDERAL	LOCAL	GRANTS	OTHER	
Ambulance Dept	3	1	New Ambulance Recommend replacing on 6 year cycle	385,000	185,000	200,000				185,000	200,000				385,000
Totals				385,000	185,000	200,000	0	0	0	185,000	200,000	0	0	0	385,000

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FY2011

FUNDING SOURCE

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										GENERAL FUND	STATE	GRANT	RESERVE	RESERVE		RESERVE
										GENERAL FUND	STATE	GRANT	RESERVE	RESERVE	RESERVE	RESERVE
				1,945,000	30,000	345,000	415,000	655,000	500,000	100,000						
				60,000	30,000	30,000				60,000						
				150,000		150,000				150,000						
				2,400,000	100,000	100,000	50,000	50,000	2,100,000							
				30,000	30,000					30,000						
				100,000	100,000					100,000						
				300,000		50,000	100,000	100,000	50,000	300,000						
				30,000	30,000					30,000						
				50,000	50,000											
				20,000	20,000											
				50,000		50,000										
				10,000,000					10,000,000							
<b>Totals</b>				<b>15,135,000</b>	<b>390,000</b>	<b>725,000</b>	<b>565,000</b>	<b>805,000</b>	<b>12,650,000</b>	<b>770,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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