

TOWN OF WINDHAM, CONNECTICUT



ADOPTED BUDGETS

**FISCAL YEAR
2011-2012**

TOWN OF WINDHAM, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2012

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**TOWN OF WINDHAM,
CONNECTICUT**

**GENERAL
GOVERNMENT**

**ADOPTED BUDGET
FISCAL YEAR
2011-2012**

**TOWN OF WINDHAM, CONNECTICUT
GENERAL GOVERNMENT AND BOARD OF EDUCATION
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2011-2012
TOWN MANAGER'S RECOMMENDED PILOT ALLOCATION**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2011-2012 Expenditure Budget - General Government and Board of Education	\$ 13,259,077	\$ 42,757,854	\$ 56,016,931
Less: ECS Adjustment		-	-
Less: Direct Revenue Estimates	<u>(5,507,308)</u>	<u>(25,230,197)</u>	<u>(30,737,505)</u>
Net Budget	7,751,769	17,527,657	25,279,426
Reappropriation of Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
	7,751,769	17,527,657	25,279,426
Plus Adjustment *	<u>322,990</u>	<u>730,319</u>	<u>1,053,309</u>
Amount to be Raised	\$ 8,074,759	\$ 18,257,976	\$ 26,332,735
Adopted 2011-2012 Mill Rate	8.63	19.52	28.15
Adopted 2010-2011 Mill Rate	<u>8.61</u>	<u>18.26</u>	<u>26.87</u>
Mill Rate (Decrease) Increase	<u>0.02</u>	<u>1.26</u>	<u>1.28</u>
Mill Rate % (Decrease) Increase	<u>0.27%</u>	<u>6.90%</u>	<u>4.78%</u>

One Mill = \$ 935,333 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 2011-2012
As of September 27, 2011
Town Manager's Recommended PILOT Allocation

General Gov't & Board of Education Revenue		2008-2009 Actual Receipts	2009-2010 Actual Receipts	2010-2011 Revised Budget Revenue	2011-2012 Estimated Revenue
41001	Property Taxes				
801	Property taxes - current	\$ 22,432,682	\$ 22,794,779	\$ 23,889,121	\$ 25,279,426
803	Property taxes - MV supplemental	245,807	225,963	200,000	200,000
804	Property taxes - prior years	548,175	407,545	400,000	400,000
807	Property taxes - interest and liens	308,078	280,790	200,000	200,000
	Total Property Taxes	<u>23,534,741</u>	<u>23,709,077</u>	<u>24,689,121</u>	<u>26,079,426</u>
41002	Federal Government				
811	Emergency management	13,586	14,995	10,000	10,000
833	Social service block grant	18,944	10,129	15,000	15,000
976	Payment in lieu of taxes	-	-	200	200
	Total Federal Government	<u>32,530</u>	<u>25,124</u>	<u>25,200</u>	<u>25,200</u>
41003	State of CT - Education				
815	Education cost sharing grant	23,943,906	20,692,570	20,721,545	24,169,717
816	Special ed equity	23,022	-	-	-
817	School transportation grant	633,960	573,716	495,772	336,920
818	School construction grant	1,232,618	1,187,789	1,187,789	1,187,789
819	Aid to private schools	40,128	40,086	45,000	40,000
820	Energy assistance	-	-	-	-
	Total State of CT - Education	<u>25,873,634</u>	<u>22,494,161</u>	<u>22,450,106</u>	<u>25,734,426</u>
41004	State of CT - General Government				
826	PILOT - State property ECSU	1,444,174	1,169,596	1,151,643	849,442
827	PILOT - elderly freeze	1,880	3,280	2,460	3,000
828	PILOT - elderly circuit breaker	60,244	46,445	52,480	64,000
829	PILOT - housing authority	26,604	21,990		
830	PILOT - property tax relief	-	-	-	-
832	PILOT - totally disabled	1,548	1,471	1,230	1,500
834	Library grant	2,411	2,268	2,300	2,300
835	Boat registration fees	1,334	683	-	-
836	Maintenance of State highways	11,922	11,922	23,844	23,844
837	PILOT - machinery & equipment	184,960	159,795	174,250	212,500
839	PILOT - private colleges & hospitals	465,938	335,914	312,663	210,721
842	Supp Municipal Aid (former Pequot)	685,684	365,529	361,258	437,265
844	Distressed municipalities manufacturing	8,596	4,871	7,380	9,000
850	PILOT - veteran's exemption	7,298	5,509	6,150	7,500
854	Other revenues - State of CT	-	-	27,820	27,820
920	Connecticard fees	939	817	750	750
	Total State of CT - General Government	<u>2,903,532</u>	<u>2,130,089</u>	<u>2,124,228</u>	<u>1,849,641</u>

Town of Windham, Connecticut
Adopted General Government Revenue Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011
Town Manager's Recommended PILOT Allocation

General Gov't & Board of Education Revenue		2008-2009 Actual Receipts	2009-2010 Actual Receipts	2010-2011 Revised Budget Revenue	2011-2012 Estimated Revenue
41005	Licenses & Permits				
856	Bingo and raffle permits	\$ 495	\$ 466	\$ 600	\$ 600
857	Building permits	131,823	254,018	150,000	175,000
859	Multi Family permits	-	-	-	130,000
866	Dog & kennel license fees	3,445	3,336	3,500	3,500
868	Sporting license fees	4,860	4,387	4,500	4,500
	Total Licenses & Permits	140,623	262,207	158,600	313,600
41006	Fines, Forfeitures & Penalties				
873	Dog redemption & sale	1,575	1,635	1,800	1,800
875	Blight ordinance	1,071	1,004	7,500	7,500
	Total Fines, Forfeitures & Penalties	2,646	2,639	9,300	9,300
41007	Use of Property				
808	Town property	37,701	38,954	32,000	32,000
875	School property	-	-	-	-
	Total Use of Property	37,701	38,954	32,000	32,000
41008	Charges for Services				
859	Refuse fees	17,127	18,401	25,000	25,000
867	Passport fees	5,626	5,484	5,000	5,000
869	Misc. fees collected by Town	6,568	7,384	5,500	5,500
874	Shared Services				10,000
879	Grave openings	19,700	12,550	26,500	26,500
880	Foundations	-	3,577	100	100
882	Town photocopies	17,048	17,430	20,000	20,000
883	Recording fees - Town Clerk	64,519	59,947	75,000	75,000
884	Vital statistics	46,384	66,995	45,000	45,000
888	Fire Marshal plan review	2,625	5,650	3,000	3,000
889	Fire Marshal inspection fee	4,760	6,985	4,000	4,000
890	Fire Marshal temp permit & late fees	25	-	25	25
895	WFTD financial services	33,932	-	38,000	38,000
898	Other charges for services	8,452	6,667	9,000	9,000
899	Engineering fees	2,430	3,155	3,000	3,000
907	Notary fees		2,605	2,000	2,000
922	BOE tuition charges to other Towns	1,099,014	1,096,594	974,000	723,560
	Total Charges for Services	1,328,210	1,313,423	1,235,125	994,685
41009	Interest				
900	Investment income	60,383	3,831	70,000	70,000
	Total Interest	60,383	3,831	70,000	70,000

Town of Windham, Connecticut
Adopted General Government Revenue Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011
Town Manager's Recommended PILOT Allocation

General Gov't & Board of Education Revenue		2008-2009 Actual Receipts	2009-2010 Actual Receipts	2010-2011 Revised Budget Revenue	2011-2012 Estimated Revenue
41010	Interfund Transfers In				
905	Interfund transfer in - School Read	\$ 100,000	\$ -	\$ 49,740	\$ 49,740
913	Interfund transfer in - WPCF	73,000	89,000	92,000	92,000
914	Interfund transfer in - WWW	73,000	89,000	92,000	92,000
916	Interfund transfer in - WSD	85,000	85,000	85,000	85,000
933	Interfund transfer in - Small Cities	-	-	-	-
946	Interfund transfer in - Ambulance	-	18,175	18,175	18,175
990	Interfund transfer in - misc	-	-	-	-
	Total Interfund Transfers In	<u>331,000</u>	<u>281,175</u>	<u>336,915</u>	336,915
41011	Sundry & Miscellaneous				
829	PILOT 2 - Willimantic Housing Authority	47,566	45,123	36,900	63,000
849	Telecommunications	64,854	38,050	64,850	42,238
917	Zoning fees	11,737	11,477	35,000	35,000
920	Eviction fees	1,532	670	1,500	1,500
921	OTB Tax				50,000
923	Real estate conveyance tax	166,100	227,796	180,000	180,000
927	Recycling sales	49,359	8,142	-	-
928	Cemetery leases	1,108	-	10,000	10,000
934	Insurance reimbursement	-	3,309	-	-
939	Social services individual reimbursement	172	-	-	-
943	PILOT - hydro plant	-	-	-	-
950	Miscellaneous revenue - Town	190,887	118,696	190,000	190,000
960	Sale of Town property	-	-	-	-
975	Miscellaneous revenue - BOE	4,403	-	-	-
	Total Sundry & Miscellaneous	<u>537,718</u>	<u>453,263</u>	<u>518,250</u>	571,738
	Total General Gov't & Board of Education Revenue	<u>\$ 54,782,718</u>	<u>\$ 50,713,942</u>	<u>\$ 51,648,845</u>	\$ 56,016,931

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

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
General Government		2009-2010	2010-2011	(Decrease)	2011-2012	(Decrease)
50101	Board of Finance	\$ 92,060	\$ 91,360	-0.76%	\$ 91,360	0.00%
50102	Town Council	42,940	31,700	-26.18%	36,700	15.77%
50103	Municipal Administration	325,620	382,080	17.34%	354,020	-7.34%
50104	Finance/Treasury	371,810	379,190	1.98%	393,555	3.79%
50105	Tax/Revenue Collection	279,325	285,795	2.32%	266,275	-6.83%
50106	Assessor	308,470	330,520	7.15%	333,860	1.01%
50107	Board of Assessment Appeals	200	200	0.00%	200	0.00%
50108	Town Clerk/Recording	206,840	231,991	12.16%	235,605	1.56%
50109	Vital Statistics	1,300	1,100	-15.38%	1,100	0.00%
50110	Elections	43,720	44,120	0.91%	39,120	-11.33%
50111	Registrar of Voters	37,600	36,500	-2.93%	36,500	0.00%
50112	Legal Counsel	79,500	79,500	0.00%	74,000	-6.92%
50113	Probate Court	4,300	35,320	721.40%	35,762	1.25%
50114	Town Hall	187,120	185,040	-1.11%	152,300	-17.69%
50115	Central Services	113,000	104,000	-7.96%	103,000	-0.96%
50116	Aid to Private Schools	50,000	45,000	-10.00%	40,000	-11.11%
50117	Data Processing	168,955	196,240	16.15%	191,750	-2.29%
50118	Charter Revision	1	1	100.00%	10,001	1000000.00%
50120	Personnel	62,170	53,990	-13.16%	52,400	-2.94%
	Total General Government	2,374,931	2,513,647	5.84%	2,447,508	-2.63%
Public Safety		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2009-2010	2010-2011	(Decrease)	2011-2012	(Decrease)
50201	Fire Marshal/Emer Manage	167,230	140,030	-16.27%	137,375	-1.90%
50202	Animal Control	129,535	127,140	-1.85%	128,525	1.09%
	Total Public Safety	296,765	267,170	-9.97%	265,900	-0.48%

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

		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Public Works						
50301	Engineering	\$ 167,250	\$ 175,470	4.91%	\$ 147,265	-16.07%
50302	Roads and Drainage	695,060	653,300	-6.01%	672,800	2.98%
50303	Machinery and Equipment	492,750	498,400	1.15%	496,200	-0.44%
50304	Snow Removal	171,590	106,000	-38.22%	101,000	-4.72%
50305	Garage Maintenance	39,550	36,050	-8.85%	33,850	-6.10%
50306	Tree Services	7,000	7,000	0.00%	5,000	-28.57%
50307	Traffic Control	39,500	44,500	12.66%	41,500	-6.74%
50308	Public Works Administration	280,400	296,700	5.81%	301,500	1.62%
50309	Street Lighting	261,500	259,000	-0.96%	252,500	-2.51%
50310	Park Maintenance	273,920	278,700	1.75%	280,800	0.75%
50311	Building	124,330	98,150	-21.06%	97,150	-1.02%
50312	Cemeteries	185,790	194,900	4.90%	196,300	0.72%
50313	Solid Waste Disposal	1,272,540	1,313,988	3.26%	1,298,830	-1.15%
Total Public Works		4,011,180	3,962,158	-1.22%	3,924,695	-0.95%

		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Human Services						
50401	Human Services	163,810	172,450	5.27%	168,950	-2.03%
50403	Outside Agencies	78,855	78,855	0.00%	83,600	6.02%
50404	Health Services	50,000	55,000	10.00%	56,500	2.73%
50405	Windham Health	94,002	95,620	1.72%	98,967	3.50%
50406	Housing Code Enforcement	-	-	0.00%	-	0.00%
50408	Transportation Services	87,384	87,384	0.00%	89,500	2.42%
50409	Senior Services	45,315	57,687	27.30%	54,746	-5.10%
Total Human Services		519,366	546,996	5.32%	552,263	0.96%

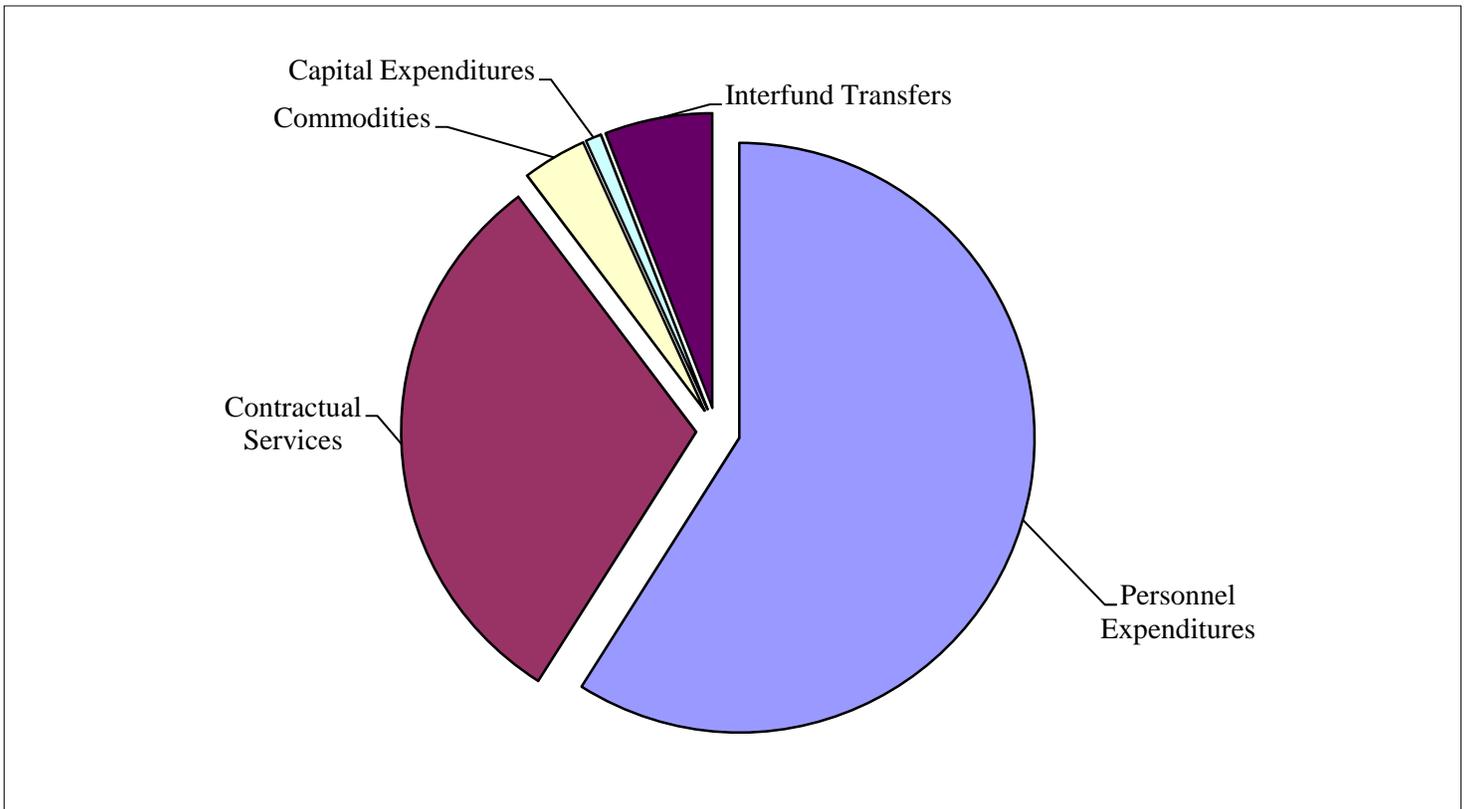
		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Civic and Cultural						
50501	Willimantic Public Library	695,545	720,760	3.63%	721,620	0.12%
50502	Library Contributions	10,000	16,000	60.00%	11,144	-30.35%
50503	Recreation Administration	239,255	249,140	4.13%	251,265	0.85%
50504	Recreation General Programs	101,750	105,050	3.24%	112,100	6.71%
50506	Recreation Center	111,270	80,400	-27.74%	79,700	-0.87%
50507	Civic and Cultural Donations	20,000	20,000	0.00%	18,000	-10.00%
Total Civic and Cultural		1,177,820	1,191,350	1.15%	1,193,829	0.21%

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

	Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Planning and Development					
50601 Land Use Boards	\$ 8,250	\$ 10,400	26.06%	\$ 10,400	0.00%
50604 Economic Development	36,095	13,900	-61.49%	13,900	0.00%
50605 Code Enforcement	157,180	158,750	1.00%	293,300	84.76%
50606 Town Planner	117,855	125,200	6.23%	125,775	0.46%
50608 Windham Historic District	100	500	400.00%	500	0.00%
Total Planning and Development	319,480	308,750	-3.36%	443,875	43.77%
Capital Projects					
50701 Capital Projects	82,179	80,877	-1.58%	64,620	-20.10%
Debt Service					
50702 Debt Service	2,943,440	2,843,508	-3.40%	2,809,530	-1.19%
Sundry					
50703 Fringe Benefits	577,400	680,060	17.78%	665,060	-2.21%
50704 Risk Management	132,500	132,500	0.00%	145,800	10.04%
50706 Town Contingency	17,580	130,000	639.48%	130,000	0.00%
50707 Interfund Transfers Out	373,685	568,490	100.00%	615,997	8.36%
Total Sundry	1,101,165	1,511,050	37.22%	1,556,857	3.03%
Total General Gov't Budget	\$ 12,826,326	\$ 13,225,506	3.11%	\$ 13,259,077	0.25%

Town of Windham, Connecticut
Adopted Town General Government Expenditure Budget Organization Detail - Fiscal Year 2011-2012
As of September 27, 2011

Town General Government	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Operating Expenditures				
Personnel Expenditures	\$ 5,503,267	\$ 5,975,980	\$ 6,162,945	3.13%
Contractual Services	2,876,460	3,308,096	3,209,960	-2.97%
Commodities	460,668	398,305	369,275	-7.29%
Capital Expenditures	104,163	132,127	90,370	-31.60%
Interfund Transfers Out	373,667	568,490	615,997	8.36%
Total Operating Expenditures	<u>9,318,225</u>	<u>10,382,998</u>	<u>10,448,547</u>	<u>0.63%</u>
Non-Operating Expenditures				
Debt Service	-	2,842,508	2,808,530	-1.20%
Total Non-Operating Expenditures	<u>-</u>	<u>2,842,508</u>	<u>2,808,530</u>	<u>-1.20%</u>
Total Town General Government	<u>\$ 9,318,225</u>	<u>\$ 13,225,506</u>	<u>\$ 13,257,077</u>	<u>0.24%</u>
Percentage increase/(decrease)		<u>41.93%</u>	<u>0.24%</u>	



Town of Windham, Connecticut
Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

Town General Government		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 3,304,894	\$ 3,481,000	\$ 3,645,000	4.71%
102	Part-time payroll	120,196	130,500	130,350	-0.11%
103	Overtime	202,044	185,150	154,150	-16.74%
104	Longevity	30,500	32,000	32,200	0.63%
105	Temporary wages	62,296	70,380	68,780	-2.27%
108	Life insurance	8,151	8,750	9,965	13.89%
109	Workers' compensation	148,746	200,000	200,000	0.00%
110	Medical insurance	1,048,174	1,162,400	1,204,500	3.62%
112	Town pension contribution	274,933	375,000	375,000	0.00%
114	FICA/Medicare	279,278	290,800	303,000	4.20%
115	Retirement benefits	8,077	20,000	20,000	0.00%
116	Bonus payments	15,978	20,000	20,000	0.00%
119	Educational reimbursements	-	-	-	0.00%
	Total Personnel Expenditures	5,503,267	5,975,980	6,162,945	3.13%
Contractual Services					
201	Surveyor & drafters	2,100	3,000	3,000	0.00%
202	Financial & accounting	69,313	90,600	90,600	0.00%
203	Legal - Town Attorney	29,612	30,000	27,000	-10.00%
203	Legal - Charter Revision	-	-	10,000	0.00%
204	Data processing	12,245	16,055	16,485	2.68%
204	Legal - FOI & extra. legal fees	500	500	1,000	100.00%
205	Municipal insurance	128,629	132,500	145,800	10.04%
206	Indexing & recording	16,931	21,046	21,510	2.20%
207	Other professional services	66,226	70,000	44,000	-37.14%
207	WRCC - Veteran's Services	44,600	44,600	44,600	0.00%
207	North Central District Health	94,002	95,620	98,967	3.50%
208	Collection costs	-	-	-	0.00%
209	Professional affiliations	34,422	51,000	40,400	-20.78%
210	Senior citizen programs	1,948	3,250	1,500	-53.85%
211	Travel, meetings & training	12,012	36,200	16,000	-55.80%
212	Hauling fees	32,992	36,000	36,000	0.00%
213	Garbage collection contracts	577,472	554,000	567,850	2.50%
214	Telephone	45,406	49,800	47,850	-3.92%
215	Telephone - FM	3,330	3,200	2,700	-15.63%
215	Postage	58,875	60,120	60,000	-0.20%
217	Electricity	394,576	391,000	378,650	-3.16%
218	Heating fuel	101,564	94,750	86,750	-8.44%
219	Sewer & water charges	4,651	7,900	7,900	0.00%
220	Windham Free Library	5,000	8,000	5,469	-31.64%
221	Advertising & publications	25,653	34,631	40,256	16.24%
222	Building rentals	2,000	2,500	2,500	0.00%

Town of Windham, Connecticut
Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

Town General Government		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Contractual Services (Continued)					
223	Equipment rentals	\$ 10,816	\$ 57,500	\$ 53,000	-7.83%
224	Uniform rentals	3,387	4,000	3,500	-12.50%
226	WRTD - ADA compliance	15,000	15,000	17,116	14.11%
227	Community services	3,723	6,000	10,000	66.67%
229	Gen assistance - non reimbursable	-	500	250	-50.00%
230	Unemployment compensation	42,158	65,000	50,000	-23.08%
232	Bonds - principal	-	2,085,948	2,063,820	-1.06%
233	Bonds - interest	-	756,560	744,710	-1.57%
234	Annual report	-	2,000	2,000	0.00%
236	WRTD - Dial-A-Ride	48,462	48,462	48,462	0.00%
237	VNA East, Inc.	-	-	-	0.00%
238	United Services	-	-	-	0.00%
239	Windham Hospital Paramedics	50,000	50,000	51,500	3.00%
240	McSweeney Center	36,765	43,000	40,850	-5.00%
241	Community Companion Services	-	5,000	5,000	0.00%
243	WRTD - Fixed Route	23,922	23,922	23,922	0.00%
245	American Legion - NEW	-	-	-	0.00%
246	Relocation expense	(203)	5,000	2,300	-54.00%
247	Moving expense	1,620	2,700	2,700	0.00%
251	Payment to Southeast Project	-	-	-	0.00%
252	Aid to private schools	40,086	45,000	40,000	-11.11%
255	Energy efficiency	-	-	-	0.00%
259	Sexual Assault Crisis Ctr of Eastern CT	5,000	5,000	5,000	0.00%
261	WRCC - Youth Service Bureau	25,000	25,000	25,000	0.00%
264	Permit fees	800	800	800	0.00%
266	Service contracts	86,229	130,210	124,980	-4.02%
268	Meals	4,933	8,000	8,000	0.00%
269	Little Angels Program	-	-	500	100.00%
270	Demolition & security	28,243	1,000	-	-100.00%
271	TVCCA elderly nutrition	8,500	14,687	13,896	-5.39%
272	Windham Boxing Club	-	-	-	0.00%
273	Willimantic Midget Football	1,000	1,000	-	-100.00%
274	Willimantic Little League	1,000	1,000	1,500	50.00%
275	Bigg Play	1,000	1,000	-	-100.00%
277	Dog damage	-	150	150	0.00%
279	Refunds to State of CT	-	1,500	-	-100.00%
279	Windham Arts Collaborative	1,000	1,000	1,000	0.00%
280	Outside contractors	139,775	140,350	136,892	-2.46%
281	Guilford Smith Mem. Library	5,000	8,000	5,675	-29.06%
283	Town contingency	-	130,000	130,000	0.00%
285	Windham Textile Museum	-	15,000	15,000	0.00%
286	3rd Thursday	-	1,000	-	-100.00%
287	NECASA	-	-	3,500	0.00%
288	WRCC - Juvenile Review Board	1,500	1,500	2,500	66.67%

Town of Windham, Connecticut
Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

Town General Government		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Contractual Services (Continued)					
289	Holy Family Shelter	2,755	2,755	3,000	8.89%
290	Legal - labor matters	\$ 14,290	\$ 25,000	\$ 22,000	-12.00%
291	Tipping & disposal fees	477,370	545,000	525,000	-3.67%
292	Legal - planning & develop	2,234	4,000	4,000	0.00%
293	Legal - suits & settlements	-	5,000	5,000	0.00%
295	Regional household waste ctr	10,688	10,688	10,680	-0.07%
296	Legal - tax matters	17,283	15,000	15,000	0.00%
299	Miscellaneous	3,068	5,100	3,500	-31.37%
Total Contractual Services		<u>2,876,460</u>	<u>6,150,604</u>	<u>6,018,490</u>	<u>-2.15%</u>
Commodities					
301	Office supplies	19,958	32,925	28,075	-14.73%
302	Gas & diesel fuel	84,137	99,775	90,125	-9.67%
303	Uniform purchases	862	1,150	1,250	8.70%
304	Custodial supplies	10,759	10,000	10,000	0.00%
305	Safety equipment	6,983	7,450	6,850	-8.05%
306	Vehicle repairs	60,046	60,000	60,000	0.00%
307	Hand tools	4,936	5,000	4,900	-2.00%
308	Electrical supplies	384	600	400	-33.33%
309	Major equipment repair parts	79,879	80,800	80,250	-0.68%
310	Alarm repairs	2,768	3,750	3,000	-20.00%
311	Traffic control signs	9,901	11,000	12,000	9.09%
313	Sand, salt & paving materials	112,641	-	-	0.00%
314	Office furnishings & equipment	1,417	4,500	2,000	-55.56%
315	Ground supplies	13,129	15,600	14,500	-7.05%
316	Library materials & supplies	7,835	8,000	8,000	0.00%
317	Books & subscriptions	29,564	38,230	33,050	-13.55%
318	Photo equipment	-	-	-	0.00%
320	Chemicals	1,795	1,875	1,875	0.00%
322	Miscellaneous supplies	3,869	4,100	4,100	0.00%
323	Team sponsorship	1,767	1,800	1,500	-16.67%
327	Conservation & recycling mat.	2,000	2,000	-	-100.00%
329	Building supplies	3,802	6,500	6,200	-4.62%
330	Computer commodities	811	1,250	200	-84.00%
331	Fuel tank supplies	1,426	2,000	1,000	-50.00%
Total Commodities		<u>460,668</u>	<u>398,305</u>	<u>369,275</u>	<u>-7.29%</u>

Town of Windham, Connecticut
Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

Town General Government		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Commodities (Continued)					
Capital Expenditures					
401	Buildings & improvements	\$ 5,280	\$ 750	\$ 750	0.00%
402	Equipment	33,764	41,257	25,000	-39.40%
403	Vehicles	65,119	64,620	64,620	0.00%
413	Improvements other than building	-	25,500	-	-100.00%
	Total Capital Expenditures	<u>104,163</u>	<u>132,127</u>	<u>90,370</u>	<u>-31.60%</u>
Interfund Transfers Out					
990	Interfund transfer out - Kramer	150,382	115,000	115,000	0.00%
993	Interfund transfer out - Rec. rev.	100,000	60,000	20,000	-66.67%
994	Interfund transfer out - Revaluation	-	25,000	-	-100.00%
997	Interfund transfer out - Ambulance	113,285	338,490	439,660	29.89%
998	Interfund transfer out - Grant match	10,000	30,000	20,000	-33.33%
999	Interfund transfer out - RCIP	-	-	21,337	100.00%
	Total Interfund Transfers Out	<u>373,667</u>	<u>568,490</u>	<u>615,997</u>	<u>8.36%</u>
Total Town General Government		<u>\$ 9,318,225</u>	<u>\$ 13,225,506</u>	<u>\$ 13,257,077</u>	<u>0.24%</u>
Percentage increase/(decrease)			<u>41.93%</u>	<u>0.24%</u>	

Town of Windham, Connecticut
Adopted General Government Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

General Government		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 1,097,721	\$ 1,188,000	\$ 1,189,000	0.08%
102	Part-time payroll	46,075	47,500	47,500	0.00%
103	Overtime	40,537	23,100	23,100	0.00%
104	Longevity	9,200	9,200	9,800	6.52%
105	Temporary wages	14,008	16,880	16,880	0.00%
108	Life insurance	3,702	3,700	4,440	20.00%
110	Medical insurance	286,593	327,200	312,800	-4.40%
114	FICA/Medicare	88,763	97,300	97,600	0.31%
	Total Personnel Expenditures	<u>1,586,598</u>	<u>1,712,880</u>	1,701,120	-0.69%
Contractual Services					
202	Financial & accounting	69,313	90,600	90,600	0.00%
203	Legal - Town Attorney	29,612	30,000	27,000	-10.00%
203	Legal - Charter Revision	-	-	10,000	0.00%
204	Data processing	12,245	16,055	16,485	2.68%
204	Legal - FOI & extra. legal fees	500	500	1,000	100.00%
206	Indexing & recording	16,931	21,046	21,510	2.20%
207	Other professional services	6,939	8,500	11,000	29.41%
208	Collection costs	-	-	-	0.00%
209	Professional affiliations	34,422	50,000	40,000	-20.00%
211	Travel, meetings & training	12,012	35,200	15,000	-57.39%
214	Telephone	36,807	40,800	40,000	-1.96%
215	Postage	58,875	60,120	60,000	-0.20%
217	Electricity	42,401	45,000	38,250	-15.00%
218	Heating fuel	13,002	30,000	24,000	-20.00%
219	Sewer & water charges	1,810	2,000	2,000	0.00%
221	Advertising & publications	18,765	21,156	28,456	34.51%
222	Building rentals	2,000	2,500	2,500	0.00%
223	Equipment rentals	10,816	56,500	53,000	-6.19%
227	Community services	3,723	5,000	1,000	-80.00%
234	Annual report	-	2,000	2,000	0.00%
247	Moving expense	1,620	2,700	2,700	0.00%
252	Aid to private schools	40,086	45,000	40,000	-11.11%
266	Service contracts	42,496	83,910	79,420	-5.35%
268	Meals	986	2,000	2,000	0.00%
280	Outside contractors	24,963	38,950	39,542	1.52%
290	Legal - labor matters	14,290	25,000	22,000	-12.00%
292	Legal - planning & develop	2,234	4,000	4,000	0.00%
293	Legal - suits & settlements	-	5,000	5,000	0.00%
296	Legal - tax matters	17,283	15,000	15,000	0.00%
299	Miscellaneous	1,983	3,000	1,500	-50.00%
	Total Contractual Services	<u>516,112</u>	<u>741,537</u>	694,963	-6.28%

Town of Windham, Connecticut
Adopted General Government Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

General Government		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Commodities					
301	Office supplies	\$ 15,820	\$ 25,700	\$ 20,775	-19.16%
304	Custodial supplies	1,390	1,500	1,500	0.00%
307	Hand tools	-	-	-	0.00%
310	Alarm repairs	105	250	-	-100.00%
314	Office furnishings & equipment	1,417	4,500	2,000	-55.56%
317	Books & subscriptions	316	1,030	950	-7.77%
329	Building supplies	586	1,000	1,000	0.00%
330	Computer commodities	811	1,250	200	-84.00%
Total Commodities		<u>20,445</u>	<u>35,230</u>	<u>26,425</u>	<u>-24.99%</u>
Capital Expenditures					
401	Buildings & improvements	4,680	-	-	0.00%
402	Equipment	17,507	25,000	25,000	0.00%
Total Capital Expenditures		<u>22,187</u>	<u>25,000</u>	<u>25,000</u>	<u>0.00%</u>
Total General Government		<u>\$ 2,145,342</u>	<u>\$ 2,514,647</u>	<u>\$ 2,447,508</u>	<u>-2.67%</u>
Percentage increase/(decrease)			<u>17.21%</u>	<u>-2.67%</u>	

Town of Windham, Connecticut
Adopted Public Safety Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Public Safety		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 138,141	\$ 132,000	\$ 135,000	2.27%
102	Part time payroll		30,000	29,850	100.00%
103	Overtime	4,199	7,500	7,500	0.00%
104	Longevity	900	900	1,275	41.67%
108	Life insurance	402	420	450	7.14%
110	Medical insurance	42,017	49,150	47,750	-2.85%
114	FICA/Medicare	10,824	13,100	13,400	2.29%
	Total Personnel Expenditures	196,483	233,070	235,225	0.92%
Contractual Services					
207	Other professional services	7,110	5,000	7,000	40.00%
209	Professional affiliatins	-	-	-	0.00%
211	Travel, meetings & training	-	-	-	0.00%
214	Telephone - EOC	1,731	1,800	650	-63.89%
215	Telephone - FM	3,330	3,200	2,700	-15.63%
218	Heating fuel	2,220	3,000	3,000	0.00%
221	Advertising & publications	542	1,125	1,000	-11.11%
223	Equipment rentals	-	-	-	0.00%
277	Dog damage	-	150	150	0.00%
266	Service contracts	470	500	500	0.00%
280	Outside contractors	33,934	10,000	6,850	-31.50%
	Total Contractual Services	49,337	24,775	21,850	-11.81%
Commodities					
301	Office supplies	424	1,225	1,075	-12.24%
302	Gas & diesel fuel	3,001	3,125	2,975	-4.80%
303	Uniform purchases	-	150	150	0.00%
305	Safety equipment	-	150	150	0.00%
306	Vehicle repairs	-	-	-	0.00%
309	Equipment repair	35	300	250	-16.67%
314	Office furnishings & equipment	-	-	-	0.00%
317	Books & subscriptions	1,071	1,250	1,100	-12.00%
320	Chemicals	189	375	375	0.00%
322	Miscellaneous supplies	1,946	2,000	2,000	0.00%
	Total Commodities	6,666	8,575	8,075	-5.83%
Capital Expenditures					
401	Buildings & improvement	600	750	750	0.00%
	Total Capital Expenditures	600	750	750	0.00%
Total Public Safety		\$ 253,085	\$ 267,170	\$ 265,900	-0.48%
Percentage increase/(decrease)			5.57%	-0.48%	

Town of Windham, Connecticut
Adopted Public Works Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Public Works		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 1,261,544	\$ 1,307,000	\$ 1,348,000	3.14%
103	Overtime	156,926	154,000	123,000	-20.13%
104	Longevity	12,600	12,800	12,550	-1.95%
105	Temporary wages	1,840	4,000	3,000	-25.00%
108	Life insurance	1,177	1,270	1,390	9.45%
110	Medical insurance	442,734	457,300	485,900	6.25%
114	FICA/Medicare	110,398	106,400	109,100	2.54%
Total Personnel Expenditures		<u>1,987,218</u>	<u>2,042,770</u>	<u>2,082,940</u>	<u>1.97%</u>
Contractual Services					
201	Surveyor & drafters	2,100	3,000	3,000	0.00%
207	Other professional services	50,175	54,000	23,500	-56.48%
209	Professional affiliations	-	-	-	0.00%
211	Travel, meetings & training	-	-	-	0.00%
212	Hauling fees	32,992	36,000	36,000	0.00%
213	Garbage collection contracts	577,472	554,000	567,850	2.50%
214	Telephone	3,597	4,700	4,700	0.00%
217	Electricity	300,626	296,000	296,000	0.00%
218	Heating fuel	13,189	17,000	15,000	-11.76%
219	Sewer & water charges	1,346	1,750	1,750	0.00%
221	Advertising & publications	862	2,350	1,550	-34.04%
223	Equipment rentals	-	-	-	0.00%
224	Uniform rentals	3,387	4,000	3,500	-12.50%
251	Payment to Southeast Project	-	-	-	0.00%
255	Energy efficiency	-	-	-	0.00%
264	Permit fees	800	800	800	0.00%
266	Service contracts	6,000	6,000	6,000	0.00%
268	Meals	3,948	6,000	6,000	0.00%
270	Demolition & security	28,243	1,000	-	-100.00%
280	Outside contractors	56,267	57,000	61,500	7.89%
291	Tipping & disposal fees	477,370	545,000	525,000	-3.67%
295	Regional household waste ctr	10,688	10,688	10,680	-0.07%
Total Contractual Services		<u>1,569,061</u>	<u>1,599,288</u>	<u>1,562,830</u>	<u>-2.28%</u>
Commodities					
301	Office supplies	260	1,750	1,325	-24.29%
302	Gas & diesel fuel	80,330	95,000	85,000	-10.53%
304	Custodial supplies	3,752	3,500	3,500	0.00%
305	Safety equipment	6,438	6,500	6,000	-7.69%
306	Vehicle repairs	60,046	60,000	60,000	0.00%
307	Hand tools	4,936	4,900	4,700	-4.08%
308	Electrical supplies	384	600	400	-33.33%

Town of Windham, Connecticut
Adopted Public Works Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Public Works		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Commodities (Continued)					
309	Major equipment repair parts	\$ 79,844	\$ 80,500	\$ 80,000	-0.62%
310	Alarm repairs	2,663	3,500	3,000	-14.29%
311	Traffic control signs	9,901	11,000	12,000	9.09%
313	Sand, salt & paving materials	112,641	-	-	0.00%
314	Office furnishings & equipment	-	-	-	0.00%
315	Ground supplies	13,129	15,600	14,500	-7.05%
317	Books & subscriptions	476	750	800	6.67%
320	Chemicals	-	-	-	0.00%
322	Miscellaneous supplies	1,465	1,500	1,500	0.00%
327	Conservation & recycling mat.	2,000	2,000	-	-100.00%
329	Building supplies	3,216	5,500	5,200	-5.45%
331	Fuel tank supplies	1,426	2,000	1,000	-50.00%
	Total Commodities	<u>382,905</u>	<u>294,600</u>	<u>278,925</u>	<u>-5.32%</u>
Capital Expenditures					
401	Buildings & improvement	-	-	-	0.00%
402	Equipment	-	-	-	0.00%
413	Improvements other than building	-	25,500	-	-100.00%
	Total Capital Expenditures	<u>-</u>	<u>25,500</u>	<u>-</u>	<u>-100.00%</u>
	Total Public Works	<u>\$ 3,939,184</u>	<u>\$ 3,962,158</u>	<u>\$ 3,924,695</u>	<u>-0.95%</u>
	Percentage increase/(decrease)		<u>0.58%</u>	<u>-0.95%</u>	

Town of Windham, Connecticut
Adopted Human Services Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Human Services		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 115,350	\$ 120,000	\$ 122,000	1.67%
102	Part-time payroll	-	-	-	0.00%
103	Overtime	-	150	150	0.00%
104	Longevity	1,800	1,800	1,800	0.00%
108	Life insurance	356	400	400	0.00%
110	Medical insurance	28,668	33,200	32,400	-2.41%
114	FICA/Medicare	8,595	9,400	9,500	1.06%
	Total Personnel Expenditures	<u>154,769</u>	<u>164,950</u>	<u>166,250</u>	<u>0.79%</u>
Contractual Services					
207	WRCC - Veteran's Services	44,600	44,600	44,600	0.00%
207	North Central District Health	94,002	95,620	98,967	3.50%
209	Professional affiliations	-	-	-	0.00%
211	Travel, meetings & training	-	-	-	0.00%
223	Equipment rentals	-	-	-	0.00%
226	WRTD - ADA compliance	15,000	15,000	17,116	14.11%
229	Gen assistance - non reimbursable	-	500	250	-50.00%
236	WRTD - Dial-A-Ride	48,462	48,462	48,462	0.00%
237	VNA East, Inc.	-	-	-	0.00%
238	United Services	-	-	-	0.00%
239	Windham Hospital Paramedics	50,000	50,000	51,500	3.00%
240	McSweeney Center	36,765	43,000	40,850	-5.00%
241	Community Companion Services	-	5,000	5,000	0.00%
243	WRTD - Fixed Route	23,922	23,922	23,922	0.00%
246	Relocation expense	(203)	5,000	2,300	-54.00%
259	Sexual Assault Crisis Ctr of Eastern CT	5,000	5,000	5,000	0.00%
261	WRCC - Youth Service Bureau	25,000	25,000	25,000	0.00%
266	Service contracts	-	-	-	0.00%
271	TVCCA elderly nutrition	8,500	14,687	13,896	-5.39%
279	Refunds to State of CT	-	1,500	-	-100.00%
280	Outside contractors	-	-	-	0.00%
287	NECASA	-	-	3,500	100.00%
288	WRCC - Juvenile Review Board	1,500	1,500	2,500	66.67%
289	Holy Family Home & Shelter	2,755	2,755	3,000	8.89%
	Total Contractual Services	<u>355,303</u>	<u>381,546</u>	<u>385,863</u>	<u>1.13%</u>

Town of Windham, Connecticut
Adopted Human Services Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Human Services		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Commodities					
301	Office supplies	\$ 308	\$ 500	\$ 150	-70.00%
302	Gas & diesel fuel	-	-	-	0.00%
314	Office furnishings & equipment	-	-	-	0.00%
317	Books & subscriptions	-	-	-	0.00%
318	Photo equipment	-	-	-	0.00%
	Total Commodities	<u>308</u>	<u>500</u>	150	-70.00%
	Total Human Services	<u>\$ 510,379</u>	<u>\$ 546,996</u>	\$ 552,263	0.96%
	Percentage increase/(decrease)		<u>7.17%</u>	<u>0.96%</u>	

Town of Windham, Connecticut
Adopted Civic & Cultural Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Civic & Cultural	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures				
101 Regular payroll	\$ 485,417	\$ 543,000	\$ 555,000	2.21%
102 Part-time payroll	74,122	53,000	53,000	0.00%
103 Overtime	28	400	400	0.00%
104 Longevity	5,100	6,400	5,800	-9.38%
105 Temporary wages	43,661	45,500	44,900	-1.32%
108 Life insurance	1,725	2,100	2,225	5.95%
110 Medical insurance	177,004	213,200	221,000	3.66%
114 FICA/Medicare	44,386	49,800	50,500	1.41%
Total Personnel Expenditures	<u>831,443</u>	<u>913,400</u>	<u>932,825</u>	<u>2.13%</u>
Contractual Services				
207 Other professional services	2,002	2,500	2,500	0.00%
209 Professional affiliations	-	-	-	0.00%
210 Senior citizen programs	1,948	3,250	1,500	-53.85%
211 Travel, meetings & training	-	-	-	0.00%
214 Telephone	3,271	2,500	2,500	0.00%
217 Electricity	51,549	50,000	44,400	-11.20%
218 Heating fuel	73,153	44,750	44,750	0.00%
219 Sewer & water charges	1,494	4,150	4,150	0.00%
220 Windham Free Library	5,000	8,000	5,469	-31.64%
221 Advertising & publications	1,423	1,500	1,500	0.00%
223 Equipment rentals	-	-	-	0.00%
227 Community Services	-	-	9,000	0.00%
245 American Legion - NEW	-	-	-	0.00%
266 Service contracts	37,263	39,800	39,060	-1.86%
269 Little Angels Program	-	-	500	100.00%
272 Windham Boxing Club	-	-	-	0.00%
273 Willimantic Midget Football	1,000	1,000	-	-100.00%
274 Willimantic Little League	1,000	1,000	1,500	50.00%
275 Bigg Play	1,000	1,000	-	-100.00%
279 Windham Arts Collaborative	1,000	1,000	1,000	0.00%
280 Outside contractors	24,611	34,400	27,000	-21.51%
281 Guilford Smith Mem. Library	5,000	8,000	5,675	-29.06%
285 Windham Textile Museum	-	15,000	15,000	0.00%
286 3rd Thursday	-	1,000	-	-100.00%
299 Miscellaneous	1,085	1,100	1,000	-9.09%
Total Contractual Services	<u>211,799</u>	<u>219,950</u>	<u>206,504</u>	<u>-6.11%</u>

Town of Windham, Connecticut
Adopted Civic & Cultural Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Civic & Cultural		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Commodities					
301	Office supplies	\$ 2,949	\$ 3,000	\$ 4,000	33.33%
302	Gas & diesel fuel	309	500	500	0.00%
303	Uniform purchases	724	800	700	-12.50%
304	Custodial supplies	5,617	5,000	5,000	0.00%
305	Safety equipment	545	800	700	-12.50%
306	Vehicle repairs	-	-	-	0.00%
314	Office furnishings & equipment	-	-	-	0.00%
316	Library materials & supplies	7,835	8,000	8,000	0.00%
317	Books & subscriptions	27,701	35,000	30,000	-14.29%
320	Chemicals	1,606	1,500	1,500	0.00%
322	Miscellaneous supplies	458	600	600	0.00%
323	Team sponsorship	1,767	1,800	1,500	-16.67%
329	Building supplies	-	-	-	0.00%
330	Computer commodities	811	1,000	2,000	-100.00%
Total Commodities		<u>49,511</u>	<u>57,000</u>	<u>54,500</u>	<u>-4.39%</u>
Total Civic & Cultural		<u>\$ 1,092,752</u>	<u>\$ 1,190,350</u>	<u>\$ 1,193,829</u>	<u>0.29%</u>
Percentage increase/(decrease)			<u>8.93%</u>	<u>0.29%</u>	

Town of Windham, Connecticut
Adopted Planning & Development Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Planning & Development		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 206,721	\$ 191,000	\$ 296,000	54.97%
103	Overtime	354	-	-	0.00%
104	Longevity	900	900	975	8.33%
105	Temporary wages	2,788	4,000	4,000	0.00%
108	Life insurance	729	800	1,000	25.00%
110	Medical insurance	81,609	82,350	104,650	27.08%
114	FICA/Medicare	16,314	14,800	22,900	54.73%
	Total Personnel Expenditures	<u>309,414</u>	<u>293,850</u>	<u>429,525</u>	<u>46.17%</u>
Contractual Services					
201	Vehicle Repair			-	0.00%
207	Other professional services	-	-	-	0.00%
209	Professional affiliations	-	1,000	400	-60.00%
211	Travel, meetings & training	-	1,000	1,000	0.00%
221	Advertising & publications	4,061	8,500	7,750	-8.82%
223	Equipment rentals	-	1,000	-	0.00%
227	Community services	-	1,000	-	-100.00%
280	Outside Contractors			2,000	100.00%
	Total Contractual Services	<u>4,061</u>	<u>12,500</u>	<u>11,150</u>	<u>-10.80%</u>
Commodities					
301	Office supplies	198	750	750	0.00%
303	Uniform purchases	138	200	400	100.00%
302	Gas & diesel fuel	498	1,150	1,650	43.48%
307	Hand tools	-	100	200	100.00%
314	Office furnishings & equipment	-	-	-	0.00%
317	Books & subscriptions	-	200	200	0.00%
322	Miscellaneous supplies	-	-	-	0.00%
	Total Commodities	<u>834</u>	<u>2,400</u>	<u>3,200</u>	<u>33.33%</u>
Total Planning & Development		<u>\$ 314,309</u>	<u>\$ 308,750</u>	<u>\$ 443,875</u>	<u>43.77%</u>
Percentage increase/(decrease)			<u><u>-1.77%</u></u>	<u><u>43.77%</u></u>	

Town of Windham, Connecticut
Adopted Sundry Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Sundry	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures				
108 Life insurance	\$ 60	\$ 60	\$ 60	0.00%
109 Workers' compensation	148,746	200,000	200,000	0.00%
110 Medical insurance	(10,451)	-	-	0.00%
112 Town pension contribution	274,933	375,000	375,000	0.00%
114 FICA/Medicare	-	-	-	0.00%
115 Retirement benefits	8,077	20,000	20,000	0.00%
116 Bonus payments	15,978	20,000	20,000	0.00%
119 Educational reimbursements	-	-	-	0.00%
Total Personnel Expenditures	<u>437,343</u>	<u>615,060</u>	<u>615,060</u>	<u>0.00%</u>
Contractual Services				
205 Municipal insurance	128,629	132,500	145,800	10.04%
230 Unemployment compensation	42,158	65,000	50,000	-23.08%
280 Outside contractors	-	-	-	0.00%
283 Town contingency	-	130,000	130,000	0.00%
Total Contractual Services	<u>170,787</u>	<u>327,500</u>	<u>325,800</u>	<u>-0.52%</u>
Interfund Transfers Out				
990 Interfund transfer out - Kramer	150,382	115,000	115,000	0.00%
993 Interfund transfer out - Rec. rev.	100,000	60,000	20,000	-66.67%
994 Interfund transfer out - Revaluation	-	25,000	-	-100.00%
997 Interfund transfer out - Ambulance	113,285	338,490	439,660	29.89%
998 Interfund transfer out - Grant match	10,000	30,000	20,000	-33.33%
999 Interfund transfer out - RCIP	-	-	21,337	100.00%
Total Interfund Transfers Out	<u>373,667</u>	<u>568,490</u>	<u>615,997</u>	<u>8.36%</u>
Total Sundry	<u>\$ 981,797</u>	<u>\$ 1,511,050</u>	<u>\$ 1,556,857</u>	<u>3.03%</u>
		<u>53.91%</u>	<u>3.03%</u>	
	Percentage increase/(decrease)			

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 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50101	Board of Finance	Expended	Expended	Budget	Budget
Personnel Expenditures					
105	Temporary wages	\$ 930	\$ 1,448	\$ 960	\$ 960
	Total Personnel Expenditures	<u>930</u>	<u>1,448</u>	<u>960</u>	<u>960</u>
Contractual Services					
202	Financial & accounting	70,000	69,313	87,600	87,600
221	Advertising & publications	122	314	800	800
234	Town annual report	1,500	-	2,000	2,000
	Total Contractual Services	<u>71,622</u>	<u>69,627</u>	<u>90,400</u>	<u>90,400</u>
50101	Total Board of Finance	<u>\$ 72,552</u>	<u>\$ 71,075</u>	<u>\$ 91,360</u>	<u>\$ 91,360</u>
Percentage increase/(decrease)					<u><u>0.00%</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.

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:

- Improved Economic Development by growing Grand List by approximately 1%
- Improved K-12 Education by creating SIFT and Ad-Hoc Committee to find strategic initiatives to finance teaching.
- Improved the Town's budget situation by keeping taxes low
- Improved the Town's Quality of Life by enacting a new noise ordinance

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.
- Advertising and publications, account number 221 increased due to the increased number of public hearings and town meetings. There is also additional cost to town meetings since we need to translate and advertise the legal notices in Spanish and English per the Voting Rights Act.
- Community services, account number 227 has decreased and \$9,000 was put in the Recreation budget account #50504 since the cost was associated to recreational activities.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50102	Town Council	Expended	Expended	Budget	Budget
Personnel Expenditures					
102	Part time payroll	\$ 13,975	\$ 13,575	\$ 15,000	\$ 15,000
103	Overtime	6,234	3,583	4,000	4,000
114	FICA/Medicare	1,105	1,021	1,500	1,500
	Total Personnel Expenditures	<u>21,314</u>	<u>18,179</u>	<u>20,500</u>	<u>20,500</u>
Contractual Services					
209	Professional affiliations	33,238	-	-	-
211	Travel, meetings & training	489	-	-	-
221	Advertising & publications	8,285	12,397	6,000	15,000
227	Community services	3,521	3,723	5,000	1,000
	Total Contractual Services	<u>45,533</u>	<u>16,120</u>	<u>11,000</u>	<u>16,000</u>
Commodities					
301	Office supplies	164	165	200	200
	Total Commodities	<u>164</u>	<u>165</u>	<u>200</u>	<u>200</u>
50102	Total Board of Selectmen	<u>\$ 67,011</u>	<u>\$ 34,463</u>	<u>\$ 31,700</u>	<u>\$ 36,700</u>
				Percentage increase/(decrease)	<u>15.77%</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:

- Achieved greater levels of regionalization in service delivery.
- Worked with CL&P and the Town Engineer to get downtown historic streetlights working
- Worked with Connecticut DOT and the Town Engineer to obligate substantial federal earmarks for trails and downtown parking garage.
- Coordinate Town's Development Service Team that helped advance substantial projects, such as Generations, Cedarwoods and a medical office building at Windham Hospital.

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 211 has a large decrease since the Town Manager moving expenses are no longer needed
- 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.) This also covers other affiliations to other state organizations like the Town Clerk, Tax Collector and Building Officials Associations.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50103	Municipal Administration	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 178,288	\$ 204,193	\$ 223,000	\$ 225,000
103	Overtime	-	-	-	-
104	Longevity	950	950	950	1,150
108	Life insurance	586	710	630	1,170
110	Medical insurance	48,402	46,208	52,300	51,900
114	FICA/Medicare	13,405	15,829	17,200	17,300
	Total Personnel Expenditures	241,631	267,889	294,080	296,520
Contractual Services					
211	Travel, meetings & training	262	12,012	35,200	15,000
209	Professional affiliations	-	34,422	50,000	40,000
221	Advertising, & publications	-	-	-	-
223	Equipment rentals	-	-	-	-
266	Service Contracts	-	-	-	-
	Total Contractual Services	262	46,434	85,200	55,000
Commodities					
301	Office supplies	284	298	300	500
314	Office furnishings & equipment	-	1,417	2,500	2,000
	Total Commodities	284	1,715	2,800	2,500
50103	Total Municipal Administration	\$ 242,177	\$ 316,038	\$ 382,080	\$ 354,020
Percentage increase/(decrease)					-7.34%

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.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

50104	Finance/Treasury	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 231,972	\$ 244,653	\$ 263,000	\$ 275,000
103	Overtime	26,177	24,354	8,500	8,500
104	Longevity	1,500	1,700	1,700	1,900
108	Life insurance	648	795	790	830
110	Medical insurance	81,134	59,179	67,800	69,300
114	FICA/Medicare	19,642	20,474	20,900	21,900
	Total Personnel Expenditures	<u>361,073</u>	<u>351,154</u>	<u>362,690</u>	<u>377,430</u>
Contractual Services					
202	Financial & accounting	2	-	3,000	3,000
209	Professional affiliations	130	-	-	
211	Travel, meetings & training	150	-	-	
223	Equipment rentals	-	-		
266	Service contracts	17,918	9,825	10,500	10,500
280	Outside contractors	-	-	-	
	Total Contractual Services	<u>18,200</u>	<u>9,825</u>	<u>13,500</u>	<u>13,500</u>
Commodities					
301	Office supplies	2,476	2,010	2,750	2,375
314	Office furnishings & equipment	-	-	-	
317	Books & subscriptions	-	-	250	250
	Total Commodities	<u>2,476</u>	<u>2,010</u>	<u>3,000</u>	<u>2,625</u>
50104	Total Finance/Treasury	<u><u>\$ 381,749</u></u>	<u><u>\$ 362,989</u></u>	<u><u>\$ 379,190</u></u>	<u><u>\$ 393,555</u></u>
				Percentage increase/(decrease)	<u><u>3.79%</u></u>

Department Name: Tax/Revenue Collection Department #: 50105

Mission & Purpose

- We continue to promote compliance with state law through education and training.
- Tax information and procedural assistance are provided to property owners, attorneys, realtors, bankruptcy court, probate court, other departments as well as other Tax Collector offices.
- Our office annually generates approximately 25,000 statements (monthly & quarterly combined) for water/sewer accounts. We send out water/sewer shut off notices at least twice a year.
- The Revenue Office is responsible for collecting, balancing and formulating monthly reports for real estate, personal property, motor vehicle, parking tickets, water/sewer records, ambulance fund and miscellaneous accounts. For fiscal year 09/10 we collected over \$28,000,000.00 in tax revenue, \$50,000.00 in miscellaneous revenue, \$5,460,000.00 in water/sewer revenue. We also report and reconcile \$1,096,697.00 in ambulance collection revenue. Totalling an accumulated financial accounting of over \$34,600,000.00 for last fiscal year.

Goals & Objectives:

- Continuously developing office policy & procedures to enhance the collection process and audit trail.
- Maintain and enhance collection portion of the Towns web site.
- Continue the in-house training of employees.
- Continue to encourage efficient and equitable customer service.
- Continue to work on public relations via Internet and informational flyers.
- To promote the adoption of state legislation which provide efficient & effective means of collection.
- Expand our office collections beyond tax, water and miscellaneous revenue.
- Start the 5 year plan to consolidate the water & tax database to one system to include any and all fees corresponding to each piece of property.

Accomplishments:

- Generated over \$50,330.00 in additional fees FY 10/11 Town ORD. #2438 (motor vehicle delinquency reporting fee)
- Continue to increase the water/sewer procedures generating additional revenue.
- Over \$60,000 generated from starting the foreclosure process on accounts.
- Completed the implementation for the live online site for payments and inquiry.
- Established a monthly staff session to go over issues and cross training procedures.
- Continue our working relationship with A.N.R.G. (Collection Agency) This process generates additional revenue for the Town. In FY 09/10 over \$46,800.00 was collected in “uncollectable” suspense revenue.
- **Fiscal Year 2009/2010 ended with a 98% collection rate on the October 1, 2008 adjusted levy.**

Fiscal Notes:

- **The water/sewer departments contribute over \$92,000.00 a year to our office budget reducing the overall 10/11 taxpayers approved budget from 285,795.00 to 193,795.00.**
- Our office staff has been reduced by 30 hours per week over the last 2 1/2 years. While these cuts are painfully deep, we are determined to maintain our high level of customer service to the best of our ability.
Contractual Services: Basis cost increase from vendors.

Commodities

Office Supplies, #301 no increase will do our best to stay within same funding as FY 10/11. Examples envelopes, DMV release & monthly notice forms, printer toner, validator, NCR paper, ribbons. Calendars, pens, pads, etc.

Office furnishings & equipment, #314 NO FUNDING

Alarm Repair #310 Removed eliminating any potential “repair” cost.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

50105 Tax/Revenue Collection	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures				
101 Regular payroll	\$ 175,722	\$ 180,614	\$ 187,000	\$ 184,000
102 Part time payroll	949	-		
103 Overtime	1,437	69	-	-
104 Longevity	1,600	1,600	1,600	1,600
108 Life insurance	611	628	650	690
110 Medical insurance	59,649	54,930	53,700	37,000
114 FICA/Medicare	13,241	13,421	14,500	14,200
Total Personnel Expenditures	<u>253,209</u>	<u>251,262</u>	<u>257,450</u>	<u>237,490</u>
Contractual Services				
204 Data processing	3,000	8,645	11,455	11,885
209 Professional affiliations	105	-	-	
211 Travel, meetings & training	700	-	-	
221 Advertising & publications	1,486	884	1,800	1,800
266 Service contracts	10,057	3,006	3,690	3,800
280 Outside contractors	4,349	4,397	4,350	4,500
Total Contractual Services	<u>19,697</u>	<u>16,932</u>	<u>21,295</u>	<u>21,985</u>
Commodities				
301 Office supplies	7,558	5,208	6,800	6,800
310 Alarm repairs	155	105	250	-
314 Office furnishings & equipment	-	-	-	
Total Commodities	<u>7,713</u>	<u>5,313</u>	<u>7,050</u>	<u>6,800</u>
50105 Total Tax/Revenue Collection	<u><u>\$ 280,619</u></u>	<u><u>\$ 273,507</u></u>	<u><u>\$ 285,795</u></u>	<u><u>\$ 266,275</u></u>
			Percentage increase/(decrease)	<u><u>-6.83%</u></u>

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
- 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.
- Addition to 221 (\$800) is to reinstate State mandated advertising and production of mandated personal property declarations
- Addition to 207 (\$10,000) is for implementation of Personal Property audit program, which is guaranteed to be "revenue neutral" at the very least, and highly likely to produce new revenues in excess of \$20,000-\$30,000. Transfer \$7,000 (207) to Revaluation Fund (Field inspections which double for the ongoing inspection process), as well as \$5,500 from Tyler Technologies to the Revaluation fund (the appraisal software that is used for the valuation/revaluation). This will lower our funding threshold. If we defer our replacement software purchase again, (or negotiate a lease payment) we should be able to withstand this transfer, at least temporarily.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

50106 Assessor	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures				
101 Regular payroll	\$ 211,181	\$ 203,426	\$ 219,000	\$ 223,000
103 Overtime	2,516	1,504	-	-
104 Longevity	2,100	2,300	2,300	2,300
108 Life insurance	569	699	720	760
110 Medical insurance	55,491	47,132	58,700	59,400
114 FICA/Medicare	15,917	15,255	17,000	17,300
Total Personnel Expenditures	<u>287,774</u>	<u>270,316</u>	<u>297,720</u>	<u>302,760</u>
Contractual Services				
204 Data processing	3,478	3,600	4,600	4,600
207 Other professional services	-	6,854	7,000	10,000
209 Professional affiliations	775	-	-	-
211 Travel, meetings & training	1,658	-	-	-
221 Advertising & publications	690	717	-	800
266 Service contracts	15,048	15,277	17,500	12,000
280 Outside contractors	1,398	-	-	-
Total Contractual Services	<u>23,047</u>	<u>26,448</u>	<u>29,100</u>	<u>27,400</u>
Commodities				
301 Office supplies	1,197	2,397	3,000	3,000
314 Office furnishings & equipment	794	-	-	-
317 Books & subscriptions	863	316	700	700
Total Commodities	<u>2,854</u>	<u>2,713</u>	<u>3,700</u>	<u>3,700</u>
50106 Total Assessor	<u><u>\$ 313,675</u></u>	<u><u>\$ 299,477</u></u>	<u><u>\$ 330,520</u></u>	<u><u>\$ 333,860</u></u>

Percentage increase/(decrease) 1.01%

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
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50107	Board of Assessment Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
105	Temporary wages	\$ 2,600	\$ -	\$ -	\$ -
	Total Personnel Expenditures	<u>2,600</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contractual Services					
211	Travel, training & meetings	-	-	-	-
221	Advertising & publications	66	64	200	200
	Total Contractual Services	<u>66</u>	<u>64</u>	<u>200</u>	<u>200</u>
Commodities					
317	Books & subscriptions	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
50107	Total Board of Assessment Appeals	<u>\$ 2,666</u>	<u>\$ 64</u>	<u>\$ 200</u>	<u>\$ 200</u>
Percentage increase/(decrease)					<u><u>0.00%</u></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:

- Continue historic preservation of records
- Complete painting of vault floor and organization of stored records
- Create an inventory of all records in the vault
- Re-index survey maps, trade name certificates and servicemen DD2-14s
- Prepare a “Windham Welcome Packet”

Accomplishments:

- Reviewed and participated in a multi-town RFP for a new land record management system
- Updated boards/commissions on website

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
- Total revenue stays with town; as a result, this department is fee-supported not tax-supported

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

50108	Town Clerk/Recording	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 138,365	\$ 130,776	\$ 146,000	\$ 150,000
103	Overtime	1,228	292	100	100
104	Longevity	1,400	1,600	1,600	1,600
108	Life insurance	439	435	490	540
110	Medical insurance	51,660	37,664	48,600	49,000
114	FICA/Medicare	9,708	9,666	11,300	11,700
	Total Personnel Expenditures	<u>202,800</u>	<u>180,433</u>	<u>208,090</u>	<u>212,940</u>
Contractual Services					
206	Indexing & recording	18,675	16,826	17,546	21,010
209	Professional affiliations	167	-	-	-
211	Travel, meetings & training	700	-	-	-
221	Advertising & publications	59	523	355	355
223	Equipment rentals	-	-	-	-
266	Service contracts	-	-	-	-
280	Outside contractors	-	-	-	-
299	Miscellaneous	1,909	1,983	2,000	500
	Total Contractual Services	<u>21,510</u>	<u>19,332</u>	<u>19,901</u>	<u>21,865</u>
Commodities					
301	Office supplies	3,163	3,284	4,000	800
314	Office furnishings & equipment	-	-	-	-
	Total Commodities	<u>3,163</u>	<u>3,284</u>	<u>4,000</u>	<u>800</u>
50108	Total Town Clerk/Recording	<u><u>\$ 227,473</u></u>	<u><u>\$ 203,049</u></u>	<u><u>\$ 231,991</u></u>	<u><u>\$ 235,605</u></u>

Percentage increase/(decrease) 1.56%

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:

- Our new land record management system will enable us to create a searchable data base of our birth, marriage, and death indexes.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50109	Vital Statistics	Expended	Expended	Budget	Budget
Contractual Services					
206	Indexing & recording	\$ 668	\$ 105	\$ 500	\$ 500
221	Advertising & publications	-	415	-	-
280	Outside contractors	-	-	100	100
	Total Contractual Services	<u>668</u>	<u>520</u>	<u>600</u>	<u>600</u>
Commodities					
301	Office supplies	1,186	499	500	500
314	Office furnishings & equipment	-	-	-	-
	Total Commodities	<u>1,186</u>	<u>499</u>	<u>500</u>	<u>500</u>
50109	Total Vital Statistics	<u>\$ 1,854</u>	<u>\$ 1,019</u>	<u>\$ 1,100</u>	<u>\$ 1,100</u>
Percentage increase/(decrease)					<u><u>0.00%</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.
- Keep accurate records pertaining to election results
- Review the training policies for poll workers

Accomplishments:

- Orchestrated five budget referendums, one primary, and one state election
- Arranged for ten people to attend a moderator training session

Fiscal Notes:

- Budget details the costs for one primary, one election, and one referendum using two polling districts for the primary, election, and the budget referendum. Should more than one of any of these items be needed, additional costs will be incurred and additional funding will be necessary.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50110	Elections	Expended	Expended	Budget	Budget
Personnel Expenditures					
105	Temporary wages	\$ 23,525	\$ 12,560	\$ 15,920	\$ 15,920
	Total Personnel Expenditures	<u>23,525</u>	<u>12,560</u>	<u>15,920</u>	<u>15,920</u>
Contractual Services					
214	Telephone	2,145	1,780	2,000	2,000
221	Advertising & publications	2,438	2,811	8,000	8,000
222	Building rentals	1,250	2,000	2,500	2,500
247	Moving expense	2,160	1,620	2,700	2,700
268	Meals	3,265	986	2,000	2,000
280	Outside contractors	4,544	6,252	6,000	1,000
	Total Contractual Services	<u>15,802</u>	<u>15,449</u>	<u>23,200</u>	<u>18,200</u>
Commodities					
301	Office/election supplies	1,070	501	5,000	5,000
	Total Commodities	<u>1,070</u>	<u>501</u>	<u>5,000</u>	<u>5,000</u>
50110	Total Elections	<u>\$ 40,397</u>	<u>\$ 28,510</u>	<u>\$ 44,120</u>	<u>\$ 39,120</u>
Percentage increase/(decrease)					<u><u>-11.33%</u></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 2010 paperwork in the office (filing, destruction of records, surveys, letters to contact pending registration cards, removal of old ballots)
- Complete the 2011 canvas to update the voting list
- Begin to learn and use EMIS – s secondary program to complement the program from Hartford
- Review our polling sites

Accomplishments:

- Purchased a new filing cabinet and continued to put the voter registration cards into alphabetical order
- Kept the office tidy and organized throughout the election season

Fiscal Notes:

- 50103 – 209 Conferences – Municipal Administration Budget. The staff is required to attend 10 hours of training each year; the fall and spring conferences count as all or part of the training. With a new Secretary of State it is most important we attend all training offered in order to keep current of any changes that may happen. In order to receive training from the County meetings we must belong to ROVAC.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50111	Registrar of Voters	Expended	Expended	Budget	Budget
Personnel Expenditures					
102	Part time payroll	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500
114	FICA/Medicare	2,486	2,486	2,500	2,500
	Total Personnel Expenditures	<u>34,986</u>	<u>34,986</u>	<u>35,000</u>	<u>35,000</u>
Contractual Services					
207	Other professional services	218	85	500	500
209	Professional affiliations	487	-	-	-
221	Advertising & publications	-	-	-	-
	Total Contractual Services	<u>705</u>	<u>85</u>	<u>500</u>	<u>500</u>
Commodities					
301	Office supplies	74	335	1,000	1,000
314	Office furnishings & equipment	-	-	-	-
	Total Commodities	<u>74</u>	<u>335</u>	<u>1,000</u>	<u>1,000</u>
50111	Total Registrar of Voters	<u>\$ 35,765</u>	<u>\$ 35,406</u>	<u>\$ 36,500</u>	<u>\$ 36,500</u>
Percentage increase/(decrease)					<u>0.00%</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
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50112	Legal Counsel	Expended	Expended	Budget	Budget
Contractual Services					
203	Legal - Town Attorney	\$ 46,235	\$ 29,612	\$ 30,000	\$ 27,000
204	F.O.I. & extra. legal fees	473	500	500	1,000
290	Legal - labor matters	55,522	14,290	25,000	22,000
292	Legal - planning & development	3,132	2,234	4,000	4,000
293	Legal - suits & settlements	-	-	5,000	5,000
296	Legal - tax matters	19,808	17,283	15,000	15,000
299	Miscellaneous	-	-	-	-
Total Contractual Services		<u>125,170</u>	<u>63,919</u>	<u>79,500</u>	74,000
50112	Total Legal Counsel	<u>\$ 125,170</u>	<u>\$ 63,919</u>	<u>\$ 79,500</u>	\$ 74,000
Percentage increase/(decrease)					<u>-6.92%</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 is for the Town being a pass thru for the Northeast Regional Children's Probate Court.
- Line #280 is for the Town's portion of the Windham-Colchester Probate District. Effective January 1, 2011 the probate court has consolidated to the Windham-Colchester Probate District. Windham will be combined with Scotland, Chaplin, Hampton, Lebanon and Colchester.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50113	Probate Court	Expended	Expended	Budget	Budget
Contractual Services					
206	Indexing & recording	\$ 1,909	\$ -	\$ 3,000	\$ -
214	Telephone	604	574	800	-
215	Postage	70	70	120	-
223	Equipment rentals	-	-	-	-
266	Service contracts	-	-	27,820	27,820
280	Outside Contractors	-	-	-	7,942
	Total Contractual Services	<u>2,583</u>	<u>644</u>	<u>31,740</u>	<u>35,762</u>
Commodities					
301	Office supplies	829	467	1,500	-
314	Office furnishings & equipment	-	-	2,000	-
317	Books & subscriptions	-	-	80	-
	Total Commodities	<u>829</u>	<u>467</u>	<u>3,580</u>	<u>-</u>
50113	Total Probate Court	<u>\$ 3,412</u>	<u>\$ 1,111</u>	<u>\$ 35,320</u>	<u>\$ 35,762</u>
Percentage increase/(decrease)					<u>1.25%</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
- Account # 266 increased due to service contracts for SIMPLEX, EMCOR (New England Mechanical), PJ Sprinkler, and State of Connecticut annual inspection services for boilers.
- Account # 280 pays for plumbers, electricians and any other contractors performing work at Town Hall.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50114	Town Hall	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 53,807	\$ 34,448	\$ 48,000	\$ 26,000
103	Overtime	9,872	10,735	10,500	10,500
104	Longevity	300	300	300	300
108	Life insurance	181	168	140	150
110	Medical insurance	17,259	17,725	17,700	17,900
114	FICA/Medicare	4,910	3,234	4,500	2,900
	Total Personnel Expenditures	<u>86,329</u>	<u>66,609</u>	<u>81,140</u>	<u>57,750</u>
Contractual Services					
217	Electricity	40,929	42,401	45,000	38,250
218	Heating fuel	24,089	13,002	30,000	24,000
219	Sewer & water charges	1,245	1,810	2,000	2,000
266	Service contracts	2,000	4,675	3,400	6,800
280	Outside contractors	20,861	13,805	21,000	21,000
	Total Contractual Services	<u>89,124</u>	<u>75,693</u>	<u>101,400</u>	<u>92,050</u>
Commodities					
304	Custodial supplies	1,233	1,390	1,500	1,500
307	Hand tools	-	-	-	-
314	Office furnishings & equipment	-	-	-	-
329	Building supplies	955	586	1,000	1,000
	Total Commodities	<u>2,188</u>	<u>1,976</u>	<u>2,500</u>	<u>2,500</u>
Capital Expenditures					
401	Buildings & improvements	12,276	4,680	-	-
	Total Capital Expenditures	<u>12,276</u>	<u>4,680</u>	<u>-</u>	<u>-</u>
50114	Total Town Hall	<u>\$ 189,917</u>	<u>\$ 148,958</u>	<u>\$ 185,040</u>	<u>\$ 152,300</u>
Percentage increase/(decrease)					<u><u>-17.69%</u></u>

Department Name: Central Services Department #: 50115

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/insert 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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As of September 27, 2011

50115	Central Services	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
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>
Contractual Services					
208	Collection costs	-	-	-	-
214	Telephone	25,416	25,084	28,000	28,000
215	Postage	41,404	58,805	60,000	60,000
223	Equipment rentals	17,873	10,816	9,000	8,000
266	Service contracts	15,575	188	6,000	6,000
299	Miscellaneous	74	-	1,000	1,000
	Total Contractual Services	<u>100,342</u>	<u>94,892</u>	<u>104,000</u>	<u>103,000</u>
Commodities					
301	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
50115	Total Central Services	<u><u>\$ 100,342</u></u>	<u><u>\$ 94,892</u></u>	<u><u>\$ 104,000</u></u>	<u><u>\$ 103,000</u></u>
Percentage increase/(decrease)					<u><u>-0.96%</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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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50116	Aid to Private Schools	Expended	Expended	Budget	Budget
Contractual Services					
252	Aid to private schools	\$ 40,128	\$ 40,086	\$ 45,000	\$ 40,000
	Total Contractual Services	40,128	40,086	45,000	40,000
50116	Total Aid to Private Schools	<u>\$ 40,128</u>	<u>\$ 40,086</u>	<u>\$ 45,000</u>	<u>\$ 40,000</u>
Percentage increase/(decrease)					<u>-11.11%</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:

- Upgrade channel 13 Hardware and Software
- Purchase copiers off lease contracts
- Add Town Hall meeting videos to the Town's website
- Continue the upgrade process of hardware and software in all Town Departments
- Upgrade all computers to Windows 7 Professional Operating System
- Upgrade Telephones in Town Hall
- Interconnect all Fire Departments for data exchange.
- Add audio and video equipment in the Auditorium
- Upgrade the Town Hall's HVAC computer and software

Accomplishments:

- Upgraded the Postage Meter to accommodate the Post Office changes
- Rolled out new antivirus software
- Installed new Rec Trac software on the New Server
- Continued support of all software upgrades and version releases
- Added secure remote access for Financials software vendor support.
- Provided hardware support for the Public Library's computers, phones and HVAC.
- Physically connected the Fire Department's network to the Police Department to add CAD Monitoring to the Fire Department through dispatch
- 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 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50117	Data Processing	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 58,810	\$ 58,341	\$ 61,000	\$ 64,000
104	Longevity	300	300	300	500
108	Life insurance	136	134	140	150
110	Medical insurance	20,812	19,657	23,600	23,700
114	FICA/Medicare	4,309	4,288	4,700	5,000
	Total Personnel Expenditures	<u>84,367</u>	<u>82,720</u>	<u>89,740</u>	<u>93,350</u>
Contractual Services					
207	Other professional services	-	-	1,000	500
211	Travel, meetings & training	2,657	-	-	-
214	Telephone	2,599	9,369	10,000	10,000
221	Advertising & publications	-	-	-	-
223	Equipment rentals	31,182	42,345	47,500	45,000
266	Service contracts	8,614	9,526	15,000	12,500
280	Outside contractors	14,546	509	7,500	5,000
	Total Contractual Services	<u>59,598</u>	<u>61,749</u>	<u>81,000</u>	<u>73,000</u>
Commodities					
301	Office supplies	7	-	250	200
330	Computer commodities	62	-	250	200
	Total Commodities	<u>69</u>	<u>-</u>	<u>500</u>	<u>400</u>
Capital Expenditures					
402	Equipment	3,087	17,507	25,000	25,000
	Total Capital Expenditures	<u>3,087</u>	<u>17,507</u>	<u>25,000</u>	<u>25,000</u>
50117	Total Data Processing	<u>\$ 147,121</u>	<u>\$ 161,976</u>	<u>\$ 196,240</u>	<u>\$ 191,750</u>
Percentage increase/(decrease)					<u><u>-2.29%</u></u>

Department Name: Charter Revision Department #: 50118

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 27, 2011

50118 Charter Revision		2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
105	Temporary wages	\$ -	\$ -	\$ -	\$ -
	Total Personnel Expenditures	-	-	-	-
Contractual Services					
203	Legal	-	-	-	10,000
221	Advertising & publications	-	-	1	1
	Total Contractual Services	-	-	1	10,001
50118	Total Charter Revision	\$ -	\$ -	\$ 1	\$ 10,001
Percentage increase/(decrease)					<u>1000000.00%</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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As of September 27, 2011

50120 Personnel	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures				
101 Regular payroll	\$ 39,588	\$ 41,271	\$ 41,000	\$ 42,000
104 Longevity	450	450	450	450
108 Life insurance	169	133	140	150
110 Medical insurance	6,176	4,099	4,800	4,600
114 FICA/Medicare	3,138	3,089	3,200	3,300
Total Personnel Expenditures	<u>49,521</u>	<u>49,042</u>	<u>49,590</u>	<u>50,500</u>
Contractual Services				
209 Professional affiliations	145	-	-	-
211 Travel, meetings & training	5,879	-	-	-
221 Advertising & publications	4,360	640	4,000	1,500
223 Equipment rentals	-	-	-	-
280 Outside contractors	20,355	1,858	-	-
Total Contractual Services	<u>30,739</u>	<u>2,498</u>	<u>4,000</u>	<u>1,500</u>
Commodities				
301 Office supplies	533	657	400	400
314 Office furniture & equipment	-	-	-	-
317 Books & subscriptions	299	-	-	-
Total Commodities	<u>832</u>	<u>657</u>	<u>400</u>	<u>400</u>
50120 Total Personnel	<u><u>\$ 81,092</u></u>	<u><u>\$ 52,197</u></u>	<u><u>\$ 53,990</u></u>	<u><u>\$ 52,400</u></u>
Percentage increase/(decrease)				<u><u>-2.94%</u></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
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As of September 27, 2011

50201	Fire Marshal/Emer Manage	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 77,980	\$ 88,008	\$ 81,000	\$ 82,000
102	Part time payroll	-	-	12,500	12,350
103	Overtime		688		
104	Longevity				375
108	Life insurance	271	268	280	300
110	Medical insurance	23,155	21,929	26,150	24,450
114	FICA/Medicare	5,729	5,672	7,200	7,300
	Total Personnel Expenditures	<u>107,135</u>	<u>116,565</u>	<u>127,130</u>	<u>126,775</u>
Contractual Services					
209	Professional affiliations	385	-	-	-
211	Travel, meetings & training	318	-	-	-
214	Telephone - EOC	1,726	1,731	1,800	650
215	Telephone - FM	1,683	3,330	3,200	2,700
223	Equipment rentals	-	-	-	-
266	Service contracts	470	470	500	500
280	Outside contractors	9,357	24,424	3,000	2,850
	Total Contractual Services	<u>13,939</u>	<u>29,955</u>	<u>8,500</u>	<u>6,700</u>
Commodities					
301	Office supplies	723	332	850	700
302	Gas & diesel	1,919	1,481	2,000	1,850
306	Vehicle repair parts	36	-	-	-
309	Equipment repair	3,344	35	300	250
314	Office furniture & equipment	251	-	-	-
317	Books & subscription	1,220	1,071	1,250	1,100
399	Miscellaneous commodities	-	-	-	-
	Total Commodities	<u>7,493</u>	<u>2,919</u>	<u>4,400</u>	<u>3,900</u>
50201	Total Fire Marshal/Emer Manage	<u>\$ 128,567</u>	<u>\$ 149,439</u>	<u>\$ 140,030</u>	<u>\$ 137,375</u>

Percentage increase/(decrease) -1.90%

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 2011-2012
As of September 27, 2011

50202	Animal Control	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 74,158	\$ 50,133	\$ 51,000	\$ 53,000
102	Part time payroll	-	15,755	17,500	17,500
103	Overtime	6,933	4,199	7,500	7,500
104	Longevity	900	900	900	900
108	Life insurance	136	134	140	150
110	Medical insurance	30,538	20,088	23,000	23,300
114	FICA/Medicare	4,623	5,152	5,900	6,100
	Total Personnel Expenditures	<u>117,288</u>	<u>96,361</u>	<u>105,940</u>	<u>108,450</u>
Contractual Services					
207	Other professional services	13,629	7,110	5,000	7,000
218	Heating fuel	2,095	2,220	3,000	3,000
211	Travel, meetings & training	30	-	-	-
221	Advertising & publications	788	542	1,125	1,000
277	Dog damage	-	-	150	150
280	Outside contractors	300	9,510	7,000	4,000
	Total Contractual Services	<u>16,842</u>	<u>19,382</u>	<u>16,275</u>	<u>15,150</u>
Commodities					
301	Office supplies	203	92	375	375
302	Gas & diesel fuel	1,739	1,520	1,125	1,125
303	Uniform purchases	154	-	150	150
305	Safety equipment	119	-	150	150
306	Vehicle repair parts	61	-	-	-
320	Chemicals	289	189	375	375
322	Miscellaneous supplies	1,035	1,946	2,000	2,000
	Total Commodities	<u>3,600</u>	<u>3,747</u>	<u>4,175</u>	<u>4,175</u>
Capital Expenditures					
401	Buildings & improvements	1,169	600	750	750
	Total Capital Expenditures	<u>1,169</u>	<u>600</u>	<u>750</u>	<u>750</u>
50202	Total Animal Control	<u>\$ 138,899</u>	<u>\$ 120,089</u>	<u>\$ 127,140</u>	<u>\$ 128,525</u>

Percentage increase/(decrease) 1.09%

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
- Continue to upgrade our parks
- Increase energy efficiency of town buildings

Accomplishments:

- Resurfaced 6.0 miles of roads.
- Replaced sidewalks on High Street.
- Rebuilt three basketball courts and upgraded fencing at Lauter and Recreation Parks
- Completed energy audits of six town buildings

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. The DEP has approved the town's request to reduce the landfill testing saving \$30,000.

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As of September 27, 2011

50301	Engineering	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 103,160	\$ 102,340	\$ 107,000	\$ 109,000
104	Longevity	700	700	700	775
108	Life insurance	355	353	370	390
110	Medical insurance	9,368	8,873	10,300	9,900
114	FICA/Medicare	8,031	7,976	8,300	8,400
	Total Personnel Expenditures	<u>121,614</u>	<u>120,242</u>	<u>126,670</u>	<u>128,465</u>
Contractual Services					
201	Surveyors & drafters	6,020	2,100	3,000	3,000
207	Other professional services	40,033	39,578	45,000	15,000
209	Professional affiliations	225	-	-	-
211	Travel, meetings & training	10	-	-	-
221	Advertising & publications	550	524	550	550
223	Equipment rentals	-	-	-	-
255	Energy efficiency	-	-	-	-
280	Outside contractors-Natchaug	-	-	-	-
	Total Contractual Services	<u>46,838</u>	<u>42,202</u>	<u>48,550</u>	<u>18,550</u>
Commodities					
301	Office supplies	158	127	250	250
302	Gas & diesel fuel	-	107	-	-
306	Vehicle repair parts	-	-	-	-
314	Office furnishings & equipment	-	-	-	-
	Total Commodities	<u>158</u>	<u>234</u>	<u>250</u>	<u>250</u>
50301	Total Engineering	<u>\$ 168,610</u>	<u>\$ 162,677</u>	<u>\$ 175,470</u>	<u>\$ 147,265</u>
				Percentage increase/(decrease)	<u><u>-16.07%</u></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 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
- Town Road Aid to fund paving materials for fiscal year 2011-2012
- Overtime (103) includes \$2,000 for Third Thursday overtime costs
- The total cost to Public Works for the Third Thursday Street Fest is approximately \$3,790.40.
- Reduce overtime by putting flags out in front of Town Hall, Memorial Park, and in the Cemeteries only on Memorial Day, Independence Day, and Veteran's Day, not on Flag Day, President's Day or Labor Day. Flags will still be on the street light poles.
- Reduce overtime by not putting out barricades for Memorial Day Parade or the Festival of Lights Parade.
- Also reduce overtime costs in other areas.

Town of Windham, Connecticut
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50302	Roads & Drainage	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 529,423	\$ 407,727	\$ 417,000	\$ 436,000
103	Overtime	36,128	40,845	30,000	15,000
104	Longevity	8,250	4,500	3,900	4,300
108	Life insurance	-	-	-	-
110	Medical insurance	154,226	163,349	164,000	179,000
114	FICA/Medicare	47,528	37,684	34,900	36,000
	Total Personnel Expenditures	<u>775,555</u>	<u>654,104</u>	<u>649,800</u>	670,300
Contractual Services					
221	Advertising & publications	-	-	-	-
266	Service contracts	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Commodities					
301	Office supplies	-	-	1,000	-
307	Hand tools	3,300	3,454	2,500	2,500
313	Paving materials	40,123	37,437	-	-
	Total Commodities	<u>43,423</u>	<u>40,891</u>	<u>3,500</u>	2,500
Capital Expenditures					
402	Equipment	-	-	-	-
413	Improvements other than building	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
50302	Total Roads & Drainage	<u><u>\$ 818,978</u></u>	<u><u>\$ 694,995</u></u>	<u><u>\$ 653,300</u></u>	<u><u>\$ 672,800</u></u>

Percentage increase/(decrease) 2.98%

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 2011-2012
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		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50303	Machinery & Equipment	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 172,722	\$ 135,695	\$ 139,000	\$ 143,000
103	Overtime	9,305	11,033	10,000	6,000
104	Longevity	1,400	1,400	1,900	1,200
108	Life insurance	-	-	-	-
110	Medical insurance	49,504	47,460	48,600	53,100
114	FICA/Medicare	15,723	12,352	11,400	11,900
	Total Personnel Expenditures	248,654	207,939	210,900	215,200
Contractual Services					
223	Equipment rentals	-	-	-	-
280	Outside contractors	31,955	41,397	45,000	50,000
	Total Contractual Services	31,955	41,397	45,000	50,000
Commodities					
302	Gas & diesel fuel	127,493	80,223	95,000	85,000
306	Vehicle repair parts	57,931	60,046	60,000	60,000
307	Hand tools	968	1,126	2,000	2,000
309	Major equipment repair parts	70,395	79,844	80,000	80,000
310	Radio & alarm repairs	3,496	2,663	3,500	3,000
320	Chemicals	-	-	-	-
329	Building supplies	-	-	-	-
331	Fuel tank supplies	2,502	1,426	2,000	1,000
	Total Commodities	262,785	225,328	242,500	231,000
Capital Expenditures					
402	Equipment	-	-	-	-
	Total Capital Expenditures	-	-	-	-
50303	Total Machinery & Equipment	\$ 543,394	\$ 474,664	\$ 498,400	\$ 496,200
Percentage increase/(decrease)					-0.44%

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 2011-2012
- Cut down overtime, may not remove snow from downtown area as much. Cost is \$3,627.28 for one removal

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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50304	Snow Removal	Expended	Expended	Budget	Budget
Personnel Expenditures					
103	Overtime	\$ 116,740	\$ 89,240	\$ 100,000	\$ 95,000
	Total Personnel Expenditures	<u>116,740</u>	<u>89,240</u>	<u>100,000</u>	<u>95,000</u>
Contractual Services					
268	Meals	6,331	3,948	6,000	6,000
280	Outside contractors	-	-	-	-
	Total Contractual Services	<u>6,331</u>	<u>3,948</u>	<u>6,000</u>	<u>6,000</u>
Commodities					
305	Safety equipment	-	-	-	-
313	Sand & salt materials	50,000	75,205	-	-
	Total Commodities	<u>50,000</u>	<u>75,205</u>	<u>-</u>	<u>-</u>
Capital Expenditures					
402	Equipment	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
50304	Total Snow Removal	<u>\$ 173,071</u>	<u>\$ 168,392</u>	<u>\$ 106,000</u>	<u>\$ 101,000</u>
Percentage increase/(decrease)					<u><u>-4.72%</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
- Paint outside of lower garage

Accomplishments:

- Lower garage completed
- Repaired mechanic's garage

Fiscal Notes:

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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50305	Garage Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ -	\$ -	\$ -	\$ -
103	Overtime	-	-	-	-
104	Longevity	-	-	-	-
108	Life insurance	-	-	-	-
110	Medical insurance	-	-	-	-
114	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
Contractual Services					
217	Electricity	9,399	8,885	10,000	10,000
218	Heating fuel	10,913	13,189	17,000	15,000
219	Sewer & water charges	-	-	350	350
280	Outside contractors	3,091	4,940	5,000	5,000
	Total Contractual Services	23,403	27,014	32,350	30,350
Commodities					
304	Custodial supplies	1,198	1,893	2,000	2,000
307	Hand tools	-	-	-	-
308	Electrical supplies	114	113	200	-
329	Building supplies	1,495	1,525	1,500	1,500
	Total Commodities	2,807	3,531	3,700	3,500
Capital Expenditures					
401	Buildings & improvement	-	-	-	-
	Total Capital Expenditures	-	-	-	-
50305	Total Garage Maintenance	\$ 26,210	\$ 30,545	\$ 36,050	\$ 33,850
Percentage increase/(decrease)					<u>-6.10%</u>

Department Name: Tree Services

Department #: 50306

Mission & Purpose:

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

Goals & Objectives:

- Trim overhanging limbs on Town roads
- Remove dead branches and trees when necessary

Accomplishments:

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

Fiscal Notes:

- No trees will be planted

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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50306	Tree Services	Expended	Expended	Budget	Budget
Contractual Services					
207	Other professional services	\$ 8,325	\$ 7,000	\$ 5,000	\$ 5,000
	Total Contractual Services	<u>8,325</u>	<u>7,000</u>	<u>5,000</u>	<u>5,000</u>
Capital Expenditures					
402	Equipment		-	-	-
413	Improvements other than building	-	-	2,000	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>-</u>
50306	Total Tree Services	<u>\$ 8,325</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 5,000</u>
Percentage increase/(decrease)					<u><u>-28.57%</u></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:

- Continue to change over stop signs
- Continue to change street signs to 6" or 8" letters, depending on locations

Accomplishments:

- Continue program to change over all stop signs to break away stop signs
- Replaced electrical box in Milk Street parking lot

Fiscal Notes:

- \$6,000 for the rail crossing in South Windham, Rt. 32

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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50307	Traffic Control	Expended	Expended	Budget	Budget
Contractual Services					
217	Electricity	\$ 22,078	\$ 21,507	\$ 22,000	\$ 22,000
266	Service contracts	15,000	6,000	6,000	6,000
280	Outside contractors	-	-	-	-
	Total Contractual Services	<u>37,078</u>	<u>27,507</u>	<u>28,000</u>	<u>28,000</u>
Commodities					
311	Traffic control signs	6,372	9,901	11,000	12,000
322	Miscellaneous supplies	1,342	1,465	1,500	1,500
	Total Commodities	<u>7,714</u>	<u>11,365</u>	<u>12,500</u>	<u>13,500</u>
Capital Expenditures					
413	Improvements other than building	3,423	-	4,000	-
	Total Capital Expenditures	<u>3,423</u>	<u>-</u>	<u>4,000</u>	<u>-</u>
50307	Total Traffic Control	<u>\$ 48,215</u>	<u>\$ 38,872</u>	<u>\$ 44,500</u>	<u>\$ 41,500</u>
Percentage increase/(decrease)					<u><u>-6.74%</u></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

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50308	Public Works Administration	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 182,805	\$ 179,476	\$ 189,000	\$ 195,000
104	Longevity	1,200	1,400	1,400	1,400
108	Life insurance	573	568	600	700
110	Medical insurance	70,178	65,254	75,700	74,100
114	FICA/Medicare	13,431	13,344	14,600	15,100
	Total Personnel Expenditures	<u>268,187</u>	<u>260,041</u>	<u>281,300</u>	<u>286,300</u>
Contractual Services					
209	Professional affiliations	50	-	-	-
211	Travel, meetings & training	305	-	-	-
214	Telephone	4,365	3,597	4,700	4,700
221	Advertising & publications	541	100	200	-
223	Equipment rentals	1,920	-	-	-
224	Uniform rentals/purchase	3,566	3,387	4,000	3,500
	Total Contractual Services	<u>10,747</u>	<u>7,084</u>	<u>8,900</u>	<u>8,200</u>
Commodities					
301	Office Supplies	-	-	-	1,000
305	Safety equipment	7,428	6,438	6,500	6,000
314	Office furnishings & equipment	2,500	-	-	-
	Total Commodities	<u>9,928</u>	<u>6,438</u>	<u>6,500</u>	<u>7,000</u>
50308	Total Public Works Administration	<u>\$ 288,862</u>	<u>\$ 273,563</u>	<u>\$ 296,700</u>	<u>\$ 301,500</u>
				Percentage increase/(decrease)	<u>1.62%</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 Town Council.

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

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50309	Street Lighting	Expended	Expended	Budget	Budget
Contractual Services					
217	Electricity	\$ 272,337	\$ 259,665	\$ 250,000	\$ 250,000
280	Outside contractors	419	1,608	3,000	2,500
	Total Contractual Services	<u>272,756</u>	<u>261,273</u>	<u>253,000</u>	<u>252,500</u>
Capital Expenditures					
413	Improvements other than building	-	-	6,000	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>-</u>
50309	Total Street Lighting	<u>\$ 272,756</u>	<u>\$ 261,273</u>	<u>\$ 259,000</u>	<u>\$ 252,500</u>
Percentage increase/(decrease)					<u><u>-2.51%</u></u>

Mission & Purpose:

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

Goals & Objectives:

- Repair lights on the softball and hardball fields at Recreation Park
- Build a skate park
- Clear parcel 2B to expand Recreation Park

Accomplishments:

- Installed new fence around the hardball field at Recreation Park
- Installed a warning track on the hardball field at Recreation Park
- Repaired basketball courts at Recreation and Lauter Parks
- Installed new playscapes at Recreation and Lauter Parks
- Installed hand dryers in all park bathrooms to eliminate paper towels

Fiscal Notes:

- Personnel expenses cover four (4) full-time employees
- Ground supplies (315) – Fertilizer, field paint, herbicide, ball field mix, grass seed, hanging baskets on Main Street
- Building supplies (329) – 1 Porta-potty at Recreation Park, Alex Caisse Park fountain pump repairs

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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50310	Park Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 165,034	\$ 158,267	\$ 164,000	\$ 168,000
103	Overtime	4,343	3,647	2,000	1,000
104	Longevity	1,200	1,800	1,800	1,800
105	Temporary wages	3,195	1,840	4,000	3,000
108	Life insurance	-	-	-	-
110	Medical insurance	49,504	61,859	64,800	70,800
114	FICA/Medicare	16,582	15,349	13,300	13,500
	Total Personnel Expenditures	<u>239,858</u>	<u>242,762</u>	<u>249,900</u>	<u>258,100</u>
Contractual Services					
219	Sewer & water charges	7,356	1,090	900	900
280	Outside contractors	9,953	6,371	2,000	2,000
	Total Contractual Services	<u>17,309</u>	<u>7,461</u>	<u>2,900</u>	<u>2,900</u>
Commodities					
304	Custodial supplies	2,644	1,859	1,500	1,500
307	Hand tools	109	356	400	200
308	Electrical supplies	300	271	400	400
315	Ground supplies	7,608	13,129	14,600	14,000
329	Building supplies	1,967	1,691	4,000	3,700
	Total Commodities	<u>12,628</u>	<u>17,305</u>	<u>20,900</u>	<u>19,800</u>
Capital Expenditures					
413	Improvements other than building	-	-	5,000	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>5,000</u>	<u>-</u>
50310	Total Park Maintenance	<u>\$ 269,795</u>	<u>\$ 267,528</u>	<u>\$ 278,700</u>	<u>\$ 280,800</u>

Percentage increase/(decrease) **0.75%**

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.

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50311 Building	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures				
101 Regular payroll	\$ 73,766	\$ 73,164	\$ 77,000	\$ 78,000
103 Overtime	-	-	-	-
104 Longevity	700	700	700	975
108 Life insurance	257	256	300	300
110 Medical insurance	19,985	10,981	10,300	9,900
114 FICA/Medicare	5,651	5,708	6,000	6,100
Total Personnel Expenditures	<u>100,359</u>	<u>90,809</u>	<u>94,300</u>	<u>95,275</u>
Contractual Services				
207 Other professional services	-	-	-	-
209 Professional affiliations	214	-	-	-
211 Travel, meetings & training	2,181	-	-	-
221 Advertising & publications	766	-	1,600	1,000
223 Equipment rentals	-	-	-	-
270 Demolition & security	11,381	28,243	1,000	-
Total Contractual Services	<u>14,542</u>	<u>28,243</u>	<u>2,600</u>	<u>1,000</u>
Commodities				
301 Office supplies	186	133	500	75
302 Gas & diesel fuel	-	-	-	-
314 Office furnishings & equipment	-	-	-	-
317 Books & subscriptions	585	476	750	800
Total Commodities	<u>771</u>	<u>609</u>	<u>1,250</u>	<u>875</u>
50311 Total Building	<u><u>\$ 115,672</u></u>	<u><u>\$ 119,661</u></u>	<u><u>\$ 98,150</u></u>	<u><u>\$ 97,150</u></u>

Percentage increase/(decrease) -1.02%

Department Name: Cemeteries

Department #: 50312

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

Accomplishments:

- Restoration of fence at Old Willimantic Cemetery completed
- Enforce cemetery regulations to assist in keeping the cemetery clean, uniform and to make for easier maintenance
- New lots were created in Windham Center Cemetery

Fiscal Notes:

- Personnel expenses cover three (3) full-time employees
- Reduced overtime
- Overtime costs are covered by cemetery fees

Town of Windham, Connecticut
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		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50312	Cemeteries	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 123,258	\$ 124,328	\$ 126,000	\$ 129,000
103	Overtime	3,682	2,095	4,000	2,000
104	Longevity	1,200	900	1,200	900
108	Life insurance	-	-	-	-
110	Medical insurance	36,994	46,394	48,600	53,100
114	FICA/Medicare	11,197	10,419	10,100	10,300
	Total Personnel Expenditures	<u>176,331</u>	<u>184,135</u>	<u>189,900</u>	<u>195,300</u>
Contractual Services					
219	Sewer & water charges	230	256	500	500
	Total Contractual Services	<u>230</u>	<u>256</u>	<u>500</u>	<u>500</u>
Commodities					
315	Ground Supplies			1,000	500
	Total Commodities			<u>1,000</u>	<u>500</u>
Capital Expenditures					
413	Improvements other than building	-	-	3,500	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>3,500</u>	<u>-</u>
50312	Total Cemeteries	<u>\$ 176,561</u>	<u>\$ 184,391</u>	<u>\$ 194,900</u>	<u>\$ 196,300</u>
Percentage increase/(decrease)					<u>0.72%</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

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
- 291 reduced by \$20,000 due to savings from curb side trash pickup
- 213 garbage collection 2½ % increase

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As of September 27, 2011

50313 Solid Waste Disposal	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures				
101 Regular payroll	\$ 103,593	\$ 80,548	\$ 88,000	\$ 90,000
103 Overtime	17,419	10,067	8,000	4,000
104 Longevity	2,275	1,200	1,200	1,200
108 Life insurance	-	-	-	-
110 Medical insurance	24,752	38,564	35,000	36,000
114 FICA/Medicare	9,129	7,568	7,800	7,800
Total Personnel Expenditures	<u>157,168</u>	<u>137,946</u>	<u>140,000</u>	<u>139,000</u>
Contractual Services				
207 Other professional services	5,423	3,597	4,000	3,500
212 Hauling fees	31,056	32,992	36,000	36,000
213 Garbage collection contracts	563,431	577,472	554,000	567,850
217 Electricity	12,649	10,569	14,000	14,000
221 Advertising & publications	-	238	-	-
251 Payment to Southeast Project	366,333	-	-	-
264 Permit fees	400	800	800	800
280 Outside contractors	3,208	1,952	2,000	2,000
291 Tipping & disposal fees	193,148	477,370	545,000	525,000
295 Regional household waste ctr	10,722	10,688	10,688	10,680
Total Contractual Services	<u>1,186,370</u>	<u>1,115,677</u>	<u>1,166,488</u>	<u>1,159,830</u>
Commodities				
301 Office supplies	-	-	-	-
309 Major equipment repair parts	-	-	500	-
327 Conservation & recycling mat.	1,933	2,000	2,000	-
Total Commodities	<u>1,933</u>	<u>2,000</u>	<u>2,500</u>	<u>-</u>
Capital Expenditures				
413 Improvements other than building	2,900	-	5,000	-
Total Capital Expenditures	<u>2,900</u>	<u>-</u>	<u>5,000</u>	<u>-</u>
50313 Total Solid Waste Disposal	<u><u>\$ 1,348,371</u></u>	<u><u>\$ 1,255,623</u></u>	<u><u>\$ 1,313,988</u></u>	<u><u>\$ 1,298,830</u></u>

Percentage increase/(decrease) -1.15%

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 School Readiness Grant Program.
- Administration of the Department of Social Services Quality Enhancement Grant Program.
- Delivery of Senior Services including Municipal Agent on Aging and CHOICES counseling.
- Closer coordination between Human Services Department and the McSweeney Senior Center.
- Provision of counseling services, information, referral 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.
- Delivery of relocation services under Uniform Relocation Assistance Act.
- Support of emergency management shelter and reception center components.
- Administration of Small Cities Community Development Housing Rehabilitation Program.

Accomplishments:

- Processed Renter's Rebate applications resulting in \$355,407.84 for approximately 700 Elderly and Disabled renters in our community.
- Completed Medicare Savings Plan applications for 50 Medicare recipients, a yearly savings approximately \$58,000 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 \$16,730 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 \$13,538 in funding for case management services.
- Small Cities Community Development Housing Rehabilitation Program Grant (2 year)- \$300,000 (no administrative funding for Human Services staff)
- Professional affiliations (line item 209): Yearly dues for the Connecticut Local Administrators of Social Services for the Director.
- 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 for residents displaced due to Code Enforcement/Health Department activity.

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		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50401	Human Services	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 116,469	\$ 115,350	\$ 120,000	\$ 122,000
102	Part-time payroll	-	-	-	-
103	Overtime	81	-	150	150
104	Longevity	1,800	1,800	1,800	1,800
108	Life insurance	361	356	400	400
110	Medical insurance	30,832	28,668	33,200	32,400
114	FICA/Medicare	8,667	8,595	9,400	9,500
	Total Personnel Expenditures	<u>158,210</u>	<u>154,769</u>	<u>164,950</u>	<u>166,250</u>
Contractual Services					
209	Professional affiliations	80	-	-	-
211	Travel, meetings & training	770	-	-	-
223	Equipment rentals	-	-	-	-
228	General assistance	-	-	-	-
229	Gen assistance - non reimbursable	23	-	500	250
246	Relocation expense	3,735	(203)	5,000	2,300
249	Medical assistance	-	-	-	-
266	Service contracts	-	-	-	-
279	Refund to State of Connecticut	-	-	-	-
280	Outside contractors	-	-	1,500	-
	Total Contractual Services	<u>4,608</u>	<u>(203)</u>	<u>7,000</u>	<u>2,550</u>
Commodities					
301	Office supplies	323	308	500	150
314	Office furn & equip.	-	-	-	-
	Total Commodities	<u>323</u>	<u>308</u>	<u>500</u>	<u>150</u>
50401	Total Human Services	<u>\$ 163,141</u>	<u>\$ 154,873</u>	<u>\$ 172,450</u>	<u>\$ 168,950</u>
Percentage increase/(decrease)					<u><u>-2.03%</u></u>

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
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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50403	Outside Agencies	Expended	Expended	Budget	Budget
Contractual Services					
207	WRCC - Veteran's Service	\$ 45,600	\$ 44,600	\$ 44,600	\$ 44,600
259	Sexual Assault Crisis Ctr of East CT	12,711	5,000	5,000	5,000
261	WRCC - Youth Services Bureau	27,986	25,000	25,000	25,000
287	NECASA	484	-	-	3,500
288	WRCC - Juvenile Review Board	3,388	1,500	1,500	2,500
289	Holy Family Home & Shelter	2,755	2,755	2,755	3,000
290	No Freeze Shelter		-	-	-
	Total Contractual Services	<u>92,924</u>	<u>78,855</u>	<u>78,855</u>	83,600
50403	Total Outside Agencies	<u>\$ 92,924</u>	<u>\$ 78,855</u>	<u>\$ 78,855</u>	\$ 83,600
Percentage increase/(decrease)					<u>6.02%</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.

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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50404	Health Services	Expended	Expended	Budget	Budget
Contractual Services					
237	VNA East, Inc.	\$ 863	\$ -	\$ -	\$ -
238	United Services	4,894	-	-	-
239	Windham Hospital Paramedics	55,000	50,000	50,000	51,500
241	Community Companion Services	4,750	-	5,000	5,000
	Total Contractual Services	<u>65,507</u>	<u>50,000</u>	<u>55,000</u>	<u>56,500</u>
50404	Total Health Services	<u>\$ 65,507</u>	<u>\$ 50,000</u>	<u>\$ 55,000</u>	<u>\$ 56,500</u>

Percentage increase/(decrease) 2.73%

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
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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50405	Windham Health	Expended	Expended	Budget	Budget
Contractual Services					
207	North Central District Health	\$ 91,430	\$ 94,002	\$ 95,620	\$ 98,967
	Total Contractual Services	<u>91,430</u>	<u>94,002</u>	<u>95,620</u>	<u>98,967</u>
50405	Total Windham Health	<u>\$ 91,430</u>	<u>\$ 94,002</u>	<u>\$ 95,620</u>	<u>\$ 98,967</u>
Percentage increase/(decrease)					<u><u>3.50%</u></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.

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		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50408	Transportation Services	Expended	Expended	Budget	Budget
Contractual Services					
226	WRTD - ADA compliance	\$ 32,116	\$ 15,000	\$ 15,000	\$ 17,116
236	WRTD - Dial-A-Ride	48,462	48,462	48,462	48,462
243	WRTD - Fixed Route	23,922	23,922	23,922	23,922
	Total Contractual Services	<u>104,500</u>	<u>87,384</u>	<u>87,384</u>	<u>89,500</u>
50408	Total Transportation Services	<u>\$ 104,500</u>	<u>\$ 87,384</u>	<u>\$ 87,384</u>	<u>\$ 89,500</u>

Percentage increase/(decrease) 2.42%

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.

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		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50409	Senior Services	Expended	Expended	Budget	Budget
Contractual Services					
240	McSweeney Center	\$ 40,850	\$ 36,765	\$ 43,000	\$ 40,850
271	TVCCA Elderly Nutrition	8,550	8,500	14,687	13,896
	Total Contractual Services	<u>49,400</u>	<u>45,265</u>	<u>57,687</u>	54,746
50409	Total Senior Services	<u>\$ 49,400</u>	<u>\$ 45,265</u>	<u>\$ 57,687</u>	<u>\$ 54,746</u>
Percentage increase/(decrease)					<u>-5.10%</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. 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.

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50501 Willimantic Public Library	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures				
101 Regular payroll	\$ 315,776	\$ 316,493	\$ 367,000	\$ 375,000
102 Part time payroll	65,695	73,213	53,000	53,000
104 Longevity	4,300	4,000	4,900	4,500
108 Life insurance	1,196	1,160	1,400	1,500
110 Medical insurance	97,630	95,563	119,400	127,800
114 FICA/Medicare	28,681	28,932	32,600	33,100
Total Personnel Expenditures	<u>513,278</u>	<u>519,360</u>	<u>578,300</u>	<u>594,900</u>
Contractual Services				
209 Professional affiliations	300	-	-	-
211 Travel, meetings & training	-	-	-	-
214 Telephone	1,051	1,061	1,200	1,200
217 Electricity	24,118	25,992	28,000	22,400
218 Heating fuel	6,329	6,092	9,750	9,750
219 Sewer & water charges	725	603	650	650
266 Service contracts	38,816	36,863	37,460	36,720
280 Outside contractors	4,255	8,005	14,400	8,000
Total Contractual Services	<u>75,594</u>	<u>78,615</u>	<u>91,460</u>	<u>78,720</u>
Commodities				
301 Office supplies	2,500	2,949	3,000	4,000
304 Custodial supplies	2,917	4,860	4,000	4,000
314 Office furnishings & equipment	1,546	-	-	-
316 Library materials & supplies	4,327	7,835	8,000	8,000
317 Books	39,056	27,701	35,000	30,000
330 Computer	-	811	1,000	2,000
Total Commodities	<u>50,346</u>	<u>44,156</u>	<u>51,000</u>	<u>48,000</u>
50501 Total Willimantic Public Library	<u><u>\$ 639,218</u></u>	<u><u>\$ 642,131</u></u>	<u><u>\$ 720,760</u></u>	<u><u>\$ 721,620</u></u>

Percentage increase/(decrease) 0.12%

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.

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		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50502	Library Contributions	Expended	Expended	Budget	Budget
Contractual Services					
220	Windham Free Library	\$ 15,005	\$ 5,000	\$ 8,000	\$ 5,469
281	Guilford Smith Mem. Library	15,005	5,000	8,000	5,675
	Total Contractual Services	<u>30,010</u>	<u>10,000</u>	<u>16,000</u>	<u>11,144</u>
50502	Total Library Contributions	<u>\$ 30,010</u>	<u>\$ 10,000</u>	<u>\$ 16,000</u>	<u>\$ 11,144</u>
Percentage increase/(decrease)					<u><u>-30.35%</u></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.
- To create a park signage system for all parks to have the same signs
- To have 4 full-time staff attend Connecticut Recreation and Parks Association Annual Conference

Accomplishments:

- Collaboration with Windham Public Schools, sharing equipment, staff, and coordinating after school sports programs.
- Received grant from LoCIP for Lauter Park improvements
- Staff the Open Space and Conservation Commission & Ad-hoc committee for the Skatepark.
- Updated Recreation Software.
- Coordinate Town Special Events such as Cupid, Boombox Parade, Concert Series, Halloween and other holiday events.

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 (\$75pp)
211: CRPA conference not listed in budget currently, would like to have staff attend as we have not in three years (\$450)
217: electricity at town parks
221: not needed as the brochure is paid for by advertisers now
266: Quasar quarterly maintenance, \$180x4= \$720

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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50503	Recreation Administration	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 131,698	\$ 131,726	\$ 138,000	\$ 141,000
102	Part time payroll	830	909		
103	Overtime	599	28	400	400
104	Longevity	800	800	1,000	800
108	Life insurance	462	431	500	525
110	Medical insurance	66,515	61,354	70,800	69,900
114	FICA/Medicare	9,529	9,509	10,700	10,900
	Total Personnel Expenditures	<u>210,433</u>	<u>204,757</u>	<u>221,400</u>	<u>223,525</u>
Contractual Services					
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	75	-	-	-
214	Telephone	1,902	2,210	1,300	1,300
217	Electricity	24,656	25,557	22,000	22,000
221	Advertising & publications	895	1,423	1,500	1,500
223	Equipment rentals	7,899	-	-	-
266	Service contracts	540	400	2,340	2,340
	Total Contractual Services	<u>35,967</u>	<u>29,590</u>	<u>27,140</u>	<u>27,140</u>
Commodities					
301	Office supplies	70	-	-	-
302	Gas & diesel fuel	658	309	500	500
306	Vehicle repair parts	-	-	-	-
314	Office furnishings & equipment	-	-	-	-
317	Books & subscriptions	-	-	-	-
322	Miscellaneous supplies	83	89	100	100
	Total Commodities	<u>811</u>	<u>398</u>	<u>600</u>	<u>600</u>
50503	Total Recreation Administration	<u>\$ 247,211</u>	<u>\$ 234,745</u>	<u>\$ 249,140</u>	<u>\$ 251,265</u>
Percentage increase/(decrease)					<u><u>0.85%</u></u>

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:

- Continue to collaborate with outside agencies and organizations to increase the number of program offerings for youth.
- 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, Riverfest, Art Festival and Victorian Days with recreational activities.
- Find innovative solutions to continue providing programs in today's difficult economic times.

Accomplishments:

- We have over **3,100** households who participate in recreation activities. Estimate is that we service over 5,200 individuals.
- Program Revenue at end of 2009-2010 fiscal year was \$90,998.40.

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:** Youth Day DJ (400), Santa (250), Magic In The Park (250), Lifeguard, First Aid and CPR Training (600), Outdoor Movies & other special events (1000)
210: senior picnic (1000), senior special events and dinners (250)
280: Youth day rentals (2000), egg hunt (500), fishing derby (500), youth holiday party (1000), summer camp bus trips (1000)
- **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.

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).

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50504 Recreation General Programs	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures				
101 Regular payroll	\$ 37,328	\$ 37,199	\$ 38,000	\$ 39,000
104 Longevity	300	300	500	500
105 Temporary wages	21,197	20,589	21,500	21,500
108 Life insurance	136	134	200	200
110 Medical insurance	22,055	20,088	23,000	23,300
114 FICA/Medicare	3,418	4,261	4,600	4,700
Total Personnel Expenditures	<u>84,434</u>	<u>82,570</u>	<u>87,800</u>	<u>89,200</u>
Contractual Services				
207 Other professional services	2,237	2,002	2,500	2,500
210 Senior citizens programs	1,816	1,948	3,250	1,500
227 Community Services				9,000
280 Outside contractors	10,916	6,137	7,000	6,000
299 Miscellaneous	1,597	1,085	1,100	1,000
Total Contractual Services	<u>16,566</u>	<u>11,172</u>	<u>13,850</u>	<u>20,000</u>
Commodities				
303 Uniform purchases	962	724	800	700
304 Custodial supplies	-	290	-	-
305 Safety equipment	630	545	800	700
323 Team sponsorship	2,244	1,767	1,800	1,500
329 Building supplies	-	-	-	-
Total Commodities	<u>3,836</u>	<u>3,326</u>	<u>3,400</u>	<u>2,900</u>
50504 Total Recreation General Programs	<u><u>\$ 104,836</u></u>	<u><u>\$ 97,067</u></u>	<u><u>\$ 105,050</u></u>	<u><u>\$ 112,100</u></u>

Percentage increase/(decrease) 6.71%

Department Name: **Recreation Center** **Department #:** **50506**

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:** Covers cost of part-time janitor and part-time gym and pool staff
- **Contractual: 280:** annual gym floor maintenance (4000), pool and building repairs as needed. 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.

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		2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
50506	Recreation Center				
Personnel Expenditures					
105	Temporary wages	\$ 25,961	\$ 23,072	\$ 24,000	\$ 23,400
114	FICA/Medicare	1,926	1,684	1,900	1,800
	Total Personnel Expenditures	<u>27,887</u>	<u>24,756</u>	<u>25,900</u>	<u>25,200</u>
Contractual Services					
218	Heating fuel	45,053	67,061	35,000	35,000
219	Sewer & water charges	1,316	892	3,500	3,500
280	Outside contractors	15,553	10,470	13,000	13,000
	Total Contractual Services	<u>61,922</u>	<u>78,422</u>	<u>51,500</u>	<u>51,500</u>
Commodities					
304	Custodial supplies	475	467	1,000	1,000
320	Chemicals	1,320	1,606	1,500	1,500
322	Miscellaneous supplies	469	369	500	500
	Total Commodities	<u>2,264</u>	<u>2,442</u>	<u>3,000</u>	<u>3,000</u>
50506	Total Recreation Center	<u>\$ 92,073</u>	<u>\$ 105,620</u>	<u>\$ 80,400</u>	<u>\$ 79,700</u>
Percentage increase/(decrease)					<u><u>-0.87%</u></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:

Fiscal Notes:

- One new agency was added but the overall funding was reduced.

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50507	Civic & Cultural Donations	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Contractual Services					
245	American Legion - NEW	\$ 15,000	\$ -	\$ -	\$ -
269	Little Angels Program				500
272	Windham Boxing Club	1,421	0	0	-
273	Willimantic Midget Football	-	1,000	1,000	-
274	Willimantic Little League	1,421	1,000	1,000	1,500
275	Bigg Play	2,375	1,000	1,000	-
279	Windham Arts Collaborative	1,425	1,000	1,000	1,000
285	Windham Textile Museum	-	-	15,000	15,000
286	3rd Thursday	-	-	1,000	-
	Total Contractual Services	<u>21,642</u>	<u>4,000</u>	<u>20,000</u>	<u>18,000</u>
50507	Total Civic & Cultural Donations	<u><u>\$ 21,642</u></u>	<u><u>\$ 4,000</u></u>	<u><u>\$ 20,000</u></u>	<u><u>\$ 18,000</u></u>
Percentage increase/(decrease)					<u><u>-10.00%</u></u>

Department Name: Land Use Boards **Department #:**50601

Mission & Purpose:

The budget line for the Land Use Boards Department is not a Town Department but three different Land Use Boards. These are the Planning & Zoning Commission, the Zoning Board of Appeals and the Inland Wetlands & Watercourses Commission. Collectively, these Boards/Commissions are responsible for adopting regulations governing the use of bulk, density of land; the subdivision of property and the protection of property from flood damage, protecting inland wetlands and watercourses, to consider appeals, Special Exception uses or variances of the zoning regulations as authorized by Connecticut State Law. This Budget funds the administration of these Boards for processing permits some of which require conditions of approval as they are issued from the Planning and Zoning Commission and the Inland Wetland Commission or the Zoning Board of Appeals.

Goals & Objectives:

1. The Planning & Zoning Commission intends to revise the Subdivision and Zoning Regulations to be consistent with the recommendations of the Towns' *Plan of Conservation and Development*.
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 6 Special Exceptions, 7 variances, one Motor Vehicle License and one appeal that was denied as well as one variance (455 Main St for Liquor License).
- The Planning Commission is in the process of revising its zoning regulations to be consistent with the Plan of Conservation and Development that was adopted in 2007. Currently, they are in the process to revise the subdivision and zoning regulations to accommodate expansion of the Hospital in an effort to promote economic development.
- During the year, the Commission considered and approved the following:
Autotote OTB at 600 Main St., Pentecostal Church at 134 Ives St., No Freeze Shelter a 2 year extension to occupy 1110 Main St., Kingdom of life Church at 116 Union Street, Windham Medical Associates – Site Plan for 30,000 sq ft medical office building behind the Hospital at 112 Mansfield Ave., also, approved 5 year progress plans for three gravel pits. These are: Hain Materials at Windham Center Road - Manning at 75 So Windham Road, Miller Brothers at 801 Windham Road So Windham and Windham Materials for the Gallows Hill Pit on Plains Road. In addition, the Commission considered a preliminary proposal for a retail use possibly occupying the former Keeper Corporation Building on Industrial Park Road in North Windham near the Public Works Garage.

Upcoming items include: review of the new Magnet School sit plan, work with WINCOG on an Incentive Housing Zone Grant Project and regulation changes to accommodate the Hospital to permit them to subdivide lots for private development which will be taxable.

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 anticipated regulation changes to promote economic development the funding for advertising, must remain at the same level.

Town of Windham, Connecticut
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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50601	Land Use Boards	Expended	Expended	Budget	Budget
Personnel Expenditures					
105	Temporary wages	\$ 3,158	\$ 2,788	\$ 4,000	\$ 4,000
	Total Personnel Expenditures	<u>3,158</u>	<u>2,788</u>	<u>4,000</u>	<u>4,000</u>
Contractual Services					
207	Other professional services	-	-	-	-
211	Travel, meetings & training	75	-	-	-
221	Advertising & publications	6,876	3,914	6,000	6,000
	Total Contractual Services	<u>6,951</u>	<u>3,914</u>	<u>6,000</u>	<u>6,000</u>
Commodities					
301	Office supplies	-	154	250	250
317	Books & subscriptions	-	-	150	150
	Total Commodities	<u>-</u>	<u>154</u>	<u>400</u>	<u>400</u>
50601	Total Land Use Boards	<u>\$ 10,109</u>	<u>\$ 6,855</u>	<u>\$ 10,400</u>	<u>\$ 10,400</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Economic Development Department #: 50604

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

The Town Planner was recently assigned the task as the Town's Business Liaison or Ombudsman, and he provides staff support functions for the Commission.

In order to accomplish this service, the Planner has had to investigate the array of programs in place to assist businesses. These include programs through the State of Connecticut such as the Enterprise Zone, the Entertainment Zone, and targeted Job Tax credit- all of which the Town of Windham enjoys.

In addition, there are a number of services available in the region that can provide assistance to individuals or businesses. These are: The Northeast Alliance which provides loans and counseling to local businesses, the Community Economic Development Fund in Meriden that provides counseling, and loans to economically distressed businesses, the Small Business Development Center through the Central Connecticut University System with a local office at Beckert Hall which provides counseling to people interest in starting a business, and they provide education and training but no funding. Finally, the US Small Business Administration provides assistant to larger small businesses and loan guarantees.

During the past year, the Planner has updated the list of businesses in the Downtown area, and has initiated visits to businesses throughout the Town on behalf of the Commission. One most noteworthy was to the former Keeper Corporation factory that is now largely empty, and the owner is interested in leasing or selling the property. In addition, the Planner has made contact with several other property owners in Town to arrange for visitation with the Commission and these will take place soon.

The Commission entertained a preliminary request from the Windham Medical Associates for tax abatements related to their planned construction of a new 30,000 sq. ft. medical office facility behind the Hospital. Although we are still awaiting detailed information on the project, it raised the issue of what the Town can offer as incentives to promote growth in Town.

Fiscal Notes

Medical insurance costs are included based on early retirement approved by Board of Selectmen in FY 09-10 budget. This will continue for next four budget cycles.

Town of Windham, Connecticut
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As of September 27, 2011

50604	Economic Development	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 135,557	\$ 21,409	\$ -	\$ -
104	Longevity	1,575	-	-	-
105	Temporary wages				-
108	Life insurance	379	94	-	
110	Medical insurance	24,055	11,811	8,900	10,000
114	FICA/Medicare	7,803	2,766	-	-
	Total Personnel Expenditures	<u>169,369</u>	<u>36,080</u>	<u>8,900</u>	<u>10,000</u>
Contractual Services					
209	Professional affiliations	-	-	1,000	400
211	Travel, meetings & training	1,282	-	1,000	1,000
221	Advertising & publications	1,785	-	1,000	500
223	Equipment rentals	-		1,000	-
227	Community services	100	-	1,000	-
280	Outside Contractors-Secretary			-	2,000
	Total Contractual Services	<u>3,167</u>	<u>-</u>	<u>5,000</u>	<u>3,900</u>
Commodities					
301	Office supplies	48	-	-	-
314	Office furnishings & equipment	-	-	-	-
317	Books & subscriptions	-	-	-	-
	Total Commodities	<u>48</u>	<u>-</u>	<u>-</u>	<u>-</u>
50604	Total Economic Development	<u>\$ 172,584</u>	<u>\$ 36,080</u>	<u>\$ 13,900</u>	<u>\$ 13,900</u>

Percentage increase/(decrease) 0.00%

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 Anti-Blight and Housing Code revisions to be enacted 2011.

Fiscal Notes:

- Personnel expenditures cover three (3) full-time employees and two (2) part-time employees
- Need for support staff will grow in 2011-2012 budget year to five people. One (1) secretary and two (2) additional part-time Code Inspectors have been added to support inspections as necessary to inspect all rental property in two year cycle. Revenue from Landlord registration, fines and rental property permit fees to exceed cost of additional staff. Secretary will aid Code Enforcement and Human Services departments.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

50605	Code Enforcement	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 97,874	\$ 99,170	\$ 101,000	\$ 204,000
103	Overtime	1,938	354	-	-
104	Longevity	-	-	-	-
108	Life insurance	236	336	400	600
110	Medical insurance	47,055	47,869	47,300	70,200
114	FICA/Medicare	7,175	7,132	7,800	15,700
	Total Personnel Expenditures	<u>154,278</u>	<u>154,861</u>	<u>156,500</u>	<u>290,500</u>
Contractual Services					
201	Vehicle Repair		-	-	-
209	Professional affiliations	25	-	-	-
211	Travel, meetings & training	791	-	-	-
221	Advertising & Publications	118	-	500	250
223	Equipment rentals	-	-	-	-
	Total Contractual Services	<u>934</u>	<u>-</u>	<u>500</u>	<u>250</u>
Commodities					
301	Office supplies	197	14	450	450
302	Gas & diesel fuel	915	476	1,000	1,500
303	Uniform purchases	466	138	200	400
307	Hand tools	-	-	100	200
314	Office furnishings & equipment	141	-	-	-
322	Miscellaneous supplies	-	-	-	-
	Total Commodities	<u>1,719</u>	<u>628</u>	<u>1,750</u>	<u>2,550</u>
50605	Total Code Enforcement	<u>\$ 156,931</u>	<u>\$ 155,489</u>	<u>\$ 158,750</u>	<u>\$ 293,300</u>
				Percentage increase/(decrease)	<u><u>84.76%</u></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. Also, during the past year, the Planner has been assigned the responsibility of working with the Economic Development Commission, and assisting with grant programs. The work with the various Commissions 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 Subdivision & Zoning Regulations and revising the 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 worked on a number of grants and more than half have been funded. These included: securing 30K grant for an Historic Survey-now completed; prepared two companion grants totaling \$15,000 for Windham Textile and History Musuem; and prepared, submitted and will administer 22K, Open Space grant in coordination with Public Works for property next to REC Park. Also, assisted with grant application for Town Hall men's restroom for auditorium and rewriting zoning codes- neither of these were funded.
- Assisting the Windham Historic District with applications, and Design Guidelines.

Fiscal Notes:

- The additional expenditures are offset in part by grant revenue. 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 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50606	Town Planner	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 86,817	\$ 86,142	\$ 90,000	\$ 92,000
103	Overtime	-	-	-	-
104	Longevity	700	900	900	975
108	Life insurance	301	299	400	400
110	Medical insurance	23,155	21,929	26,150	24,450
114	FICA/Medicare	6,643	6,416	7,000	7,200
	Total Personnel Expenditures	<u>117,616</u>	<u>115,686</u>	<u>124,450</u>	<u>125,025</u>
Contractual Services					
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	173	-	-	-
221	Advertising & publications	-	216	500	500
223	Equipment rentals	-	-	-	-
	Total Contractual Services	<u>173</u>	<u>216</u>	<u>500</u>	<u>500</u>
Commodities					
301	Office supplies	100	30	50	50
302	Gas & diesel fuel	184	22	150	150
314	Office furnishings & equipment	-	-	-	-
317	Books & subscriptions	147	-	50	50
322	Miscellaneous supplies	-	-	-	-
	Total Commodities	<u>431</u>	<u>52</u>	<u>250</u>	<u>250</u>
50606	Total Town Planning & Development	<u>\$ 118,220</u>	<u>\$ 115,954</u>	<u>\$ 125,200</u>	<u>\$ 125,775</u>
Percentage increase/(decrease)					<u><u>0.46%</u></u>

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 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:

- During the current fiscal year, the Commission considered and approved three applications for Certificates of Appropriateness.
- 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:

- The Historic District budget does not cover its costs and has routinely exceeded its budget. The only line item available covers legal advertisements as required. Currently, a \$30.00 application fee is charged to cover 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 Town Council could increase the budget increase the fees to cover the actual expenses or consider transferring this budget expense to the First Taxing District.

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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50608	Windham Historic District	Expended	Expended	Budget	Budget
Contractual Services					
221	Advertising & publications	\$ 189	\$ (69)	\$ 500	\$ 500
	Total Contractual Services	<u>189</u>	<u>(69)</u>	<u>500</u>	<u>500</u>
50608	Total Windham Historic District	<u>\$ 189</u>	<u>\$ (69)</u>	<u>\$ 500</u>	<u>\$ 500</u>
Percentage increase/(decrease)					<u><u>0.00%</u></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:

- 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
	<u>\$ 64,620</u>

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50701	Capital Projects	Expended	Expended	Budget	Budget
Capital Expenditures					
402	Equipment	\$ 16,256	\$ 16,257	\$ 16,257	\$ -
403	Vehicles	39,343	65,119	64,620	64,620
413	Improvements other than buildings	25,100	-	-	-
	Total Capital Expenditures	<u>80,699</u>	<u>81,376</u>	<u>80,877</u>	<u>64,620</u>
50701	Total Capital Projects	<u>\$ 80,699</u>	<u>\$ 81,376</u>	<u>\$ 80,877</u>	<u>\$ 64,620</u>
Percentage increase/(decrease)					<u>-20.10%</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 Principal	Account Number 233 Interest
❖ 1999 GENOB Town (Roads) \$2.6M Offering	\$ 135,000	\$ 30,538
❖ 2002 GENOB Town (Roads) \$6.4M Offering	325,000	104,000
❖ 2004 Refunded 1993 GENOB Town \$856K Offering	83,748	4,188
❖ 2004 Refunded 1995 GENOB BOE \$4.795M Offering	480,000	119,750
❖ 2004 Refunded 1996 GENOB Town \$1.128M Offering	113,969	27,847
❖ 2004 Refunded 1996 GENOB BOE \$7.645M Offering	763,095	189,731
❖ 2006 GENOB \$3.2M Offering	163,000	100,955
❖ 2010		167,698
	<u>\$ 2,063,812</u>	<u>\$ 744,707</u>
	Account Number 299	
❖ Miscellaneous (bank fees)	<u>\$ 1,000</u>	

Town of Windham, Connecticut
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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50702	Debt Service	Expended	Expended	Budget	Budget
Contractual Services					
232	Bonds - principal	\$ 2,091,922	\$ -	\$ 2,085,948	\$ 2,063,820
233	Bonds - interest	956,308	-	756,560	744,710
299	Miscellaneous	20	-	1,000	1,000
	Total Contractual Services	<u>3,048,250</u>	<u>-</u>	<u>2,843,508</u>	<u>2,809,530</u>
50702	Total Debt Service	<u>\$ 3,048,250</u>	<u>\$ -</u>	<u>\$ 2,843,508</u>	<u>\$ 2,809,530</u>
Percentage increase/(decrease)					<u><u>-1.19%</u></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
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As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50703	Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
108	Life insurance	\$ 60	\$ 60	\$ 60	\$ 60
109	Workers' compensation	180,183	148,746	200,000	200,000
110	Medical insurance	(439)	(10,451)	-	-
112	Town pension contribution	322,175	274,933	375,000	375,000
114	FICA/Medicare			-	-
115	Retirement benefits	-	8,077	20,000	20,000
116	Bonus payments	19,345	15,978	20,000	20,000
119	Educational reimbursements	-	-	-	-
	Total Personnel Expenditures	<u>521,324</u>	<u>437,343</u>	<u>615,060</u>	<u>615,060</u>
Contractual Services					
230	Unemployment compensation	20,608	42,158	65,000	50,000
	Total Contractual Services	<u>20,608</u>	<u>42,158</u>	<u>65,000</u>	<u>50,000</u>
50703	Total Fringe Benefits	<u>\$ 541,932</u>	<u>\$ 479,501</u>	<u>\$ 680,060</u>	<u>\$ 665,060</u>
Percentage increase/(decrease)					<u><u>-2.21%</u></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 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50704	Risk Management	Expended	Expended	Budget	Budget
Contractual Services					
205	Municipal insurance	\$ 126,500	\$ 128,629	\$ 132,500	\$ 145,800
280	Outside contractors	-	-	-	-
	Total Contractual Services	126,500	128,629	132,500	145,800
50704	Total Risk Management	\$ 126,500	\$ 128,629	\$ 132,500	\$ 145,800
Percentage increase/(decrease)					10.04%

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 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50706	Town Contingency	Expended	Expended	Budget	Budget
Contractual Services					
283	Town contingency	\$ 160,513	\$ -	\$ 130,000	\$ 130,000
	Total Contractual Services	160,513	-	130,000	130,000
50706	Total Town Contingency	\$ 160,513	\$ -	\$ 130,000	\$ 130,000
Percentage increase/(decrease)					0.00%

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:

- Account number 999 includes \$21,337 to repair the McSweeney Center roof.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50707	Interfund Transfers Out	Expended	Expended	Budget	Budget
Interfund Transfers Out					
990	Interfund transfer out - Kramer	\$ 224,070	\$ 150,382	\$ 115,000	\$ 115,000
993	Interfund transfer out - Rec. rev.	100,000	100,000	60,000	20,000
994	Interfund transfer out - Revaluation	25,000	-	25,000	-
995	Interfund transfer out - Misc	-	-	-	-
996	Expenditure - Cap. Leases	-	-	-	-
997	Interfund transfer out - Ambulance	156,636	113,285	338,490	439,660
998	Interfund transfer out - Grant match	10,000	10,000	30,000	20,000
999	Interfund xfer out - RCIP	225,000	-	-	21,337
	Total Interfund Transfers Out	<u>740,706</u>	<u>373,667</u>	<u>568,490</u>	<u>615,997</u>
50707	Total Interfund Transfers Out	<u>\$ 740,706</u>	<u>\$ 373,667</u>	<u>\$ 568,490</u>	<u>\$ 615,997</u>
Percentage increase/(decrease)					<u><u>8.36%</u></u>

**TOWN OF WINDHAM,
CONNECTICUT**

**WILLIMANTIC SERVICE
DISTRICT**

**ADOPTED BUDGET
FISCAL YEAR
2011-2012**

TOWN OF WINDHAM, CONNECTICUT WILLIMANTIC SERVICE DISTRICT ADOPTED MILL RATE CALCULATION FISCAL YEAR 2011-2012 TOWN MANAGER'S RECOMMENDED PILOT ALLOCATION		
Adopted 2011-2012 Expenditure Budget - Willimantic Service District	\$	8,663,519
Less: Direct Revenue Estimates		<u>(3,961,416)</u>
Net Budget		4,702,103
Reappropriation of Fund Balance		<u>4,702,103</u>
Plus Adjustment *		<u>195,921</u>
Amount to be Raised	\$	4,898,024
Adopted 2011-2012 Mill Rate		9.81
Adopted 2010-2011 Mill Rate		<u>9.81</u>
Mill Rate (Decrease) Increase		<u><u>(0.00)</u></u>
Mill Rate % (Decrease) Increase		<u><u>0.00%</u></u>
One Mill = <u>\$ 499,299</u> Before Board of Assessment Appeals (BAA) Hearings		
* Adjustment includes reserve for uncollected taxes at 4% and Elderly Freeze adjustment *		

Town of Windham, Connecticut
Adopted Willimantic Service District Revenue Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011
Town Manager's Recommended PILOT Allocation

Willimantic Service District Revenue		2008-2009 Actual Receipts	2009-2010 Actual Receipts	2010-2011 Revised Budget Revenue	2011-2012 Estimated Revenue
41501	Property Taxes				
801	Property taxes - current	\$ 4,728,925	\$ 4,818,660	\$ 4,663,052	\$ 4,702,103
803	Property taxes - MV supplemental	58,226	55,014	50,000	50,000
804	Property taxes - prior years	146,972	91,916	100,000	100,000
807	Property taxes - interest and liens	80,014	57,886	60,000	60,000
	Total Property Taxes	5,014,137	5,023,476	4,873,052	4,912,103
41502	Federal Government				
854	FEMA grant	255,211	-	-	-
	Total Federal Government	255,211	-	-	-
41504	State of CT - General Government				
826	PILOT - State property ECSU	1,628,538	1,683,077	1,657,242	1,982,030
827	PILOT - elderly freeze	2,120	4,720	3,540	3,000
828	PILOT - elderly circuit breaker	67,934	66,835	75,520	64,000
829	PILOT - housing authority	30,000	31,644	-	-
830	PILOT - property tax relief	-	-	-	-
832	PILOT - totally disabled	1,746	2,116	1,770	1,500
837	PILOT - machinery & equipment	208,572	229,948	250,750	212,500
839	PILOT - private colleges & hospitals	525,419	483,389	449,930	491,683
841	Fines to Towns	8,187	8,062	2,000	2,000
842	Supp Municipal Aid (former Pequot)	773,218	526,005	519,859	437,265
844	Distressed municipalities manufacturing	9,693	7,563	10,620	9,000
850	PILOT - veteran's exemption	8,230	7,927	8,850	7,500
854	Other revenues - State of CT	-	-	-	-
	Total State of CT - General Government	3,263,657	3,051,286	2,980,081	3,210,478
41505	Licenses & Permits				
861	Parking permits - Police	10,008	15,196	-	-
862	Miscellaneous Police & Fire permits	6,041	6,215	2,500	2,500
	Total Licenses & Permits	16,049	21,411	2,500	2,500
41506	Fines, Forfeitures & Penalties				
872	Parking fines	26,647	20,895	15,000	15,000
	Total Fines, Forfeitures & Penalties	26,647	20,895	15,000	15,000
41508	Charges for Services				
886	Private Police duty	126,189	172,950	305,000	230,000
887	Private Fire duty	5,161	4,502	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	131,350	177,452	310,000	235,000

Town of Windham, Connecticut
Adopted Willimantic Service District Revenue Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011
Town Manager's Recommended PILOT Allocation

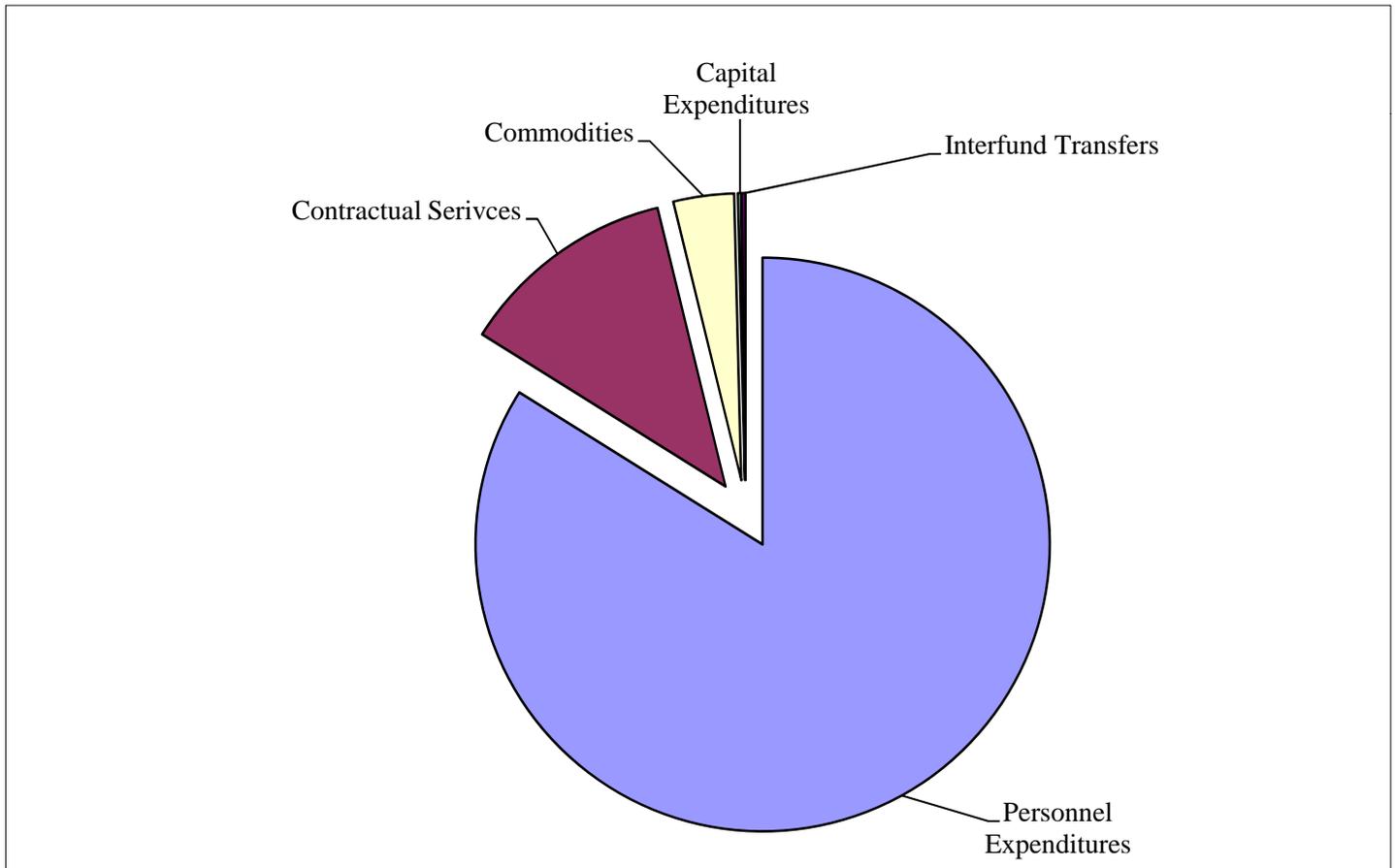
Willimantic Service District Revenue		2008-2009 Actual Receipts	2009-2010 Actual Receipts	2010-2011 Revised Budget Revenue	2011-2012 Estimated Revenue
41509	Interest				
900	Investment income	47,740	78,710	55,000	55,000
	Total Interest	<u>47,740</u>	<u>78,710</u>	<u>55,000</u>	<u>55,000</u>
41511	Miscellaneous				
829	PILOT 2 - Willimantic Housing Authority	\$ 53,639	\$ 64,933	\$ 53,100	\$ 27,000
849	Telecommunications	73,133	54,755	73,130	42,238
929	BOE youth service officer reimb.	-	-	58,000	-
930	False alarms	2,360	2,205	1,000	1,000
931	Fire recruitment fees	-	-	2,000	2,000
932	Police, Fire, & Ambulance reports	1,199	974	1,200	1,200
934	Insurance reimbursement	25,829	1,000	-	-
950	Miscellaneous revenue	152,359	143,342	160,000	160,000
	Total Miscellaneous	<u>308,519</u>	<u>267,209</u>	<u>348,430</u>	<u>233,438</u>
Total Willimantic Service District Revenue		<u>\$ 9,063,310</u>	<u>\$ 8,640,439</u>	<u>\$ 8,584,063</u>	<u>\$ 8,663,519</u>

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

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2009-2010	2010-2011	(Decrease)	2011-2012	(Decrease)
Police						
50801	Administration	\$ 699,944	\$ 714,174	2.03%	\$ 716,620	0.34%
50802	Patrol Services	3,022,100	3,331,720	10.25%	3,233,420	-2.95%
50803	Parking Control	54,485	-	-100.00%	1,000	0.00%
50804	Support Services	363,410	347,200	-4.46%	337,600	-2.76%
50805	Capital Purchases	72,000	49,000	-31.94%	12,000	-75.51%
50806	Fringe Benefits	820,910	865,360	5.41%	978,320	13.05%
50807	Detective/Youth/Ident.	255,730	277,370	8.46%	294,250	6.09%
50808	Special Services	-	-	0.00%	-	0.00%
	Total Police	<u>5,288,579</u>	<u>5,584,824</u>	<u>5.60%</u>	<u>5,573,210</u>	<u>-0.21%</u>
Fire						
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2009-2010	2010-2011	(Decrease)	2011-2012	(Decrease)
50901	Administration	342,804	190,840	-44.33%	224,510	17.64%
50902	Fire Marshal	-	-		-	100.00%
50903	Fire Prevention	1,000	1,000	0.00%	55,000	5400.00%
50905	Oper. & Maint.	1,557,360	1,620,800	4.07%	1,632,500	0.72%
50906	Central Services	9,000	9,000	0.00%	8,200	-8.89%
50907	Capital Purchases	17,000	32,000	88.24%	-	-100.00%
50908	Fringe Benefits	577,598	472,000	-18.28%	584,000	23.73%
	Total Fire	<u>2,504,762</u>	<u>2,325,640</u>	<u>-7.15%</u>	<u>2,504,210</u>	<u>7.68%</u>
Other						
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2009-2010	2010-2011	(Decrease)	2011-2012	(Decrease)
50900	Safety Complex	598,799	568,599	-5.04%	481,099	-15.39%
50909	WSD Contingency	14,300	85,000	494.41%	85,000	0.00%
50910	Interfund Transfers Out	30,000	20,000	-33.33%	20,000	0.00%
	Total Other	<u>643,099</u>	<u>673,599</u>	<u>4.74%</u>	<u>586,099</u>	<u>-12.99%</u>
	Total WSD Budget	<u>\$ 8,436,440</u>	<u>\$ 8,584,063</u>	<u>1.75%</u>	<u>\$ 8,663,519</u>	<u>0.93%</u>

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Organization Detail - Fiscal Year 2011-2012
As of September 27, 2011

Willimantic Service District	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Operating Expenditures				
Personnel Expenditures	\$ 6,731,845	\$ 6,998,310	\$ 7,268,200	3.86%
Contractual Services	1,007,935	1,176,803	1,065,119	-9.49%
Commodities	240,332	304,950	295,700	-3.03%
Capital Expenditures	72,393	84,000	14,500	-82.74%
Interfund Transfers Out	30,000	20,000	20,000	0.00%
Total Operating Expenditures	<u>8,082,504</u>	<u>8,584,063</u>	<u>8,663,519</u>	<u>0.93%</u>
Total Willimantic Service District	<u>\$ 8,082,504</u>	<u>\$ 8,584,063</u>	<u>\$ 8,663,519</u>	<u>0.93%</u>
Percentage increase/(decrease)		<u>6.21%</u>	<u>0.93%</u>	



Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

Willimantic Service District		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 3,574,414	\$ 3,719,600	\$ 3,816,600	2.61%
102	Part-time payroll	36,889	13,000	13,000	0.00%
103	Overtime	594,105	608,000	608,000	0.00%
104	Longevity	26,400	25,010	28,610	14.39%
106	Special duty	164,605	230,000	200,000	-13.04%
108	Life insurance	8,506	11,320	11,850	4.68%
109	Workers' compensation	211,604	250,560	268,500	7.16%
110	Medical insurance	991,414	1,096,220	1,030,220	-6.02%
112	Pension plan contributions	1,019,791	878,000	1,142,520	30.13%
113	Heart & hypertension	-	20,000	11,000	-45.00%
114	FICA/Medicare	67,409	72,800	74,600	2.47%
115	Retirement benefits	-	15,000	15,000	0.00%
116	Bonus payments	19,026	20,000	16,500	-17.50%
117	Physicals & inoculations	8,430	10,800	10,800	0.00%
119	Educational reimbursements	2,192	10,000	5,000	-50.00%
120	Recruitment	7,061	18,000	16,000	-11.11%
Total Personnel Expenditures		<u>6,731,845</u>	<u>6,998,310</u>	7,268,200	3.86%
Contractual Services					
200	NCIC collection costs	11,685	12,000	12,000	0.00%
202	Financial & accounting	85,000	85,000	85,000	0.00%
203	Legal	9,769	48,500	23,500	-51.55%
205	Municipal insurance	139,032	142,200	157,000	10.41%
207	Dispatch services	383,099	383,099	304,099	-20.62%
208	Collection costs	-	-	-	0.00%
209	Professional affiliations	13,959	15,600	15,600	0.00%
211	Travel, meetings & training	19,633	38,300	34,800	-9.14%
214	Telephone	15,063	17,000	21,000	23.53%
215	Postage	3,202	4,000	3,250	-18.75%
217	Electricity	82,018	80,000	70,000	-12.50%
218	Heating fuel	23,573	30,000	25,000	-16.67%
219	Sewer & water charges	2,528	3,500	3,000	-14.29%
221	Advertising & publications	3,601	4,400	5,000	13.64%
223	Equipment rentals	8,435	8,100	5,500	-32.10%
230	Unemployment compensation	104	20,000	10,000	-50.00%
256	Informants	4,500	10,000	10,000	0.00%
257	Uniform cleaning	49,212	48,780	48,600	-0.37%
266	Service contracts	40,766	71,924	57,370	-20.24%
268	Meals	23,502	18,900	18,900	0.00%
280	Outside contractors	87,291	46,500	66,500	43.01%

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

Willimantic Service District		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Contractual Services (Continued)					
283	WSD contingency	\$ -	\$ 85,000	\$ 85,000	0.00%
299	Prisoner custody meals	2,048	3,500	3,500	0.00%
299	Miscellaneous	(85)	500	500	0.00%
	Total Contractual Services	1,007,935	1,176,803	1,065,119	-9.49%
Commodities					
301	Office supplies	14,256	15,800	15,700	-0.63%
302	Gas & diesel fuel	76,675	89,000	89,000	0.00%
303	Uniform purchases	28,850	39,900	36,400	-8.77%
304	Custodial supplies	11,517	10,000	10,000	0.00%
305	Safety equipment	19,735	20,000	20,000	0.00%
306	Vehicle repairs	56,776	72,500	72,500	0.00%
307	Hand tools	13	300	300	0.00%
310	Radio & alarm repairs	4,460	7,000	7,700	10.00%
311	Traffic control signs	-	-	-	0.00%
312	Radio, batteries & pagers	4,500	4,500	4,500	0.00%
314	Office furnishings & equipment	964	2,500	2,000	-20.00%
317	Books & subscriptions	1,033	1,250	1,150	-8.00%
318	Photo equipment	84	3,500	3,000	-14.29%
319	Guns & ammunition	14,426	29,500	25,000	-15.25%
322	Miscellaneous supplies	3,448	5,200	4,450	-14.42%
325	Evidence supplies	1,990	2,000	2,000	0.00%
329	Building supplies	1,606	2,000	2,000	0.00%
	Total Commodities	240,332	304,950	295,700	-3.03%
Capital Expenditures					
401	Buildings & improvements	2,200	6,000	4,000	-33.33%
402	Equipment	16,685	41,000	6,500	-84.15%
403	Vehicles	49,552	30,000	-	-100.00%
413	Improvements other than building	3,956	7,000	4,000	-42.86%
	Total Capital Expenditures	72,393	84,000	14,500	-82.74%
Interfund Transfers Out					
990	Interfund transfer out - Grant match	10,000	20,000	20,000	0.00%
998	Interfund transfer out - RCIP	20,000	-	-	0.00%
	Total Interfund Transfers Out	30,000	20,000	20,000	0.00%
Total Willimantic Service District		\$ 8,082,504	\$ 8,584,063	\$ 8,663,519	0.93%
Percentage increase/(decrease)			6.21%	0.93%	

Town of Windham, Connecticut
Adopted Police Department Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Police Department	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures				
101 Regular payroll	\$ 2,475,935	\$ 2,746,600	\$ 2,770,600	0.87%
102 Part-time payroll	36,889	13,000	13,000	0.00%
103 Overtime	306,715	293,000	293,000	0.00%
104 Longevity	19,300	20,200	22,400	10.89%
106 Special duty	164,605	230,000	200,000	-13.04%
108 Life insurance	5,117	8,220	8,250	0.36%
109 Workers' compensation	108,156	136,560	154,500	13.14%
110 Medical insurance	671,528	752,020	660,620	-12.15%
112 Police pension plan contribution	645,648	620,000	777,520	25.41%
113 Heart & hypertension	-	10,000	1,000	-90.00%
114 FICA/Medicare	49,373	52,300	53,400	2.10%
116 Bonus payments	15,476	13,500	10,000	-25.93%
117 Physicals & inoculations	576	800	800	0.00%
119 Educational reimbursements	2,192	10,000	5,000	-50.00%
120 Recruitment	4,061	10,000	8,000	-20.00%
Total Personnel Expenditures	<u>4,505,571</u>	<u>4,916,200</u>	4,978,090	1.26%
Contractual Services				
200 NCIC collection costs	11,685	12,000	12,000	0.00%
202 Financial & accounting	50,000	50,000	50,000	0.00%
203 Legal	4,507	45,000	20,000	-55.56%
205 Municipal insurance	96,550	97,200	107,000	10.08%
208 Collection costs	-	-	-	0.00%
209 Professional affiliations	13,499	15,100	15,100	0.00%
211 Travel, meetings & training	15,043	21,500	19,200	-10.70%
214 Telephone	9,490	11,000	15,000	36.36%
215 Postage	2,606	3,200	3,000	-6.25%
221 Advertising & publications	2,921	3,500	4,300	22.86%
223 Equipment rentals	5,613	5,100	2,500	-50.98%
230 Unemployment compensation	104	20,000	10,000	-50.00%
256 Informants	4,500	10,000	10,000	0.00%
257 Uniform cleaning	28,141	31,500	31,500	0.00%
266 Service contracts	24,177	31,924	31,170	-2.36%
268 Meals	23,502	18,500	18,500	0.00%
280 Outside contractors	17,268	17,000	17,000	0.00%
299 Prisoner custody meals	2,048	3,500	3,500	0.00%
299 Miscellaneous	(85)	500	500	0.00%
Total Contractual Services	<u>311,568</u>	<u>396,524</u>	370,270	-6.62%

Town of Windham, Connecticut
Adopted Police Department Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Police Department	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Commodities				
301 Office supplies	\$ 12,180	\$ 13,600	\$ 13,600	0.00%
302 Gas & diesel fuel	64,452	76,000	76,000	0.00%
303 Uniform purchases	26,366	34,500	31,000	-10.14%
305 Safety equipment	1,945	2,000	2,000	0.00%
306 Vehicle repairs	33,118	45,000	45,000	0.00%
307 Hand tools	13	300	300	0.00%
310 Radio & alarm repairs	4,132	5,700	5,700	0.00%
311 Traffic control signs	-	-	-	0.00%
314 Office furnishings & equipment	503	2,000	1,500	-25.00%
317 Books & subscriptions	1,033	1,100	1,000	-9.09%
318 Photo equipment	84	3,500	3,000	-14.29%
319 Guns & ammunition	14,426	29,500	25,000	-15.25%
322 Miscellaneous supplies	2,376	3,900	3,250	-16.67%
325 Evidence supplies	1,990	2,000	2,000	0.00%
329 Building supplies	807	1,000	1,000	0.00%
Total Commodities	<u>163,425</u>	<u>220,100</u>	<u>210,350</u>	<u>-4.43%</u>
Capital Expenditures				
401 Buildings & improvements	2,200	6,000	4,000	-33.33%
402 Equipment	121	9,000	6,500	-27.78%
403 Vehicles	49,552	30,000	-	-100.00%
413 Improvements other than building	3,956	7,000	4,000	-42.86%
Total Capital Expenditures	<u>55,829</u>	<u>52,000</u>	<u>14,500</u>	<u>-72.12%</u>
Total Police Department	<u>\$ 5,036,393</u>	<u>\$ 5,584,824</u>	<u>\$ 5,573,210</u>	<u>-0.21%</u>
		<u>10.89%</u>	<u>-0.21%</u>	

Town of Windham, Connecticut
Adopted Fire Department Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Fire Department	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures				
101 Regular payroll	\$ 1,098,479	\$ 973,000	\$ 1,046,000	7.50%
103 Overtime	287,390	315,000	315,000	0.00%
104 Longevity	7,100	4,810	6,210	29.11%
108 Life insurance	3,389	3,100	3,600	16.13%
109 Workers' compensation	103,448	114,000	114,000	0.00%
110 Medical insurance	319,887	344,200	369,600	7.38%
112 Fire pension plan contribution	374,143	258,000	365,000	41.47%
113 Heart & hypertension	-	10,000	10,000	0.00%
114 FICA/Medicare	18,036	20,500	21,200	3.41%
116 Bonus payments	3,550	6,500	6,500	0.00%
117 Physicals & inoculations	7,854	10,000	10,000	0.00%
120 Recruitment	3,000	8,000	8,000	0.00%
Total Personnel Expenditures	<u>2,226,275</u>	<u>2,067,110</u>	2,275,110	10.06%
Contractual Services				
202 Financial & accounting	35,000	35,000	35,000	0.00%
203 Legal	5,262	3,500	3,500	0.00%
205 Municipal insurance	42,482	45,000	50,000	11.11%
209 Professional affiliations	460	500	500	0.00%
211 Travel, meetings & training	4,590	16,800	15,600	-7.14%
214 Telephone	5,573	6,000	6,000	0.00%
215 Postage	596	800	250	-68.75%
221 Advertising & publications	681	900	700	-22.22%
223 Equipment rentals	2,822	3,000	3,000	0.00%
257 Uniform cleaning	21,071	17,280	17,100	-1.04%
266 Service contracts	7,927	16,000	15,200	-5.00%
268 Meals	-	400	400	0.00%
280 Outside contractors	6,216	6,500	6,500	0.00%
Total Contractual Services	<u>132,680</u>	<u>151,680</u>	153,750	1.36%
Commodities				
301 Office supplies	2,076	2,200	2,100	-4.55%
302 Gas & diesel fuel	12,223	13,000	13,000	0.00%
303 Uniform purchases	2,484	5,400	5,400	0.00%
305 Safety equipment	17,790	18,000	18,000	0.00%
306 Vehicle repairs	23,658	27,500	27,500	0.00%

Town of Windham, Connecticut
Adopted Fire Department Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Fire Department	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Commodities (Continued)				
310 Radio & alarm repairs	\$ 328	\$ 1,300	\$ 2,000	53.85%
312 Radio, batteries & pagers	4,500	4,500	4,500	0.00%
314 Office furnishings & equipment	461	500	500	0.00%
317 Books & subscriptions	-	150	150	0.00%
322 Miscellaneous supplies	1,072	1,300	1,200	-7.69%
329 Building supplies	799	1,000	1,000	0.00%
Total Commodities	<u>65,390</u>	<u>74,850</u>	<u>75,350</u>	<u>0.67%</u>
Capital Expenditures				
402 Equipment	16,564	32,000	-	-100.00%
403 Vehicles	-	-	-	0.00%
Total Capital Expenditures	<u>16,564</u>	<u>32,000</u>	<u>-</u>	<u>-100.00%</u>
Total Fire Department	<u>\$ 2,440,908</u>	<u>\$ 2,325,640</u>	<u>\$ 2,504,210</u>	<u>7.68%</u>
		<u>-4.72%</u>	<u>7.68%</u>	

Town of Windham, Connecticut
Adopted Other WSD Function Expenditure Detail - Fiscal Year 2011-2012
As of September 27, 2011

Other WSD		2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	% Increase Decrease
Personnel Expenditures					
115	Retirement benefits	\$ -	\$ 15,000	\$ 15,000	0.00%
	Total Personnel Expenditures	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>0.00%</u>
Contractual Services					
207	Dispatch services	383,099	383,099	304,099	-20.62%
217	Electricity	82,018	80,000	70,000	-12.50%
218	Heating fuel	23,573	30,000	25,000	-16.67%
219	Sewer & water charges	2,528	3,500	3,000	-14.29%
266	Service contracts	8,662	24,000	11,000	-54.17%
280	Outside contractors	63,807	23,000	43,000	86.96%
283	WSD contingency	-	85,000	85,000	0.00%
	Total Contractual Services	<u>563,687</u>	<u>628,599</u>	<u>541,099</u>	<u>-13.92%</u>
Commodities					
304	Custodial supplies	11,517	10,000	10,000	0.00%
	Total Commodities	<u>11,517</u>	<u>10,000</u>	<u>10,000</u>	<u>0.00%</u>
Interfund Transfers Out					
990	Interfund transfer out - Grant match	10,000	20,000	20,000	0.00%
998	Interfund transfer out - RCIP	20,000	-	-	0.00%
	Total Interfund Transfers Out	<u>30,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.00%</u>
Total Other WSD		<u>\$ 605,204</u>	<u>\$ 673,599</u>	<u>\$ 586,099</u>	<u>-12.99%</u>
Percentage increase/(decrease)			<u>11.30%</u>	<u>-12.99%</u>	

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.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

50801	Police Administration	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 464,253	\$ 471,345	\$ 500,000	\$ 511,000
103	Overtime	19,175	15,806	22,000	22,000
104	Longevity	4,200	4,400	6,000	6,400
108	Life insurance	1,147	1,219	1,500	1,500
110	Medical insurance	111,196	105,343	99,300	97,700
114	FICA/Medicare	12,020	10,595	12,000	12,000
120	Recruitment	4,780	4,061	10,000	8,000
	Total Personnel Expenditures	<u>616,771</u>	<u>612,769</u>	<u>650,800</u>	<u>658,600</u>
Contractual Services					
209	Professional affiliations	11,320	12,018	13,600	13,600
211	Travel, meetings & training	6,807	6,464	8,000	8,000
215	Postage	1,892	2,606	3,200	3,000
221	Advertising & publications	1,607	1,487	1,500	1,300
223	Equipment rentals	636	5,613	5,100	2,500
257	Uniform cleaning	3,455	4,141	4,500	4,500
266	Service contracts	9,563	8,529	9,224	8,470
	Total Contractual Services	<u>35,280</u>	<u>40,858</u>	<u>45,124</u>	<u>41,370</u>
Commodities					
301	Office supplies	8,124	8,320	8,400	8,400
303	Uniform purchases	2,143	2,021	3,500	3,000
314	Office furnishings & equipment	1,612	503	2,000	1,500
317	Books & subscriptions	-	1,033	1,100	1,000
322	Miscellaneous supplies	235	150	250	250
	Total Commodities	<u>12,114</u>	<u>12,027</u>	<u>15,250</u>	<u>14,150</u>
Capital Expenditures					
402	Equipment	1,945	121	3,000	2,500
	Total Capital Expenditures	<u>1,945</u>	<u>121</u>	<u>3,000</u>	<u>2,500</u>
50801	Total Police Administration	<u>\$ 666,110</u>	<u>\$ 665,774</u>	<u>\$ 714,174</u>	<u>\$ 716,620</u>

Percentage increase/(decrease) 0.34%

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.
- 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 2011-2012
As of September 27, 2011

50802	Patrol Services	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 1,658,202	\$ 1,776,907	\$ 2,002,000	\$ 2,011,000
103	Overtime	225,722	240,676	225,000	225,000
104	Longevity	11,200	11,800	11,000	12,600
106	Special duty	189,231	164,605	230,000	200,000
108	Life insurance	2,074	3,328	6,000	6,000
110	Medical insurance	557,831	519,252	583,720	514,720
114	FICA/Medicare	28,258	31,429	36,000	36,000
	Total Personnel Expenditures	<u>2,672,518</u>	<u>2,747,997</u>	3,093,720	3,005,320
Contractual Services					
211	Travel, meetings & training	9,956	7,774	12,000	10,000
221	Advertising & publications	1,091	1,434	2,000	2,000
257	Uniform cleaning	15,490	19,514	22,000	22,000
280	Outside contractors	4,125	4,460	5,000	5,000
299	Prisoner custody meals	2,008	2,048	3,500	3,500
	Total Contractual Services	<u>32,670</u>	<u>40,000</u>	44,500	42,500
Commodities					
301	Office supplies	3,819	3,837	4,600	4,600
302	Gas & diesel fuel	85,352	64,452	76,000	76,000
303	Uniform purchases	33,441	21,627	28,000	25,000
305	Safety equipment	1,917	1,945	2,000	2,000
306	Vehicle repair parts	39,704	33,118	45,000	45,000
307	Hand tools	149	13	300	300
310	Radio & alarm repairs	4,414	4,132	5,700	5,700
319	Guns & ammunition	31,872	14,426	29,500	25,000
322	Miscellaneous supplies	2,111	2,217	2,400	2,000
	Total Commodities	<u>202,779</u>	<u>145,767</u>	193,500	185,600
50802	Total Patrol Services	<u><u>\$ 2,907,967</u></u>	<u><u>\$ 2,933,763</u></u>	<u><u>\$ 3,331,720</u></u>	<u><u>\$ 3,233,420</u></u>

Percentage increase/(decrease) -2.95%

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:

- Account number 221 is for the purchase of parking tickets. The cost is offset by revenue generated from collection of parking tickets.
- This department was eliminated in the Town Manager’s budget.

Town of Windham, Connecticut
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As of September 27, 2011

50803	Parking Control	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Part time payroll	\$ 24,192	\$ 25,134	\$ -	\$ -
104	Longevity	300	300	-	-
108	Life insurance	136	134	-	-
110	Medical insurance	21,768	19,814	-	-
114	FICA/Medicare	1,662	1,723	-	-
	Total Personnel Expenditures	<u>48,058</u>	<u>47,105</u>	-	-
Contractual Services					
208	Collection costs	-	-	-	-
217	Electricity	-	-	-	-
221	Advertising & publications	3,230	-	-	1,000
	Total Contractual Services	<u>3,230</u>	<u>-</u>	-	1,000
Commodities					
303	Uniform purchases	-	-	-	-
311	Traffic control signs	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	-	-
50803	Total Parking Control	<u>\$ 51,288</u>	<u>\$ 47,105</u>	<u>\$ -</u>	<u>\$ 1,000</u>

Percentage increase/(decrease) **0.00%**

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 2011-2012
As of September 27, 2011

50804	Support Services	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 52,760	\$ 56,237	\$ 60,600	\$ 61,600
102	Part time payroll	11,769	11,755	13,000	13,000
103	Overtime	7,322	12,134	10,000	10,000
104	Longevity	700	800	1,000	1,000
108	Life insurance	68	109	200	200
110	Medical insurance	3,000	3,000	3,000	3,000
114	FICA/Medicare	1,807	2,041	1,000	2,100
	Total Personnel Expenditures	<u>77,426</u>	<u>86,076</u>	88,800	90,900
Contractual Services					
200	NCIC collection costs	11,764	11,685	12,000	12,000
202	Financial services - Town	50,000	50,000	50,000	50,000
203	Legal	36,952	4,507	45,000	20,000
205	Municipal insurance	95,122	96,550	97,200	107,000
209	Professional affiliations	1,418	1,481	1,500	1,500
214	Telephone	8,729	9,490	11,000	15,000
257	Uniform cleaning	423	500	1,000	1,000
266	Service contracts	12,450	15,648	22,700	22,700
280	Outside contractors	10,569	12,808	11,000	11,000
299	Miscellaneous	500	(85)	500	500
	Total Contractual Services	<u>227,927</u>	<u>202,584</u>	251,900	240,700
Commodities					
318	Photo equipment	2,799	84	3,500	3,000
325	Evidence supplies	1,990	1,990	2,000	2,000
329	Building supplies	531	807	1,000	1,000
	Total Commodities	<u>5,320</u>	<u>2,881</u>	6,500	6,000
50804	Total Support Services	<u><u>\$ 310,673</u></u>	<u><u>\$ 291,540</u></u>	<u><u>\$ 347,200</u></u>	<u><u>\$ 337,600</u></u>

Percentage increase/(decrease) -2.76%

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:

- ❖ This account has been moved to the Reserve for Capital Improvement - WSD fund

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

\$ 12,000

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

50805	Capital Purchases - Police	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Capital Expenditures					
401	Buildings & improvements	\$ -	\$ 2,200	\$ 6,000	\$ 4,000
402	Equipment	\$ 4,627	\$ 4,669	6,000	4,000
403	Vehicles	79,887	49,552	30,000	-
413	Improvements other than buildings	8,153	3,956	7,000	4,000
	Total Capital Expenditures	<u>92,667</u>	<u>60,377</u>	49,000	12,000
50805	Total Capital Purchases - Police	<u>\$ 92,667</u>	<u>\$ 60,377</u>	<u>\$ 49,000</u>	<u>\$ 12,000</u>

Percentage increase/(decrease) **-75.51%**

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 2011-2012
As of September 27, 2011

50806	Fringe Benefits - Police	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
108	Life Insurance	\$ -	\$ -	\$ -	\$ -
109	Workers' compensation	119,678	108,156	136,560	154,500
110	Medical insurance	-	(760)	36,000	1,000
112	Police pension plan contribution	614,107	645,648	620,000	777,520
114	FICA/Medicare			-	-
113	Heart & hypertension	-	-	10,000	1,000
116	Bonus payments	268,890	15,476	13,500	10,000
117	Physicals & inoculations	-	576	800	800
119	Educational reimbursement	3,450	2,192	10,000	5,000
	Total Personnel Expenditures	<u>1,006,125</u>	<u>771,288</u>	826,860	949,820
Contractual Services					
230	Unemployment compensation	4,459	104	20,000	10,000
268	Meals	21,540	23,502	18,500	18,500
	Total Contractual Services	<u>25,999</u>	<u>23,606</u>	38,500	28,500
50806	Total Fringe Benefits - Police	<u><u>\$1,032,124</u></u>	<u><u>\$ 794,894</u></u>	<u><u>\$ 865,360</u></u>	<u><u>\$ 978,320</u></u>
				Percentage increase/(decrease)	<u><u>13.05%</u></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 2011-2012
As of September 27, 2011

50807	Detective/Youth/Identification	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 156,704	\$ 171,446	\$ 184,000	\$ 187,000
103	Overtime	45,190	38,100	36,000	36,000
104	Longevity	1,700	2,000	2,200	2,400
108	Life insurance	204	328	520	550
110	Medical insurance	22,886	24,879	30,000	44,200
114	Medicare	3,413	3,585	3,300	3,300
	Total Personnel Expenditures	<u>230,097</u>	<u>240,337</u>	256,020	273,450
Contractual Services					
211	Travel, meetings & training	1,067	806	1,500	1,200
256	Informants	3,000	4,500	10,000	10,000
257	Uniform cleaning	3,986	3,986	4,000	4,000
280	Outside contractors	-	-	1,000	1,000
	Total Contractual Services	<u>8,053</u>	<u>9,292</u>	16,500	16,200
Commodities					
301	Office supplies	567	24	600	600
303	Uniform purchases	1,283	2,718	3,000	3,000
322	Miscellaneous supplies	848	9	1,250	1,000
	Total Commodities	<u>2,698</u>	<u>2,751</u>	4,850	4,600
50807	Total Detective/Youth/Identification	<u><u>\$ 240,848</u></u>	<u><u>\$ 252,380</u></u>	<u><u>\$ 277,370</u></u>	<u><u>\$ 294,250</u></u>

Percentage increase/(decrease) 6.09%

Department Name: Fire Administration - 50901

Mission & Purpose:

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

Goals & Objectives:

- Maintain continuity of operations with one non-staffed administrator position.
- Aggressive grant seeking. The Department has received nearly ¾ million dollars in grants over the last 10 years.
- Measure Department against industry benchmarks.
- Develop inter-departmental efficiencies and collaborations.

Accomplishments:

- Maintained continuity of operations with Acting Fire Chief since April 1, 2010.
- Implemented Orion Systems surveys for pre-employment screening.
- Initiated upgrade of records management system to Sequel-based software platform and migration to shared server space.

Fiscal Notes:

- Personnel expenses reflect partial cost of the full-time positions of the Acting Fire Chief and an Administrative Aide.
- One administrator position will likely remain open for most of the fiscal year. Full funding will need to be restored in 2012/13 budget year.
- Line 50901-266 “Service Contracts” reflect partial annual renewal cost for the records management system (“Firehouse Software”) and technical support for the same, web-based fire training, initial purchase of mobile modems for the Mobile Data Terminals (reoccurring fees located in 50900-280).
- 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 2011-2012
As of September 27, 2011

50901	Fire Administration	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 194,897	\$ 242,120	\$ 113,000	\$ 130,000
104	Longevity	1,200	1,400	810	810
108	Life insurance	554	491	300	600
110	Medical insurance	61,776	56,801	38,900	55,800
114	FICA/Medicare	4,228	4,035	2,500	3,200
120	Recruitment	5,500	3,000	8,000	8,000
	Total Personnel Expenditures	<u>268,155</u>	<u>307,846</u>	163,510	198,410
Contractual Services					
203	Legal	8,792	5,262	3,500	3,500
209	Professional affiliations	890	460	500	500
211	Travel, meetings & training	555	655	800	600
214	Telephone	4,662	5,573	6,000	6,000
215	Postage	573	596	800	250
221	Advertising & publications	471	681	900	700
223	Equipment rentals	1,395	1,322	1,500	1,500
257	Uniform cleaning	624	749	780	600
266	Service contracts	3,766	1,714	6,500	6,500
	Total Contractual Services	<u>21,728</u>	<u>17,011</u>	21,280	20,150
Commodities					
301	Office supplies	1,688	1,576	1,700	1,600
303	Uniform purchases	1,162	729	1,200	1,200
306	Vehicle repair parts	2,167	1,059	2,500	2,500
314	Office furnishings & equipment	-	461	500	500
317	Books & subscriptions	-	-	150	150
	Total Commodities	<u>5,017</u>	<u>3,825</u>	6,050	5,950
50901	Total Fire Administration	<u>\$ 294,900</u>	<u>\$ 328,682</u>	<u>\$ 190,840</u>	<u>\$ 224,510</u>

Percentage increase/(decrease) **17.64%**

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.

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Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50902	Fire Marshal	Expended	Expended	Budget	Budget
Personnel Expenditures					
103	Overtime	\$ -	\$ -	\$ -	\$ -
114	Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
Commodities					
221	Travel, meetings & training	100	-	-	-
322	Miscellaneous supplies	-	-	-	-
	Total Commodities	100	-	-	-
50902	Total Fire Marshal	\$ 100	\$ -	\$ -	\$ -

Percentage increase/(decrease) **100.00%**

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 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50903	Fire Prevention & Training	Expended	Expended	Budget	Budget
Personnel Expenditures					
103	Overtime	\$ -	\$ -	\$ -	\$ 50,000
	Total Personnel Expenditures	-	-	-	50,000
Contractual Services					
211	Travel, meetings, & training	-	-	-	4,000
	Total Contractual Services	-	-	-	4,000
Commodities					
301	Office supplies	489	500	500	500
322	Miscellaneous supplies	500	473	500	500
	Total Commodities	989	973	1,000	1,000
50903	Total Fire Prevention	\$ 989	\$ 973	\$ 1,000	\$ 55,000
Percentage increase/(decrease)					5400.00%

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 2011-2012
As of September 27, 2011

50905	Operations & Maintenance	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 822,457	\$ 856,359	\$ 860,000	\$ 916,000
103	Overtime	289,061	287,390	315,000	265,000
104	Longevity	5,700	5,700	4,000	5,400
108	Life insurance	2,905	2,898	2,800	3,000
110	Medical insurance	274,752	263,086	305,300	313,800
114	Medicare	14,938	14,001	18,000	18,000
116	Bonus payments	6,011	3,550	6,500	6,500
	Total Personnel Expenditures	<u>1,415,824</u>	<u>1,432,983</u>	1,511,600	1,527,700
Contractual Services					
211	Travel, meetings & training	12,303	3,935	16,000	11,000
223	Equipment rentals	-	1,500	1,500	1,500
257	Uniform cleaning	20,687	20,322	16,500	16,500
266	Service contracts	5,295	5,586	8,000	8,000
268	Meals	50	-	400	400
	Total Contractual Services	<u>38,335</u>	<u>31,343</u>	42,400	37,400
Commodities					
302	Gas & diesel fuel	13,959	12,223	13,000	13,000
303	Uniform purchases	4,003	1,755	4,200	4,200
305	Safety equipment	18,884	17,790	18,000	18,000
306	Vehicle repair parts	19,571	22,599	25,000	25,000
310	Radio and alarm repairs	1,757	328	1,300	2,000
312	Radio, batteries & pagers	7,216	4,500	4,500	4,500
322	Miscellaneous supplies	490	599	800	700
	Total Commodities	<u>65,880</u>	<u>59,793</u>	66,800	67,400
50905	Total Operation & Maintenance	<u>\$ 1,520,039</u>	<u>\$ 1,524,120</u>	\$ 1,620,800	\$ 1,632,500

Percentage increase/(decrease) **0.72%**

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 2011-2012
As of September 27, 2011

50906	Central Services	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Contractual Services					
266	Service contracts	\$ 1,343	\$ 628	\$ 1,500	\$ 700
280	Outside contractors	4,983	6,216	6,500	6,500
	Total Contractual Services	<u>6,326</u>	<u>6,844</u>	8,000	7,200
Commodities					
329	Building supplies	712	799	1,000	1,000
	Total Commodities	<u>712</u>	<u>799</u>	1,000	1,000
50906	Total Central Services	<u><u>\$ 7,038</u></u>	<u><u>\$ 7,643</u></u>	<u><u>\$ 9,000</u></u>	<u><u>\$ 8,200</u></u>
				Percentage increase/(decrease)	<u><u>-8.89%</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.
- Account number 402 has been moved to the Reserve for Capital Improvement - WSD fund.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50907	Capital Purchases - Fire	Expended	Expended	Budget	Budget
Capital Expenditures					
402	Equipment	\$ 14,684	\$ 16,564	\$ 32,000	\$ -
403	Vehicles	-	-	-	-
	Total Capital Expenditures	<u>14,684</u>	<u>16,564</u>	32,000	-
50907	Total Capital Purchases - Fire	<u><u>\$ 14,684</u></u>	<u><u>\$ 16,564</u></u>	<u><u>\$ 32,000</u></u>	<u><u>\$ -</u></u>
Percentage increase/(decrease)					<u><u>-100.00%</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 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50908	Fringe Benefits - Fire	Expended	Expended	Budget	Budget
Personnel Expenditures					
108	Life Insurance	\$ (29,196)	\$ -	\$ -	\$ -
109	Workers' compensation	145,412	103,448	114,000	114,000
110	Medical insurance	29,196	-	-	-
112	Fire pension plan contribution	359,067	374,143	258,000	365,000
113	Heart & hypertension	55,000	-	10,000	10,000
114	FICA/Medicare			-	-
117	Physicals & inoculations	9,714	7,854	10,000	10,000
	Total Personnel Expenditures	<u>569,193</u>	<u>485,445</u>	392,000	499,000
Contractual Services					
202	Financial & accounting	35,000	35,000	35,000	35,000
205	Municipal insurance	42,802	42,482	45,000	50,000
	Total Contractual Services	<u>77,802</u>	<u>77,482</u>	80,000	85,000
50908	Total Fringe Benefits - Fire	<u>\$ 646,995</u>	<u>\$ 562,927</u>	\$ 472,000	\$ 584,000
Percentage increase/(decrease)					<u><u>23.73%</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 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50900	Safety Complex	Expended	Expended	Budget	Budget
Personnel Expenditures					
115	Retirement benefits	\$ -	\$ -	# \$ 15,000	\$ 15,000
	Total Personnel Expenditures	-	-	# 15,000	15,000
Contractual Services					
207	Dispatch services	390,916	383,099	# 383,099	304,099
217	Electricity	82,456	82,018	# 80,000	70,000
218	Heating fuel	26,503	23,573	# 30,000	25,000
219	Sewer & water charges	3,223	2,528	# 3,500	3,000
266	Service contracts	22,972	8,662	# 24,000	11,000
280	Outside contractors	34,905	63,807	# 23,000	43,000
	Total Contractual Services	560,975	563,687	# 543,599	456,099
Commodities					
304	Custodial supplies	10,297	11,517	# 10,000	10,000
	Total Commodities	10,297	11,517	# 10,000	10,000
50900	Total Safety Complex	\$ 571,272	\$ 575,204	# \$ 568,599	\$ 481,099
Percentage increase/(decrease)					-15.39%

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 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50909	WSD Contingency	Expended	Expended	Budget	Budget
Contractual Services					
283	WSD contingency	\$ 268,450	\$ -	\$ 85,000	\$ 85,000
	Total Contractual Services	268,450	-	85,000	85,000
50909	Total WSD Contingency	\$ 268,450	\$ -	\$ 85,000	\$ 85,000
Percentage increase/(decrease)					0.00%

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 2011-2012
As of September 27, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
50910	Interfund Transfers Out	Expended	Expended	Budget	Budget
Interfund Transfers Out					
990	Interfund transfer out - grant match	\$ 10,599	\$ 10,000	\$ 20,000	\$ 20,000
998	Interfund transfer out - RCIP	120,000	20,000	-	-
	Total Interfund Transfers Out	<u>130,599</u>	<u>30,000</u>	<u>20,000</u>	<u>20,000</u>
50910	Total Interfund Transfers Out	<u>\$ 130,599</u>	<u>\$ 30,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

**TOWN OF WINDHAM,
CONNECTICUT**

ENTERPRISE FUNDS

WINDHAM WATER WORKS

**WATER POLLUTION CONTROL
FACILITY**

SPECIAL REVENUE FUND

AMBULANCE DEPARTMENT

**ADOPTED BUDGETS
FISCAL YEAR
2011-2012**

Town of Windham, Connecticut
Windham Water Works Revenue Budget Detail - Fiscal Year 2010-2011
As of September 27, 2011

Windham Water Works		2008-2009 Actual Receipts	2009-2010 Actual Revenue	2010-2011 Budgeted Revenue	2011-2012 Approved Revenue
Revenue					
46104 State of Connecticut					
854	Other revenue - State of CT	\$ -	\$ -	\$ -	\$ -
	Total State of Connecticut	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
46108 Charges for Services					
891	Water charges	2,922,268	(2,556,085)	2,564,512	2,696,261
892	Miscellaneous water charges	91,429	(86,884)	60,000	60,000
	Total Charges for Services	<u>3,013,696</u>	<u>(2,642,970)</u>	<u>2,624,512</u>	<u>2,756,261</u>
46109 Interest					
900	Investment income	70,383	(37,958)	50,000	50,000
902	Water charges interest	42,372	(52,029)	36,091	36,091
	Total Interest	<u>112,755</u>	<u>(89,986)</u>	<u>86,091</u>	<u>86,091</u>
46111 Sundry & Miscellaneous					
934	Insurance reimbursement	-	-	-	-
937	Caveat	-	-	-	-
940	Cell tower	29,459	(24,641)	20,630	20,630
950	Miscellaneous revenue	32,558	(26,174)	30,000	30,000
	Bond proceeds/Use of proceeds	-	-	-	-
	Total Sundry & Miscellaneous	<u>62,017</u>	<u>(50,816)</u>	<u>50,630</u>	<u>50,630</u>
Total WWW Revenue		<u><u>\$ 3,188,468</u></u>	<u><u>\$ (2,783,771)</u></u>	<u><u>\$ 2,761,233</u></u>	<u><u>\$ 2,892,982</u></u>

Town of Windham, Connecticut
Windham Water Works Expense Budget Detail - Fiscal Year 2010-2011
As of September 27, 2011

Windham Water Works		2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Approved Budget
Expenses					
51901 Personnel Service					
101	Regular payroll	\$ 613,816	\$ 613,046	\$ 624,566	\$ 632,000
103	Overtime	64,223	71,180	61,800	62,542
104	Longevity	6,450	6,450	7,600	8,200
108	Life insurance	1,937	1,957	2,000	2,250
109	Workers' compensation	32,498	42,064	37,800	44,200
110	Medical insurance	189,707	175,848	197,000	211,500
112	Town pension contribution	71,430	60,926	65,100	65,100
114	FICA/Medicare	49,418	50,642	53,333	54,000
115	Retirement Benefits				11,700
116	Bonus payments	2,354	2,072	3,000	3,000
117	Physical exams	627	605	1,500	1,500
211	Travel, meetings & training	1,720	1,990	5,000	5,000
230	Unemployment compensation	-	-	-	-
268	Meals	455	267	750	750
	Total Personnel Service	<u>1,034,636</u>	<u>1,027,047</u>	<u>1,059,449</u>	1,101,742
51903 Repairs & Maintenance					
280	Outside contractors	32,690	30,364	25,000	25,000
309	Major equipment repair parts	63,965	64,625	70,000	70,000
403	Vehicle lease	-	-	-	
	Total Repairs & Maintenance	<u>96,655</u>	<u>94,989</u>	<u>95,000</u>	95,000
51904 Utilities					
214	Telephone	8,499	8,766	12,000	12,000
217	Electricity	138,476	138,700	200,000	188,000
218	Heating fuel	47,774	46,919	55,750	55,750
219	Sewer & water charges	4,474	7,850	10,000	10,000
	Total Utilities	<u>199,223</u>	<u>202,234</u>	<u>277,750</u>	265,750
51905 Outside Services					
202	Financial & accounting	-	10,000	10,000	10,000
203	Legal	149	809	4,000	4,000
206	Indexing & recording	-	-	200	200
207	Other professional services - Town	73,000	89,000	92,000	92,000
208	Collection costs - Town	-	-	-	-
209	Professional affiliations	2,423	2,377	2,500	2,500
216	Water testing & treatment	23,601	18,487	19,000	19,000
221	Advertising & publications	4,333	4,723	5,000	5,000

Town of Windham, Connecticut
Windham Water Works Expense Budget Detail - Fiscal Year 2010-2011
As of September 27, 2011

Windham Water Works		2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Approved Budget
Expenses (Continued)					
51905	Outside Services (Continued)				
224	Uniform rentals	\$ 5,921	\$ 5,243	\$ 6,000	\$ 6,000
266	Service contracts	2,787	2,823	4,000	4,000
276	Bulky waste disposal	1,098	1,104	1,500	1,500
285	Consulting	15,271	11,395	25,000	25,000
	Total Outside Services	<u>128,583</u>	<u>145,961</u>	<u>169,200</u>	169,200
51906	Materials & Supplies				
215	Postage	4,099	3,867	3,000	3,000
301	Office supplies	2,171	2,855	3,500	3,500
302	Gas & diesel fuel	17,254	13,936	24,000	24,000
304	Custodial supplies	1,721	2,086	3,500	3,500
305	Safety equipment	2,755	2,439	7,000	7,000
306	Vehicle repair parts	11,965	9,695	9,000	9,000
307	Hand tools	1,527	692	2,000	2,000
313	Paving materials	14,005	8,088	7,000	7,000
314	Office furniture & equipment	1,509	2,355	3,000	3,000
320	Chemicals	198,381	209,079	212,000	212,000
321	Lab supplies	20,237	10,585	8,000	8,000
324	Inventoried supplies	(22,895)	74,586	40,000	40,000
399	Miscellaneous supplies	17,952	17,896	18,000	18,000
	Total Materials & Supplies	<u>270,681</u>	<u>358,158</u>	<u>340,000</u>	340,000
51908	Administration				
205	Municipal insurance	55,801	57,930	63,900	63,900
231	Property taxes & assessments	795	530	1,000	1,000
263	Depreciation expense	301,792	-	-	-
264	Permit fees	6,720	7,713	7,200	7,200
283	Contingency	-	-	10,000	10,000
299	Bad debt expense	-	-	-	
	Total Administration	<u>365,108</u>	<u>66,173</u>	<u>82,100</u>	82,100
51910	Debt Service				
232	Bonds - principal	0	-	325,699	310,384
233	Bonds - interest	141,899	-	112,035	96,220
	Total Debt Service	<u>141,899</u>	<u>-</u>	<u>437,734</u>	406,604

Town of Windham, Connecticut
Windham Water Works Expense Budget Detail - Fiscal Year 2010-2011
As of September 27, 2011

Windham Water Works		2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Approved Budget
Expenses (Continued)					
51914 Operational Capital Budget					
207	Other professional services	\$ -	\$ -	\$ -	\$ -
208	Security	-	-	-	-
402	Equipment	-	-	150,000	18,000
403	Vehicles	-	-	-	-
413	Facility Upgrades	17,901	-	75,000	27,000
	Total Operational Capital Budget	<u>17,901</u>	<u>-</u>	<u>225,000</u>	45,000
51915 Solar Project					
201	Architects & Engineers	-	-	-	-
299	Miscellaneous	-	-	-	131,000
413	Contract	7,290	-	-	-
	Total Valley St Relining Budget	<u>7,290</u>	<u>-</u>	<u>-</u>	131,000
51916 Bond Projects					
201	Architects & engineers	-	-	-	-
207	Bond costs	-	-	-	-
299	Miscellaneous	-	-	-	-
401	Residual basin	-	-	-	-
402	Pemberton tank repair	-	-	-	-
403	Ash Street	-	-	-	-
404	Hayden Street	-	-	-	-
405	McDermott Avenue	-	-	-	-
406	Lead services	-	-	-	-
	Total Bond Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
51917 Hosmer Mountain Tank Repairs					
299	Miscellaneous	-	-	75,000	200,000
413	Contract	-	194,382	-	-
	Total	<u>-</u>	<u>194,382</u>	<u>75,000</u>	200,000
51919					
299	Intake Trash Racks & Repairs	-	224,806	-	-
	Total	<u>-</u>	<u>224,806</u>	<u>-</u>	<u>-</u>
51924					
299	Cement Lining Ash Ave.Summit St	-	-	85,000	-
		<u>-</u>	<u>-</u>	<u>85,000</u>	<u>-</u>
Total WWW Expenses		<u>\$ 2,261,976</u>	<u>\$ 2,313,750</u>	<u>\$ 2,846,233</u>	<u>\$ 2,836,396</u>

Town of Windham, Connecticut
Water Pollution Control Facility Revenue Budget Detail - Fiscal Year 2010-2011
As of September 27, 2011

Water Pollution Control Facility	2008-2009 Actual Revenue	2009-2010 Actual Revenue	2010-2011 Revised Est Revenue	2011-2012 Estimated Revenue
Revenue				
46204 State of Connecticut				
950 Other revenue - State of CT	\$ 1,394,166	\$ 7,678,315	\$ -	\$ -
Total State of Connecticut	<u>1,394,166</u>	<u>7,678,315</u>	<u>-</u>	<u>-</u>
46208 Charges for Services				
894 Sewer charges	1,974,517	1,832,384	2,000,000	2,025,000
895 Septic charges	826,286	776,137	825,000	850,000
896 Contractual Mansfield	57,159	116,746	80,000	90,000
Total Charges for Services	<u>2,857,962</u>	<u>2,725,267</u>	<u>2,905,000</u>	2,965,000
46209 Interest				
900 Investment income	565,435	305,127	400,000	400,000
902 Sewer charges interest	32,347	44,455	30,000	30,000
Total Interest	<u>597,782</u>	<u>349,582</u>	<u>430,000</u>	430,000
46211 Sundry & Miscellaneous				
934 Insurance reimbursement	-	-	-	-
950 Miscellaneous revenue	11,648	12,490	5,000	5,000
Total Sundry & Miscellaneous	<u>11,648</u>	<u>12,490</u>	<u>5,000</u>	5,000
Total WPCF Revenue	<u><u>\$ 4,861,558</u></u>	<u><u>\$ 10,765,654</u></u>	<u><u>\$ 3,340,000</u></u>	<u><u>\$ 3,400,000</u></u>

Town of Windham, Connecticut
Water Pollution Control Facility Expense Budget Detail - Fiscal Year 2010-2011
As of September 27, 2011

Water Pollution Control Facility		2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Approved Budget
Expenses					
52801 Personnel Service					
101	Regular payroll	\$ 501,507	\$ 521,729	\$ 540,000	\$ 548,000
102	Meter reading payroll	23,748	24,463	25,500	26,000
103	Overtime	44,585	48,957	65,000	65,000
104	Longevity	5,150	4,750	4,650	5,000
116	Bonus payments	1,621	1,621	2,000	2,000
211	Travel, meetings & training	6,919	10,762	8,500	8,500
230	Unemployment compensatin	393	112	-	-
	Total Personnel Service	<u>583,923</u>	<u>612,394</u>	<u>645,650</u>	<u>654,500</u>
52803 Repairs & Maintenance					
266	Service contracts	3,602	1,857	5,000	5,000
	Total Repairs & Maintenance	<u>3,602</u>	<u>1,857</u>	<u>5,000</u>	<u>5,000</u>
52804 Utilities					
214	Telephone	5,567	6,736	9,000	9,000
217	Electricity	208,278	209,831	220,000	220,000
218	Heating fuel	3,795	9,988	20,000	20,000
219	Sewer & water charges	1,552	1,928	3,000	3,000
220	Telecommunications	1,308	2,729	1,509	-
	Total Utilities	<u>220,500</u>	<u>231,212</u>	<u>253,509</u>	<u>252,000</u>
52805 Outside Services					
205	NPDES permit renewal	5,115	-	6,000	3,000
206	Stormwater poll prevent (SWPPP)	-	-	-	-
207	Other professional services	20,753	35,540	30,000	30,000
223	Equipment rentals	1,338	1,336	2,500	2,500
224	Uniform rentals	4,246	4,224	6,000	6,000
258	Emergency line work	9,443	-	10,000	10,000
262	Sludge & grease removal	440,510	421,415	500,000	450,000
	Total Outside Services	<u>481,405</u>	<u>462,515</u>	<u>554,500</u>	<u>501,500</u>
52806 Materials & Supplies					
301	Office supplies	1,106	2,075	3,000	3,000
302	Gas & diesel fuel	8,997	6,810	9,000	9,000
303	Uniform purchases	1,727	1,254	2,000	2,000
304	Custodial supplies	1,695	3,085	3,000	3,000

Town of Windham, Connecticut
Water Pollution Control Facility Expense Budget Detail - Fiscal Year 2010-2011
As of September 27, 2011

Water Pollution Control Facility		2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Approved Budget
Expenses (Continued)					
<hr/>					
52806	Mat. & Sup. (Continued)				
305	Safety equipment	\$ 1,598	\$ 1,526	\$ 5,000	\$ 5,000
306	Vehicle repair parts	7,706	6,829	10,000	10,000
307	Meter billing upgrades	13,000	12,000	11,000	10,000
308	Postage & freight	545	967	1,000	1,000
309	Major equip repair parts	40,489	61,318	40,000	40,000
320	Chemicals	39,437	44,709	45,000	45,000
321	Lab supplies	4,107	3,777	15,000	5,000
322	Miscellaneous supplies	2,160	927	4,500	4,500
	Total Materials & Supplies	<u>122,567</u>	<u>145,277</u>	<u>148,500</u>	<u>137,500</u>
<hr/>					
52808	Administrative				
202	Financial & accounting	73,000	99,000	102,000	102,000
203	Legal	314,393	28,069	10,000	10,000
205	Municipal insurance	60,401	61,792	68,500	70,000
209	Professional affiliations	565	665	1,000	1,000
221	Advertising & publications	1,810	148	1,000	1,000
263	Depreciation	200,122	-	-	-
265	DEP - nitrogen credits	26,116	53,690	30,000	50,000
297	Loss on sale of asset	-	-	-	-
	Total Administrative	<u>676,407</u>	<u>243,364</u>	<u>212,500</u>	<u>234,000</u>
<hr/>					
52810	Debt Service				
232	Bonds - principal	-	-	18,353	10,800
233	Bonds - interest	3,276	-	1,458	300
234	Bonds - Clean Water Fund - Principal	1	29,175	29,800	30,500
235	Bonds - Clean Water Fund - Interest	59,707	11,904	11,400	10,750
	Total Debt Service	<u>62,984</u>	<u>41,079</u>	<u>61,011</u>	<u>52,350</u>
<hr/>					
52812	Fringe Benefits				
108	Life insurance	637	633	1,500	1,500
109	Workers' compensation	22,106	19,168	27,000	27,000
110	Medical insurance	118,342	143,202	143,000	155,000
112	Town pension contribution	47,844	38,108	64,430	65,000
114	FICA/Medicare	43,511	46,538	48,500	49,500
115	Retirement Benefits	-	4,680	7,800	7,800
	Total Fringe Benefits	<u>232,440</u>	<u>252,329</u>	<u>292,230</u>	<u>305,800</u>

Town of Windham, Connecticut
Water Pollution Control Facility Expense Budget Detail - Fiscal Year 2010-2011
As of September 27, 2011

Water Pollution Control Facility		2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Approved Budget
Expenses (Continued)					
52814 Capital Budget					
207	Professional services	\$ -	\$ -	\$ 10,000	\$ 10,000
401	Building & improvements	-	-	10,000	10,000
402	Equipment	-	-	10,000	10,000
403	Vehicles	-	-	-	-
404	Facility plan	-	7,127,679	-	-
407	Reserve for capital improve.	-	-	1,000,000	807,350
413	Improve. other than build.	-	-	10,000	10,000
414	Interim grease handling imprv	-	-	-	-
Total Capital Budget		<u>-</u>	<u>7,127,679</u>	<u>1,040,000</u>	847,350
52816 Septic Receiving Station					
258	Emergency Line Work	18,280	152,464	50,000	50,000
299	Miscellaneous	612	467	67,100	350,000
413	Improve. other than build.	-	-	10,000	10,000
Total Septic Receiving Station		<u>18,892</u>	<u>152,931</u>	<u>127,100</u>	410,000
Total WPCF Expenses		<u>\$ 2,402,720</u>	<u>\$ 9,270,637</u>	<u>\$ 3,340,000</u>	\$ 3,400,000

Town of Windham, Connecticut
Adopted Ambulance Department Revenue Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

Ambulance Department		2008-2009 Actual Receipts	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue	2011-2012 Estimated Revenue
Revenue					
46408	Charges for Services				
888	Ambulance fees	\$ 1,035,078	\$ 1,086,040	\$ 1,000,000	\$ 1,000,000
	Total Charges for Services	<u>1,035,078</u>	<u>1,086,040</u>	<u>1,000,000</u>	<u>1,000,000</u>
46409	Interest				
900	Investment income	552	5,000	5,000	5,000
	Total Interest	<u>552</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
46411	Sundry & Miscellaneous				
975	Miscellaneous Revenue	-	-	-	-
990	Interfund transfer in -Town	156,636	113,285	358,490	439,660
	Total Sundry & Miscellaneous	<u>156,636</u>	<u>113,285</u>	<u>358,490</u>	<u>439,660</u>
	Total Ambulance Department Revenue	<u>\$ 1,192,266</u>	<u>\$ 1,204,325</u>	<u>\$ 1,363,490</u>	<u>\$ 1,444,660</u>

Town of Windham, Connecticut
Proposed Ambulance Department Expenditure Budget Detail - Fiscal Year 2011-2012
As of September 27, 2011

Ambulance Department	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Expenses				
52901 Personnel Expenditures				
101 Regular payroll	\$ 613,291	\$ 617,667	\$ 603,000	\$ 623,000
103 Overtime	41,368	23,994	24,000	24,000
104 Longevity	4,600	4,800	5,290	5,490
108 Life insurance	1,700	1,554	1,800	2,000
109 Workers' compensation	16,414	60,156	22,840	65,750
110 Medical insurance	168,047	153,662	170,000	213,000
112 Ambulance pension plan contribution			100,000	130,000
114 FICA/Medicare	9,423	9,781	11,000	12,000
116 Bonus payments	44,601	41,963	54,750	54,750
117 physicals & inoculations			5,000	5,000
Total Personnel Expenditures	<u>899,444</u>	<u>913,577</u>	<u>997,680</u>	<u>1,134,990</u>
52905 Contractual Services				
202 Financial Services - Town		18,175	18,175	18,175
205 Municipal insurance	-	-	7,900	8,690
207 Professional services - dispatch	167,536	164,185	164,185	118,185
208 Collection costs	120,760	94,509	90,000	80,970
211 Travel, meetings & training	1,855	1,788	1,800	1,800
215 Postage	-	-	-	350
223 FLSA	1,652	1,285	2,500	2,500
257 Uniform cleaning			6,500	6,500
263 Depreciation	-	-	-	-
264 Permit fees	100	140	200	200
266 Service Contracts	5,000	2,195	11,550	9,300
299 Bad debt	-	-	-	-
Total Contractual Services	<u>296,903</u>	<u>282,276</u>	<u>302,810</u>	<u>246,670</u>
52908 Commodities				
302 Gas & diesel fuel	9,592	6,805	7,800	7,800
303 Uniform purchases			1,000	1,000
305 Safety equipment	16,013	16,068	17,000	17,000
306 Vehicle repair parts	5,001	16,015	8,000	8,000
310 Radio & alarm repairs	-	1,000	1,000	1,000
322 Oxygen & supplies	6,349	4,949	8,200	8,200
Total Commodities	<u>36,955</u>	<u>44,837</u>	<u>43,000</u>	<u>43,000</u>
52911 Capital Expenditures				
403 Vehicles	-	-	20,000	20,000
Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>20,000</u>
Total Ambulance Department	<u>\$ 1,233,302</u>	<u>\$ 1,240,690</u>	<u>\$ 1,363,490</u>	<u>\$ 1,444,660</u>

Percentage increase/(decrease) 5.95%

**TOWN OF WINDHAM,
CONNECTICUT**

**CAPITAL
IMPROVEMENT
PLAN**

**FISCAL YEAR
2011-2012**

**TOWN OF WINDHAM
Capital Improvement Plan
Fiscal Year Ending June 30, 2012**

Source of Funding

	Budget 2011-2012	State School Facility Unit	General Fund	LOCIP	RCIP	Town Garage Fund	Bonding	Ambulance Fund	Fed & State Grants
Board of Education									
BOE-General									
Kitchen Grease interceptors	15,000	11,840					3,161		
High School									
Kitchen Grease interceptors	15,000	11,840					3,161		
Natchaug School									
Kitchen Grease interceptors	15,000	11,840					3,161		
North Windham School									
Kitchen Grease interceptors	15,000	11,840					3,161		
Drill 2 new well systems	125,000	98,663					26,338		
Sweeney School									
Kitchen Grease interceptors	15,000	11,840					3,161		
Windham Center School									
Kitchen Grease interceptors	15,000	11,840					3,161		
Drill 2 new well systems	125,000	98,663					26,338		
Total Board of Education	340,000	268,366	0	0	0	0	71,642	0	0

**TOWN OF WINDHAM
Capital Improvement Plan
Fiscal Year Ending June 30, 2012**

Source of Funding

	Budget 2011-2012	State School Facility Unit	General Fund	LOCIP	RCIP	Town Garage Fund	Bonding	Ambulance Fund	Fed & State Grants
Fire Department									
30 minute SCBA Cylinderse	15,000				15,000				
Turnout Gear	17,000				17,000				
Total Fire Department	32,000	0	0	0	32,000	0	0	0	0
Ambulance Department									
New Ambulance	185,000							185,000	
Total Ambulance Department	185,000	0	0	0	0	0	0	185,000	0
Police Department									
Cruiser Replacement	30,000				30,000				
Total Police Department	30,000	0	0	0	30,000	0	0	0	0
Public Works									
Equipment Replacement	150,000				150,000				
Splash Park Drainage System	35,000			35,000					
Paint & Sandblast Cemetery Fence	100,000			100,000					
Repair Guild Field Fence	30,000			30,000					
Municipal Skate Park	150,000			150,000					
Town wide energy improvements and renovations	165,000				165,000				
Town Hall Renovation	750,000						750,000		
Kramer Renovations	1,500,000						1,500,000		
Total Public Works	2,880,000	0	0	315,000	315,000	0	2,250,000	0	0
TOTAL CAPITAL IMPROVEMENTS	3,467,000	268,366	0	315,000	377,000	0	2,321,642	185,000	0

*** Note ***

The RCIP current balance for the Town is \$897,949.
The RCIP current balance for the Willimantic Service District is \$227,183.
The current Ambulance undesignated fund balance is \$211,704. No RCIP designation has been authorized

TOWN OF WINDHAM
Five Year Capital Improvement Plan
FY2012

										FUNDING SOURCE									
DEPT	CAT	PRIORITY	TITLE	TOTAL COST	FY2012	FY2013	FY2014	FY 2015	FY2016+	School	GENERAL			Town Garage			Ambulance	Fed & St	
										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	GRANTS	
BOE-General																			
	1	1	Kitchen Grease interceptors for Boston Post Road WECC location	15,000	15,000					11,840							3,160		
	4	3	Clean storm drains throughout district	12,284		12,284											12,284		
	6	5	Architectural/Engineering study for elementary schools	110,000			110,000										110,000		
Totals				137,284	15,000	12,284	110,000	0	0	11,840	0	0	0	0	0	0	125,444	0	0
High School																			
	1	1	Kitchen Grease interceptors	15,000	15,000					11,840							3,160		
	2	1-ADA	Door & Door hardware replacement (interior/exterior)	39,763		26,508	13,255										39,763		
	2	1-ADA	Elevator Upgrade	23,000		23,000											23,000		
	2	1	Abatement & Repair Cafeteria and Hallway floors	127,000		127,000											127,000		
	4	2	Reseal/repaint tennis courts	23,550		23,550											23,550		
	4	2	Reseal/repaint track	43,275		43,275											43,275		
	4	2	Repair & Paint Parking Lot	40,000		40,000											40,000		
	4	3	Replace Stage floor	48,675			48,675										48,675		
	4	4	New Roof	1,800,000				1,800,000									1,800,000		
	6	4	Replace Media Center carpet & shades	27,000		27,000											27,000		
Totals				2,187,263	15,000	310,333	61,930	1,800,000	0	11,840	0	0	0	0	0	0	2,175,423	0	0
Middle School																			
	4	1	Replace Auditorium Carpet	12,450		12,450											12,450		
	4	1	Replace Main Office Carpet	12,000		12,000											12,000		
	4	2	Reseal/repaint tennis courts	16,750		16,750											16,750		
	4	2	Reseal/repaint track	41,275		41,275											41,275		
	4	3	Closed Circuit Camera	36,617		36,617											36,617		
	5	4	Replace Stage Curtains	35,000			35,000										35,000		
	6	5	Sprinkler for fields/field house bathrooms	145,000				145,000									145,000		
Totals				299,092	0	119,092	35,000	145,000	0	0	0	0	0	0	0	0	299,092	0	0

LEGEND

CATEGORIES

PRIORITIES

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 violated 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.

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
Five Year Capital Improvement Plan
FY2012

										FUNDING SOURCE								
DEPT	CAT	PRIORITY	TITLE	TOTAL COST	FY2012	FY2013	FY2014	FY 2015	FY2016+	School	GENERAL		Town Garage			Ambulance	Fed & St	
										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	GRANTS
Natchaug School																		
	1	1	Kitchen Grease interceptors	15,000	15,000					11,840						3,160		
	2	1-ADA	Elevator Upgrade	29,000		29,000										29,000		
	4	3	New Roof	1,140,000				1,140,000								1,140,000		
	4	3	Replace All Roof Parapet Stone	33,000		33,000										33,000		
Totals				1,217,000	15,000	62,000	0	1,140,000	0	11,840	0	0	0	0	0	1,205,160	0	0
North Windham School																		
	1	1	Kitchen Grease interceptors	15,000	15,000					11,840						3,160		
	1	1	Drill 2 new well systems	125,000	125,000					98,663						26,337		
	5	2	Asbestos tile removal	20,000		20,000										20,000		
	4	2	Replace carpet with VCT tile - classrooms	11,276		11,276										11,276		
Totals				171,276	140,000	31,276	0	0	0	110,503	0	0	0	0	0	60,773	0	0
Sweeney School																		
	1	1	Kitchen Grease interceptors	15,000	15,000					11,840						3,160		
	4	2	Replacement of Kitchen Floor tiles	18,900		18,900										18,900		
	6	5	Café/Media Center Classroom addition	2,000,000			2,000,000									2,000,000		
	6	5	Arch/Eng study Café/Media Center & room addition	38,749		38,749										38,749		
Totals				2,072,649	15,000	57,649	2,000,000	0	0	11,840	0	0	0	0	0	2,060,809	0	0
Windham Center School																		
	1	1	Kitchen Grease interceptors	15,000	15,000					11,840						3,160		
	1	1	Drill 2 new well systems	125,000	125,000					98,663						26,337		
	4	1	Upgrade/recoat Holding Tank	18,327		18,327										18,327		
	4	2	Upgrade/install parking lot lights	15,988		15,998										15,988		
	5	3	Principals office - abatement & replace carpet with VCT	11,118		11,118										11,118		
Totals				185,433	140,000	45,443	0	0	0	110,503	0	0	0	0	0	74,930	0	0
GRAND TOTAL		SCHOOL DEPARTMENT		6,269,997	340,000	638,077	2,206,930	3,085,000	0	268,366	0	0	0	0	0	6,001,631	0	0

LEGEND

CATEGORIES

PRIORITIES

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 violated must be attached),
3. Project delivers cost savings or generates additional revenues for the Town (estimated savings, or revenues should be provided),
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TOWN OF WINDHAM
Five Year Capital Improvement Plan
FY2012

										FUNDING SOURCE								
DEPT	CAT	PRIORITY	TITLE	TOTAL COST	FY2012	FY2013	FY2014	FY 2015	FY2016+	School	GENERAL		Town Garage			Ambulance	Fed & St	
										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	GRANTS
Fire Department																		
1	1		SCBA Packs Applied for but did not receive ARRA funds	87,000				87,000						87,000				
1	1		30 minute SCBA Cylinders Discarded after 15 years of services	34,200	15,000	7,200			12,000					34,200				
1	1		Turnout Gear Discarded after 10 years of service	117,000	17,000	18,000	19,000	20,000	43,000					117,000				
4	3		Thermal Imaging Cameras	20,000			20,000							20,000				
4	3		Deputy Chief Vehicle	25,000				25,000						25,000				
3	4		4" diameter supply hose	22,000		11,000	11,000							22,000				
4	3		Service Vehicle	65,000				65,000						65,000				
4	5		Front Ramp Pavement in front of apparatus bays. Sinking	20,000				20,000						20,000				
3	3		Rescue Truck	300,000											300,000		TBD	
4	2		Fire Engine Keep fire engines for 30 years through a rotation plan	600,000					600,000						600,000		TBD	
1	1		2 large air cylinders for Tower 101															
Totals				1,290,200	32,000	36,200	50,000	217,000	955,000	0	0	0	390,200	0	0	900,000	0	0
Police Dept																		
4	4		Cruiser Replacement Recommend replacing on 6 year cycle	150,000	30,000	30,000	30,000	30,000	30,000					150,000				
Totals				150,000	30,000	30,000	30,000	30,000	30,000	0	0	0	150,000	0	0	0	0	0

LEGEND

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TOWN OF WINDHAM
Five Year Capital Improvement Plan
FY2012

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DEPT	CAT	PRIORITY	TITLE	TOTAL COST	FY2012	FY2013	FY2014	FY 2015	FY2016+	School	GENERAL			Town Garage			Ambulance	Fed & St	
										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	GRANTS	
Ambulance Dept																			
	3	1	New Ambulance Recommend replacing on 6 year cycle	385,000	185,000				200,000				200,000					185,000	
Totals				385,000	185,000	0	0	0	200,000	0	0	0	200,000	0	0	0	185,000	0	

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										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	GRANTS			
Public Works																					
	4	1	Equipment Replacement	750,000	150,000	150,000	150,000	150,000	150,000					750,000							
	4	1	Recreation Park Improvements - paving	30,000		30,000							30,000								
	4	1	Municipal Skate Park Lauter Park location, in progress	150,000	150,000								150,000								
	2	2	Renovate public works garage wash bay, sewer connection, other improvements	2,000,000		100,000	100,000	100,000	1,700,000					300,000		1,700,000					
	2	2	Lauter Park Improvements Splash Park Drainage System	35,000	35,000								35,000								
	4	1	Clean & Paint Cemetery Fence	100,000	100,000								100,000								
	4	1	Pave Cemetery Roads	300,000		50,000	100,000	100,000	50,000				300,000								
	4	1	Repair Guild Field Fence	30,000	30,000								30,000								
	5	5	Shetucket Plains Playscape	35,000			35,000						35,000								
	5	4	Municipal Dog Park	50,000				50,000					50,000								
	6	5	New Park Windham Center	5,000,000					5,000,000							5,000,000					
Totals				8,480,000	465,000	330,000	385,000	400,000	6,900,000	0	0	730,000	750,000	300,000	0	6,700,000	0	0	0		

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Library																			
	4	2	Children's Dept. carpet	20,000			20,000							20,000					
	6	5	Security System-cameras, door alarms, etc	6,000		6,000								6,000					
	5	5	Telephone System	9,500		9,500								9,500					
	4	5	9 Computer Workstations - furniture and chr	5,000			5,000							5,000					
	6	5	Library Facade	50,000					50,000										50,000
Totals				90,500	0	15,500	25,000	0	50,000	0	0	0	40,500	0	0	0	0	0	50,000

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Historic																		
Downtown	6	5	Mill Museum Renovation	1,000,000					1,000,000									1,000,000
Willimantic	5	1	Facade Improvements	380,000			380,000											380,000
Totals				1,380,000	0	0	380,000	0	1,000,000	0	0	0	0	0	0	0	0	1,380,000

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Municipal Infrastructure																			
	4	1	Summit Street Sidewalks Part of Road Bond	720,000	720,000										720,000				
	4	1	Sidewalk Replacement Program Part of Bond	900,000	300,000	300,000	300,000								900,000				
	4	1	Roadway Paving Program Part of Bond	1,520,000	380,000	380,000	380,000	380,000							1,520,000				
	3	1	Energy Efficiency of Town Buildings Underway	635,000	165,000	160,000	160,000	150,000					635,000						
	5	2	Parking Garage/deck DOT preliminary design this fiscal year	7,038,000	107,600	430,400	6,500,000					107,600			6,500,000		430,400		
	5	2	Bridge Street Bike Path	161,493	32,299	129,194						32,299					129,194		
	5	3	Town Hall Renovations 3rd floor, sprinklers parking lot	750,000	750,000										750,000				
	4	4	Chapman Block Parking Lot	50,000			50,000								50,000				
	4	4	Culvert replacement Old Brooklyn Turnpike	100,000					100,000						100,000				
	5	3	Kramer Renovations and parking lot	1,500,000	1,500,000								175,000		1,325,000				
	1	4	Replace guard rails 2 miles Part of Bond	250,000	150,000	100,000									250,000				
	5	5	Mill River Walkway	200,000					200,000								200,000		
	5	5	AT & T Parking Lot	100,000		100,000							100,000						
Totals				13,924,493	4,104,899	1,599,594	7,390,000	530,000	300,000	0	139,899	275,000	635,000	0	0	12,115,000	0	759,594	

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Municipal & Community Wide Needs	6	3	Willimantic Whitewater Park	12,000,000					12,000,000								12,000,000	
Totals				12,000,000	0	0	0	0	12,000,000	0	0	0	0	0	0	0	0	12,000,000
GRAND TOTAL				43,970,190	5,156,899	2,649,371	10,466,930	4,262,000	21,435,000	268,366	139,899	#####	2,165,700	300,000	0	25,716,631	185,000	14,189,594

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