

**TOWN OF WINDHAM,
CONNECTICUT**



ADOPTED BUDGETS

**FISCAL YEAR
2013-2014**

TOWN OF WINDHAM, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2014

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**TOWN OF WINDHAM,
CONNECTICUT**

**GENERAL
GOVERNMENT**

**ADOPTED BUDGET
FISCAL YEAR
2013-2014**

**TOWN OF WINDHAM, CONNECTICUT
GENERAL GOVERNMENT AND BOARD OF EDUCATION
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2013-2014**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2013-2014 Expenditure Budget - General Government and Board of Education	\$ 14,900,481	\$ 43,000,000	\$ 57,900,481
Less: ECS Adjustment		-	-
Less: Direct Revenue Estimates	<u>(6,239,986)</u>	<u>(24,522,298)</u>	<u>(30,762,284)</u>
Net Budget	8,660,495	18,477,702	27,138,197
Reappropriation of Fund Balance	<u>(13,000)</u>	<u>-</u>	<u>(13,000)</u>
	8,647,495	18,477,702	27,125,197
Plus Adjustment *	<u>267,448</u>	<u>571,475</u>	<u>838,924</u>
Amount to be Raised	\$ 8,914,943	\$ 19,049,177	\$ 27,964,121
Adopted 2013-2014 Mill Rate	9.26	19.79	29.06
Adopted 2012-2013 Mill Rate	<u>8.88</u>	<u>19.75</u>	<u>28.63</u>
Mill Rate (Decrease) Increase	<u>0.38</u>	<u>0.04</u>	<u>0.43</u>
Mill Rate % (Decrease) Increase	<u>4.32%</u>	<u>0.22%</u>	<u>1.49%</u>

One Mill = \$ 962,400 After Board of Assessment
Appeals (BAA) Hearings

* Adjustment includes reserve for uncollected taxes at 3% 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 2013-2014
As of June 6, 2013

General Gov't & Board of Education Revenue		2010-2011 Actual Receipts	2011-2012 Actual Receipts	2012-2013 Revised Budget Revenue	2013-2014 Estimated Revenue
41001	Property Taxes				
801	Property taxes - current	\$ 24,356,521	\$ 25,435,031	\$ 26,042,887	\$ 27,125,197
803	Property taxes - MV supplemental	215,256	249,328	200,000	200,000
804	Property taxes - prior years	329,013	418,313	320,000	320,000
807	Property taxes - interest and liens	257,809	286,255	250,000	250,000
	Total Property Taxes	<u>25,158,600</u>	<u>26,388,927</u>	<u>26,812,887</u>	<u>27,895,197</u>
41002	Federal Government				
811	Emergency management	19,628	1,396	11,000	11,000
833	Social service block grant	17,448	13,472	15,000	15,000
976	Payment in lieu of taxes	300	-	200	200
	Total Federal Government	<u>37,376</u>	<u>14,868</u>	<u>26,200</u>	<u>26,200</u>
41003	State of CT - Education				
815	Education cost sharing grant	20,686,677	24,133,767	24,169,717	24,169,717
816	Special ed equity	220,595	-	-	-
817	School transportation grant	368,806	556,572	337,133	31,371
818	School construction grant	1,145,690	1,078,662	979,075	938,226
819	Aid to private schools	37,227	35,353	36,000	40,000
820	Energy assistance	-	-	-	-
	Total State of CT - Education	<u>22,458,995</u>	<u>25,804,354</u>	<u>25,521,925</u>	<u>25,179,314</u>
41004	State of CT - General Government				
826	PILOT - State property ECSU	1,158,250	849,791	848,438	835,734
827	PILOT - elderly freeze	2,460	2,000	3,000	-
828	PILOT - elderly circuit breaker	45,647	57,086	64,000	64,000
829	PILOT - housing authority	21,823	38,323	-	-
830	TAR	-	-	-	150,000
832	PILOT - totally disabled	1,685	2,148	1,500	1,500
834	Library grant	2,069	1,826	2,300	2,300
835	Boat registration fees	1,079	-	-	-
836	Maintenance of State highways	23,844	23,844	23,844	23,844
837	PILOT - machinery & equipment	151,519	134,181	212,500	-
839	PILOT - private colleges & hospitals	313,844	210,716	210,721	191,552
842	Supp Municipal Aid (former Pequot)	361,957	447,893	447,626	441,272
844	Distressed municipalities manufacturing	5,523	4,347	9,000	9,000
850	PILOT - veteran's exemption	5,098	6,313	7,500	7,500
851	MRSA Bonded Distribution	-	-	-	213,764
854	Other revenues - State of CT	55,640	-	27,820	27,820
920	Connecticard fees	721	-	750	750
	Total State of CT - General Government	<u>2,151,160</u>	<u>1,778,468</u>	<u>1,858,999</u>	<u>1,969,035</u>

Town of Windham, Connecticut
Adopted General Government Revenue Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

General Gov't & Board of Education Revenue		2010-2011 Actual Receipts	2011-2012 Actual Receipts	2012-2013 Revised Budget Revenue	2013-2014 Estimated Revenue
41005 Licenses & Permits					
856	Bingo and raffle permits	\$ 440	\$ 484	\$ 600	\$ 600
857	Building permits	302,208	206,498	250,000	250,000
859	Multi Family permits	-	113,320	130,000	90,000
866	Dog & kennel license fees	3,544	3,434	3,500	3,500
868	Sporting license fees	4,376	2,824	4,500	4,500
	Total Licenses & Permits	<u>310,567</u>	<u>326,559</u>	<u>388,600</u>	<u>348,600</u>
41006 Fines, Forfeitures & Penalties					
873	Dog redemption & sale	1,455	1,035	1,800	1,800
875	Blight ordinance	318	1,872	1,000	1,000
	Total Fines, Forfeitures & Penalties	<u>1,773</u>	<u>2,907</u>	<u>2,800</u>	<u>2,800</u>
41007 Use of Property					
808	Town property	33,948	31,144	32,000	32,000
875	School property	-	1,360	-	-
	Total Use of Property	<u>33,948</u>	<u>32,504</u>	<u>32,000</u>	<u>32,000</u>
41008 Charges for Services					
859	Refuse fees	15,088	19,265	15,000	15,000
867	Passport fees	2,675	-	-	-
869	Misc. fees collected by Town	8,310	7,584	7,000	7,000
874	Shared Services		10,778	10,000	10,000
876	Ambulance Fees			950,000	975,000
879	Grave openings	25,175	25,400	26,500	25,000
880	Foundations	100	1,650	100	100
882	Town photocopies	18,831	15,979	17,000	16,000
883	Recording fees - Town Clerk	54,146	58,993	50,000	50,000
884	Vital statistics	73,574	78,872	65,000	65,000
888	Fire Marshal plan review	5,650	4,810	5,000	5,000
889	Fire Marshal inspection fee	8,445	9,325	7,000	7,000
890	Fire Marshal temp permit & late fees	45	205	25	25
895	WFTD financial services	38,000	28,884	38,000	38,000
898	Other charges for services	6,765	6,860	6,000	6,000
899	Engineering fees	2,095	1,690	3,000	2,000
907	Notary fees	2,881	3,142	2,000	3,000
922	BOE tuition charges to other Towns	1,019,692	702,358	723,560	321,210
	Total Charges for Services	<u>1,281,472</u>	<u>975,796</u>	<u>1,925,185</u>	<u>1,545,335</u>
41009 Interest					
900	Investment income	14,393	8,204	65,000	65,000
	Total Interest	<u>14,393</u>	<u>8,204</u>	<u>65,000</u>	<u>65,000</u>

Town of Windham, Connecticut
Adopted General Government Revenue Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

General Gov't & Board of Education Revenue		2010-2011 Actual Receipts	2011-2012 Actual Receipts	2012-2013 Revised Budget Revenue	2013-2014 Estimated Revenue
41010	Interfund Transfers In				
905	Interfund transfer in - School Read	\$ 49,715	\$ 49,890	\$ 50,000	\$ 50,000
913	Interfund transfer in - WPCF	92,000	92,000	92,000	92,000
914	Interfund transfer in - WWW	92,000	92,000	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	-	-
990	Interfund transfer in - misc	-	-	-	-
	Total Interfund Transfers In	<u>336,890</u>	<u>337,065</u>	<u>319,000</u>	319,000
41011	Sundry & Miscellaneous				
829	PILOT 2 - Willimantic Housing Authority	48,485	48,991	63,000	50,000
849	Telecommunications	34,635	42,067	34,000	34,000
917	Zoning fees	10,197	6,059	15,000	15,000
920	Eviction fees	600	250	1,500	1,000
921	OTB Tax	7,456	29,119	30,000	30,000
923	Real estate conveyance tax	246,544	213,121	240,000	220,000
927	Recycling sales	450	450	-	-
928	Cemetery leases	-	-	10,000	5,000
934	Insurance reimbursement	778	5,138	-	-
939	Social services individual reimbursement	-	-	-	-
943	PILOT - hydro plant	-	-	-	-
950	Miscellaneous revenue - Town	183,214	81,116	190,000	150,000
960	Sale of Town property	-	20,400	-	-
975	Miscellaneous revenue - BOE	-	2,750	-	-
	Total Sundry & Miscellaneous	<u>532,359</u>	<u>449,461</u>	<u>583,500</u>	505,000
	Total General Gov't & Board of Education Revenue	<u>\$ 52,317,534</u>	<u>\$ 56,119,112</u>	<u>\$ 57,536,096</u>	\$ 57,887,481

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

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
General Government		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
50101	Board of Finance	\$ 107,760	\$ 91,360	-15.22%	\$ 91,360	0.00%
50102	Town Council	39,700	29,200	-26.45%	29,200	0.00%
50103	Municipal Administration	382,080	313,240	-18.02%	325,850	4.03%
50104	Finance/Treasury	379,190	414,519	9.32%	523,455	26.28%
50105	Tax/Revenue Collection	271,795	281,566	3.59%	317,260	12.68%
50106	Assessor	330,520	342,280	3.56%	343,190	0.27%
50107	Board of Assessment Appeals	200	200	0.00%	200	0.00%
50108	Town Clerk/Recording	221,991	237,060	6.79%	242,130	2.14%
50109	Vital Statistics	1,100	-	-100.00%	-	0.00%
50110	Elections	44,120	41,420	-6.12%	73,265	76.88%
50111	Registrar of Voters	36,500	36,500	0.00%	-	-100.00%
50112	Legal Counsel	79,500	71,000	-10.69%	43,000	-39.44%
50113	Probate Court	39,122	35,430	-9.44%	34,973	-1.29%
50114	Town Hall	168,040	145,600	-13.35%	135,441	-6.98%
50115	Central Services	81,198	92,000	13.30%	61,500	-33.15%
50116	Aid to Private Schools	45,000	36,000	-20.00%	40,000	11.11%
50117	Data Processing	179,840	182,150	1.28%	217,100	19.19%
50118	Charter Revision	1	10,000	100.00%	10,000	999900.00%
50120	Personnel	53,990	95,350	76.61%	110,250	15.63%
	Total General Government	2,461,647	2,454,875	-0.28%	2,598,174	5.84%

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
Public Safety		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
50201	Fire Marshal/Emer Manage	140,030	140,025	0.00%	119,225	-14.85%
50202	Animal Control	131,795	64,550	-51.02%	100,000	54.92%
	Total Public Safety	271,825	204,575	-24.74%	219,225	7.16%

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

	Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
Public Works					
50301 Engineering	\$ 175,470	\$ 155,965	-11.12%	\$ 156,265	0.19%
50302 Roads and Drainage	694,030	682,800	-1.62%	718,200	5.18%
50303 Machinery and Equipment	462,870	502,200	8.50%	511,800	1.91%
50304 Snow Removal	114,900	99,500	-13.40%	99,500	0.00%
50305 Garage Maintenance	36,050	27,350	-24.13%	27,350	0.00%
50306 Tree Services	7,000	5,000	-28.57%	5,000	0.00%
50307 Traffic Control	41,500	39,000	-6.02%	39,000	0.00%
50308 Public Works Administration	292,700	305,300	4.30%	297,100	-2.69%
50309 Street Lighting	262,900	251,500	-4.34%	251,500	0.00%
50310 Park Maintenance	286,030	281,000	-1.76%	290,700	3.45%
50311 Building	98,150	99,350	1.22%	56,650	-42.98%
50312 Cemeteries	194,900	199,300	2.26%	204,700	2.71%
50313 Solid Waste Disposal	1,267,758	1,313,119	3.58%	1,333,039	1.52%
Total Public Works	3,934,258	3,961,384	0.69%	3,990,804	0.74%

	Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
Human Services					
50401 Human Services	172,450	197,550	14.55%	168,050	-14.93%
50403 Outside Agencies	78,855	211,326	167.99%	186,526	-11.74%
50404 Health Services	55,000	-	-100.00%	-	0.00%
50405 Windham Health	95,620	108,121	13.07%	112,707	4.24%
50406 Senior Center	-	40,460	#DIV/0!	121,800	201.04%
50408 Transportation Services	87,384	-	-100.00%	-	0.00%
50409 Senior Services	57,687	-	-100.00%	-	0.00%
Total Human Services	546,996	557,457	1.91%	589,083	5.67%

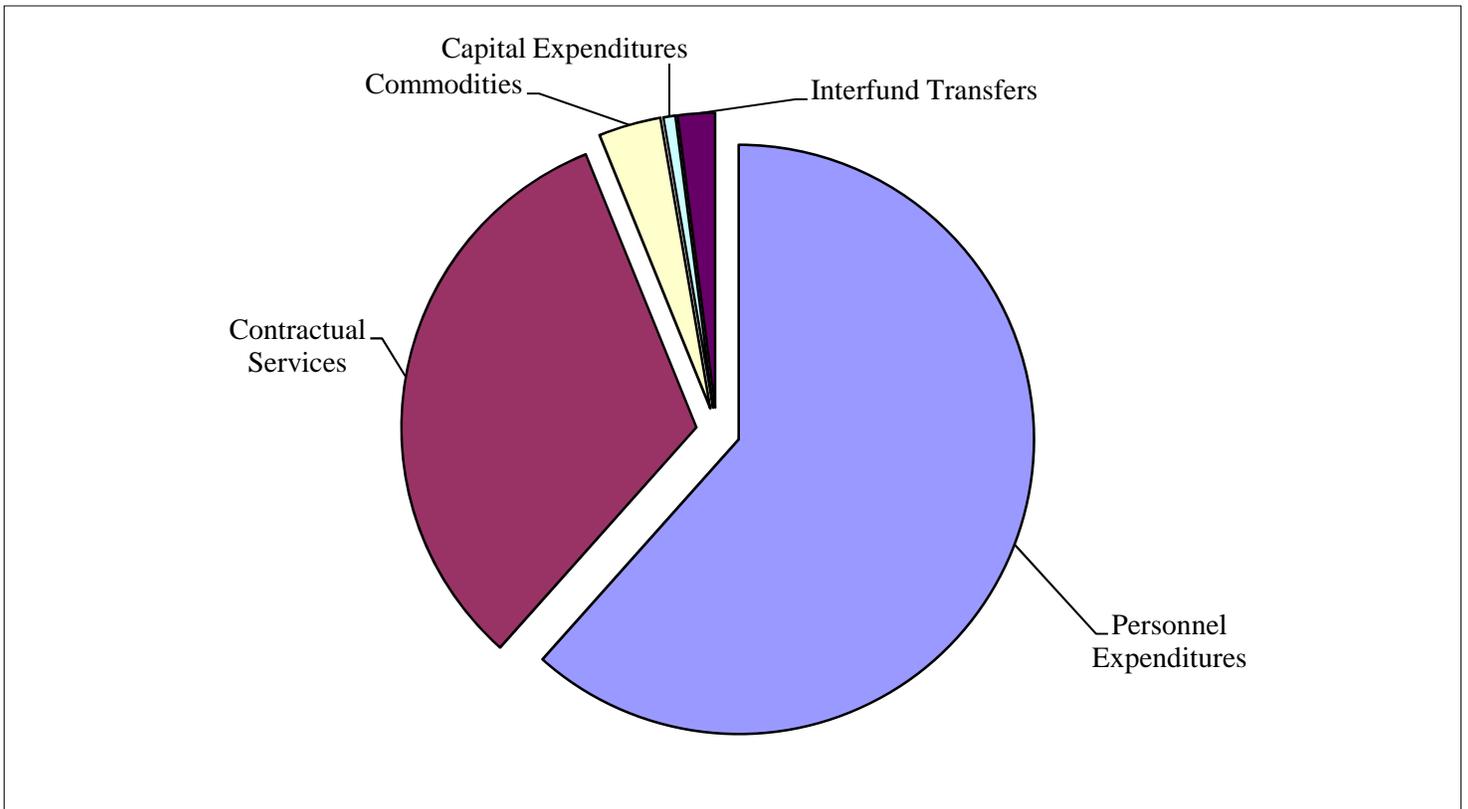
	Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
Civic and Cultural					
50501 Willimantic Public Library	731,755	730,920	-0.11%	739,720	1.20%
50502 Library Contributions	16,000	-	-100.00%	-	0.00%
50503 Recreation Administration	244,140	249,945	2.38%	254,345	1.76%
50504 Recreation General Programs	105,050	116,100	10.52%	109,000	-6.12%
50506 Recreation Center	84,300	79,700	-5.46%	79,700	0.00%
50507 Civic and Cultural Donations	20,000	15,000	-25.00%	-	-100.00%
Total Civic and Cultural	1,201,245	1,191,665	-0.80%	1,182,765	-0.75%

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

	Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
Planning and Development					
50601 Land Use Boards	\$ 13,670	\$ 18,900	38.26%	\$ 15,100	-20.11%
50604 Economic Development	13,900	13,900	0.00%	13,900	0.00%
50605 Code Enforcement	162,830	270,144	65.91%	302,750	12.07%
50606 Town Planner	121,670	128,175	5.35%	131,425	2.54%
50608 Windham Historic District	500	500	0.00%	500	0.00%
50609 Ambulance		1,483,885		1,459,118	-1.67%
Total Planning and Development	312,570	1,915,504	512.82%	1,922,793	0.38%
Capital Projects					
50701 Capital Projects	80,877	64,620	-20.10%	64,620	0.00%
Debt Service					
50702 Debt Service	2,843,508	2,803,450	-1.41%	3,212,157	14.58%
Sundry					
50703 Fringe Benefits	454,510	665,060	46.32%	590,060	-11.28%
50704 Risk Management	134,050	150,800	12.50%	150,800	0.00%
50706 Town Contingency	530	130,000	24428.30%	130,000	0.00%
50707 Interfund Transfers Out	983,490	240,000	100.00%	250,000	4.17%
Total Sundry	1,572,580	1,185,860	-24.59%	1,120,860	-5.48%
Total General Gov't Budget	\$ 13,225,506	\$ 14,339,390	8.42%	\$ 14,900,481	3.91%

Town of Windham, Connecticut
Adopted Town General Government Expenditure Budget Organization Detail - Fiscal Year 2013-2014
As of June 6, 2013

Town General Government	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Operating Expenditures				
Personnel Expenditures	\$ 6,013,848	\$ 7,383,873	\$ 7,512,099	1.74%
Contractual Services	2,755,875	3,415,257	3,936,309	15.26%
Commodities	378,047	418,190	418,240	0.01%
Capital Expenditures	99,551	79,620	79,620	0.00%
Interfund Transfers Out	942,001	240,000	250,000	4.17%
Total Operating Expenditures	<u>10,189,323</u>	<u>11,536,940</u>	<u>12,196,268</u>	<u>5.71%</u>
Non-Operating Expenditures				
Debt Service	2,808,518	2,802,450	2,704,213	-3.51%
Total Non-Operating Expenditures	<u>2,808,518</u>	<u>2,802,450</u>	<u>2,704,213</u>	<u>-3.51%</u>
Total Town General Government	<u>\$ 12,997,841</u>	<u>\$ 14,339,390</u>	<u>\$ 14,900,481</u>	<u>3.91%</u>
Percentage increase/(decrease)		<u>10.32%</u>	<u>3.91%</u>	



Town of Windham, Connecticut
Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Town General Government		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 3,585,962	\$ 4,330,008	\$ 4,393,291	1.46%
102	Part-time payroll	98,125	154,850	195,500	26.25%
103	Overtime	133,599	158,650	164,650	3.78%
104	Longevity	33,600	38,990	38,400	-1.51%
105	Temporary wages	60,526	79,380	73,880	-6.93%
108	Life insurance	9,363	11,605	13,895	19.73%
109	Workers' compensation	125,779	265,750	226,000	-14.96%
110	Medical insurance	1,155,730	1,412,400	1,421,200	0.62%
112	Town pension contribution	336,684	480,000	535,200	11.50%
114	FICA/Medicare	292,905	317,490	325,083	2.39%
115	Retirement benefits	161,228	45,000	45,000	0.00%
116	Bonus payments	20,348	84,750	75,000	-11.50%
117	Physicals & inoculations	-	5,000	5,000	0.00%
119	Educational reimbursements	-	-	-	0.00%
	Total Personnel Expenditures	6,013,848	7,383,873	7,512,099	1.74%
Contractual Services					
201	Surveyor & drafters	2,778	3,000	3,000	0.00%
202	Financial & accounting	51,000	87,600	87,600	0.00%
203	Legal - Town Attorney	20,983	27,000	20,000	-25.93%
203	Legal - Charter Revision	1,877	9,000	7,500	0.00%
204	Data processing	20,340	28,916	29,100	0.64%
204	Legal - FOI & extra. legal fees	-	1,000	1,000	0.00%
205	Municipal insurance	119,651	159,490	159,500	0.01%
206	Indexing & recording	19,460	18,810	15,000	-20.26%
207	Other professional services	12,466	210,085	192,385	-8.43%
207	WRCC - Veteran's Services	44,600	50,000	50,000	0.00%
207	North Central District Health	98,967	108,121	112,707	4.24%
208	Collection costs	-	80,970	94,000	0.00%
209	Professional affiliations	41,325	42,400	40,400	-4.72%
210	Senior citizen programs	1,626	1,500	-	-100.00%
211	Travel, meetings & training	7,176	10,300	8,800	-14.56%
212	Hauling fees	31,458	36,000	36,000	0.00%
213	Garbage collection contracts	645,432	658,000	674,450	2.50%
214	Telephone	47,381	51,550	60,000	16.39%
215	Telephone - FM	4,433	3,500	-	-100.00%
215	Postage	35,604	50,350	50,350	0.00%
217	Electricity	346,305	377,650	366,700	-2.90%
218	Heating fuel	96,175	84,750	77,750	-8.26%
219	Sewer & water charges	3,979	6,000	6,000	0.00%
220	Windham Free Library	5,469	5,000	-	-100.00%
221	Advertising & publications	21,769	33,550	30,850	-8.05%
222	Building rentals	3,250	3,000	2,225	-25.83%

Town of Windham, Connecticut
Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Town General Government		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Contractual Services (Continued)					
223	Equipment rentals	\$ 7,872	\$ 54,000	\$ 36,500	-32.41%
224	Uniform rentals	3,482	3,000	3,000	0.00%
226	WRTD - ADA compliance	17,116	9,557	9,557	0.00%
227	Community services	5,519	9,500	9,500	0.00%
229	Gen assistance - non reimbursable	-	250	250	0.00%
230	Unemployment compensation	9,985	40,000	20,000	-50.00%
232	Bonds - principal	2,063,811	2,205,070	2,196,095	-0.41%
233	Bonds - interest	744,707	597,380	508,118	-14.94%
234	Annual report	-	2,000	2,000	0.00%
236	WRTD - Dial-A-Ride	48,462	49,805	49,805	0.00%
237	VNA East, Inc.	-	-	-	0.00%
238	United Services	-	-	-	0.00%
239	Windham Hospital Paramedics	51,500	-	-	0.00%
240	McSweeney Center	40,850	10,000	-	-100.00%
241	Community Companion Services	(5,000)	5,000	5,000	0.00%
243	WRTD - Fixed Route	23,922	22,031	22,031	0.00%
245	American Legion - NEW	-	-	-	0.00%
246	Relocation expense	(2,303)	2,300	2,300	0.00%
247	Moving expense	1,080	2,700	1,620	-40.00%
251	Payment to Southeast Project	-	-	-	0.00%
252	Aid to private schools	35,353	36,000	40,000	11.11%
255	Energy efficiency	-	-	-	0.00%
257	Uniform cleaning	-	6,500	6,500	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	1,000	1,000	0.00%
266	Service contracts	121,764	131,860	149,660	13.50%
268	Meals	3,032	7,500	7,500	0.00%
269	Little Angels Program	-	500	500	100.00%
270	Demolition & security	1,377	-	-	0.00%
271	TVCCA elderly nutrition	13,896	10,633	10,633	0.00%
272	Blessings in a Backpack	-	4,800	-	0.00%
273	Willimantic Midget Football	-	-	-	0.00%
274	Willimantic Little League	1,500	1,500	1,500	0.00%
275	Bigg Play	-	-	-	0.00%
277	Dog damage	-	150	-	-100.00%
279	Refunds to State of CT	-	25,000	35,000	0.00%
279	Windham Arts Collaborative	1,000	-	-	0.00%
280	Outside contractors	143,987	137,660	236,353	71.69%
281	Guilford Smith Mem. Library	5,675	5,000	-	-100.00%
283	Town contingency	-	130,000	130,000	0.00%
285	Windham Textile Museum	-	15,000	-	-100.00%
286	3rd Thursday	-	-	-	0.00%
287	NECASA	3,500	-	-	0.00%

Town of Windham, Connecticut
Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Town General Government		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Contractual Services (Continued)					
288	WRCC - Juvenile Review Board	2,500	2,500	2,500	0.00%
289	Holy Family Shelter	3,000	3,000	3,000	0.00%
290	Legal - labor matters	\$ 45,553	\$ 27,000	\$ 9,000	-66.67%
291	Tipping & disposal fees	424,919	450,000	450,000	0.00%
292	Legal - planning & develop	2,591	4,000	1,000	-75.00%
293	Legal - suits & settlements	8,000	5,000	5,000	0.00%
294	Windham Region No Freeze Project	-	2,000	2,000	0.00%
295	Regional household waste ctr	10,619	10,619	11,089	4.43%
296	Legal - tax matters	7,478	7,000	7,000	0.00%
299	Miscellaneous	3,343	3,350	510,194	15129.67%
	Total Contractual Services	5,564,393	6,217,707	6,640,522	6.80%
Commodities					
301	Office supplies	22,741	28,265	29,140	3.10%
302	Gas & diesel fuel	91,542	110,375	108,450	-1.74%
303	Uniform purchases	1,306	2,250	1,900	-15.56%
304	Custodial supplies	8,102	10,000	11,000	10.00%
305	Safety equipment	6,469	22,850	22,700	-0.66%
306	Vehicle repairs	62,523	66,000	66,000	0.00%
307	Hand tools	3,368	4,600	6,100	32.61%
308	Electrical supplies	215	400	400	0.00%
309	Major equipment repair parts	69,870	78,150	79,850	2.18%
310	Alarm repairs	2,781	9,500	3,500	-63.16%
311	Traffic control signs	11,236	10,000	10,000	0.00%
313	Sand, salt & paving materials	-	-	-	0.00%
314	Office furnishings & equipment	1,889	1,500	-	-100.00%
315	Ground supplies	14,480	10,500	12,500	19.05%
316	Library materials & supplies	3,850	8,000	6,000	-25.00%
317	Books & subscriptions	33,511	33,050	33,500	1.36%
318	Photo equipment	-	-	-	0.00%
320	Chemicals	2,469	2,000	1,500	-25.00%
322	Miscellaneous supplies	6,335	11,800	6,600	-44.07%
323	Team sponsorship	1,457	1,500	1,500	0.00%
326	Heartsafe supplies	-	-	1,100	100.00%
327	Conservation & recycling mat.	-	-	-	0.00%
329	Building supplies	28,306	4,700	9,000	91.49%
330	Computer commodities	4,690	2,250	7,000	211.11%
331	Fuel tank supplies	909	500	500	0.00%
	Total Commodities	378,047	418,190	418,240	0.01%

Town of Windham, Connecticut
Adopted Town General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Town General Government	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Commodities (Continued)				
Capital Expenditures				
401 Buildings & improvements	\$ 12,250	\$ -	\$ -	0.00%
402 Equipment	20,241	15,000	15,000	0.00%
403 Vehicles	65,620	64,620	64,620	0.00%
413 Improvements other than building	1,440	-	-	0.00%
Total Capital Expenditures	<u>99,551</u>	<u>79,620</u>	79,620	0.00%
Interfund Transfers Out				
990 Interfund transfer out - Kramer	58,504	115,000	65,000	-43.48%
993 Interfund transfer out - Rec. rev.	20,000	20,000	25,000	25.00%
994 Interfund transfer out - Revaluation	-	-	25,000	0.00%
996 Interfund transfer out - WSD	-	10,000	20,000	100.00%
997 Interfund transfer out - Ambulance	472,160	-	-	0.00%
998 Interfund transfer out - Grant match	20,000	20,000	40,000	100.00%
999 Interfund transfer out - RCIP	371,337	75,000	75,000	100.00%
Total Interfund Transfers Out	<u>942,001</u>	<u>240,000</u>	250,000	4.17%
Total Town General Government	<u>\$ 12,997,841</u>	<u>\$ 14,339,390</u>	\$ 14,900,481	3.91%
		10.32%	3.91%	
	Percentage increase/(decrease)			

Town of Windham, Connecticut
Adopted General Government Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

General Government		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 1,181,277	\$ 1,221,344	\$ 1,375,791	12.65%
102	Part-time payroll	49,191	47,500	47,500	0.00%
103	Overtime	29,866	12,100	12,100	0.00%
104	Longevity	9,800	8,900	9,200	3.37%
105	Temporary wages	11,755	17,380	17,380	0.00%
108	Life insurance	4,510	4,220	4,410	4.50%
110	Medical insurance	297,121	330,400	351,400	6.36%
114	FICA/Medicare	96,371	98,900	110,800	12.03%
	Total Personnel Expenditures	<u>1,679,891</u>	<u>1,740,744</u>	1,928,581	10.79%
Contractual Services					
202	Financial & accounting	51,000	87,600	87,600	0.00%
203	Legal - Town Attorney	20,983	27,000	20,000	-25.93%
203	Legal - Charter Revision	1,877	9,000	7,500	0.00%
204	Data processing	20,340	28,916	29,100	0.64%
204	Legal - FOI & extra. legal fees	-	1,000	1,000	0.00%
206	Indexing & recording	19,460	18,810	15,000	-20.26%
207	Other professional services	1,236	13,000	7,000	-46.15%
208	Collection costs	-	-	-	0.00%
209	Professional affiliations	40,975	42,000	40,000	-4.76%
211	Travel, meetings & training	6,834	7,500	6,000	-20.00%
214	Telephone	37,693	42,500	60,000	41.18%
215	Postage	35,604	50,000	50,000	0.00%
217	Electricity	32,568	38,250	30,000	-21.57%
218	Heating fuel	19,137	24,000	20,000	-16.67%
219	Sewer & water charges	1,268	2,000	2,000	0.00%
221	Advertising & publications	16,980	17,250	19,550	13.33%
222	Building rentals	3,250	3,000	2,225	-25.83%
223	Equipment rentals	7,872	51,500	34,000	-33.98%
227	Community services	608	500	500	0.00%
234	Annual report	-	2,000	2,000	0.00%
247	Moving expense	1,080	2,700	1,620	-40.00%
252	Aid to private schools	35,353	36,000	40,000	11.11%
266	Service contracts	78,383	76,620	79,120	3.26%
268	Meals	830	2,000	2,000	0.00%
280	Outside contractors	45,313	46,310	48,253	4.20%
290	Legal - labor matters	45,553	27,000	9,000	-66.67%
292	Legal - planning & develop	2,591	4,000	1,000	-75.00%
293	Legal - suits & settlements	8,000	5,000	5,000	0.00%
296	Legal - tax matters	7,478	7,000	7,000	0.00%
299	Miscellaneous	2,356	1,350	1,250	-7.41%
	Total Contractual Services	<u>544,621</u>	<u>673,806</u>	627,718	-6.84%

Town of Windham, Connecticut
Adopted General Government Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

General Government	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Commodities				
301 Office supplies	\$ 16,438	\$ 20,125	\$ 17,925	-10.93%
304 Custodial supplies	1,430	1,500	2,500	66.67%
307 Hand tools	-	-	1,500	0.00%
310 Alarm repairs	-	-	-	0.00%
314 Office furnishings & equipment	1,889	1,500	-	-100.00%
317 Books & subscriptions	550	950	950	0.00%
329 Building supplies	1,226	1,000	4,000	300.00%
330 Computer commodities	2,345	250	-	-100.00%
Total Commodities	<u>23,879</u>	<u>25,325</u>	<u>26,875</u>	<u>6.12%</u>
Capital Expenditures				
401 Buildings & improvements	12,250	-	-	0.00%
402 Equipment	20,241	15,000	15,000	0.00%
Total Capital Expenditures	<u>32,491</u>	<u>15,000</u>	<u>15,000</u>	<u>0.00%</u>
Total General Government	<u>\$ 2,280,882</u>	<u>\$ 2,454,875</u>	<u>\$ 2,598,174</u>	<u>5.84%</u>
		<u>7.63%</u>	<u>5.84%</u>	
		Percentage increase/(decrease)		

Town of Windham, Connecticut
Adopted Public Safety Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Public Safety		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 134,444	\$ 730,000	\$ 706,500	-3.22%
102	Part time payroll		52,350	15,000	100.00%
103	Overtime	5,398	24,000	30,000	25.00%
104	Longevity	1,275	6,165	2,175	-64.72%
108	Life insurance	444	2,300	4,300	86.96%
109	Worker's compensation		65,750	56,000	
110	Medical insurance	45,056	239,650	154,750	-35.43%
112	Ambulance pension plan contribution		130,000	210,200	
114	FICA/Medicare	11,721	22,500	17,983	-20.08%
116	Bonus Payments		54,750	45,000	
117	Physicals & inoculations		5,000	5,000	
	Total Personnel Expenditures	198,338	1,272,715	1,196,908	-5.96%
Contractual Services					
205	Municipal insurance		8,690	8,700	
207	Other professional services	11,776	173,285	164,285	-5.19%
208	Collection costs		80,970	94,000	
209	Professional affiliatins	-	-	-	0.00%
211	Travel, meetings & training	-	1,800	1,800	0.00%
214	Telephone - EOC	754	650	-	-100.00%
215	Telephone - FM	4,433	3,500	-	-100.00%
215	Postage		350	350	
218	Heating fuel	2,159	3,000	-	-100.00%
221	Advertising & publications	733	1,000	-	-100.00%
223	Equipment rentals	-	2,500	2,500	0.00%
257	Uniform cleaning		6,500	6,500	
264	Permit fees		200	200	
277	Dog damage	-	150	-	-100.00%
266	Service contracts	96	9,800	6,500	-33.67%
280	Outside contractors	3,537	6,850	100,300	1364.23%
	Total Contractual Services	23,489	290,555	376,435	29.56%
Commodities					
301	Office supplies	188	875	150	-82.86%
302	Gas & diesel fuel	3,270	10,625	9,700	-8.71%
303	Uniform purchases	-	1,150	1,000	-13.04%
305	Safety equipment	121	17,150	17,000	-0.87%
306	Vehicle repairs	-	8,000	8,000	0.00%
309	Equipment repair	250	150	1,850	1133.33%
310	Radio & alarm repairs		7,000	1,000	-85.71%

Town of Windham, Connecticut
Adopted Public Safety Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Public Safety		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Commodities (Continued)					
314	Office furnishings & equipment	-	-	-	0.00%
317	Books & subscriptions	887	1,100	1,500	36.36%
320	Chemicals	387	500	-	-100.00%
322	Miscellaneous supplies	5,025	10,200	5,000	-50.98%
326	Heartsafe supplies			1,100	
	Total Commodities	<u>10,128</u>	<u>56,750</u>	<u>46,300</u>	<u>-18.41%</u>
Capital Expenditures					
401	Buildings & improvement	-	-	-	0.00%
403	Vehicles	-	-	-	
	Total Capital Expenditures	-	-	-	0.00%
Total Public Safety		<u>\$ 231,954</u>	<u>\$ 1,620,020</u>	<u>\$ 1,619,643</u>	<u>-0.02%</u>
Percentage increase/(decrease)			<u><u>598.42%</u></u>	<u><u>-0.02%</u></u>	

Town of Windham, Connecticut
Adopted Public Works Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Public Works		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 1,354,702	\$ 1,374,000	\$ 1,345,000	-2.11%
103	Overtime	97,788	122,000	122,000	0.00%
104	Longevity	13,750	13,950	16,550	18.64%
105	Temporary wages	1,692	3,000	3,000	0.00%
108	Life insurance	1,299	1,400	1,400	0.00%
110	Medical insurance	491,249	496,000	540,800	9.03%
114	FICA/Medicare	112,159	109,700	107,200	-2.28%
	Total Personnel Expenditures	<u>2,072,639</u>	<u>2,120,050</u>	<u>2,135,950</u>	<u>0.75%</u>
Contractual Services					
201	Surveyor & drafters	2,778	3,000	3,000	0.00%
207	Other professional services	(1,781)	20,500	18,000	-12.20%
209	Professional affiliations	-	-	-	0.00%
211	Travel, meetings & training	-	-	-	0.00%
212	Hauling fees	31,458	36,000	36,000	0.00%
213	Garbage collection contracts	645,432	658,000	674,450	2.50%
214	Telephone	5,392	4,700	-	-100.00%
217	Electricity	278,710	291,000	291,000	0.00%
218	Heating fuel	15,700	13,000	13,000	0.00%
219	Sewer & water charges	1,348	1,750	1,750	0.00%
221	Advertising & publications	998	1,550	1,550	0.00%
223	Equipment rentals	-	-	-	0.00%
224	Uniform rentals	3,482	3,000	3,000	0.00%
251	Payment to Southeast Project	-	-	-	0.00%
255	Energy efficiency	-	-	-	0.00%
264	Permit fees	800	800	800	0.00%
266	Service contracts	6,615	6,000	6,000	0.00%
268	Meals	2,202	5,500	5,500	0.00%
270	Demolition & security	1,377	-	-	0.00%
280	Outside contractors	56,518	59,500	60,000	0.84%
291	Tipping & disposal fees	424,919	450,000	450,000	0.00%
295	Regional household waste ctr	10,619	10,619	11,089	4.43%
	Total Contractual Services	<u>1,486,567</u>	<u>1,564,919</u>	<u>1,575,139</u>	<u>0.65%</u>
Commodities					
301	Office supplies	1,189	1,315	1,315	0.00%
302	Gas & diesel fuel	86,551	97,000	97,000	0.00%
304	Custodial supplies	2,980	3,500	3,500	0.00%
305	Safety equipment	5,783	5,000	5,000	0.00%
306	Vehicle repairs	62,523	58,000	58,000	0.00%
307	Hand tools	3,368	4,200	4,200	0.00%
308	Electrical supplies	215	400	400	0.00%

Town of Windham, Connecticut
Adopted Public Works Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Public Works		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Commodities (Continued)					
309	Major equipment repair parts	\$ 69,620	\$ 78,000	\$ 78,000	0.00%
310	Alarm repairs	2,781	2,500	2,500	0.00%
311	Traffic control signs	11,236	10,000	10,000	0.00%
313	Sand, salt & paving materials	-	-	-	0.00%
314	Office furnishings & equipment	-	-	-	0.00%
315	Ground supplies	14,480	10,500	12,500	19.05%
317	Books & subscriptions	128	800	800	0.00%
320	Chemicals	-	-	-	0.00%
322	Miscellaneous supplies	1,064	1,000	1,000	0.00%
327	Conservation & recycling mat.	-	-	-	0.00%
329	Building supplies	27,080	3,700	5,000	35.14%
331	Fuel tank supplies	909	500	500	0.00%
	Total Commodities	<u>289,906</u>	<u>276,415</u>	<u>279,715</u>	<u>1.19%</u>
Capital Expenditures					
401	Buildings & improvement	-	-	-	0.00%
402	Equipment	-	-	-	0.00%
413	Improvements other than building	1,440	-	-	0.00%
	Total Capital Expenditures	<u>1,440</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
	Total Public Works	<u>\$ 3,850,552</u>	<u>\$ 3,961,384</u>	<u>\$ 3,990,804</u>	<u>0.74%</u>
	Percentage increase/(decrease)		<u>2.88%</u>	<u>0.74%</u>	

Town of Windham, Connecticut
Adopted Human Services Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Human Services		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 123,815	\$ 152,270	\$ 95,000	-37.61%
102	Part-time payroll	-	-	77,000	0.00%
103	Overtime	75	150	150	0.00%
104	Longevity	1,800	1,800	1,800	0.00%
108	Life insurance	390	400	500	25.00%
110	Medical insurance	28,522	32,700	33,900	3.67%
114	FICA/Medicare	9,103	11,890	13,400	12.70%
Total Personnel Expenditures		<u>163,705</u>	<u>199,210</u>	221,750	11.31%
Contractual Services					
207	WRCC - Veteran's Services	44,600	50,000	50,000	0.00%
207	North Central District Health	98,967	108,121	112,707	4.24%
209	Professional affiliations	-	-	-	0.00%
211	Travel, meetings & training	-	-	-	0.00%
214	Telephone	-	1,000	-	0.00%
217	Electricity	-	6,500	4,700	0.00%
219	Sewer & water charges	-	600	600	0.00%
220	Windham Free Library	5,469	5,000	-	-100.00%
223	Equipment rentals	-	-	-	0.00%
226	WRTD - ADA compliance	17,116	9,557	9,557	0.00%
229	Gen assistance - non reimbursable	-	250	250	0.00%
236	WRTD - Dial-A-Ride	48,462	49,805	49,805	0.00%
237	Access Agency	-	-	-	0.00%
238	United Services	-	-	-	0.00%
239	Windham Hospital Paramedics	51,500	-	-	0.00%
240	McSweeney Center	40,850	10,000	-	-100.00%
241	Community Companion Services	(5,000)	5,000	5,000	0.00%
243	WRTD - Fixed Route	23,922	22,031	22,031	0.00%
246	Relocation expense	(2,303)	2,300	2,300	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%
266	Service contracts	-	2,000	20,600	0.00%
269	Little Angels Program	-	500	500	0.00%
271	TVCCA elderly nutrition	13,896	10,633	10,633	0.00%
272	Blessings in a Backpack	-	4,800	-	0.00%
274	Willimantic Little League	1,500	1,500	1,500	0.00%
279	Refunds to State of CT	-	25,000	35,000	0.00%
280	Outside contractors	-	-	-	0.00%

Town of Windham, Connecticut
Adopted Human Services Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Human Services		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Contractual Services (Continued)					
281	Guilford Smith Mem. Library	5,675	5,000	-	-100.00%
287	NECASA	3,500	-	-	100.00%
288	WRCC - Juvenile Review Board	2,500	2,500	2,500	0.00%
289	Holy Family Home & Shelter	3,000	3,000	3,000	0.00%
294	Windham No Freeze Project	-	2,000	2,000	0.00%
	Total Contractual Services	<u>383,654</u>	<u>357,097</u>	362,683	1.56%
Commodities					
301	Office supplies	\$ 118	\$ 1,150	\$ 4,650	304.35%
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>118</u>	<u>1,150</u>	4,650	304.35%
	Total Human Services	<u>\$ 547,478</u>	<u>\$ 557,457</u>	\$ 589,083	5.67%
	Percentage increase/(decrease)		<u>1.82%</u>	<u>5.67%</u>	

Town of Windham, Connecticut
Adopted Civic & Cultural Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Civic & Cultural	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures				
101 Regular payroll	\$ 550,356	\$ 564,000	\$ 566,000	0.35%
102 Part-time payroll	48,934	55,000	56,000	1.82%
103 Overtime	396	400	400	0.00%
104 Longevity	6,000	7,200	6,800	-5.56%
105 Temporary wages	43,756	55,000	49,500	-10.00%
108 Life insurance	1,936	2,225	2,225	0.00%
110 Medical insurance	209,387	222,500	231,400	4.00%
114 FICA/Medicare	46,103	52,300	52,100	-0.38%
Total Personnel Expenditures	<u>906,866</u>	<u>958,625</u>	<u>964,425</u>	<u>0.61%</u>
Contractual Services				
207 Other professional services	1,235	800	600	-25.00%
209 Professional affiliations	-	-	-	0.00%
210 Senior citizen programs	1,626	1,500	-	-100.00%
211 Travel, meetings & training	-	-	-	0.00%
214 Telephone	3,543	2,700	-	-100.00%
217 Electricity	35,026	41,900	41,000	-2.15%
218 Heating fuel	59,179	44,750	44,750	0.00%
219 Sewer & water charges	1,363	1,650	1,650	0.00%
221 Advertising & publications	50	-	-	0.00%
223 Equipment rentals	-	-	-	0.00%
227 Community Services	4,911	9,000	9,000	0.00%
245 American Legion - NEW	-	-	-	0.00%
266 Service contracts	36,669	37,440	37,440	0.00%
273 Willimantic Arts	-	-	-	0.00%
275 Bigg Play	-	-	-	0.00%
279 Windham Arts Collaborative	1,000	-	-	0.00%
280 Outside contractors	37,749	23,000	25,800	12.17%
285 Windham Textile Museum	-	15,000	-	-100.00%
286 3rd Thursday	-	-	-	0.00%
299 Miscellaneous	987	1,000	1,000	0.00%
Total Contractual Services	<u>183,339</u>	<u>178,740</u>	<u>161,240</u>	<u>-9.79%</u>

Town of Windham, Connecticut
Adopted Civic & Cultural Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Civic & Cultural	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Commodities				
301 Office supplies	\$ 4,217	\$ 4,000	\$ 4,000	0.00%
302 Gas & diesel fuel	663	300	300	0.00%
303 Uniform purchases	910	700	500	-28.57%
304 Custodial supplies	3,692	5,000	5,000	0.00%
305 Safety equipment	565	700	700	0.00%
306 Vehicle repairs	-	-	-	0.00%
314 Office furnishings & equipment	-	-	-	0.00%
316 Library materials & supplies	3,850	8,000	6,000	-25.00%
317 Books & subscriptions	31,860	30,000	30,000	0.00%
320 Chemicals	2,082	1,500	1,500	0.00%
322 Miscellaneous supplies	246	600	600	0.00%
323 Team sponsorship	1,457	1,500	1,500	0.00%
329 Building supplies	-	-	-	0.00%
330 Computer commodities	2,345	2,000	7,000	-250.00%
Total Commodities	<u>51,888</u>	<u>54,300</u>	<u>57,100</u>	<u>5.16%</u>
Total Civic & Cultural	<u>\$ 1,142,093</u>	<u>\$ 1,191,665</u>	<u>\$ 1,182,765</u>	<u>-0.75%</u>
		Percentage increase/(decrease)	<u>4.34%</u>	<u>-0.75%</u>

Town of Windham, Connecticut
Adopted Planning & Development Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Planning & Development	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures				
101 Regular payroll	\$ 241,368	\$ 288,394	\$ 305,000	5.76%
103 Overtime	76	-	-	0.00%
104 Longevity	975	975	1,875	92.31%
105 Temporary wages	3,323	4,000	4,000	0.00%
108 Life insurance	723	1,000	1,000	0.00%
110 Medical insurance	84,853	91,150	108,950	19.53%
114 FICA/Medicare	17,448	22,200	23,600	6.31%
Total Personnel Expenditures	<u>348,766</u>	<u>407,719</u>	<u>444,425</u>	<u>9.00%</u>
Contractual Services				
201 Vehicle Repair			-	0.00%
207 Other professional services	-	2,500	2,500	0.00%
209 Professional affiliations	350	400	400	0.00%
211 Travel, meetings & training	342	1,000	1,000	0.00%
221 Advertising & publications	3,008	13,750	9,750	-29.09%
223 Equipment rentals	-	-	-	0.00%
227 Community services	-	-	-	0.00%
280 Outside Contractors	870	2,000	2,000	100.00%
Total Contractual Services	<u>4,570</u>	<u>19,650</u>	<u>15,650</u>	<u>-20.36%</u>
Commodities				
301 Office supplies	590	800	1,100	37.50%
303 Uniform purchases	396	400	400	0.00%
302 Gas & diesel fuel	1,058	2,450	1,450	-40.82%
307 Hand tools	-	400	400	0.00%
314 Office furnishings & equipment	-	-	-	0.00%
317 Books & subscriptions	85	200	250	25.00%
322 Miscellaneous supplies	-	-	-	0.00%
Total Commodities	<u>2,129</u>	<u>4,250</u>	<u>3,600</u>	<u>-15.29%</u>
Total Planning & Development	<u>\$ 355,465</u>	<u>\$ 431,619</u>	<u>\$ 463,675</u>	<u>7.43%</u>
		<u>21.42%</u>	<u>7.43%</u>	
	Percentage increase/(decrease)			

Town of Windham, Connecticut
Adopted Sundry Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Sundry	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures				
108 Life insurance	\$ 60	\$ 60	\$ 60	0.00%
109 Workers' compensation	125,779	200,000	170,000	-15.00%
110 Medical insurance	(457)	-	-	0.00%
112 Town pension contribution	336,684	350,000	325,000	-7.14%
114 FICA/Medicare	-	-	-	0.00%
115 Retirement benefits	161,228	45,000	45,000	0.00%
116 Bonus payments	20,348	30,000	30,000	0.00%
119 Educational reimbursements	-	-	-	0.00%
Total Personnel Expenditures	<u>643,642</u>	<u>625,060</u>	<u>570,060</u>	<u>-8.80%</u>
Contractual Services				
205 Municipal insurance	119,651	150,800	150,800	0.00%
230 Unemployment compensation	9,985	40,000	20,000	-50.00%
280 Outside contractors	-	-	-	0.00%
283 Town contingency	-	130,000	130,000	0.00%
Total Contractual Services	<u>129,636</u>	<u>320,800</u>	<u>300,800</u>	<u>-6.23%</u>
Interfund Transfers Out				
990 Interfund transfer out - Kramer	58,504	115,000	65,000	-43.48%
993 Interfund transfer out - Rec. rev.	20,000	20,000	25,000	25.00%
994 Interfund transfer out - Revaluation	-	-	25,000	0.00%
996 Interfund transfer out - WSD	-	10,000	20,000	100.00%
997 Interfund transfer out - Ambulance	472,160	-	-	0.00%
998 Interfund transfer out - Grant match	20,000	20,000	40,000	100.00%
999 Interfund transfer out - RCIP	371,337	75,000	75,000	100.00%
Total Interfund Transfers Out	<u>942,001</u>	<u>240,000</u>	<u>250,000</u>	<u>4.17%</u>
Total Sundry	<u>\$ 1,715,279</u>	<u>\$ 1,185,860</u>	<u>\$ 1,120,860</u>	<u>-5.48%</u>
	Percentage increase/(decrease)	<u>-30.86%</u>	<u>-5.48%</u>	

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 # 202, includes the cost of having the Town's Financial Statements audited, accounting for post employment benefits and the development of a consolidated financial software system for the Town and the Board of Education.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50101	Board of Finance	Expended	Expended	Budget	Budget
Personnel Expenditures					
105	Temporary wages	\$ 374	\$ 960	\$ 960	\$ 960
	Total Personnel Expenditures	<u>374</u>	<u>960</u>	<u>960</u>	<u>960</u>
Contractual Services					
202	Financial & accounting	104,000	51,000	87,600	87,600
221	Advertising & publications	557	1,161	800	800
234	Town annual report	-	-	2,000	2,000
	Total Contractual Services	<u>104,557</u>	<u>52,161</u>	<u>90,400</u>	<u>90,400</u>
50101	Total Board of Finance	<u>\$ 104,931</u>	<u>\$ 53,121</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 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.
- Incorporated AG-vocate program into the Open Space and Conservation Commission, which is good for both the environment and economic development.
- FY 11-12 Town budgets passed at first voter referendum.
- Tri-Board created and appointed to explore and help resolve mutual concerns among three boards.
- Developed and carry out the process to strengthen senior and dispatch services.

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 \$1,000.00 per member is voluntary however by the Town Ordinance total amount must be budgeted. The Mayor's salary will be \$5,000.00.
- Advertising and publications, account #221 decreased due to the reduced number of public hearings and town meetings.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50102	Town Council	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
102	Part time payroll	\$ 16,131	\$ 16,591	\$ 15,000	\$ 15,000
103	Overtime	4,718	8,359	6,000	6,000
114	FICA/Medicare	1,376	835	1,500	1,500
	Total Personnel Expenditures	<u>22,225</u>	<u>25,785</u>	<u>22,500</u>	22,500
Contractual Services					
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	826	-	-	-
221	Advertising & publications	12,544	7,746	6,000	6,000
227	Community services	3,196	608	500	500
	Total Contractual Services	<u>16,566</u>	<u>8,354</u>	<u>6,500</u>	6,500
Commodities					
301	Office supplies	200	101	200	200
	Total Commodities	<u>200</u>	<u>101</u>	<u>200</u>	200
50102	Total Town Council	<u><u>\$ 38,991</u></u>	<u><u>\$ 34,241</u></u>	<u><u>\$ 29,200</u></u>	<u><u>\$ 29,200</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Municipal Administration Department #: 50103

Mission & Purpose:

The Municipal Administration Department comprises the Town Manager's Office, which includes the Town Manager and Executive Administrator/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.
- Combine executive administrator/executive secretary function to centralize all compliance around FOIA voting rights, affirmative action, OSHA/safety coordination, risk management and insurance coordination, voting rights CIRMA and FMLA.
- 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 records for Town Cemetery.
- Identify and secure funds from outside municipal tax base as to achieve municipal goals.
- Operate Town functions with sound fiscal principles.

Accomplishments:

- Resident newsletter leading to better communication with residents.
- Successfully fielded multiple FOIA requests.
- Cemetery Records (index cards) will be digitized by the end of the current fiscal year.
- In-house training for all town staff at no cost to the Town.

Fiscal Notes:

- Professional affiliations, account #209 increased, covers the Town's cost for membership in the Windham Chamber of Commerce (\$860), Windham Region Council of Governments (\$22,718), Thread City Development Corporation (\$250), and the Connecticut Conference of Municipalities (\$14,840).
This also covers other affiliations to other state organization like the Town Clerk, Tax Collector and Building Officials Associations.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50103	Municipal Administration	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 222,687	\$ 222,890	\$ 197,000	\$ 212,000
103	Overtime	112	-	-	-
104	Longevity	950	1,150	700	700
108	Life insurance	1,100	1,300	1,040	1,050
110	Medical insurance	50,126	50,281	47,800	49,500
114	FICA/Medicare	16,037	17,046	15,200	16,300
	Total Personnel Expenditures	<u>291,012</u>	<u>292,667</u>	<u>261,740</u>	<u>279,550</u>
Contractual Services					
211	Travel, meetings & training	45,034	6,834	7,500	6,000
209	Professional affiliations	27,305	40,975	42,000	40,000
221	Advertising, & publications	1,066	684	-	-
223	Equipment rentals	-	-	-	-
266	Service Contracts	-	-	-	-
	Total Contractual Services	<u>73,405</u>	<u>48,493</u>	<u>49,500</u>	<u>46,000</u>
Commodities					
301	Office supplies	296	447	500	300
314	Office furnishings & equipment	2,306	1,889	1,500	-
	Total Commodities	<u>2,601</u>	<u>2,336</u>	<u>2,000</u>	<u>300</u>
50103	Total Municipal Administration	<u>\$ 367,018</u>	<u>\$ 343,496</u>	<u>\$ 313,240</u>	<u>\$ 325,850</u>
Percentage increase/(decrease)					<u><u>4.03%</u></u>

Full-time equivalent: 2.5

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.

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).
- Create a Chart of Accounts which consolidates Board of Education and Town Records.
- Create a Trust Fund for OPEB Liability.

Accomplishments:

- Converted from fully insured to self insured medical and dental plans 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 five (5) full-time employees, two (2) part-time employees 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.
- The Town Manager’s recommendation is to add a full-time accountant position.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50104	Finance/Treasury	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 267,175	\$ 281,670	\$ 299,844	\$ 379,400
103	Overtime	10,220	9,690	4,000	4,000
104	Longevity	1,700	1,900	1,900	1,930
108	Life insurance	777	998	850	1,000
110	Medical insurance	62,419	65,432	69,900	91,000
114	FICA/Medicare	22,539	22,086	23,400	29,500
	Total Personnel Expenditures	<u>364,830</u>	<u>381,776</u>	<u>399,894</u>	<u>506,830</u>
Contractual Services					
202	Financial & accounting	-	-	-	-
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	-	-	-	-
223	Equipment rentals	-	-	-	-
266	Service contracts	10,218	10,626	12,000	14,000
280	Outside contractors	-	-	-	-
	Total Contractual Services	<u>10,218</u>	<u>10,626</u>	<u>12,000</u>	<u>14,000</u>
Commodities					
301	Office supplies	2,873	1,695	2,375	2,375
314	Office furnishings & equipment	-	-	-	-
317	Books & subscriptions	-	115	250	250
	Total Commodities	<u>2,873</u>	<u>1,810</u>	<u>2,625</u>	<u>2,625</u>
50104	Total Finance/Treasury	<u>\$ 377,920</u>	<u>\$ 394,212</u>	<u>\$ 414,519</u>	<u>\$ 523,455</u>
Percentage increase/(decrease)					<u><u>26.28%</u></u>

Full-time equivalent: 5.6

Mission & Purpose

- Municipal Tax Assessors and Tax Collectors are bound by the Connecticut General Statutes .The statutes that apply to tax assessing and collecting can be found in Volume 4, section 12 of the State Statutes.
- The Revenue Dept. is responsible for generating, mailing and balancing approximately 25,000 water/sewer notices (monthly & quarterly); we generate shut off notices twice per calendar year, usually in May/June and again in September/October.
- In fiscal year 11/12, we collected \$5,779,306.60 in water/sewer revenue.
- Our office is responsible for collecting depositing and balancing all tax and miscellaneous revenue.
- For fiscal year 11/12 the following distribution of revenue was collected:
1st taxing district portion we collected and reported a total of \$705,380.98.
Service district portion we collected and reported a total of \$4,980,488.48.
Town portion we collected and reported a total of \$26,475,289.00.
- Our office is responsible for collecting, balancing and reporting other miscellaneous revenue such as parking tickets, code/blight violations, rental permit fee and cemetery fund. For FY 11/12 we collected \$173,244.92 for these funds.
- Our office is responsible for maintaining records and generating financial reports for ambulance collections made by Holdsworth & Pelton billing service. Fiscal Year 11/12 the total deposited and reported was \$1,079,553.68.

Goals & Objectives:

- Continuously developing office policy & procedures to enhance the collection process and audit trail.
- Enhance collection portion of the Towns web site.
- Continue cross training staff.
- Encourage efficient and equitable customer service.
- Continue working towards the 4-year plan to consolidate the water & tax database to one system to include all fees corresponding to each piece of property.

Accomplishments:

- Generated over \$41,962.00 in additional fees in FY 11/12 per Town ORD. #2438 (motor vehicle delinquency reporting fee)
- Received upgrade from the water/sewer fund which enables staff to email notices to customers.
- Completed the implementation for credit/debit cards received at the counter and over the phone (tax & water-sewer) for the convenience of the customers. I completed the certificate of PCI DSS Merchant Compliance which include the developed of rigid procedures and security measures for all credit/debit card collections.
- Fiscal Year 11/12 ended with a collection rate of just over 97% on the adjusted active **2010 grand list**.
- As of July 2012, our office started recording/verifying deposits and generating monthly collection reports for the following departments: Assessor, Building, Animal Control, Finance Department, Fire Department, Human Services, Public Works, Recreation, Library and the Police Department. Copies of the reports are sent to the Town Manager and Controller.

Fiscal Notes:

- The Town receives yearly disbursement of approximately \$92,000.00 from the water/sewer departments for billing, collecting and balancing of their accounts, which is not reflected in this budget. The 1st taxing district & service district pays the Town an amount for the billing, collection, balancing and reporting of their revenue, which is not reflected in this budget.
- With the increased workload and challenges we deal with in these difficult economic times, we struggle to meet deadlines.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50105	Tax/Revenue Collection	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 186,463	\$ 186,938	\$ 187,000	\$ 218,000
102	Part time payroll	-	-		-
103	Overtime	438	317	-	-
104	Longevity	1,600	1,600	1,200	1,200
108	Life insurance	617	542	550	560
110	Medical insurance	37,444	36,517	37,300	38,600
114	FICA/Medicare	13,919	16,543	14,400	16,800
	Total Personnel Expenditures	<u>240,481</u>	<u>242,457</u>	<u>240,450</u>	<u>275,160</u>
Contractual Services					
204	Data processing	11,355	16,490	24,316	24,300
209	Professional affiliations	-	-	-	
211	Travel, meetings & training	-	-	-	
221	Advertising & publications	981	1,352	1,600	1,400
266	Service contracts	5,151	3,140	3,800	3,800
280	Outside contractors	4,324	5,516	5,800	7,000
	Total Contractual Services	<u>21,811</u>	<u>26,498</u>	<u>35,516</u>	<u>36,500</u>
Commodities					
301	Office supplies	5,663	6,854	5,600	5,600
310	Alarm repairs	-	-	-	-
314	Office furnishings & equipment	-	-	-	
	Total Commodities	<u>5,663</u>	<u>6,854</u>	<u>5,600</u>	<u>5,600</u>
50105	Total Tax/Revenue Collection	<u><u>\$ 267,955</u></u>	<u><u>\$ 275,809</u></u>	<u><u>\$ 281,566</u></u>	<u><u>\$ 317,260</u></u>
				Percentage increase/(decrease)	<u><u>12.68%</u></u>

Full-time equivalent: 4

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:

- Complete 2013 revaluation with Assessor serving as Clerk of the Works with much of the project conducted in-house: solicit, review, and reconstruct Income and Expense data from commercial property owners.
- Final analysis of residential and commercial values; conduct informal hearings following mailing of assessment change notices; compose informational flyers on revaluation program.
- Provide monthly revaluation status reports to OPM.
- Provide training and technical assistance to Board of Assessment Appeals for revaluation.
- Maintain and enhance assessment portion of Town web site.
- Continued in-house training of employees for administrative and revaluation duties.

Accomplishments:

- Led area municipalities in Grand List growth.
- Completed Town-wide inspection program in preparation for revaluation, as well as preliminary valuation of commercial and residential real estate; ran dual real estate Grand Lists while waiting for OPM Memorandum of Understanding.
- Continued sales verification/inspection program for ongoing revaluation effort.
- Prepared, presented testimony before State Finance, Revenue and bonding Committee at request of Town Manager for revaluation deferral; Provided State Representatives, Senators and Municipal CEOs with deferral rationales; Investigated alternate methods of achieving deferral status.
- Review proposed legislative initiatives and provided recommendations for bills such as Uniform Motor Vehicles Mill Rates, Elimination of Motor Vehicle Taxes, Revaluation Deferral, Land Value Tax.

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.
- Budget reduction of 1.08% resulting from decrease in Personal Property Audit program (offsets increases in Personnel line items.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50106	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 216,977	\$ 221,037	\$ 228,000	\$ 232,000
103	Overtime	27	211	-	-
104	Longevity	2,300	2,300	2,700	3,000
108	Life insurance	686	761	780	790
110	Medical insurance	60,719	57,762	60,000	62,100
114	FICA/Medicare	16,469	16,626	17,700	18,000
	Total Personnel Expenditures	<u>297,177</u>	<u>298,697</u>	<u>309,180</u>	<u>315,890</u>
Contractual Services					
204	Data processing	3,800	3,850	4,600	4,800
207	Other professional services	5,939	1,131	12,000	6,000
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	-	-	-	-
221	Advertising & publications	434	333	800	800
266	Service contracts	16,413	7,006	12,000	12,000
280	Outside contractors	-	-	-	-
	Total Contractual Services	<u>26,585</u>	<u>12,320</u>	<u>29,400</u>	<u>23,600</u>
Commodities					
301	Office supplies	2,914	1,925	3,000	3,000
314	Office furnishings & equipment	-	-	-	-
317	Books & subscriptions	415	435	700	700
	Total Commodities	<u>3,329</u>	<u>2,360</u>	<u>3,700</u>	<u>3,700</u>
50106	Total Assessor	<u><u>\$ 327,091</u></u>	<u><u>\$ 313,377</u></u>	<u><u>\$ 342,280</u></u>	<u><u>\$ 343,190</u></u>
Percentage increase/(decrease)					<u><u>0.27%</u></u>

Full-time equivalent: 4

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 Board provides the taxpayer with the opportunity to be heard by their peers at no expense to them. 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.
- Much heavier number of appeals is expected in Re-evaluation year.

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 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50107	Board of Assessment Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
105	Temporary wages	\$ -	\$ -	\$ -	\$ -
	Total Personnel Expenditures	-	-	-	-
Contractual Services					
211	Travel, training & meetings	-	-	-	-
221	Advertising & publications	69	90	200	200
	Total Contractual Services	69	90	200	200
Commodities					
317	Books & subscriptions	-	-	-	-
	Total Commodities	-	-	-	-
50107	Total Board of Assessment Appeals	\$ 69	\$ 90	\$ 200	\$ 200
Percentage increase/(decrease)					0.00%

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, absentee ballots, notary public records, insurance claim notices, freedom of information requests and parking permits. Prepare election and referendum ballots. Prepare ordinances for codification.

Goals & Objectives:

- The incorporation of survey maps online through the land record portal
- Imagining land records from 2004 on back in order to make more images available online- currently images are available for land records with current records through 2004, although indexes are available online back to 1966.
- Ongoing preservation of historic records.
- Ongoing management of boards/commissions on website.

Accomplishments:

- Launched land records online. The portal is supported by our vendor IQS, and is accessible from the Town of Windham website.
- Maintained boards and commissions online-to include tracking agendas and minutes.
- Administrated Aircraft Registrations successfully without and outside contractor.

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.
- 50108-103 overtime is needed during elections in November.
- Aircraft Registration revenue \$5,610 (collected for 60 airplanes out of a list of 68)
- 50108-209 increased by \$1000 (\$500 for conference/dues and \$500 for municipal clerk certification.
- 50109-206 (vitals indexing/recording) consolidated into 50108-301 (town clerk indexing/recording)
- 50109-280 (vitals outside contractors) consolidated into 50108-299 (town clerk miscellaneous), pays for vital records sent by other towns to Windham.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50108	Town Clerk/Recording	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 135,209	\$ 137,945	\$ 152,000	\$ 158,000
103	Overtime	617	488	100	100
104	Longevity	1,600	1,600	1,600	1,870
108	Life insurance	428	473	550	560
110	Medical insurance	43,697	43,963	49,500	51,200
114	FICA/Medicare	10,365	10,193	11,800	12,300
	Total Personnel Expenditures	<u>191,915</u>	<u>194,662</u>	<u>215,550</u>	<u>224,030</u>
Contractual Services					
206	Indexing & recording	17,388	19,248	18,810	15,000
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	-	-	-	-
221	Advertising & publications	155	270	350	350
223	Equipment rentals	-	-	-	-
266	Service contracts	-	-	-	-
280	Outside contractors	-	-	100	100
299	Miscellaneous	2,314	2,356	350	250
	Total Contractual Services	<u>19,857</u>	<u>21,874</u>	<u>19,610</u>	<u>15,700</u>
Commodities					
301	Office supplies	4,647	3,755	1,900	2,400
314	Office furnishings & equipment	-	-	-	-
	Total Commodities	<u>4,647</u>	<u>3,755</u>	<u>1,900</u>	<u>2,400</u>
50108	Total Town Clerk/Recording	<u><u>\$ 216,419</u></u>	<u><u>\$ 220,291</u></u>	<u><u>\$ 237,060</u></u>	<u><u>\$ 242,130</u></u>
				Percentage increase/(decrease)	<u><u>2.14%</u></u>

Full-time equivalent: 2.9

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:

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

Fiscal Notes:

- Vital Statistics 50109 has been consolidated with 50108.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
50109	Vital Statistics				
Contractual Services					
206	Indexing & recording	\$ 386	\$ 17	\$ -	\$ -
221	Advertising & publications	-	-	-	-
280	Outside contractors	-	-	-	-
	Total Contractual Services	<u>386</u>	<u>17</u>	<u>-</u>	<u>-</u>
Commodities					
301	Office supplies	239	435	-	-
314	Office furnishings & equipment	-	-	-	-
	Total Commodities	<u>239</u>	<u>435</u>	<u>-</u>	<u>-</u>
50109	Total Vital Statistics	<u><u>\$ 625</u></u>	<u><u>\$ 452</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></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.
- Review the layout for voting at the polling sites and make changes as needed.
- Be cognizant of the changes proposed by the Secretary of State Office (permanent absentee status -- same day registration and voting).

Accomplishments:

- We now have in the Registrar's office an extremely slow laptop computer to receive the internet.
- Found a solution to the WCFH traffic problem by creating a third polling site. Also, the WCFH firemen widened the driveway.

Fiscal Notes:

- Budget details the costs for one primary, one election, and one referendum using three polling districts. Should more than one of any of these items be needed, additional costs will be incurred and additional funding will be necessary.
- Telephone, account #214, has been moved to 50117.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50110	Elections/Registrar of Voters	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
102	Part time payroll				\$ 32,500
105	Temporary wages	\$ 18,010	\$ 10,420	\$ 15,920	15,920
114	FICA/Medicare				2,500
	Total Personnel Expenditures	<u>18,010</u>	<u>10,420</u>	<u>15,920</u>	<u>50,920</u>
Contractual Services					
207	Other professional services				500
214	Telephone	2,028	2,044	2,500	-
221	Advertising & publications	642	3,774	6,000	7,000
222	Building rentals	1,000	3,250	3,000	2,225
247	Moving expense	2,160	1,080	2,700	1,620
268	Meals	1,199	830	2,000	2,000
280	Outside contractors	7,277	5,162	8,300	7,000
	Total Contractual Services	<u>14,306</u>	<u>16,140</u>	<u>24,500</u>	<u>20,345</u>
Commodities					
301	Office/election supplies	4,750	208	1,000	2,000
	Total Commodities	<u>4,750</u>	<u>208</u>	<u>1,000</u>	<u>2,000</u>
50110	Total Elections	<u>\$ 37,066</u>	<u>\$ 26,768</u>	<u>\$ 41,420</u>	<u>\$ 73,265</u>
				Percentage increase/(decrease)	<u>76.88%</u>

Department Name:

Registrar of Voters

Department #:50111

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:

- Add lists from the presidential election to the 2012 canvas to update the voter list.
- Introduce the new Republican Deputy to her responsibilities and duties in the Registrar's Office.
- The Secretary of State, made the decision to eliminate access to email that was previously supported by State funds. We require a more update internet connected computer so that we may receive emails from the Secretary's Office and other registrars. We would also like be connected to the Town internet for internal messages.

Accomplishments:

- We have accomplished all the goals from 2011-2012.
- Completed alphabetizing and filing the voter registration card to 1981.
- Redistricted Windham into three polling places including the 48th District.
- Notified voters in the new 48th State Representative District and made provisions for them at the polls.
- Notified all voters in Windham of their polling site.

Fiscal Notes:

- 50103 – 209 Conferences – Municipal Administration Budget. The staff is required to attend ten hours of training each year; the fall and spring conferences count as all or part of the training. In order, to receive training from the County meetings we must belong to ROVAC.
- Registrar of Voters is being consolidated with 50110.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50111 Registrar of Voters		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
102	Part time payroll	\$ 32,500	\$ 32,600	\$ 32,500	\$ -
114	FICA/Medicare	2,486	2,486	2,500	-
	Total Personnel Expenditures	<u>34,986</u>	<u>35,086</u>	<u>35,000</u>	-
Contractual Services					
207	Other professional services	115	105	500	-
209	Professional affiliations	-	-	-	-
221	Advertising & publications	-	-	-	-
	Total Contractual Services	<u>115</u>	<u>105</u>	<u>500</u>	-
Commodities					
301	Office supplies	321	617	1,000	-
314	Office furnishings & equipment	-	-	-	-
	Total Commodities	<u>321</u>	<u>617</u>	<u>1,000</u>	-
50111	Total Registrar of Voters	<u>\$ 35,422</u>	<u>\$ 35,809</u>	<u>\$ 36,500</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u><u>-100.00%</u></u>

Department Name:

Legal Counsel

Department #:50112

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Line item #290 Labor matters decreased. All union contracts covered by the General Government Budget have been ratified until June 30, 2015.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50112	Legal Counsel	Expended	Expended	Budget	Budget
Contractual Services					
203	Legal - Town Attorney	\$ 33,529	\$ 20,983	\$ 27,000	\$ 20,000
204	F.O.I. & extra. legal fees	-	-	1,000	1,000
290	Legal - labor matters	20,279	45,553	27,000	9,000
292	Legal - planning & development	912	2,591	4,000	1,000
293	Legal - suits & settlements	-	8,000	5,000	5,000
296	Legal - tax matters	17,279	7,478	7,000	7,000
299	Miscellaneous	-	-	-	-
	Total Contractual Services	<u>71,999</u>	<u>84,605</u>	<u>71,000</u>	43,000
50112	Total Legal Counsel	<u><u>\$ 71,999</u></u>	<u><u>\$ 84,605</u></u>	<u><u>\$ 71,000</u></u>	<u><u>\$ 43,000</u></u>
Percentage increase/(decrease)					<u><u>-39.44%</u></u>

Department Name:

Probate Court

Department #:50113

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 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50113	Probate Court	Expended	Expended	Budget	Budget
Contractual Services					
206	Indexing & recording	\$ -	\$ 195	\$ -	\$ -
214	Telephone	281	-	-	-
215	Postage	-	-	-	-
223	Equipment rentals	-	-	-	-
266	Service contracts	31,622	35,762	27,820	27,820
280	Outside Contractors			7,610	7,153
	Total Contractual Services	<u>31,903</u>	<u>35,957</u>	<u>35,430</u>	<u>34,973</u>
Commodities					
301	Office supplies	154	-	-	-
314	Office furnishings & equipment	2,000	-	-	-
317	Books & subscriptions	-	-	-	-
	Total Commodities	<u>2,154</u>	<u>-</u>	<u>-</u>	<u>-</u>
50113	Total Probate Court	<u>\$ 34,056</u>	<u>\$ 35,957</u>	<u>\$ 35,430</u>	<u>\$ 34,973</u>
Percentage increase/(decrease)					<u><u>-1.29%</u></u>

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:

- Maintaining a clean and safe environment and when 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 increases in service contracts. The account pays for the following:
 - PJ Sprinklers
 - State of Connecticut Annual Elevator Renewal
 - Otis Elevator
 - Guarantee (HVAC)
 - Fire Control Services
- Account #280 increased due to work that will need to be done at the Town Hall building for maintenance. (floors, bathrooms, electrical, plumbing and walls, etc.)

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50114	Town Hall	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 40,184	\$ 25,392	\$ 26,500	\$ 29,391
103	Overtime	10,529	10,801	2,000	2,000
104	Longevity	300	300	300	-
108	Life insurance	131	144	150	150
110	Medical insurance	15,637	17,103	18,100	9,400
114	FICA/Medicare	3,378	2,590	2,300	2,500
	Total Personnel Expenditures	<u>70,160</u>	<u>56,329</u>	<u>49,350</u>	<u>43,441</u>
Contractual Services					
217	Electricity	41,490	32,568	38,250	30,000
218	Heating fuel	17,390	19,137	24,000	20,000
219	Sewer & water charges	1,600	1,268	2,000	2,000
266	Service contracts	5,102	7,835	8,500	9,000
280	Outside contractors	17,740	33,924	21,000	23,000
	Total Contractual Services	<u>83,322</u>	<u>94,731</u>	<u>93,750</u>	<u>84,000</u>
Commodities					
304	Custodial supplies	2,001	1,430	1,500	2,500
307	Hand tools	-	-	-	1,500
314	Office furnishings & equipment	-	-	-	-
329	Building supplies	191	1,226	1,000	4,000
	Total Commodities	<u>2,192</u>	<u>2,656</u>	<u>2,500</u>	<u>8,000</u>
Capital Expenditures					
401	Buildings & improvements	596	12,250	-	-
	Total Capital Expenditures	<u>596</u>	<u>12,250</u>	<u>-</u>	<u>-</u>
50114	Total Town Hall	<u>\$ 156,270</u>	<u>\$ 165,967</u>	<u>\$ 145,600</u>	<u>\$ 135,441</u>
					Percentage increase/(decrease) <u><u>-6.98%</u></u>

Full-time equivalent: 1

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.

Goals & Objectives:

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

Accomplishments:

- Accounts pay for all the expenses that are centralized.
- Account #301 covers the following:
\$4000.00 covers copy paper for Town of Windham General Government Departments.

Fiscal Notes:

- Equipment rentals, account #223, is for leasing of the postage machine.
- Telephone, account #214, has been moved to 50117.

Town of Windham, Connecticut
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As of June 6, 2013

50115	Central Services	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 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	25,824	25,704	28,000	-
215	Postage	40,029	35,604	50,000	50,000
223	Equipment rentals	7,414	7,872	9,000	9,000
266	Service contracts	-	-	-	-
299	Miscellaneous	497	-	1,000	1,000
	Total Contractual Services	<u>73,765</u>	<u>69,180</u>	<u>88,000</u>	<u>60,000</u>
Commodities					
301	Office supplies	-	-	4,000	1,500
	Total Commodities	<u>-</u>	<u>-</u>	<u>4,000</u>	<u>1,500</u>
50115	Total Central Services	<u><u>\$ 73,765</u></u>	<u><u>\$ 69,180</u></u>	<u><u>\$ 92,000</u></u>	<u><u>\$ 61,500</u></u>
				Percentage increase/(decrease)	<u><u>-33.15%</u></u>

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 June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50116	Aid to Private Schools	Expended	Expended	Budget	Budget
Contractual Services					
252	Aid to private schools	\$ 37,485	\$ 35,353	\$ 36,000	\$ 40,000
	Total Contractual Services	<u>37,485</u>	<u>35,353</u>	<u>36,000</u>	<u>40,000</u>
50116	Total Aid to Private Schools	<u>\$ 37,485</u>	<u>\$ 35,353</u>	<u>\$ 36,000</u>	<u>\$ 40,000</u>
Percentage increase/(decrease)					<u><u>11.11%</u></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.
- Maintaining 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.
- Telephone, account number 214, has been consolidated with 50110,50115,50201,50308 50406, 50501 and 50503.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50117	Data Processing	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 60,957	\$ 64,112	\$ 66,000	\$ 69,000
104	Longevity	300	500	500	500
108	Life insurance	131	144	150	150
110	Medical insurance	21,600	21,600	23,900	24,800
114	FICA/Medicare	4,602	4,717	5,100	5,400
	Total Personnel Expenditures	<u>87,590</u>	<u>91,073</u>	<u>95,650</u>	<u>99,850</u>
Contractual Services					
207	Other professional services	270	-	500	500
211	Travel, meetings & training	-	-	-	-
214	Telephone	8,739	9,945	12,000	60,000
221	Advertising & publications	-	-	-	-
223	Equipment rentals	25,047	27,185	42,500	25,000
266	Service contracts	12,137	14,014	12,500	12,500
280	Outside contractors	1,019	711	3,500	4,000
	Total Contractual Services	<u>47,212</u>	<u>51,854</u>	<u>71,000</u>	<u>102,000</u>
Commodities					
301	Office supplies	26	-	250	250
330	Computer commodities	199	-	250	-
	Total Commodities	<u>225</u>	<u>-</u>	<u>500</u>	<u>250</u>
Capital Expenditures					
402	Equipment	12,158	20,241	15,000	15,000
	Total Capital Expenditures	<u>12,158</u>	<u>20,241</u>	<u>15,000</u>	<u>15,000</u>
50117	Total Data Processing	<u>\$ 147,186</u>	<u>\$ 163,168</u>	<u>\$ 182,150</u>	<u>\$ 217,100</u>
Percentage increase/(decrease)					<u><u>19.19%</u></u>

Full-time equivalent: 1

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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50118 Charter Revision		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
105	Temporary wages	\$ -	\$ 375	\$ 500	\$ 500
	Total Personnel Expenditures	-	375	500	500
Contractual Services					
203	Legal	-	1,877	9,000	7,500
221	Advertising & publications	-	80	500	2,000
	Total Contractual Services	-	1,957	9,500	9,500
50118	Total Charter Revision	\$ -	\$ 2,332	\$ 10,000	\$ 10,000
Percentage increase/(decrease)					0.00%

Mission & Purpose:

It is the purpose of the Personnel Department to implement policies and procedures that:

- 1) Result in merit-based hiring and promotion practices.
- 2) Ensure fairness and equitable treatment to applicants and employees.
- 3) 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. All Department and supervisors have a role in the administration of personnel policies and procedures.

Goals & Objectives:

- To conduct labor negotiations with the assistance of the Town Manager while minimizing the use of labor counsel.
- To continue revising written job descriptions for positions within the Town.
- To update and revise the Town's Personnel Rules for Professional Employees.
- To continue revising the newly created collective bargaining agreement comparison matrix.
- To develop a recruit plan for the Willimantic Fire Department that promotes diversity within the workforce.

Accomplishments:

- Created a Modified/Light Duty and Return-to-Work Policy for all Town Employees.
- Established the Town of Windham Safety Committee.
- Created the Town of Windham Snow Removal Policy & Procedures.
- Provided a formal response regarding Emergency Planning for Town Employees.

Fiscal Notes:

- Personnel expenditures cover the cost of the full-time Personnel Director only.

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50120 Personnel	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures				
101 Regular payroll	\$ 41,701	\$ 41,294	\$ 65,000	\$ 78,000
104 Longevity	450	450	-	-
108 Life insurance	132	148	150	150
110 Medical insurance	4,411	4,463	23,900	24,800
114 FICA/Medicare	3,220	3,249	5,000	6,000
Total Personnel Expenditures	<u>49,914</u>	<u>49,604</u>	<u>94,050</u>	<u>108,950</u>
Contractual Services				
209 Professional affiliations	-	-	-	-
211 Travel, meetings & training	-	-	-	-
221 Advertising & publications	691	1,489	1,000	1,000
223 Equipment rentals	-	-	-	-
280 Outside contractors	-	-	-	-
Total Contractual Services	<u>691</u>	<u>1,489</u>	<u>1,000</u>	<u>1,000</u>
Commodities				
301 Office supplies	378	400	300	300
314 Office furniture & equipment	-	-	-	-
317 Books & subscriptions	-	-	-	-
Total Commodities	<u>378</u>	<u>400</u>	<u>300</u>	<u>300</u>
50120 Total Personnel	<u><u>\$ 50,983</u></u>	<u><u>\$ 51,494</u></u>	<u><u>\$ 95,350</u></u>	<u><u>\$ 110,250</u></u>
Percentage increase/(decrease)				<u><u>15.63%</u></u>

Full-time equivalent: 1

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:

- Conduct upgrades to equipment in the EOC (Emergency Operations Center).
- Review and update planning documents the process is on-going.
- To develop new plans or annexes to existing plans, respond to the threat of bio-terrorism and weapons of mass destruction through an all-hazards approach.
- Conduct/coordinate fire investigations, plan reviews and code compliance inspections a required with personnel of the two (2) service districts.

Accomplishments:

- Updated radio antenna equipment for EOC also, WI-FI is now operating along with updating some equipment which will be used for training and during emergencies.
- Continuing the radio equipment project for the Three Windham Fire Departments for better radio coverage within the Town and a base station at ECSU for EOC Communications.
- Participating in a Local Energy Assurance Plan (LEAP) for the Town and involved with a State work group on Energy for the State's EOP (Emergency Operations Plan).
- Will be participating in a Regional Emergency Preparedness Team drill for the State including some table top exercises for our host community duties and sheltering.
- 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.
- Outside contractors, account #280 has been included to permit maintenance of the communications equipment, and the inspection services or plan reviews as necessary.
- Equipment repairs, account #309, for maintenance of Town equipment for Fire Marshal's office, i.e., computers, tools, camera & electronic gear, etc. (11,000 is for repairs of equipment to EOC).
- Books and Subscriptions, account #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 memberships in the National Fire Protection Association (NFPA) and International Code Council (ICC), as part of my job description to administer Safety Codes Town wide.
- Adding \$28,000.00 for FM Vehicle to Capital Expenditure Fund.
- Telephone, accounts #214 & 215, moved to 50117.

Town of Windham, Connecticut
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As of June 6, 2013

50201	Fire Marshal/Emer Manage	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 83,831	\$ 86,652	\$ 84,000	\$ 86,000
102	Part time payroll	12,300	12,808	12,350	15,000
103	Overtime	110	56		
104	Longevity		375	375	375
108	Life insurance	266	300	300	300
110	Medical insurance	22,865	22,968	24,650	3,750
114	FICA/Medicare	6,259	6,394	7,400	7,800
	Total Personnel Expenditures	<u>125,631</u>	<u>129,553</u>	<u>129,075</u>	<u>113,225</u>
Contractual Services					
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	-	-	-	-
214	Telephone - EOC	986	754	650	-
215	Telephone - FM	3,477	4,433	3,500	-
223	Equipment rentals	-	-	-	-
266	Service contracts	469	96	500	500
280	Outside contractors	4,906	1,857	2,850	300
	Total Contractual Services	<u>9,838</u>	<u>7,141</u>	<u>7,500</u>	<u>800</u>
Commodities					
301	Office supplies	367	114	500	150
302	Gas & diesel	1,681	2,292	1,700	1,700
306	Vehicle repair parts	-	-	-	-
309	Equipment repair	76	250	150	1,850
314	Office furniture & equipment	-	-	-	
317	Books & subscription	1,069	887	1,100	1,500
399	Miscellaneous commodities	-	-	-	-
	Total Commodities	<u>3,193</u>	<u>3,543</u>	<u>3,450</u>	<u>5,200</u>
50201	Total Fire Marshal/Emer Manage	<u>\$ 138,663</u>	<u>\$ 140,236</u>	<u>\$ 140,025</u>	<u>\$ 119,225</u>

Percentage increase/(decrease) -14.85%

Full-time equivalent: 1.5

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 the 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:

Fiscal Notes:

- It is the intention to have a request for proposal for Animal Control Service. Outside Contractors line 280 will be used for this.

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50202	Animal Control	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 50,901	\$ 47,792	\$ -	\$ -
102	Part time payroll	17,448	19,578	40,000	-
103	Overtime	7,483	5,398	-	-
104	Longevity	900	900	-	-
108	Life insurance	131	144	-	-
110	Medical insurance	22,006	22,088	-	-
114	FICA/Medicare	4,858	5,327	3,100	-
	Total Personnel Expenditures	<u>103,728</u>	<u>101,227</u>	<u>43,100</u>	-
Contractual Services					
207	Other professional services	8,045	11,776	9,000	-
218	Heating fuel	3,851	2,159	3,000	-
211	Travel, meetings & training	-	-	-	-
221	Advertising & publications	606	733	1,000	-
277	Dog damage	-	-	150	-
280	Outside contractors	3,901	1,680	4,000	100,000
	Total Contractual Services	<u>16,404</u>	<u>16,348</u>	<u>17,150</u>	<u>100,000</u>
Commodities					
301	Office supplies	-	74	375	-
302	Gas & diesel fuel	1,184	978	1,125	-
303	Uniform purchases	-	-	150	-
305	Safety equipment	40	121	150	-
306	Vehicle repair parts	-	-	-	-
320	Chemicals	-	387	500	-
322	Miscellaneous supplies	2,548	2,883	2,000	-
	Total Commodities	<u>3,772</u>	<u>4,443</u>	<u>4,300</u>	-
Capital Expenditures					
401	Buildings & improvements	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
50202	Total Animal Control	<u>\$ 123,904</u>	<u>\$ 122,018</u>	<u>\$ 64,550</u>	<u>\$ 100,000</u>

Percentage increase/(decrease) **54.92%**

Full-time equivalent: 1

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 including Bank, Church, Meadow, Walnut and Windham Streets.
- Replace deteriorated sidewalks on the above streets.
- Continue to upgrade our parks.
- Increase energy efficiency of town buildings.

Accomplishments:

- Resurfaced 3.0 miles of roads at cost of \$590,000.
- Resurfaced drives and parking areas at New Willimantic Cemetery, Lauter and Recreation Parks at a cost of \$240,000.
- Replaced and installed almost \$10,000 linear feet of sidewalks on seven streets at a cost of \$630,000.
- Installed energy efficient boiler and windows at the Safety Complex.
- Resurfaced the running tracks at the High and Middle Schools.

Fiscal Notes:

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

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		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50301	Engineering	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 105,242	\$ 107,656	\$ 111,000	\$ 113,000
104	Longevity	700	775	975	975
108	Life insurance	350	394	400	400
110	Medical insurance	9,573	17,984	19,200	19,800
114	FICA/Medicare	8,338	8,243	8,600	8,800
	Total Personnel Expenditures	124,203	135,052	140,175	142,975
Contractual Services					
201	Surveyors & drafters	1,361	2,778	3,000	3,000
207	Other professional services	43,577	12,989	12,000	9,500
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	119	-	-	-
221	Advertising & publications	541	399	550	550
223	Equipment rentals	-	-	-	-
	Total Contractual Services	45,598	16,166	15,550	13,050
Commodities					
301	Office supplies	51	82	240	240
302	Gas & diesel fuel	231	-	-	-
314	Office furnishings & equipment	-	-	-	-
	Total Commodities	282	82	240	240
50301	Total Engineering	\$ 170,082	\$ 151,299	\$ 155,965	\$ 156,265
Percentage increase/(decrease)					0.19%

Full-time equivalent: 1.25

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 2012-2013
- Overtime (103) includes \$2,000 for Third Thursday overtime costs
- The total cost to Public Works for the Third Thursday Street Fest is approximately \$4000.00.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
50302	Roads & Drainage				
Personnel Expenditures					
101	Regular payroll	\$ 423,426	\$ 431,993	\$ 446,000	\$ 448,000
103	Overtime	26,667	18,373	15,000	15,000
104	Longevity	4,800	6,400	4,800	6,200
108	Life insurance	-	-	-	-
110	Medical insurance	193,860	197,681	179,000	211,000
114	FICA/Medicare	39,487	37,178	36,000	36,000
	Total Personnel Expenditures	<u>688,240</u>	<u>691,625</u>	<u>680,800</u>	716,200
Contractual Services					
221	Advertising & publications	-	-	-	-
266	Service contracts	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Commodities					
301	Office supplies	1,150	-	-	-
307	Hand tools	2,355	2,101	2,000	2,000
313	Paving materials	1,420	-	-	-
	Total Commodities	<u>4,925</u>	<u>2,101</u>	<u>2,000</u>	2,000
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>\$ 693,165</u></u>	<u><u>\$ 693,725</u></u>	<u><u>\$ 682,800</u></u>	<u><u>\$ 718,200</u></u>
Percentage increase/(decrease)					<u><u>5.18%</u></u>

Full-time equivalent: 10

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 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50303	Machinery & Equipment	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 104,416	\$ 160,495	\$ 142,000	\$ 146,000
103	Overtime	5,427	15,075	6,000	6,000
104	Longevity	1,900	1,200	1,200	2,100
108	Life insurance	-	-	-	-
110	Medical insurance	44,254	42,539	53,100	57,800
114	FICA/Medicare	9,449	14,430	11,900	11,900
	Total Personnel Expenditures	165,446	233,739	214,200	223,800
Contractual Services					
223	Equipment rentals	-	-	-	-
280	Outside contractors	47,216	44,371	50,000	50,000
	Total Contractual Services	47,216	44,371	50,000	50,000
Commodities					
302	Gas & diesel fuel	84,689	86,551	97,000	97,000
306	Vehicle repair parts	60,091	62,523	58,000	58,000
307	Hand tools	1,999	1,090	2,000	2,000
309	Major equipment repair parts	80,000	69,620	78,000	78,000
310	Radio & alarm repairs	2,361	2,781	2,500	2,500
320	Chemicals	-	-	-	-
329	Building supplies	-	-	-	-
331	Fuel tank supplies	1,580	909	500	500
	Total Commodities	230,720	223,474	238,000	238,000
Capital Expenditures					
402	Equipment	2,494	-	-	-
	Total Capital Expenditures	2,494	-	-	-
50303	Total Machinery & Equipment	\$ 445,876	\$ 501,583	\$ 502,200	\$ 511,800

Percentage increase/(decrease) **1.91%**

Full-time equivalent: 3

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 2012-2013.
- Cut down overtime, may not remove snow from downtown area as much. Cost is \$4,000 for one removal.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
50304	Snow Removal				
Personnel Expenditures					
103	Overtime	\$ 108,831	\$ 44,581	\$ 94,000	\$ 94,000
	Total Personnel Expenditures	<u>108,831</u>	<u>44,581</u>	<u>94,000</u>	<u>94,000</u>
Contractual Services					
268	Meals	5,206	2,202	5,500	5,500
280	Outside contractors	-	-	-	-
	Total Contractual Services	<u>5,206</u>	<u>2,202</u>	<u>5,500</u>	<u>5,500</u>
Commodities					
305	Safety equipment	-	-	-	-
313	Sand & salt materials	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</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>\$ 114,037</u>	<u>\$ 46,782</u>	<u>\$ 99,500</u>	<u>\$ 99,500</u>
Percentage increase/(decrease)					<u>0.00%</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.
- Repair structural damage to the cold storage garage.
- Repair leaks in the roof at the Mechanic's garage.

Accomplishments:

- Continued maintenance on buildings and grounds at the Public Works Department

Fiscal Notes:

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
50305	Garage Maintenance				
Personnel Expenditures					
101	Regular payroll	\$ -	\$ -	\$ -	\$ -
103	Overtime	-	-	-	-
104	Longevity	-	-	-	-
108	Life insurance	-	-	-	-
110	Medical insurance	-	-	-	-
114	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contractual Services					
217	Electricity	8,314	7,021	8,000	8,000
218	Heating fuel	17,986	15,700	13,000	13,000
219	Sewer & water charges	-	-	350	350
280	Outside contractors	4,818	4,158	4,000	4,000
	Total Contractual Services	<u>31,118</u>	<u>26,879</u>	<u>25,350</u>	<u>25,350</u>
Commodities					
304	Custodial supplies	1,707	2,145	2,000	2,000
307	Hand tools	-	-	-	-
308	Electrical supplies	134	-	-	-
329	Building supplies	1,500	1,438	-	-
	Total Commodities	<u>3,341</u>	<u>3,583</u>	<u>2,000</u>	<u>2,000</u>
Capital Expenditures					
401	Buildings & improvement	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
50305	Total Garage Maintenance	<u>\$ 34,460</u>	<u>\$ 30,463</u>	<u>\$ 27,350</u>	<u>\$ 27,350</u>
Percentage increase/(decrease)					<u>0.00%</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.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50306	Tree Services	Expended	Expended	Budget	Budget
Contractual Services					
207	Other professional services	\$ 6,287	\$ (18,484)	\$ 5,000	\$ 5,000
	Total Contractual Services	<u>6,287</u>	<u>(18,484)</u>	<u>5,000</u>	<u>5,000</u>
Capital Expenditures					
402	Equipment		270	-	-
413	Improvements other than building	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>270</u>	<u>-</u>	<u>-</u>
50306	Total Tree Services	<u>\$ 6,287</u>	<u>\$ (18,214)</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
Percentage increase/(decrease)					<u><u>0.00%</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.

Fiscal Notes:

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

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50307	Traffic Control	Expended	Expended	Budget	Budget
Contractual Services					
217	Electricity	\$ 18,320	\$ 16,270	\$ 22,000	\$ 22,000
266	Service contracts	6,300	6,615	6,000	6,000
280	Outside contractors	-	-	-	-
	Total Contractual Services	<u>24,620</u>	<u>22,885</u>	<u>28,000</u>	<u>28,000</u>
Commodities					
311	Traffic control signs	9,514	11,236	10,000	10,000
322	Miscellaneous supplies	1,091	1,064	1,000	1,000
	Total Commodities	<u>10,605</u>	<u>12,299</u>	<u>11,000</u>	<u>11,000</u>
Capital Expenditures					
413	Improvements other than building	4,000	1,440	-	-
	Total Capital Expenditures	<u>4,000</u>	<u>1,440</u>	<u>-</u>	<u>-</u>
50307	Total Traffic Control	<u>\$ 39,225</u>	<u>\$ 36,624</u>	<u>\$ 39,000</u>	<u>\$ 39,000</u>
Percentage increase/(decrease)					<u><u>0.00%</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) has been moved to 50117.
- Offices Supplies (301) line item added.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50308	Public Works Administration	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 187,581	\$ 193,847	\$ 199,000	\$ 202,000
104	Longevity	1,400	1,400	1,700	1,700
108	Life insurance	558	624	700	700
110	Medical insurance	70,017	61,396	74,800	68,100
114	FICA/Medicare	14,148	14,336	15,400	15,600
	Total Personnel Expenditures	<u>273,703</u>	<u>271,604</u>	<u>291,600</u>	<u>288,100</u>
Contractual Services					
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	-	-	-	-
214	Telephone	5,639	5,392	4,700	-
221	Advertising & publications	200	-	-	-
223	Equipment rentals	-	-	-	-
224	Uniform rentals/purchase	3,569	3,482	3,000	3,000
	Total Contractual Services	<u>9,408</u>	<u>8,874</u>	<u>7,700</u>	<u>3,000</u>
Commodities					
301	Office Supplies	-	1,052	1,000	1,000
305	Safety equipment	6,752	5,783	5,000	5,000
314	Office furnishings & equipment	-	-	-	-
	Total Commodities	<u>6,752</u>	<u>6,835</u>	<u>6,000</u>	<u>6,000</u>
50308	Total Public Works Administration	<u>\$ 289,863</u>	<u>\$ 287,313</u>	<u>\$ 305,300</u>	<u>\$ 297,100</u>
					Percentage increase/(decrease) <u><u>-2.69%</u></u>

Full-time equivalent: 3

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 2013-2014
As of June 6, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
50309	Street Lighting				
Contractual Services					
217	Electricity	\$ 255,821	\$ 247,573	\$ 250,000	\$ 250,000
280	Outside contractors	526	2,887	1,500	1,500
	Total Contractual Services	<u>256,347</u>	<u>250,461</u>	<u>251,500</u>	<u>251,500</u>
Capital Expenditures					
413	Improvements other than building	5,664	-	-	-
	Total Capital Expenditures	<u>5,664</u>	<u>-</u>	<u>-</u>	<u>-</u>
50309	Total Street Lighting	<u>\$ 262,011</u>	<u>\$ 250,461</u>	<u>\$ 251,500</u>	<u>\$ 251,500</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Mission & Purpose:

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

Goals & Objectives:

- Continue maintenance of Town Parks and Athletic fields.
- Fence off the sluiceway at Rec Park.
- Replace bleachers at Legion Field.
- Continue to look for ways to improve Town Parks.

Accomplishments:

- Designed and began installing uniform signage in all Town Parks.
- Installed a playscape at Shetucket Park
- Cleared land and installed a walking path to improve river access at Rec Park.
- Re-paved roads in Rec Park and Lauter Park.
- Built the BMX track at Lauter Park.
- Installed Canoe and Kayak ramps at Lauter Park and Shetucket Park.
- Assisted the Willimantic Little League with installation of a T-ball field at Legion Field.

Fiscal Notes:

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

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50310	Park Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 161,503	\$ 165,236	\$ 172,000	\$ 172,000
103	Overtime	1,263	758	1,000	1,000
104	Longevity	1,800	900	2,000	1,700
105	Temporary wages	3,604	1,692	3,000	3,000
108	Life insurance	-	-	-	-
110	Medical insurance	70,532	71,988	70,800	77,000
114	FICA/Medicare	14,940	13,648	13,500	13,500
	Total Personnel Expenditures	<u>253,642</u>	<u>254,222</u>	<u>262,300</u>	<u>268,200</u>
Contractual Services					
219	Sewer & water charges	152	898	900	900
280	Outside contractors	1,972	2,424	2,000	2,500
	Total Contractual Services	<u>2,124</u>	<u>3,322</u>	<u>2,900</u>	<u>3,400</u>
Commodities					
304	Custodial supplies	1,671	835	1,500	1,500
307	Hand tools	400	177	200	200
308	Electrical supplies	794	215	400	400
315	Ground supplies	13,586	14,480	10,000	12,000
329	Building supplies	5,131	25,641	3,700	5,000
	Total Commodities	<u>21,582</u>	<u>41,348</u>	<u>15,800</u>	<u>19,100</u>
Capital Expenditures					
413	Improvements other than building	4,985	-	-	-
	Total Capital Expenditures	<u>4,985</u>	<u>-</u>	<u>-</u>	<u>-</u>
50310	Total Park Maintenance	<u>\$ 282,333</u>	<u>\$ 298,892</u>	<u>\$ 281,000</u>	<u>\$ 290,700</u>

Percentage increase/(decrease) 3.45%

Full-time equivalent: 4

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 1,050 building, demolition, electrical, plumbing, heating, and fire protection permits in fiscal year 2010-2011 representing \$19.4 million in total construction value; generating 314,000 in permit revenues.

Fiscal Notes:

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

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50311	Building	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 75,256	\$ 77,045	\$ 80,000	\$ 40,000
103	Overtime	-	-	-	-
104	Longevity	700	975	975	975
108	Life insurance	253	281	300	300
110	Medical insurance	9,573	9,676	10,000	10,300
114	FICA/Medicare	5,954	6,011	6,200	3,200
	Total Personnel Expenditures	<u>91,736</u>	<u>93,988</u>	<u>97,475</u>	<u>54,775</u>
Contractual Services					
207	Other professional services	-	-	-	-
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	-	-	-	-
221	Advertising & publications	1,435	599	1,000	1,000
223	Equipment rentals	-	-	-	-
270	Demolition & security	754	1,377	-	-
	Total Contractual Services	<u>2,189</u>	<u>1,976</u>	<u>1,000</u>	<u>1,000</u>
Commodities					
301	Office supplies	329	56	75	75
302	Gas & diesel fuel	-	-	-	-
314	Office furnishings & equipment	-	-	-	-
317	Books & subscriptions	99	128	800	800
	Total Commodities	<u>428</u>	<u>183</u>	<u>875</u>	<u>875</u>
50311	Total Building	<u>\$ 94,352</u>	<u>\$ 96,147</u>	<u>\$ 99,350</u>	<u>\$ 56,650</u>

Percentage increase/(decrease) -42.98%

Full-time equivalent: 1.25

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.

Accomplishments:

- Enforce cemetery regulations to assist in keeping the cemetery clean and uniform to make for easier maintenance.
- Paved roads at the New Willimantic Cemetery.

Fiscal Notes:

- Personnel expenses cover three (3) full-time employees.
- Overtime costs are covered by cemetery fees.
- Ground Supplies (315) Grass seed and tools.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50312	Cemeteries	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 122,986	\$ 125,965	\$ 132,000	\$ 132,000
103	Overtime	1,959	3,114	2,000	2,000
104	Longevity	900	900	900	1,500
108	Life insurance	-	-	-	-
110	Medical insurance	52,899	53,991	53,100	57,800
114	FICA/Medicare	11,017	10,675	10,300	10,400
	Total Personnel Expenditures	189,761	194,645	198,300	203,700
Contractual Services					
219	Sewer & water charges	198	450	500	500
	Total Contractual Services	198	450	500	500
Commodities					
315	Ground Supplies	852	500	500	500
	Total Commodities	852	500	500	500
Capital Expenditures					
413	Improvements other than building	3,025	-	-	-
	Total Capital Expenditures	3,025	-	-	-
50312	Total Cemeteries	\$ 193,836	\$ 195,595	\$ 199,300	\$ 204,700
Percentage increase/(decrease)					2.71%

Full-time equivalent: 3

Department Name: Solid Waste Disposal

Department #: 50313

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.
- 213 garbage collection 2½ % increase.
- Regional household waste ctr (295) increase due to increase in Windham's population.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50313	Solid Waste Disposal	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 89,277	\$ 92,465	\$ 92,000	\$ 92,000
103	Overtime	6,782	15,888	4,000	4,000
104	Longevity	1,200	1,200	1,400	1,400
108	Life insurance	-	-	-	-
110	Medical insurance	43,853	35,994	36,000	39,000
114	FICA/Medicare	8,171	7,638	7,800	7,800
	Total Personnel Expenditures	<u>149,283</u>	<u>153,185</u>	<u>141,200</u>	<u>144,200</u>
Contractual Services					
207	Other professional services	3,624	3,714	3,500	3,500
212	Hauling fees	29,382	31,458	36,000	36,000
213	Garbage collection contracts	629,124	645,432	658,000	674,450
217	Electricity	9,114	7,846	11,000	11,000
221	Advertising & publications	-	-	-	-
251	Payment to Southeast Project	-	-	-	-
264	Permit fees	800	800	800	800
280	Outside contractors	1,089	2,678	2,000	2,000
291	Tipping & disposal fees	420,291	424,919	450,000	450,000
295	Regional household waste ctr	10,672	10,619	10,619	11,089
	Total Contractual Services	<u>1,104,096</u>	<u>1,127,466</u>	<u>1,171,919</u>	<u>1,188,839</u>
Commodities					
301	Office supplies	314	-	-	-
309	Major equipment repair parts	-	-	-	-
327	Conservation & recycling mat.	1,980	-	-	-
	Total Commodities	<u>2,294</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Expenditures					
413	Improvements other than building	4,409	-	-	-
	Total Capital Expenditures	<u>4,409</u>	<u>-</u>	<u>-</u>	<u>-</u>
50313	Total Solid Waste Disposal	<u><u>\$ 1,260,083</u></u>	<u><u>\$ 1,280,651</u></u>	<u><u>\$ 1,313,119</u></u>	<u><u>\$ 1,333,039</u></u>

Percentage increase/(decrease) 1.52%

Full-time equivalent: 2

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.
- Delivery of Senior Programs in collaboration with the Recreation Department.
- 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.
- Administration of Small Cities Community Development Housing Rehabilitation Program.
- Administration of Outside Non-Profit Agency Funding.

Accomplishments:

- Successful transition of Senior Center.
- 2011 Small Cities Community Development Housing Rehabilitation Program Grant 300,000-completed 10 projects.
- Processed Renter's Rebate applications resulting in \$535,103 for approximately 1,009 Elderly and Disabled renters in our community.
- Completed Medicare Savings Plan applications and redeterminations for 75 Medicare recipients.
- Distribution site for the CT Senior Farmer's Market Nutrition Program.
- Implemented new process for Outside Non-Profit Agency Requests.
- Collaboration with WINCOG-Elderly and Disabled Demand Responsive Transportation Grant.

Fiscal Notes:

- Personnel expenditures cover two (2) full-time employees ¼ of salaries and fringe benefit expenses transferred to Senior Center Budget.
- School Readiness and Child Day Care Grant funds approximately \$1,200,870 for the School Readiness Program and \$13,963 in Quality Enhancement funding, which does not appear in the Human Services Department's budget.
- The School Readiness Program provides approximately \$55,126 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. Does not appear in Human Services Budget.
- Small Cities Community Development Housing Rehabilitation Program Grant \$300,000 –does not appear in Human Services budget.
- 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.
- Increase in outside contractors (line item 280): School Readiness Liaison position.

Town of Windham, Connecticut
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As of June 6, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
50401	Human Services				
Personnel Expenditures					
101	Regular payroll	\$ 120,293	\$ 123,815	\$ 125,000	\$ 95,000
102	Part-time payroll	-	-	-	-
103	Overtime	18	75	150	150
104	Longevity	1,800	1,800	1,800	1,800
108	Life insurance	352	390	400	500
110	Medical insurance	30,829	28,522	32,700	25,400
114	FICA/Medicare	9,127	9,103	9,800	7,500
	Total Personnel Expenditures	<u>162,419</u>	<u>163,705</u>	<u>169,850</u>	<u>130,350</u>
Contractual Services					
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	-	-	-	-
223	Equipment rentals	-	-	-	-
228	General assistance	-	-	-	-
229	Gen assistance - non reimbursable	44	-	250	250
246	Relocation expense	2,781	(2,303)	2,300	2,300
249	Medical assistance	-	-	-	-
266	Service contracts	-	-	-	-
279	Refund to State of Connecticut	-	-	-	-
280	Outside contractors	-	-	25,000	35,000
	Total Contractual Services	<u>2,825</u>	<u>(2,303)</u>	<u>27,550</u>	<u>37,550</u>
Commodities					
301	Office supplies	282	118	150	150
314	Office furn & equip.	-	-	-	-
	Total Commodities	<u>282</u>	<u>118</u>	<u>150</u>	<u>150</u>
50401	Total Human Services	<u>\$ 165,526</u>	<u>\$ 161,521</u>	<u>\$ 197,550</u>	<u>\$ 168,050</u>
Percentage increase/(decrease)					<u><u>-14.93%</u></u>

Full-time equivalent: 2.5

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 local area Towns' residents a variety of services not provided by the Town of Windham government.

Accomplishments:

- Two new agencies were funded.

Fiscal Notes:

- 4.87% decrease in appropriations.
- 2 new agency requests: Access Community Access Agency and Willimantic Arts.
- WRCC **in-kind** request: Memorial and Veterans Davy activities \$1,500.00.
- Willimantic Renaissance/3rd Thursday **in-kind** request: \$5,000.00 (5 events)
- 4 currently funded didn't request funds:
 - Blessings in a Backpack
 - Guilford Smith Library
 - Windham Free Library
 - McSweeney Regional Senior Center
- The Town Council made a reduction of \$40,000 in the budget and has asked the Administration and Finance committee to come back to the Town Council with a new allocation.

Town of Windham, Connecticut
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As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50403	Outside Agencies	Expended	Expended	Budget	Budget
Contractual Services					
207	WRCC - Veteran's Service	\$ 44,600	\$ 44,600	\$ 50,000	\$ 50,000
220	Windham Free Library	8,000	5,469	5,000	-
226	WRTD - ADA compliance	15,000	17,116	9,557	9,557
236	WRTD - Dial-A-Ride	48,462	48,462	49,805	49,805
238	United Services	-	-	-	-
239	Windham Hospital Paramedics	50,000	51,500	-	-
240	McSweeney Center	43,000	40,850	10,000	-
241	Community Companion Services	5,000	5,000	5,000	5,000
243	WRTD - Fixed Route	23,922	23,922	22,031	22,031
259	Sexual Assault Crisis Ctr of East CT	5,000	5,000	5,000	5,000
261	WRCC - Youth Services Bureau	25,000	25,000	25,000	25,000
269	Little Angels Program		504	500	500
271	TVCCA Elderly Nutrition	14,687	13,896	10,633	10,633
272	Blessings in a Backpack			4,800	-
274	Willimantic Little League	1,000	1,500	1,500	1,500
281	Guilford Smith Mem. Library	8,000	5,675	5,000	-
287	NECASA	-	3,500	-	-
288	WRCC - Juvenile Review Board	1,500	2,500	2,500	2,500
289	Holy Family Home & Shelter	2,755	3,000	3,000	3,000
294	Windham Region No Freeze Project		-	2,000	2,000
237	Access Agency				-
273	Willimantic Arts				-
299	Miscellaneous (Unallocated reduction)				-
	Total Contractual Services	<u>295,926</u>	<u>297,494</u>	<u>211,326</u>	186,526
50403	Total Outside Agencies	<u>\$ 295,926</u>	<u>\$ 297,494</u>	<u>\$ 211,326</u>	\$ 186,526
Percentage increase/(decrease)					<u>-11.74%</u>

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.

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		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50405	Windham Health	Expended	Expended	Budget	Budget
Contractual Services					
207	North Central District Health	\$ 95,616	\$ 98,967	\$ 108,121	\$ 112,707
	Total Contractual Services	<u>95,616</u>	<u>98,967</u>	<u>108,121</u>	<u>112,707</u>
50405	Total Windham Health	<u>\$ 95,616</u>	<u>\$ 98,967</u>	<u>\$ 108,121</u>	<u>\$ 112,707</u>
Percentage increase/(decrease)					<u><u>4.24%</u></u>

Department Name:

Senior Center

Department #: 50406

Mission & Purpose:

To meet the needs of Windham's older adults by providing access to social nutritional, wellness and recreational opportunities in a supportive and accessible environment.

Goals & Objectives:

- Coordinate Human Services, Recreation Services and other activities for seniors in Windham.
- Expand to 5 days per week; increase activities and programming.
- Continue the meal program, (Café Program and Meals on Wheels), in collaboration with TVCCA (Thames Valley Council for Community Action).
- Coordination with community based organizations.
- Distribution site for CT Senior Farmer's Market Nutrition Program.
- Additional site for Renter Rebate Applications.

Accomplishments:

- Successful transition of building operation from the Windham Regional Federated Services for Older Americans, Inc. to Town of Windham.

Fiscal Notes:

- Personnel expenditures (FICA/Medicare) two 2 part-time employees: Social Service coordinator (30 hrs per week and custodian 15 hrs per week).
- ¼ of Human Services salaries and fringe benefits transferred from Human Services budget to Senior Center.
- Electricity and fuel costs will decrease after upgrade in lighting and conversion to gas heating.
- Service Contracts: Elevator/2 Fire Alarms/Security System/Air Conditioning.
- Telephone, account 214, has been moved to 50114.

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		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50406	Senior Center	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ -	\$ -	\$ 27,270	\$ 77,000
110	Medical insurance				\$ 8,500
114	FICA/Medicare	-	-	2,090	5,900
	Total Personnel Expenditures			29,360	91,400
Contractual Services					
214	Telephone	-	-	1,000	-
217	Electricity	-	-	6,500	4,700
219	Sewer & water charges	-	-	600	600
266	Service contracts	-	-	2,000	20,600
	Total Contractual Services	-	-	10,100	25,900
Commodities					
301	Office supplies	-	-	1,000	4,500
	Total Commodities	-	-	1,000	4,500
50406	Total Senior Cneter	\$ -	\$ -	\$ 40,460	\$ 121,800
Percentage increase/(decrease)					201.04%

Department Name: Willimantic Public Library Department #: 50501

Mission & Purpose:

Since its founding in 1854, the Willimantic Public Library has provided a wide range of multi-format education and informational resources to the community. The Library staff manages a collection of 56,500 individual items available for home borrowing and individual research.

On-line resources including downloadable audio and e-books are available to the community via our website, www.willimanticlibrary.org. The library is a member of Bibliomation, Inc., the largest on-line network in Connecticut linking the catalogs of 60 public and 24 school districts and making 4.5 million items available for borrowing to the community. The library currently has 15 public access terminals linked to the Internet and offers free wireless internet access.

Goals & Objectives:

Accomplishments:

- The library continues to provide valuable informational resources, technology and programming to the members of the community. In fiscal year 2011-2012 we circulated 56,911 items to 9700 cardholders within the community as well as 2,375 items to patrons at other libraries within our consortium.
- The library remains a valued member of the Connecticut Library Consortium and Bibliomation. Membership in these organizations results in significant cost savings for the town through shared resources and combined purchasing power which results in discounts to many of our major vendors.
- The library has recently completed a facilities use study. The plan which resulted from this study will allow us to maximize our existing space in order to provide more effective services to the town, as well as adding much needed features such as a meeting room for public use and programming and additional public access computers to meet the demand for internet access and word processing.
- During the fall of 2012 the library has increased its public programming, particularly for adults, in order to provide additional services to the community. We also continue to provide story times and literacy programming for children and teens and their parents. Attendance at programming has increased throughout this period, and we continue to build partnerships with agencies and individuals including the Kerry Gallery, ACT, Windham Schools, ECSU and ECSU's J. Eugene Smith Library, and local authors, artists, and entertainers in order to increase the range of programming we offer to all ages.

Fiscal Notes:

- Our service contracts include our membership in Bibliomation which allows our users access to more than 4.5 million items as well as cost savings through group purchasing discounts. In addition our high demand for IT support, including work on the network-which connects us to Bibliomation, our email, on-line library catalog, as well as the internet-requires intensive IT support. Therefore we will be purchasing support from Bibliomation for the coming fiscal year, increasing our contract cost. This is reflected in the increased total for **line item 266** Service Contracts.
- The computer equipment at the library is currently insufficient to meet the needs of our patrons. In particular, our wireless internet equipment is completely inadequate to fill demand and our switches are marginally operational. The increase in **line item 330** Computer reflects the cost to replace this equipment.
- Public programming including story time, author talks, and informational lectures, is a core part of our mission. In the past this has not been funded severely limiting our ability to offer useful and requested programming. Therefore **line item 280** Outside Contractors has been increased to allow us to bring in speakers, authors and experts for this much-needed service. The increase in this line item also corrects an unrealistically steep cut made the previous fiscal year.
- In order to maintain a zero-increase budget and also meet the need for certain increases, the book budget has again been reduced. This will mean that we will rely heavily on the collections of other libraries in our consortia in order to meet the demands of patrons, and we have also carefully considered our purchases in order to reduce our spending in this area for the coming fiscal year.
- Telephone, account 214 has been moved to 50117.

Additional Budget Needs

The library has a relatively new roof which has corrected many of the problems with water leaking into the building. However, the stucco edging around the building has begun to disintegrate, causing water damage to the structure and leaks into the first-floor reading area. Town Engineer Joe Gardner has inspected the problem and solicited estimates of the cost to repair the problem. Without this repair damage to the building will continue as well as water damage to the contents including carpeting, furniture and library materials. There is also the danger that damaged ceiling tiles will continue to fall into public reading area, this has happened in the past. Therefore we are requesting an allocation of \$20,000 to repair and protect the town's investment in the library.

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		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50501	Willimantic Public Library	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ 366,918	\$ 370,717	\$ 381,000	\$ 379,000
102	Part time payroll	51,499	48,934	55,000	56,000
104	Longevity	4,500	4,500	5,200	4,800
108	Life insurance	1,027	1,280	1,500	1,500
110	Medical insurance	131,368	120,905	129,100	133,600
114	FICA/Medicare	30,828	30,729	33,800	33,700
	Total Personnel Expenditures	586,140	577,064	605,600	608,600
Contractual Services					
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	-	-	-	-
214	Telephone	1,071	1,073	1,200	-
217	Electricity	18,178	16,652	21,000	21,000
218	Heating fuel	3,614	5,542	9,750	9,750
219	Sewer & water charges	550	472	650	650
266	Service contracts	38,000	36,129	36,720	36,720
280	Outside contractors	14,529	19,613	8,000	12,000
	Total Contractual Services	75,942	79,482	77,320	80,120
Commodities					
301	Office supplies	2,985	4,217	4,000	4,000
304	Custodial supplies	2,972	3,379	4,000	4,000
314	Office furnishings & equipment	-	-	-	-
316	Library materials & supplies	6,720	3,850	8,000	6,000
317	Books	34,278	31,860	30,000	30,000
330	Computer	(675)	2,345	2,000	7,000
	Total Commodities	46,280	45,652	48,000	51,000
50501	Total Willimantic Public Library	\$ 708,362	\$ 702,198	\$ 730,920	\$ 739,720
Percentage increase/(decrease)					1.20%

Full-time equivalent: 11

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:

- Continue to generate revenue to run programs.
- Market and advertise programs to increase awareness through print tv, radio and internet.
- Increase recreational opportunities for all residents.
- Provide quality, diverse benefits based leisure opportunities to all of our citizens.
- Development of the Noznick property as an additional Town Park.

Accomplishments:

- Moved offices to Kramer for better supervision and maintenance and effective interaction with participants.
- Active in the rehab and new beginnings at the Windham Senior Center.
- Collaboration with Human Services Department to administer the Outside Agencies Grants.
- Collaboration with Public Works Department to schedule and oversee parks including creating a park signage system for all parks to have the same signs.
- Collaboration with Town Engineer and Public Works to use LoCIP funds for park improvements including a new play-scape at Plains Road and a pavilion at Lauter Park.
- Staff the Open Space Conservation and Argiculture Commission.
- Staff the Ad-hoc Committee for the skatepark.
- Coordinate Town Special Events such as Cupid, Boom-box Parade, Concert Series, Halloween and other holiday events.
- Part of a Regional Recreation group that meets quarterly to discuss possible ways to collaborate regionally.

Fiscal Notes:

- Personnel: 101-114, cover three (3) full-time employees. Director, Assistant Director and Bi-lingual Administrative Aide. 2.28 increases represent increase in wages, medical insurance and FICA/Medicare.
- Contractual: 217: electricity at town parks
266: website quarterly maintenance, \$180x4= \$720
- Telephone: 214: has been moved to 50117

Town of Windham, Connecticut
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As of June 6, 2013

50503 Recreation Administration	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures				
101 Regular payroll	\$ 136,804	\$ 140,471	\$ 143,000	\$ 146,000
102 Part time payroll	-	-		
103 Overtime	224	396	400	400
104 Longevity	1,000	1,000	1,500	1,500
108 Life insurance	463	513	525	525
110 Medical insurance	66,128	66,394	69,900	73,400
114 FICA/Medicare	9,745	9,975	11,100	11,400
Total Personnel Expenditures	<u>214,364</u>	<u>218,748</u>	<u>226,425</u>	<u>233,225</u>
Contractual Services				
209 Professional affiliations	-	-	-	-
211 Travel, meetings & training	-	-	-	-
214 Telephone	2,380	2,470	1,500	-
217 Electricity	15,647	18,374	20,900	20,000
221 Advertising & publications	780	50	-	-
223 Equipment rentals	-	-	-	-
266 Service contracts	2,124	540	720	720
Total Contractual Services	<u>20,931</u>	<u>21,434</u>	<u>23,120</u>	<u>20,720</u>
Commodities				
301 Office supplies	-	-	-	-
302 Gas & diesel fuel	292	663	300	300
306 Vehicle repair parts	-	-	-	-
314 Office furnishings & equipment	-	-	-	-
317 Books & subscriptions	-	-	-	-
322 Miscellaneous supplies	80	95	100	100
Total Commodities	<u>372</u>	<u>758</u>	<u>400</u>	<u>400</u>
50503 Total Recreation Administration	<u>\$ 235,667</u>	<u>\$ 240,939</u>	<u>\$ 249,945</u>	<u>\$ 254,345</u>

Percentage increase/(decrease) 1.76%

Full-time equivalent: 3

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, non-profit organizations and town department 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.
- Find innovative solutions to continue providing programs in today's difficult economic times.

Accomplishments:

- We have over 5,000 households who participate in recreation activities. Estimate is that we service over 5,200 individuals.
- Collaborated with Windham Public Schools District Wide PTO to create Family Fun Day.

Fiscal Notes:

- Personnel: 101-114: Covers one (1) full-time Program Coordinator who oversees all operations at the Kramer Building and approximately ten (10) to twenty (20) part time/seasonal employees, including splash park and waterfront staff.
- Contractual: 207: Lifeguard, First Aid and CPR Training (\$600); 227: advertising and operating expenses for: Cupid (\$500), Chocolate Fest (\$50) Family Fun Day (\$550), Trick or Treat on Main Street and Trunk or Treat (\$1000) Holiday Youth Party (\$1000) Holiday Decoration Contest (\$400) Three Kings Day paper goods (\$150) Boom-box Parade (\$1150) Walking Weekend (\$250) Special Events Port-a-Potties (\$700), Easter Egg Hunt and Road Race (\$1000) Youth Day DJ & rentals (\$2000) Magic In The Park (\$250) 280: Bus Trips (\$5000)
- 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, trophies and shirts.

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50504 Recreation General Programs	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures				
101 Regular payroll	\$ 37,375	\$ 39,168	\$ 40,000	\$ 41,000
104 Longevity	500	500	500	500
105 Temporary wages	22,472	20,723	26,500	21,000
108 Life insurance	131	144	200	200
110 Medical insurance	22,110	22,088	23,500	24,400
114 FICA/Medicare	4,529	4,035	5,200	4,800
Total Personnel Expenditures	<u>87,116</u>	<u>86,657</u>	<u>95,900</u>	<u>91,900</u>
Contractual Services				
207 Other professional services	770	1,235	800	600
210 Senior citizens programs	1,786	1,626	1,500	-
227 Community Services	5,137	4,911	9,000	9,000
280 Outside contractors	1,370	5,971	5,000	3,800
299 Miscellaneous	681	987	1,000	1,000
Total Contractual Services	<u>9,743</u>	<u>14,729</u>	<u>17,300</u>	<u>14,400</u>
Commodities				
303 Uniform purchases	-	910	700	500
304 Custodial supplies	-	-	-	-
305 Safety equipment	669	565	700	700
323 Team sponsorship	1,630	1,457	1,500	1,500
329 Building supplies	-	-	-	-
Total Commodities	<u>2,298</u>	<u>2,931</u>	<u>2,900</u>	<u>2,700</u>
50504 Total Recreation General Programs	<u><u>\$ 99,157</u></u>	<u><u>\$ 104,318</u></u>	<u><u>\$ 116,100</u></u>	<u><u>\$ 109,000</u></u>
			Percentage increase/(decrease)	<u><u>-6.12%</u></u>

Full-time equivalent: 1

Department Name:

Recreation Center

Department #:50506

Mission & Purpose:

The Recreation Center provides a safe haven for the community and is home to the Windham Recreation Offices. The participants enjoy a variety of recreational events and programs including use of the gym, pool, exercise and multi-purpose rooms. Kramer Building is also home to the Silverback Wrestling Club.

Goals & Objectives:

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

Accomplishments:

- Two beautiful new offices.
- Allowed Natchaug Kindergarten classes to use gym for physical education.
- Maintained spin, aerobic yoga, open gym, aquatic programs, youth and adult basketball.

Fiscal Notes:

- Personnel: 105 & 114: Covers cost of part-time custodian and part-time gym/pool staff.
- Contractual: 280: annual gym floor maintenance (\$4,000), pool and building repairs as needed. Building is aging and has antiquated equipment thus requiring more attention.
- Commodities: 304: having our own custodian requires us to purchase supplies for bathrooms, locker rooms and general cleaning.
- Telephone: 214 has been moved to 50117

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50506 Recreation Center	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures				
105 Temporary wages	\$ 29,826	\$ 23,033	\$ 28,500	\$ 28,500
114 FICA/Medicare	2,338	1,364	2,200	2,200
Total Personnel Expenditures	<u>32,164</u>	<u>24,397</u>	<u>30,700</u>	<u>30,700</u>
Contractual Services				
218 Heating fuel	33,979	53,637	35,000	35,000
219 Sewer & water charges	577	891	1,000	1,000
280 Outside contractors	13,231	12,166	10,000	10,000
Total Contractual Services	<u>47,787</u>	<u>66,694</u>	<u>46,000</u>	<u>46,000</u>
Commodities				
304 Custodial supplies	548	313	1,000	1,000
320 Chemicals	1,437	2,082	1,500	1,500
322 Miscellaneous supplies	254	151	500	500
Total Commodities	<u>2,238</u>	<u>2,547</u>	<u>3,000</u>	<u>3,000</u>
50506 Total Recreation Center	<u><u>\$ 82,189</u></u>	<u><u>\$ 93,638</u></u>	<u><u>\$ 79,700</u></u>	<u><u>\$ 79,700</u></u>
Percentage increase/(decrease)				<u><u>0.00%</u></u>

Department Name:

Land Use Boards

Department #:50601

Mission & Purpose:

This budget covers three Land Use Boards: Planning & Zoning Commission, the Zoning Board of Appeals and the Inland Wetlands & Watercourses Commission. These boards 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 from the zoning officer or variances from the regulations. The budget is for clerical support to take minutes, advertising legal notices and supplies to process applications.

Goals & Objectives:

1. The Planning & Zoning Commission is working on revising the Zoning Regulations so they comply with the recommendations of the Towns' 2007 Conservation and Development Plan.
2. The Inland Wetlands and Watercourses Commission oversee their regulations as a delegation of authority from the State Dept of Energy & Environmental Protection.
3. To guide applicants and property owners through the development process.
4. To uphold the regulations to ensure health, safety and well being of the Town's residents.

Accomplishments:

- The planning & Zoning Commission considered numerous changes to the Town's Zoning regulation revising and clarifying the Business and Commercial Districts, and streamlining application review process. During the year, the Commission considered and approved the following: Martinez for a restaurant at the former textile Union Hall located at **280 Jackson St., Gates/Bellavance for a proposed Country Store** near the Tractor Supply Store; and a **proposed mixed use development at the Windham Mills.**
- **Upcoming items include:** sign-lighting regulations, non-conforming uses, and residential districts. Also, working with WINCOG on an Incentive Housing Zone Grant Project.
- The Zoning Board of Appeals considered two special exceptions for In-law dwellings, and four variances. The variance application from the DOT for a Windham Center property failed to secure enough votes; DOT will proceed with easements instead of the taking-so the solution to the problem will be the same.
- The Wetlands Commission did not meet this year due to a lack of business. All other wetland matters were resolved by the Agent who reviewed six proposals.

Fiscal Notes:

The various regulation changes require advertising the hearings in the local newspaper at least three times. This must be paid out of the Town's budget, and is reflected in the proposed budget. After changes are made, we anticipate that our advertising costs will be lower for all applicants and this will aid in promoting economic development. Personnel expenses cover the outside secretary who takes minutes as needed.

Town of Windham, Connecticut
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As of June 6, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
50601	Land Use Boards				
Personnel Expenditures					
105	Temporary wages	\$ 4,252	\$ 3,323	\$ 4,000	\$ 4,000
	Total Personnel Expenditures	<u>4,252</u>	<u>3,323</u>	<u>4,000</u>	<u>4,000</u>
Contractual Services					
207	Other professional services	-	-	2,500	2,500
211	Travel, meetings & training	-	-	-	-
221	Advertising & publications	9,267	4,014	12,000	8,000
	Total Contractual Services	<u>9,267</u>	<u>4,014</u>	<u>14,500</u>	<u>10,500</u>
Commodities					
301	Office supplies	-	134	250	450
317	Books & subscriptions	-	85	150	150
	Total Commodities	<u>-</u>	<u>219</u>	<u>400</u>	<u>600</u>
50601	Total Land Use Boards	<u>\$ 13,519</u>	<u>\$ 7,556</u>	<u>\$ 18,900</u>	<u>\$ 15,100</u>
Percentage increase/(decrease)					<u><u>-20.11%</u></u>

Department Name: Economic Development

Department #: 50604

The Town Planner provides staff support to the Economic Development, and funding to hire a secretary to take minutes, (previous Secretary left due to illness).

The Commission seeks to promote the various services available to the community that provide assistance to businesses or property owners. These resources or agencies are: The Northeast Alliance provides loans and counseling to qualifying local businesses, the Small Business Development Center through the Central Connecticut University System with a local office at Beckert Hall that provides counseling to those interested in starting a business through education and training but not funding. Also, the local representative for the Eastern Connecticut Work Force Board, who provides help for businesses in securing subsidies for hiring and training new employees, or upgrade training for current employees. Finally, the US Small Business Administration provides assistant to larger small businesses and loan guarantees.

Pursuant to a request from the Town Manager, the Commission examined the Town's property improvement and business incentive policies in order to advise the Town Council on any revisions that might be in order. However, instead of making any substantial changes, the Commission recommended that Town Council simply authorize the Town Manager or his designee to endorse documents for the Town and Economic Development Commission as may be required.

The Commission had made a number of recommendations to the Town Manager and Council on strategies to enhance economic development by way of improved wayfaring signage to find businesses off side streets, and to enhance pedestrian access across Main St. in the Downtown area. Now after meeting with the Town Engineer, it appears that we may be able to offer an opportunity for side street businesses to have directional signs to their businesses.

Also, as the Town Council directed, the Commission and staff made contact with several property owners, and businesses in Town to determine their needs, and learn of their concerns, as part of the Main Street Investment Fund grant application. The Commission completed and submitted the application, and is now awaiting the State's decision the project-sometime in the spring of 2013.

Other programs underway are efforts to participate in the State's C-PACE-to permit commercial property owners to secure financing through the Clean Energy Fund Investment Authority for energy conservation improvements to their properties, and pay for these through a benefit assessment to the Town Tax Collector.

Fiscal Notes

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

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As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50604	Economic Development	Expended	Expended	Budget	Budget
Personnel Expenditures					
101	Regular payroll	\$ -	\$ -	\$ -	\$ -
104	Longevity	-	-	-	-
105	Temporary wages	-	-	-	-
108	Life insurance	-	-	-	-
110	Medical insurance	8,764	8,856	10,000	10,000
114	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	8,764	8,856	10,000	10,000
Contractual Services					
209	Professional affiliations	648	350	400	400
211	Travel, meetings & training	247	342	1,000	1,000
221	Advertising & publications	-	25	500	500
223	Equipment rentals	-	-	-	-
227	Community services	-	-	-	-
280	Outside Contractors-Secretary	1,860	870	2,000	2,000
	Total Contractual Services	2,755	1,587	3,900	3,900
Commodities					
301	Office supplies	-	-	-	-
314	Office furnishings & equipment	-	-	-	-
317	Books & subscriptions	-	-	-	-
	Total Commodities	-	-	-	-
50604	Total Economic Development	\$ 11,519	\$ 10,443	\$ 13,900	\$ 13,900
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 and recycling 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 as needed.

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, attacking long-term issues of litter and other proactive projects.
- Hired and trained secretary and two part time inspectors.

Fiscal Notes:

- Personnel expenditures cover three (3) full-time employees and two (2) part-time employees. As stated during the 2011-2012 budget all expenses (\$92,767) of two part time housing officers and full time secretary are covered by **41005-859** (Landlord license fees). Revenue budgeted is \$110,000. Secretary is shared with Human Services for Renter's Rebate Program and as a floating bi-lingual Assistant for Town Hall.
- 2012 inspections on rental property to reflect 3 year cycle of inspections. Additional proactive town wide programs to be developed to raise awareness of safety issues in apartments.

Town of Windham, Connecticut
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As of June 6, 2013

50605	Code Enforcement	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 104,551	\$ 149,789	\$ 194,394	\$ 209,000
103	Overtime	154	76	-	-
104	Longevity	-	-	-	900
108	Life insurance	345	390	600	600
110	Medical insurance	47,583	53,029	56,500	73,400
114	FICA/Medicare	7,538	10,713	14,900	16,100
	Total Personnel Expenditures	<u>160,171</u>	<u>213,997</u>	<u>266,394</u>	<u>300,000</u>
Contractual Services					
201	Vehicle Repair		-	-	-
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	-	-	-	-
221	Advertising & Publications	460	116	250	250
223	Equipment rentals		-	-	-
	Total Contractual Services	<u>460</u>	<u>116</u>	<u>250</u>	<u>250</u>
Commodities					
301	Office supplies	326	436	500	500
302	Gas & diesel fuel	752	490	2,200	1,200
303	Uniform purchases	-	396	400	400
307	Hand tools	89	-	400	400
314	Office furnishings & equipment	-	-	-	-
322	Miscellaneous supplies	-	-	-	-
	Total Commodities	<u>1,167</u>	<u>1,322</u>	<u>3,500</u>	<u>2,500</u>
50605	Total Code Enforcement	<u>\$ 161,797</u>	<u>\$ 215,435</u>	<u>\$ 270,144</u>	<u>\$ 302,750</u>
				Percentage increase/(decrease)	<u>12.07%</u>

Full-time equivalent: 4

Department Name:

Town Planner

Department #: 50606

Mission & Purpose:

The Planning Department provides staff support to the 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 the land use. In addition, the Planner provides staff support to the Zoning Board of Appeals, and the Windham Center Historic District Commission in guiding applicants through the review process, and advertising the public hearings. The Planner also provides staff support to the Economic Development Commission. On occasion reports to the Conservation Commission and the Energy Commission. Working with various Commissions involves:

- Provide staff support to the Planning & Zoning Commission, Zoning Board of Appeals, Wetlands Commission, Historic District, Economic Development Commission.
- Meeting with applicants to review regulations as they relate to the developers' project.
- Advise property owners and developers of the review process.
- Preparation of agendas for various Boards & Commissions.
- Conferring with other departments for comments on plans.
- Prepare legal notices and documentation for public hearings.
- Contact applicants for additional information when needed.
- Making recommendations to the Boards & Commissions.
- Processing and coordinating implementation of conditions that may be imposed.
- Reviewing regulations and administrative policy and implement revisions.
- Serving as the Town's Inland Wetland Agent/Officer and Business Liaison.
- Serve as the Town's representative to the Central Corridor Rail Line Collaborative to re-establish passenger rail service.

Goals & Objectives:

- Provide staff support to various Boards & Commissions-assisting in revising regulations and responding to public inquires.
- Assisting the Windham Historic District with applications and design guidelines.
- Assist Town Manager's office on Grants or as otherwise assigned.

Accomplishments:

- The Planner has worked with the Economic Development Commission in preparing an application for the Main Street Investment Fund applying for just under \$500,000. In addition, the Planner worked on the Solar project and the C-PACE Program.

Fiscal Notes:

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

Town of Windham, Connecticut
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As of June 6, 2013

50606	Town Planner	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 86,582	\$ 91,579	\$ 94,000	\$ 96,000
103	Overtime	-	-	-	-
104	Longevity	900	975	975	975
108	Life insurance	296	333	400	400
110	Medical insurance	22,865	22,968	24,650	25,550
114	FICA/Medicare	6,588	6,735	7,300	7,500
	Total Personnel Expenditures	<u>117,230</u>	<u>122,590</u>	<u>127,325</u>	<u>130,425</u>
Contractual Services					
209	Professional affiliations	-	-	-	-
211	Travel, meetings & training	-	-	-	-
221	Advertising & publications	-	360	500	500
223	Equipment rentals	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>360</u>	<u>500</u>	<u>500</u>
Commodities					
301	Office supplies	50	20	50	150
302	Gas & diesel fuel	326	568	250	250
314	Office furnishings & equipment	-	-	-	-
317	Books & subscriptions	-	-	50	100
322	Miscellaneous supplies	-	-	-	-
	Total Commodities	<u>376</u>	<u>588</u>	<u>350</u>	<u>500</u>
50606	Total Town Planning & Development	<u>\$ 117,606</u>	<u>\$ 123,538</u>	<u>\$ 128,175</u>	<u>\$ 131,425</u>
				Percentage increase/(decrease)	<u>2.54%</u>

Full-time equivalent: 1.25

Mission & Purpose:

The Windham Historic District Commission is responsible for preserving and protecting the unique historic appearance and character of Windham Center.

In June 1994, with the overwhelming support of the property owners, the Board of Selectmen adopted an ordinance establishing the Windham Historic District Commission and the first Historic District in Town. The Commission's authority is outlined under the Connecticut General Statutes Section 7-147.

The Commission reviews each proposal for constructing, demolishing or alteration on exterior architectural features of buildings, structures, and signs in the Historic District. The State law requires the commission to hold a public hearing on any application before they grant approval of a Certificate of Appropriateness for the proposed work.

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 has been working on 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 2012 fiscal year the Windham Historic District Commission reviewed and approved three applications for Certificates of Appropriateness. They met with a few property owners to review application procedures and requirements for possible changes under consideration-one was the new owner of the Windham Inn.
- The Commission generally holds regular monthly meetings and public hearings when necessary ever since it was establishment in August 1994.
- 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:

- An applicant must pay an application fee of \$30.00 and the cost of advertising (\$100.00). The Commission has objected to raising the fee any higher as it could discourage property owners from complying with the ordinance as this would harm their mission.

Town of Windham, Connecticut
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		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50608	Windham Historic District	Expended	Expended	Budget	Budget
Contractual Services					
221	Advertising & publications	\$ (2,859)	\$ (1,507)	\$ 500	\$ 500
	Total Contractual Services	<u>(2,859)</u>	<u>(1,507)</u>	<u>500</u>	<u>500</u>
50608	Total Windham Historic District	<u>\$ (2,859)</u>	<u>\$ (1,507)</u>	<u>\$ 500</u>	<u>\$ 500</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Mission & Purpose:

The Ambulance Department line item reflects the total expenses of operating the Town of Windham Ambulance Service within the Willimantic Fire Department, based on our current fiscal model.

Goals & Objectives:

- Develop efficiencies and streamline processes.
- Increase revenues and decrease write-offs.
- Implement continuous quality improvement.

Accomplishments:

- 3879 EMS and rescue responses in CY 2012.
- New ambulance purchased with power-lift stretcher.

Fiscal Notes:

- Personnel expenses reflect the cost of ten full time positions plus a portion of the salaries of the Chief, Administrative Secretary and overhead.
- "Overtime" line 103 reflects personnel costs for vehicle maintenance, EMT refreshers, Special Duty assignments (some reimbursable) shift overruns and callbacks generated as a result of multiple simultaneous EMS emergencies.
- Collection costs, line 208 reflects a flat percentage of total receipts.
- Heart-Safe supplies, line 326 reflects the costs associated with the Town of Windham Heart-Safe Committee.

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50609	Ambulance	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 610,201	\$ 639,311	\$ 646,000	\$ 620,500
103	Overtime	38,525	30,387	24,000	30,000
104	Longevity	4,900	5,100	5,790	1,800
108	Life insurance	1,671	1,980	2,000	4,000
109	Workers' compensation	52,760	47,716	65,750	56,000
110	Medical insurance	178,511	195,239	215,000	151,000
112	Ambulance pension plan contribution	100,000	130,000	130,000	210,200
114	FICA/Medicare	12,700	12,416	12,000	10,183
116	Bonus payments	43,236	41,313	54,750	45,000
117	Physicals & inoculations	375	4,870	5,000	5,000
	Total Personnel Expenditures	1,042,879	1,108,330	1,160,290	1,133,683
Contractual Services					
205	Municipal insurance	-	-	8,690	8,700
207	Professional services - dispatch	164,351	150,080	164,285	164,285
208	Collection costs	93,710	91,019	80,970	94,000
211	Travel, meetings, & training	1,010	870	1,800	1,800
215	Postage	-	348	350	350
223	Equipment Rentals	1,943	2,036	2,500	2,500
257	Uniform cleaning	7,924	6,500	6,500	6,500
264	Permit fees	100	140	200	200
266	Service contracts	7,875	3,771	9,300	6,000
	Total Contractual Services	276,913	254,765	274,595	284,335
Commodities					
302	Gas & diesel fuel	6,639	9,295	7,800	8,000
303	Uniform purchases	-	1,000	1,000	1,000
305	Safety equipment	16,952	15,212	17,000	17,000
306	Vehicle repair parts	8,029	11,896	8,000	8,000
310	Radio & alarm repairs	1,022	910	7,000	1,000
322	Oxygen & supplies	2,355	2,142	8,200	5,000
326	Heartsafe supplies	-	-	-	1,100
	Total Commodities	34,997	40,455	49,000	41,100
Capital Expenditures					
403	Vehicles	-	-	-	-
	Total Capital Expenditures	-	-	-	-
50609	Total Ambulance	\$ 1,354,789	\$ 1,403,550	\$ 1,483,885	\$ 1,459,118
Percentage increase/(decrease)					-1.67%

Full-time equivalent: 10

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	<u>25,677</u>
	<u>\$ 64,620</u>

Town of Windham, Connecticut
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As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50701	Capital Projects	Expended	Expended	Budget	Budget
Capital Expenditures					
402	Equipment	\$ 16,256	\$ -	\$ -	\$ -
403	Vehicles	64,620	65,620	64,620	64,620
413	Improvements other than buildings	-	-	-	-
	Total Capital Expenditures	<u>80,876</u>	<u>65,620</u>	<u>64,620</u>	<u>64,620</u>
50701	Total Capital Projects	<u><u>\$ 80,876</u></u>	<u><u>\$ 65,620</u></u>	<u><u>\$ 64,620</u></u>	<u><u>\$ 64,620</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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 fall of 2010 resulting in a savings.

Fiscal Notes:

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

	Account Number 232 <u>Principal</u>	Account Number 233 <u>Interest</u>
❖ 2010 Refunded 1999 GENOB Town (Roads) \$2.6M Offering and 2002 GENOB Town \$6.4M offering	\$ 450,000	\$ 106,938
❖ 2004 Refunded 1995 GENOB BOE #4.795M Offering	480,000	71,750
❖ 2004 Refunded 1996 GENOB Town \$1.128M Offering	113,453	16,450
❖ 2004 Refunded 1996 GENOB BOE \$7.645M Offering	759,642	113,422
❖ 2006 GENOB \$3.2M Offering	163,000	87,508
❖ 2010 GENOB Town (Roads) \$3.0M and BOE \$1.0M Offering	230,000	107,050
❖ Allowance for Interest Costs		5,000
	<u>\$ 2,196,095</u>	<u>\$ 508,118</u>
	Account Number 299	
❖ Miscellaneous (bank fees)	<u>\$ 507,944</u>	

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50702	Debt Service	Expended	Expended	Budget	Budget
Contractual Services					
232	Bonds - principal	\$ 2,190,949	\$ 2,063,811	\$ 2,205,070	\$ 2,196,095
233	Bonds - interest	641,386	744,707	597,380	508,118
299	Miscellaneous	-	-	1,000	507,944
	Total Contractual Services	<u>2,832,335</u>	<u>2,808,518</u>	<u>2,803,450</u>	<u>3,212,157</u>
50702	Total Debt Service	<u>\$ 2,832,335</u>	<u>\$ 2,808,518</u>	<u>\$ 2,803,450</u>	<u>\$ 3,212,157</u>
Percentage increase/(decrease)					<u>14.58%</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:

- Provides for health and welfare for all Town employees and their dependents.

Fiscal Notes:

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

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50703	Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
108	Life insurance	\$ 815	\$ 60	\$ 60	\$ 60
109	Workers' compensation	130,456	125,779	200,000	170,000
110	Medical insurance	(6,450)	(457)	-	-
112	Town pension contribution	255,791	336,684	350,000	325,000
114	FICA/Medicare			-	-
115	Retirement benefits	12,000	161,228	45,000	45,000
116	Bonus payments	14,969	20,348	30,000	30,000
119	Educational reimbursements	-	-	-	-
	Total Personnel Expenditures	<u>407,581</u>	<u>643,642</u>	<u>625,060</u>	<u>570,060</u>
Contractual Services					
230	Unemployment compensation	26,332	9,985	40,000	20,000
	Total Contractual Services	<u>26,332</u>	<u>9,985</u>	<u>40,000</u>	<u>20,000</u>
50703	Total Fringe Benefits	<u>\$ 433,912</u>	<u>\$ 653,627</u>	<u>\$ 665,060</u>	<u>\$ 590,060</u>
Percentage increase/(decrease)					<u><u>-11.28%</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 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50704	Risk Management	Expended	Expended	Budget	Budget
Contractual Services					
205	Municipal insurance	\$ 134,050	\$ 119,651	\$ 150,800	\$ 150,800
280	Outside contractors	-	-	-	-
	Total Contractual Services	134,050	119,651	150,800	150,800
50704	Total Risk Management	\$ 134,050	\$ 119,651	\$ 150,800	\$ 150,800
Percentage increase/(decrease)					0.00%

Department Name: **Town Contingency**

Department #: **50706**

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

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

Town of Windham, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
50706	Town Contingency				
Contractual Services					
283	Town contingency	\$ -	\$ -	\$ 130,000	\$ 130,000
	Total Contractual Services	-	-	130,000	130,000
50706	Total Town Contingency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 130,000</u>	<u>\$ 130,000</u>
Percentage increase/(decrease)					<u>0.00%</u>

Mission & Purpose:

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

Goals & Objectives:

- To provide a non-operating revenue source for the Kramer Building Fund.
- To provide a non-operating revenue source for the Recreation Revolving Fund.
- To provide a non-operating revenue source for the Re-evaluation 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 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50707	Interfund Transfers Out	Expended	Expended	Budget	Budget
Interfund Transfers Out					
990	Interfund transfer out - Kramer	\$ 52,806	\$ 58,504	\$ 115,000	\$ 65,000
993	Interfund transfer out - Rec. rev.	60,000	20,000	20,000	25,000
994	Interfund transfer out - Revaluation	2,696	-	-	25,000
995	Interfund transfer out - Misc	107,662	-	-	-
996	Interfund transfer out - WSD	-	-	10,000	20,000
997	Interfund transfer out - Ambulance	358,490	472,160	-	-
998	Interfund transfer out - Grant match	33,343	20,000	20,000	40,000
999	Interfund xfer out - RCIP	350,000	371,337	75,000	75,000
Total Interfund Transfers Out		<u>964,997</u>	<u>942,001</u>	<u>240,000</u>	<u>250,000</u>
50707	Total Interfund Transfers Out	<u>\$ 964,997</u>	<u>\$ 942,001</u>	<u>\$ 240,000</u>	<u>\$ 250,000</u>
Percentage increase/(decrease)					<u>4.17%</u>

**TOWN OF WINDHAM,
CONNECTICUT**

**WILLIMANTIC SERVICE
DISTRICT**

**ADOPTED BUDGET
FISCAL YEAR
2013-2014**

**TOWN OF WINDHAM, CONNECTICUT
WILLIMANTIC SERVICE DISTRICT
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2013-2014**

Adopted 2013-2014 Expenditure Budget - Willimantic Service District	\$	9,123,496
Less: Direct Revenue Estimates		(3,892,473)
Net Budget		5,231,023
Reappropriation of Fund Balance		(75,000)
		5,156,023
Plus Adjustment *		159,465
Amount to be Raised	\$	5,315,488
Adopted 2013-2014 Mill Rate		10.23
Adopted 2012-2013 Mill Rate		10.04
Mill Rate (Decrease) Increase		0.19
Mill Rate % (Decrease) Increase		1.91%

One Mill = \$ 519,527 Before Board of Assessment
Appeals (BAA) Hearings

* Adjustment includes reserve for uncollected taxes at 3% and Elderly Freeze adjustment *

Town of Windham, Connecticut
Adopted Willimantic Service District Revenue Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Willimantic Service District Revenue		2010-2011 Actual Receipts	2011-2012 Actual Receipts	2012-2013 Revised Budget Revenue	2013-2014 Estimated Revenue
41501 Property Taxes					
801	Property taxes - current	\$ 4,722,852	\$ 4,767,836	\$ 4,908,295	\$ 5,176,023
803	Property taxes - MV supplemental	44,442	49,780	50,000	50,000
804	Property taxes - prior years	80,383	96,054	80,000	80,000
807	Property taxes - interest and liens	46,697	51,640	50,000	50,000
	Total Property Taxes	<u>4,894,374</u>	<u>4,965,309</u>	<u>5,088,295</u>	5,356,023
41502 Federal Government					
854	FEMA grant	-	86,711	-	-
	Total Federal Government	<u>-</u>	<u>86,711</u>	<u>-</u>	-
41504 State of CT - General Government					
826	PILOT - State property ECSU	1,666,750	1,982,845	1,979,689	1,950,045
827	PILOT - elderly freeze	3,540	2,000	3,000	-
828	PILOT - elderly circuit breaker	65,687	57,086	64,000	64,000
829	PILOT - housing authority	31,405	38,323	-	-
830	TAR	-	-	-	-
832	PILOT - totally disabled	2,425	2,148	1,500	1,500
837	PILOT - machinery & equipment	218,040	134,181	212,500	-
839	PILOT - private colleges & hospitals	451,630	491,671	491,683	446,954
841	Fines to Towns	8,173	13,978	5,000	5,000
842	Supp Municipal Aid (former Pequot)	520,865	447,893	447,626	441,272
844	Distressed municipalities manufacturing	8,575	4,690	9,000	9,000
850	PILOT - veteran's exemption	7,336	6,313	7,500	7,500
851	MRSA Bonded Distribution	-	-	-	213,764
854	Other revenues - State of CT	43	-	-	-
	Total State of CT - General Government	<u>2,984,467</u>	<u>3,181,127</u>	<u>3,221,498</u>	3,139,035
41505 Licenses & Permits					
861	Parking permits - Police	13,112	11,084	10,000	10,000
862	Miscellaneous Police & Fire permits	6,345	8,465	5,000	5,000
	Total Licenses & Permits	<u>19,457</u>	<u>19,549</u>	<u>15,000</u>	15,000
41506 Fines, Forfeitures & Penalties					
872	Parking fines	35,655	17,918	20,000	20,000
	Total Fines, Forfeitures & Penalties	<u>35,655</u>	<u>17,918</u>	<u>20,000</u>	20,000
41508 Charges for Services					
886	Private Police duty	208,264	302,919	210,000	220,000
887	Private Fire duty	4,243	6,394	5,000	5,000
888	Fire Marshal plan review	-	-	-	-
889	Fire Marshal inspection fee	-	-	-	-
890	Fire Marshal temp permit & late fees	-	-	-	-
	Total Charges for Services	<u>212,507</u>	<u>309,312</u>	<u>215,000</u>	225,000

Town of Windham, Connecticut
Adopted Willimantic Service District Revenue Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

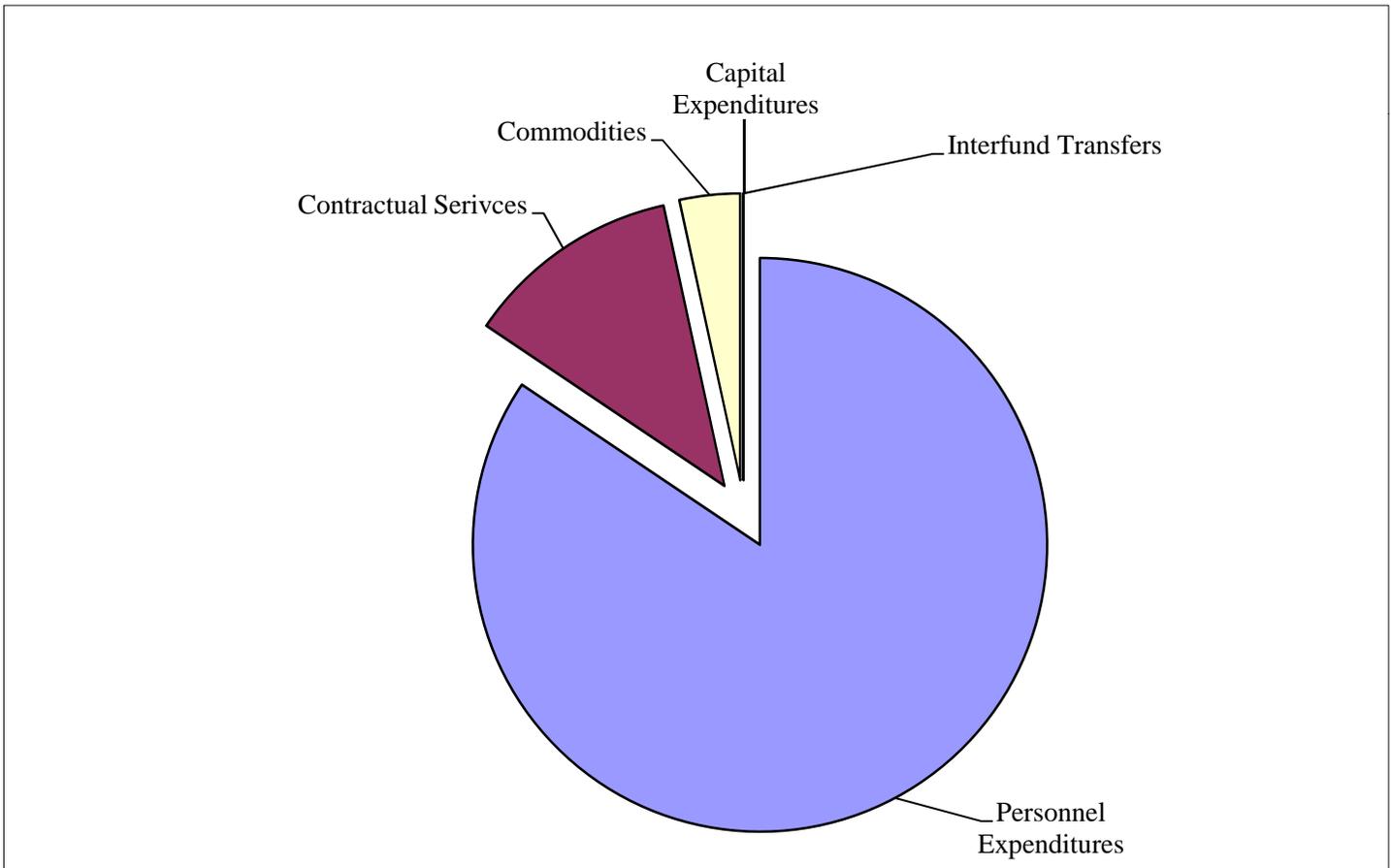
Willimantic Service District Revenue		2010-2011 Actual Receipts	2011-2012 Actual Receipts	2012-2013 Revised Budget Revenue	2013-2014 Estimated Revenue
41509 Interest					
900	Investment income	\$ 22,517	\$ 8,623	\$ 30,000	\$ 30,000
	Total Interest	<u>22,517</u>	<u>8,623</u>	<u>30,000</u>	<u>30,000</u>
41510 Interfund Transfers In					
916	Interfund transfer in - WSD			10,000	20,000
	Total Interfund Transfers In	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>20,000</u>
41511 Miscellaneous					
829	PILOT 2 - Willimantic Housing Authority	69,772	70,500	27,000	27,000
849	Telecommunications	49,840	42,067	42,238	42,238
929	BOE youth service officer reimb.	-	50,000	50,000	50,000
930	False alarms	735	400	1,000	1,000
931	Fire recruitment fees	4,060	-	2,000	2,000
932	Police, Fire, & Ambulance reports	1,139	765	1,200	1,200
934	Insurance reimbursement	-	-	-	-
950	Miscellaneous revenue	108,506	169,102	140,000	140,000
	Total Miscellaneous	<u>234,053</u>	<u>332,833</u>	<u>263,438</u>	<u>263,438</u>
Total Willimantic Service District Revenue		<u>\$ 8,403,030</u>	<u>\$ 8,921,383</u>	<u>\$ 8,863,231</u>	<u>\$ 9,068,496</u>

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

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
Police						
50801	Administration	\$ 714,174	\$ 736,520	3.13%	\$ 725,020	-1.56%
50802	Patrol Services	3,033,720	3,294,920	8.61%	3,499,131	6.20%
50803	Parking Control	2,530	11,800	366.40%	1,000	0.00%
50804	Support Services	319,670	339,100	6.08%	333,400	-1.68%
50805	Capital Purchases	49,000	33,000	-32.65%	-	-100.00%
50806	Fringe Benefits	905,360	1,029,220	13.68%	1,058,050	2.80%
50807	Detective/Youth/Ident.	300,370	321,160	6.92%	311,688	-2.95%
50808	Special Services	-	-	0.00%	-	0.00%
	Total Police	<u>5,324,824</u>	<u>5,765,720</u>	<u>8.28%</u>	<u>5,928,289</u>	<u>2.82%</u>
Fire						
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
50901	Administration	204,216	177,510	-13.08%	164,460	-7.35%
50902	Fire Marshal	-	-		-	100.00%
50903	Fire Prevention	1,000	55,000	5400.00%	75,000	36.36%
50905	Oper. & Maint.	1,592,424	1,584,100	-0.52%	1,783,930	12.61%
50906	Central Services	9,000	8,200	-8.89%	7,700	-6.10%
50907	Capital Purchases	32,000	-	-100.00%	-	0.00%
50908	Fringe Benefits	548,800	630,700	14.92%	578,117	-8.34%
	Total Fire	<u>2,387,440</u>	<u>2,455,510</u>	<u>2.85%</u>	<u>2,609,207</u>	<u>6.26%</u>
Other						
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
50900	Safety Complex	576,799	562,000	-2.57%	536,000	-4.63%
50909	WSD Contingency	-	50,000	0.00%	50,000	0.00%
50910	Interfund Transfers Out	295,000	20,000	-93.22%	-	-100.00%
	Total Other	<u>871,799</u>	<u>632,000</u>	<u>-27.51%</u>	<u>586,000</u>	<u>-7.28%</u>
	Total WSD Budget	<u>\$ 8,584,063</u>	<u>\$ 8,853,230</u>	<u>3.14%</u>	<u>\$ 9,123,496</u>	<u>3.05%</u>

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Organization Detail - Fiscal Year 2013-2014
As of June 6, 2013

Willimantic Service District	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Operating Expenditures				
Personnel Expenditures	\$ 7,241,934	\$ 7,335,710	\$ 7,702,626	5.00%
Contractual Services	969,035	1,139,020	1,110,220	-2.53%
Commodities	286,838	323,000	310,650	-3.82%
Capital Expenditures	7,519	35,500	-	-100.00%
Interfund Transfers Out	70,000	20,000	-	-100.00%
Total Operating Expenditures	<u>8,575,326</u>	<u>8,853,230</u>	<u>9,123,496</u>	3.05%
Total Willimantic Service District	<u>\$ 8,575,326</u>	<u>\$ 8,853,230</u>	<u>\$ 9,123,496</u>	3.05%
Percentage increase/(decrease)		<u>3.24%</u>	<u>3.05%</u>	



Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Willimantic Service District		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures					
101	Regular payroll	\$ 3,608,766	\$ 3,834,600	\$ 4,209,372	9.77%
102	Part-time payroll	12,345	23,000	13,000	-43.48%
103	Overtime	873,308	618,000	610,000	-1.29%
104	Longevity	26,600	29,010	31,410	8.27%
106	Special duty	227,732	200,000	200,000	0.00%
108	Life insurance	9,993	13,460	14,460	7.43%
109	Workers' compensation	198,940	268,500	238,331	-11.24%
110	Medical insurance	946,139	964,920	997,859	3.41%
112	Pension plan contributions	1,169,799	1,214,920	1,228,436	1.11%
113	Heart & hypertension	-	11,000	11,000	0.00%
114	FICA/Medicare	70,112	76,000	79,458	4.55%
115	Retirement benefits	22,861	15,000	-	-100.00%
116	Bonus payments	26,122	26,500	26,500	0.00%
117	Physicals & inoculations	5,869	10,800	7,800	-27.78%
119	Educational reimbursements	21,487	10,000	15,000	50.00%
120	Recruitment	21,862	20,000	20,000	0.00%
	Total Personnel Expenditures	7,241,934	7,335,710	7,702,626	5.00%
Contractual Services					
200	NCIC collection costs	13,664	12,000	12,000	0.00%
202	Financial & accounting	85,000	85,000	85,000	0.00%
203	Legal	53,944	30,000	26,000	-13.33%
205	Municipal insurance	121,831	157,000	155,500	-0.96%
207	Dispatch services	350,994	385,000	385,000	0.00%
208	Collection costs	-	-	-	0.00%
209	Professional affiliations	15,158	17,500	16,500	-5.71%
211	Travel, meetings & training	34,206	44,800	60,800	35.71%
214	Telephone	18,732	21,000	20,000	-4.76%
215	Postage	2,902	3,350	3,350	0.00%
217	Electricity	69,620	70,000	73,000	4.29%
218	Heating fuel	22,848	25,000	25,000	0.00%
219	Sewer & water charges	3,471	3,000	3,000	0.00%
221	Advertising & publications	4,005	5,000	5,000	0.00%
223	Equipment rentals	9,327	5,500	5,000	-9.09%
230	Unemployment compensation	6,901	10,000	1,000	-90.00%
256	Informants	4,000	10,000	5,000	-50.00%
257	Uniform cleaning	42,727	48,600	43,100	-11.32%
266	Service contracts	43,132	57,370	49,170	-14.29%
268	Meals	27,407	28,400	29,800	4.93%
280	Outside contractors	36,848	66,500	53,000	-20.30%

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Willimantic Service District		2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Contractual Services (Continued)					
283	WSD contingency	\$ -	\$ 50,000	\$ 50,000	0.00%
299	Prisoner custody meals	1,822	3,500	3,500	0.00%
299	Miscellaneous	496	500	500	0.00%
	Total Contractual Services	969,035	1,139,020	1,110,220	-2.53%
Commodities					
301	Office supplies	10,000	15,700	13,200	-15.92%
302	Gas & diesel fuel	110,098	89,000	96,000	7.87%
303	Uniform purchases	47,966	41,700	41,700	0.00%
304	Custodial supplies	9,802	10,000	10,000	0.00%
305	Safety equipment	12,967	29,000	22,000	-24.14%
306	Vehicle repairs	53,050	72,500	67,500	-6.90%
307	Hand tools	169	300	300	0.00%
310	Radio & alarm repairs	7,465	7,700	7,700	0.00%
311	Traffic control signs	-	-	-	0.00%
312	Radio, batteries & pagers	2,927	13,500	3,000	-77.78%
314	Office furnishings & equipment	1,767	2,000	8,250	312.50%
317	Books & subscriptions	830	1,150	1,150	0.00%
318	Photo equipment	-	3,000	3,000	0.00%
319	Guns & ammunition	23,024	29,000	29,000	0.00%
322	Miscellaneous supplies	3,736	4,450	3,850	-13.48%
325	Evidence supplies	1,972	2,000	2,000	0.00%
329	Building supplies	1,065	2,000	2,000	0.00%
	Total Commodities	286,838	323,000	310,650	-3.82%
Capital Expenditures					
401	Buildings & improvements	2,954	-	-	0.00%
402	Equipment	545	2,500	-	-100.00%
403	Vehicles	-	33,000	-	0.00%
413	Improvements other than building	4,020	-	-	0.00%
	Total Capital Expenditures	7,519	35,500	-	-100.00%
Interfund Transfers Out					
990	Interfund transfer out - Grant match	20,000	20,000	-	-100.00%
998	Interfund transfer out - RCIP	50,000	-	-	0.00%
	Total Interfund Transfers Out	70,000	20,000	-	-100.00%
Total Willimantic Service District		\$ 8,575,326	\$ 8,853,230	\$ 9,123,496	3.05%
Percentage increase/(decrease)			3.24%	3.05%	

Town of Windham, Connecticut
Adopted Police Department Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Police Department	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures				
101 Regular payroll	\$ 2,731,258	\$ 2,846,600	\$ 3,015,600	5.94%
102 Part-time payroll	12,345	23,000	13,000	-43.48%
103 Overtime	490,460	303,000	290,000	-4.29%
104 Longevity	21,400	23,600	23,600	0.00%
106 Special duty	227,732	200,000	200,000	0.00%
108 Life insurance	7,620	9,960	9,960	0.00%
109 Workers' compensation	122,368	154,500	139,714	-9.57%
110 Medical insurance	671,264	645,920	679,059	5.13%
112 Police pension plan contribution	798,145	803,220	849,436	5.75%
113 Heart & hypertension	-	1,000	1,000	0.00%
114 FICA/Medicare	52,217	56,200	56,300	0.18%
116 Bonus payments	20,625	20,000	20,000	0.00%
117 Physicals & inoculations	140	800	800	0.00%
119 Educational reimbursements	21,487	10,000	15,000	50.00%
120 Recruitment	15,462	12,000	12,000	0.00%
Total Personnel Expenditures	<u>5,192,523</u>	<u>5,109,800</u>	5,325,469	4.22%
Contractual Services				
200 NCIC collection costs	13,664	12,000	12,000	0.00%
202 Financial & accounting	50,000	50,000	50,000	0.00%
203 Legal	22,070	20,000	20,000	0.00%
205 Municipal insurance	83,541	107,000	107,000	0.00%
208 Collection costs	-	-	-	0.00%
209 Professional affiliations	14,738	17,000	16,000	-5.88%
211 Travel, meetings & training	19,270	29,200	28,200	-3.42%
214 Telephone	13,660	15,000	14,000	-6.67%
215 Postage	2,668	3,100	3,100	0.00%
221 Advertising & publications	3,362	4,300	4,300	0.00%
223 Equipment rentals	7,995	2,500	2,500	0.00%
230 Unemployment compensation	4,230	10,000	1,000	-90.00%
256 Informants	4,000	10,000	5,000	-50.00%
257 Uniform cleaning	30,935	31,500	31,500	0.00%
266 Service contracts	26,014	31,170	27,470	-11.87%
268 Meals	27,056	28,000	29,400	5.00%
280 Outside contractors	12,832	17,000	17,000	0.00%
299 Prisoner custody meals	1,822	3,500	3,500	0.00%
299 Miscellaneous	496	500	500	0.00%
Total Contractual Services	<u>338,351</u>	<u>391,770</u>	372,470	-4.93%

Town of Windham, Connecticut
Adopted Police Department Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Police Department	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Commodities				
301 Office supplies	\$ 7,920	\$ 13,600	\$ 11,200	-17.65%
302 Gas & diesel fuel	96,289	76,000	83,000	9.21%
303 Uniform purchases	42,754	36,300	36,300	0.00%
305 Safety equipment	755	11,000	7,000	-36.36%
306 Vehicle repairs	34,903	45,000	40,000	-11.11%
307 Hand tools	169	300	300	0.00%
310 Radio & alarm repairs	5,601	5,700	5,700	0.00%
311 Traffic control signs	-	-	-	0.00%
314 Office furnishings & equipment	1,415	1,500	8,000	433.33%
317 Books & subscriptions	731	1,000	1,000	0.00%
318 Photo equipment	-	3,000	3,000	0.00%
319 Guns & ammunition	23,024	29,000	29,000	0.00%
322 Miscellaneous supplies	2,554	3,250	2,850	-12.31%
325 Evidence supplies	1,972	2,000	2,000	0.00%
329 Building supplies	351	1,000	1,000	0.00%
Total Commodities	<u>218,438</u>	<u>228,650</u>	<u>230,350</u>	<u>0.74%</u>
Capital Expenditures				
401 Buildings & improvements	2,954	-	-	#DIV/0!
402 Equipment	545	2,500	-	-100.00%
403 Vehicles	-	33,000	-	0.00%
413 Improvements other than building	4,020	-	-	#DIV/0!
Total Capital Expenditures	<u>7,519</u>	<u>35,500</u>	<u>-</u>	<u>-100.00%</u>
Total Police Department	<u>\$ 5,756,831</u>	<u>\$ 5,765,720</u>	<u>\$ 5,928,289</u>	<u>2.82%</u>
		<u>0.15%</u>	<u>2.82%</u>	

Town of Windham, Connecticut
Adopted Fire Department Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Fire Department	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures				
101 Regular payroll	\$ 877,508	\$ 988,000	\$ 1,193,772	20.83%
103 Overtime	382,848	315,000	320,000	1.59%
104 Longevity	5,200	5,410	7,810	44.36%
108 Life insurance	2,373	3,500	4,500	28.57%
109 Workers' compensation	76,572	114,000	98,617	-13.49%
110 Medical insurance	274,875	319,000	318,800	-0.06%
112 Fire pension plan contribution	371,654	411,700	379,000	-7.94%
113 Heart & hypertension	-	10,000	10,000	0.00%
114 FICA/Medicare	17,895	19,800	23,158	16.96%
116 Bonus payments	5,497	6,500	6,500	0.00%
117 Physicals & inoculations	5,729	10,000	7,000	-30.00%
120 Recruitment	6,400	8,000	8,000	0.00%
Total Personnel Expenditures	<u>2,026,550</u>	<u>2,210,910</u>	<u>2,377,157</u>	<u>7.52%</u>
Contractual Services				
202 Financial & accounting	35,000	35,000	35,000	0.00%
203 Legal	31,874	10,000	6,000	-40.00%
205 Municipal insurance	38,290	50,000	48,500	-3.00%
209 Professional affiliations	420	500	500	0.00%
211 Travel, meetings & training	14,936	15,600	32,600	108.97%
214 Telephone	5,072	6,000	6,000	0.00%
215 Postage	235	250	250	0.00%
221 Advertising & publications	643	700	700	0.00%
223 Equipment rentals	1,332	3,000	2,500	-16.67%
230 Unemployment compensation	2,671	-	-	0.00%
257 Uniform cleaning	11,793	17,100	11,600	-32.16%
266 Service contracts	7,782	15,200	11,700	-23.03%
268 Meals	351	400	400	0.00%
280 Outside contractors	5,805	6,500	6,000	-7.69%
Total Contractual Services	<u>156,204</u>	<u>160,250</u>	<u>161,750</u>	<u>0.94%</u>
Commodities				
301 Office supplies	2,079	2,100	2,000	-4.76%
302 Gas & diesel fuel	13,809	13,000	13,000	0.00%
303 Uniform purchases	5,212	5,400	5,400	0.00%
305 Safety equipment	12,212	18,000	15,000	-16.67%
306 Vehicle repairs	18,147	27,500	27,500	0.00%

Town of Windham, Connecticut
Adopted Fire Department Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Fire Department	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Commodities (Continued)				
310 Radio & alarm repairs	\$ 1,864	\$ 2,000	\$ 2,000	0.00%
312 Radio, batteries & pagers	2,927	13,500	3,000	-77.78%
314 Office furnishings & equipment	352	500	250	-50.00%
317 Books & subscriptions	99	150	150	0.00%
322 Miscellaneous supplies	1,183	1,200	1,000	-16.67%
329 Building supplies	714	1,000	1,000	0.00%
Total Commodities	<u>58,598</u>	<u>84,350</u>	<u>70,300</u>	<u>-16.66%</u>
Capital Expenditures				
402 Equipment	-	-	-	0.00%
403 Vehicles	-	-	-	0.00%
Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
Total Fire Department	<u>\$ 2,241,353</u>	<u>\$ 2,455,510</u>	<u>\$ 2,609,207</u>	<u>6.26%</u>
		<u>9.55%</u>	<u>6.26%</u>	
	Percentage increase/(decrease)			

Town of Windham, Connecticut
Adopted Other WSD Function Expenditure Detail - Fiscal Year 2013-2014
As of June 6, 2013

Other WSD	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	% Increase Decrease
Personnel Expenditures				
115 Retirement benefits	\$ 22,861	\$ 15,000	\$ -	-100.00%
Total Personnel Expenditures	<u>22,861</u>	<u>15,000</u>	<u>-</u>	<u>-100.00%</u>
Contractual Services				
207 Dispatch services	350,994	385,000	385,000	0.00%
217 Electricity	69,620	70,000	73,000	4.29%
218 Heating fuel	22,848	25,000	25,000	0.00%
219 Sewer & water charges	3,471	3,000	3,000	0.00%
266 Service contracts	9,336	11,000	10,000	-9.09%
280 Outside contractors	18,211	43,000	30,000	-30.23%
283 WSD contingency	-	50,000	50,000	0.00%
Total Contractual Services	<u>474,480</u>	<u>587,000</u>	576,000	-1.87%
Commodities				
304 Custodial supplies	9,802	10,000	10,000	0.00%
Total Commodities	<u>9,802</u>	<u>10,000</u>	10,000	0.00%
Interfund Transfers Out				
990 Interfund transfer out - Grant match	20,000	20,000	-	-100.00%
998 Interfund transfer out - RCIP	50,000	-	-	0.00%
Total Interfund Transfers Out	<u>70,000</u>	<u>20,000</u>	<u>-</u>	<u>-100.00%</u>
Total Other WSD	<u>\$ 577,142</u>	<u>\$ 632,000</u>	\$ 586,000	-7.28%
		9.51%	-7.28%	
	Percentage increase/(decrease)			

Department Name: Police Administration Department #: 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 donations 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
- 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 two officers 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.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50801	Police Administration	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 484,636	\$ 496,255	\$ 523,000	\$ 529,000
103	Overtime	5,276	13,281	22,000	15,000
104	Longevity	4,600	5,000	6,600	6,600
108	Life insurance	1,309	1,440	1,500	1,500
110	Medical insurance	112,595	105,290	98,600	92,500
114	FICA/Medicare	11,128	11,364	13,000	13,000
120	Recruitment	11,685	15,462	12,000	12,000
	Total Personnel Expenditures	<u>631,228</u>	<u>648,092</u>	<u>676,700</u>	<u>669,600</u>
Contractual Services					
209	Professional affiliations	12,359	14,738	15,000	14,000
211	Travel, meetings & training	3,210	4,718	8,000	7,000
215	Postage	2,698	2,668	3,100	3,100
221	Advertising & publications	1,850	1,495	1,300	1,300
223	Equipment rentals	3,325	7,995	2,500	2,500
257	Uniform cleaning	3,481	4,503	4,500	4,500
266	Service contracts	7,651	7,561	8,470	8,470
	Total Contractual Services	<u>34,574</u>	<u>43,676</u>	<u>42,870</u>	<u>40,870</u>
Commodities					
301	Office supplies	7,225	4,657	8,400	6,000
303	Uniform purchases	2,500	3,077	3,300	3,300
314	Office furnishings & equipment	250	1,415	1,500	4,000
317	Books & subscriptions	233	731	1,000	1,000
322	Miscellaneous supplies	-	133	250	250
	Total Commodities	<u>10,207</u>	<u>10,013</u>	<u>14,450</u>	<u>14,550</u>
Capital Expenditures					
402	Equipment	700	545	2,500	-
	Total Capital Expenditures	<u>700</u>	<u>545</u>	<u>2,500</u>	<u>-</u>
50801	Total Police Administration	<u>\$ 676,709</u>	<u>\$ 702,326</u>	<u>\$ 736,520</u>	<u>\$ 725,020</u>
				Percentage increase/(decrease)	<u><u>-1.56%</u></u>

Full-time equivalent: 8

Department Name:

Patrol Services

Department #: 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, six (6) Corporals, twenty-seven (27) officers. Two additional officers are funded separately under a COPS Grant. Total department complement is 44 sworn.
- 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). CT now requires the department to pay the State for all training received at the academy.
- Prisoner custody meals, account number 299, represent the cost of prisoner meals.
- 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.
- 50805-402 (Capital Purchases/Equipment) was consolidated into 50802-319 for the completion of transition to tasers.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50802	Patrol Services	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 1,764,322	\$ 2,003,437	\$ 2,073,000	\$ 2,236,000
103	Overtime	331,933	426,407	235,000	235,000
104	Longevity	11,800	13,200	14,000	14,000
106	Special duty	159,323	227,732	200,000	200,000
108	Life insurance	5,233	5,460	7,000	7,000
110	Medical insurance	471,253	492,728	472,820	510,031
114	FICA/Medicare	31,288	35,831	37,000	39,000
	Total Personnel Expenditures	<u>2,775,152</u>	<u>3,204,795</u>	3,038,820	3,241,031
Contractual Services					
211	Travel, meetings & training	8,581	13,859	20,000	20,000
221	Advertising & publications	1,949	1,867	2,000	2,000
257	Uniform cleaning	13,919	21,656	22,000	22,000
280	Outside contractors	3,189	2,565	5,000	5,000
299	Prisoner custody meals	1,815	1,822	3,500	3,500
	Total Contractual Services	<u>29,453</u>	<u>41,769</u>	52,500	52,500
Commodities					
301	Office supplies	3,869	2,665	4,600	4,600
302	Gas & diesel fuel	70,732	96,289	76,000	83,000
303	Uniform purchases	17,704	37,637	30,000	30,000
305	Safety equipment	1,762	755	11,000	7,000
306	Vehicle repair parts	42,911	34,903	45,000	40,000
307	Hand tools	176	169	300	300
310	Radio & alarm repairs	5,665	5,601	5,700	5,700
314	Office furnishings & equipment				4,000
319	Guns & ammunition	23,795	23,024	29,000	29,000
322	Miscellaneous supplies	2,335	1,722	2,000	2,000
	Total Commodities	<u>168,949</u>	<u>202,765</u>	203,600	205,600
50802	Total Patrol Services	<u><u>\$ 2,973,554</u></u>	<u><u>\$ 3,449,329</u></u>	<u><u>\$ 3,294,920</u></u>	<u><u>\$ 3,499,131</u></u>

Percentage increase/(decrease) 6.20%

Full-time equivalent: 34

Department Name: **Parking Control** **Department #: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.
- Department was eliminated in the Town Manager’s budget.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50803	Parking Control	Expended	Expended	Budget	Budget
Personnel Expenditures					
102	Part time payroll	\$ -	\$ -	\$ 10,000	\$ -
104	Longevity	-	-	-	-
108	Life insurance	-	-	-	-
110	Medical insurance	-	-	-	-
114	FICA/Medicare	-	-	800	-
	Total Personnel Expenditures	-	-	10,800	-
Contractual Services					
208	Collection costs	-	-	-	-
217	Electricity	-	-	-	-
221	Advertising & publications	2,527	-	1,000	1,000
	Total Contractual Services	2,527	-	1,000	1,000
Commodities					
303	Uniform purchases	-	-	-	-
311	Traffic control signs	-	-	-	-
	Total Commodities	-	-	-	-
50803	Total Parking Control	\$ 2,527	\$ -	\$ 11,800	\$ 1,000

Percentage increase/(decrease) **-91.53%**

Full-time equivalent: 0.50

Department Name: **Support Services** **Department #:** **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.
- Line items 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 2013-2014
As of June 6, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
50804	Support Services				
Personnel Expenditures					
101	Regular payroll	\$ 57,493	\$ 58,239	\$ 62,600	\$ 62,600
102	Part time payroll	11,944	12,345	13,000	13,000
103	Overtime	11,011	9,581	10,000	10,000
104	Longevity	1,000	1,000	1,000	1,000
108	Life insurance	164	180	200	200
110	Medical insurance	3,000	3,000	3,000	3,000
114	FICA/Medicare	2,002	1,989	2,100	1,100
	Total Personnel Expenditures	<u>86,614</u>	<u>86,334</u>	91,900	90,900
Contractual Services					
200	NCIC collection costs	5,505	13,664	12,000	12,000
202	Financial services - Town	50,000	50,000	50,000	50,000
203	Legal	5,849	22,070	20,000	20,000
205	Municipal insurance	99,665	83,541	107,000	107,000
209	Professional affiliations	1,553	-	2,000	2,000
214	Telephone	13,259	13,660	15,000	14,000
257	Uniform cleaning	715	56	1,000	1,000
266	Service contracts	16,382	18,453	22,700	19,000
280	Outside contractors	10,438	9,476	11,000	11,000
299	Miscellaneous	190	496	500	500
	Total Contractual Services	<u>203,556</u>	<u>211,416</u>	241,200	236,500
Commodities					
318	Photo equipment	3,457	-	3,000	3,000
325	Evidence supplies	1,977	1,972	2,000	2,000
329	Building supplies	499	351	1,000	1,000
	Total Commodities	<u>5,933</u>	<u>2,323</u>	6,000	6,000
50804	Total Support Services	<u>\$ 296,103</u>	<u>\$ 300,073</u>	\$ 339,100	\$ 333,400

Percentage increase/(decrease) **-1.68%**

Full-time equivalent: 1.50

Department Name: Capital Purchases Department #: 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:	*moved to Capital	(8,000)
Equipment, account number 402:	*moved to 802	(4,000)
Vehicles, account number 403:		105,000
Improvements other than buildings, account number 413:		4,000

*Moved to an unknown location last fiscal year: returned to this account as they deal specifically with PD issues, not joint building issues.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50805	Capital Purchases - Police	Expended	Expended	Budget	Budget
Capital Expenditures					
401	Buildings & improvements	\$ -	\$ 2,954	\$ -	\$ -
402	Equipment	\$ 5,265	\$ 7,203	-	-
403	Vehicles	23,417	-	33,000	-
413	Improvements other than buildings	-	4,020	-	-
	Total Capital Expenditures	<u>28,682</u>	<u>14,177</u>	33,000	-
50805	Total Capital Purchases - Police	<u>\$ 28,682</u>	<u>\$ 14,177</u>	<u>\$ 33,000</u>	<u>\$ -</u>

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

Department Name:

Fringe Benefits

Department #: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 have remained the same.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50806	Fringe Benefits - Police	Expended	Expended	Budget	Budget
Personnel Expenditures					
108	Life Insurance	\$ 675	\$ -	\$ 700	\$ 700
109	Workers' compensation	94,860	122,368	154,500	139,714
110	Medical insurance	3,151	-	1,000	1,000
112	Police pension plan contribution	719,232	798,145	803,220	849,436
114	FICA/Medicare	165	-	-	-
113	Heart & hypertension	-	-	1,000	1,000
116	Bonus payments	19,650	20,625	20,000	20,000
117	Physicals & inoculations	400	140	800	800
119	Educational reimbursement	2,250	21,487	10,000	15,000
	Total Personnel Expenditures	<u>840,383</u>	<u>962,765</u>	<u>991,220</u>	<u>1,027,650</u>
Contractual Services					
230	Unemployment compensation	7,332	4,230	10,000	1,000
268	Meals	27,966	27,056	28,000	29,400
	Total Contractual Services	<u>35,298</u>	<u>31,286</u>	<u>38,000</u>	<u>30,400</u>
50806	Total Fringe Benefits - Police	<u>\$ 875,681</u>	<u>\$ 994,051</u>	<u>\$ 1,029,220</u>	<u>\$ 1,058,050</u>

Percentage increase/(decrease) 2.80%

Department Name: Detective/Youth/Identification Dept #: 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.
- 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 2013-2014
As of June 6, 2013

50807	Detective/Youth/Identification	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 173,630	\$ 173,327	\$ 188,000	\$ 188,000
103	Overtime	48,815	41,191	36,000	30,000
104	Longevity	2,000	2,200	2,000	2,000
108	Life insurance	492	540	560	560
110	Medical insurance	46,467	70,246	70,500	72,528
114	Medicare	3,456	3,033	3,300	3,200
	Total Personnel Expenditures	<u>274,860</u>	<u>290,537</u>	300,360	296,288
Contractual Services					
211	Travel, meetings & training	633	693	1,200	1,200
256	Informants	5,000	4,000	10,000	5,000
257	Uniform cleaning	4,267	4,720	4,000	4,000
280	Outside contractors	-	791	1,000	1,000
	Total Contractual Services	<u>9,900</u>	<u>10,204</u>	16,200	11,200
Commodities					
301	Office supplies	508	598	600	600
303	Uniform purchases	2,100	2,040	3,000	3,000
322	Miscellaneous supplies	1,011	699	1,000	600
	Total Commodities	<u>3,619</u>	<u>3,337</u>	4,600	4,200
50807	Total Detective/Youth/Identification	<u><u>\$ 288,379</u></u>	<u><u>\$ 304,078</u></u>	<u><u>\$ 321,160</u></u>	<u><u>\$ 311,688</u></u>

Percentage increase/(decrease) -2.95%

Full-time equivalent: 3

Department Name: Fire Administration Department #: 50901

Mission & Purpose:

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

Goals & Objectives:

- Continuity of operations with only one administrator and one administrative secretary.
- Implement changes provided in the new bargaining unit contract.
- Aggressive grant seeking.

Accomplishments:

- Maintained continuity of operations with only one administrator since April 1, 2010.
- Administered extensive rescue training under a FEMA Grant. The Department has received nearly ¾ million dollars in Grants, over the last 10 years.
- Community Life Improvement Project at ECSU.

Fiscal Notes:

- Some administrator costs are split with the Ambulance Department.
- “Recruitment” line 120 represents costs for promotional processes.
- “Service Contracts” line 266 reflect partial annual renewal cost for the records management system (“Firehouse Software”) and technical support for the same, implementation costs for the Mobile Data Terminals (reoccurring fees located in line 50900-280).
- Vehicle Repair Parts line 314, has increased due to the aging of the administrative vehicles.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50901	Fire Administration	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 109,697	\$ 118,016	\$ 104,000	\$ 96,300
104	Longevity	1,400	1,400	810	810
108	Life insurance	262	288	500	500
110	Medical insurance	46,749	39,509	28,800	29,800
114	FICA/Medicare	3,735	4,186	2,800	2,800
120	Recruitment	5,468	6,400	8,000	8,000
	Total Personnel Expenditures	<u>167,311</u>	<u>169,799</u>	144,910	138,210
Contractual Services					
203	Legal	11,804	31,874	10,000	6,000
209	Professional affiliations	345	420	500	500
211	Travel, meetings & training	971	605	600	600
214	Telephone	4,622	5,072	6,000	6,000
215	Postage	570	235	250	250
221	Advertising & publications	195	643	700	700
223	Equipment rentals	988	532	1,500	1,000
257	Uniform cleaning	936	600	600	600
266	Service contracts	6,380	3,900	6,500	5,000
	Total Contractual Services	<u>26,811</u>	<u>43,881</u>	26,650	20,650
Commodities					
301	Office supplies	1,371	1,579	1,600	1,500
303	Uniform purchases	1,165	1,047	1,200	1,200
306	Vehicle repair parts	2,515	539	2,500	2,500
314	Office furnishings & equipment	250	352	500	250
317	Books & subscriptions	99	99	150	150
	Total Commodities	<u>5,400</u>	<u>3,616</u>	5,950	5,600
50901	Total Fire Administration	<u>\$ 199,521</u>	<u>\$ 217,296</u>	<u>\$ 177,510</u>	<u>\$ 164,460</u>

Percentage increase/(decrease) **-7.35%**

Full-time equivalent: 2

Department Name: Fire Prevention and Training Depart #:50903

Mission & Purpose:

This account funds activities in two cost centers: The Willimantic Fire Department Prevention, Life Safety Program and an Internal Firefighter Training Program.

The fire prevention program fields firefighters trained as Public Fire and Life Safety Educators to deliver educational programs, often with training aids such as the mobile fire safety house or the Sparky animatronics character.

The Internal Training Program includes continuing education at the Connecticut Fire Academy, internally delivered in-service educational programs, and OSHA mandated training.

Goals & Objectives:

- Continuously improve and expand life safety education programs targeting the populations with the highest risk.
- Decrease actual emergency responses through prevention and education.
- Change the behavior of at-risk youth through the Juvenile Fire-Setter Intervention Program.
- Maintain OSHA compliance with mandated training.
- Field highly trained and prepared firefighters who are prepared to survive all hazard emergencies in high-risk environments.

Accomplishments:

- All personnel have been trained in a mobile driving simulator.
- The mobile fire safety house and fire prevention program remains very popular and high requested.

Fiscal Notes:

- Training “Overtime” is paid on a straight time basis.
- Line 211 has been increased to implement the new contractually-driven training and promotional requirements. This line should decrease in future years.
- The Department plans to conduct four, 4 hour OSHA mandated training sessions annually. This represents about \$15,000 in line item# 50903-103.
- Line item 301 and 322 are used primarily to purchase fire prevention supporting materials and give-a-ways.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50903	Fire Prevention & Training	Expended	Expended	Budget	Budget
Personnel Expenditures					
103	Overtime	\$ -	\$ 11,012	\$ 50,000	\$ 50,000
	Total Personnel Expenditures	-	11,012	50,000	50,000
Contractual Services					
211	Travel, meetings, & training	-	3,331	4,000	24,000
	Total Contractual Services	-	3,331	4,000	24,000
Commodities					
301	Office supplies	500	500	500	500
322	Miscellaneous supplies	500	489	500	500
	Total Commodities	1,000	989	1,000	1,000
50903	Total Fire Prevention	\$ 1,000	\$ 15,332	\$ 55,000	\$ 75,000
Percentage increase/(decrease)					36.36%

Department Name: Operations and Maintenance Department #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.
- A diverse, educated and experienced firefighter workforce.

Accomplishments:

- Hired and trained four new firefighters.
- Narrow-banded all radios, to comply with FCC mandate.

Fiscal Notes:

- The FEMA SAFER grant has expired, as reflected in Regular Payroll, line 101.
- Personnel expenses reflect 18 full time equivalent (FTE).
- Travel, meetings & training, line item #211 represents tuition for Recruit School for two.
- Line item #266 represents 29% a percentage of the annual renewal costs for the records management software, diesel exhaust system maintenance, employee assistance program (mental health), pump and ladder testing and other contractual expenses.
- Line item 305 represents replacement and/or maintenance of all non-fire apparatus equipment, including saws, gas meters, nozzles, ladders, fire extinguisher maintenance, hose, firefighting foam, etc.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

50905	Operations & Maintenance	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
101	Regular payroll	\$ 742,736	\$ 759,492	\$ 884,000	\$ 1,097,472
103	Overtime	397,231	371,836	265,000	270,000
104	Longevity	4,100	3,800	4,600	7,000
108	Life insurance	2,863	2,085	3,000	4,000
110	Medical insurance	282,923	232,620	290,200	289,000
114	Medicare	13,078	13,709	17,000	20,358
116	Bonus payments	3,926	5,497	6,500	6,500
	Total Personnel Expenditures	<u>1,446,857</u>	<u>1,389,039</u>	1,470,300	1,694,330
Contractual Services					
211	Travel, meetings & training	10,757	11,000	11,000	8,000
223	Equipment rentals	730	800	1,500	1,500
257	Uniform cleaning	10,877	11,193	16,500	11,000
266	Service contracts	5,841	3,882	8,000	6,000
268	Meals	68	351	400	400
	Total Contractual Services	<u>28,273</u>	<u>27,226</u>	37,400	26,900
Commodities					
302	Gas & diesel fuel	11,525	13,809	13,000	13,000
303	Uniform purchases	3,893	4,164	4,200	4,200
305	Safety equipment	14,677	12,212	18,000	15,000
306	Vehicle repair parts	24,215	17,609	25,000	25,000
310	Radio and alarm repairs	1,300	1,864	2,000	2,000
312	Radio, batteries & pagers	4,500	2,927	13,500	3,000
322	Miscellaneous supplies	792	694	700	500
	Total Commodities	<u>60,902</u>	<u>53,279</u>	76,400	62,700
50905	Total Operation & Maintenance	<u>\$ 1,536,031</u>	<u>\$ 1,469,544</u>	<u>\$ 1,584,100</u>	<u>\$ 1,783,930</u>

Percentage increase/(decrease) **12.61%**

Full-time equivalent: 18

Department Name: **Central Services** **Department #: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.

Fiscal Notes:

- Service contracts, line 266, reflects the costs of maintaining the hood fire suppression system in the kitchen.
- Outside contractors, line 280, reflects Fire Department specific, non-contract building repairs, including building access/security and plumbing.
- Building supplies, line 329, is used to replace or repair appliances e.g ice-maker (used heavily for firefighter hydration).

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50906	Central Services	Expended	Expended	Budget	Budget
Contractual Services					
266	Service contracts	\$ 1,636	\$ -	\$ 700	\$ 700
280	Outside contractors	5,041	5,805	6,500	6,000
	Total Contractual Services	<u>6,677</u>	<u>5,805</u>	<u>7,200</u>	<u>6,700</u>
Commodities					
329	Building supplies	357	714	1,000	1,000
	Total Commodities	<u>357</u>	<u>714</u>	<u>1,000</u>	<u>1,000</u>
50906	Total Central Services	<u>\$ 7,034</u>	<u>\$ 6,519</u>	<u>\$ 8,200</u>	<u>\$ 7,700</u>
Percentage increase/(decrease)					<u><u>-6.10%</u></u>

Department Name: Capital Purchase Fire Department #: 50907

Mission & Purpose:

The Capital Purchase 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.

Accomplishments:

Fiscal Notes:

- SCBAs are retired after no more than twenty years of service.
- Turnout gear is retired after no more than ten years of service.
- Hose replacement will occur incrementally, over the next five years.
- The firehouse ramp (in front of bay doors) will be resurfaced this year concurrent with the Bank Street resurfacing.

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50907	Capital Purchases - Fire	Expended	Expended	Budget	Budget
Capital Expenditures					
402	Equipment	\$ 31,784	\$ -	\$ -	\$ -
403	Vehicles	-	-	-	-
	Total Capital Expenditures	<u>31,784</u>	<u>-</u>	<u>-</u>	<u>-</u>
50907	Total Capital Purchases - Fire	<u>\$ 31,784</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Fringe Benefits Fire Department #: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:

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

Fiscal Notes:

- Fire pension plan contributions are driven by actuarial recommendations.
- Physicals & inoculations, line #117 are budgeted for firefighters according to Connecticut OSHA requirements and NFPA Standards (1500, 1581,1582,and 1583).

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50908	Fringe Benefits - Fire	Expended	Expended	Budget	Budget
Personnel Expenditures					
108	Life Insurance	\$ 279	\$ -	\$ -	\$ -
109	Workers' compensation	90,732	76,572	114,000	98,617
110	Medical insurance	1,831	2,746	-	-
112	Fire pension plan contribution	358,173	371,654	411,700	379,000
113	Heart & hypertension	-	-	10,000	10,000
114	FICA/Medicare	89	170	-	-
117	Physicals & inoculations	8,241	5,729	10,000	7,000
	Total Personnel Expenditures	<u>459,344</u>	<u>456,871</u>	545,700	494,617
Contractual Services					
202	Financial & accounting	35,000	35,000	35,000	35,000
205	Municipal insurance	43,953	38,290	50,000	48,500
230	Unemployment compensation		2,671		
	Total Contractual Services	<u>78,953</u>	<u>75,961</u>	85,000	83,500
50908	Total Fringe Benefits - Fire	<u>\$ 538,297</u>	<u>\$ 532,832</u>	\$ 630,700	\$ 578,117
Percentage increase/(decrease)					<u>-8.34%</u>

Department Name:

Safety Complex

Department #: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 and 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 2013-2014
As of June 6, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
50900	Safety Complex				
Personnel Expenditures					
115	Retirement benefits	\$ -	\$ 22,861	# \$ 15,000	\$ -
	Total Personnel Expenditures	<u>-</u>	<u>22,861</u>	<u># 15,000</u>	<u>-</u>
Contractual Services					
207	Dispatch services	383,266	350,994	# 385,000	385,000
217	Electricity	76,213	69,620	# 70,000	73,000
218	Heating fuel	29,191	22,848	# 25,000	25,000
219	Sewer & water charges	2,844	3,471	# 3,000	3,000
266	Service contracts	47,028	9,336	# 11,000	10,000
280	Outside contractors	17,206	18,211	# 43,000	30,000
	Total Contractual Services	<u>555,748</u>	<u>474,480</u>	<u># 537,000</u>	<u>526,000</u>
Commodities					
304	Custodial supplies	8,342	9,802	# 10,000	10,000
	Total Commodities	<u>8,342</u>	<u>9,802</u>	<u># 10,000</u>	<u>10,000</u>
50900	Total Safety Complex	<u>\$ 564,090</u>	<u>\$ 507,142</u>	<u># \$ 562,000</u>	<u>\$ 536,000</u>
Percentage increase/(decrease)					<u>-4.63%</u>

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

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

Town of Windham, Connecticut
Adopted Willimantic Service District Expenditure Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50909	WSD Contingency	Expended	Expended	Budget	Budget
Contractual Services					
283	WSD contingency	\$ -	\$ -	\$ 50,000	\$ 50,000
	Total Contractual Services	-	-	50,000	50,000
50909	Total WSD Contingency	\$ -	\$ -	\$ 50,000	\$ 50,000
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 2013-2014
As of June 6, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
50910	Interfund Transfers Out	Expended	Expended	Budget	Budget
Interfund Transfers Out					
990	Interfund transfer out - grant match	\$ -	\$ 20,000	\$ 20,000	\$ -
998	Interfund transfer out - RCIP	250,000	50,000	-	-
	Total Interfund Transfers Out	<u>250,000</u>	<u>70,000</u>	20,000	-
50910	Total Interfund Transfers Out	<u><u>\$ 250,000</u></u>	<u><u>\$ 70,000</u></u>	<u><u>\$ 20,000</u></u>	<u><u>\$ -</u></u>
Percentage increase/(decrease)					<u><u>-100.00%</u></u>

**TOWN OF WINDHAM,
CONNECTICUT**

ENTERPRISE FUNDS

WINDHAM WATER WORKS

**WATER POLLUTION CONTROL
FACILITY**

**ADOPTED BUDGETS
FISCAL YEAR
2013-2014**

Town of Windham, Connecticut
Windham Water Works Revenue Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Windham Water Works		2010-2011 Actual Receipts	2011-2012 Actual Revenue	2012-2013 Budgeted Revenue	2013-2014 Approved Revenue
Revenue					
46104 State of Connecticut					
854	Other revenue - State of CT	\$ -	\$ -	\$ -	\$ -
	Total State of Connecticut	-	-	-	-
46108 Charges for Services					
891	Water charges	2,667,015	2,661,111	2,696,261	2,696,261
892	Miscellaneous water charges	80,681	77,985	60,000	60,000
	Total Charges for Services	<u>2,747,696</u>	<u>2,739,095</u>	<u>2,756,261</u>	2,756,261
46109 Interest					
900	Investment income	43,345	36,242	50,000	50,000
902	Water charges interest	55,699	44,323	36,091	36,091
	Total Interest	<u>99,044</u>	<u>80,564</u>	<u>86,091</u>	86,091
46111 Sundry & Miscellaneous					
934	Insurance reimbursement	2,300	-	-	-
937	Caveat	-	-	-	-
940	Cell tower	22,812	21,305	20,630	20,630
950	Miscellaneous revenue	22,205	25,863	30,000	30,000
	Bond proceeds/Use of proceeds	-	-	-	-
	Total Sundry & Miscellaneous	<u>47,317</u>	<u>47,168</u>	<u>50,630</u>	50,630
Total WWW Revenue		<u>\$ 2,894,057</u>	<u>\$ 2,866,828</u>	<u>\$ 2,892,982</u>	\$ 2,892,982

Town of Windham, Connecticut
Windham Water Works Expense Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Windham Water Works		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Approved
		Expended	Expended	Budget	Budget
Expenses					
51901 Personnel Service					
101	Regular payroll	\$ 618,910	\$ 667,614	\$ 638,168	\$ 652,751
103	Overtime	76,723	75,110	76,000	83,800
104	Longevity	6,850	7,750	7,900	7,900
108	Life insurance	2,100	2,088	2,318	2,270
109	Workers' compensation	36,896	31,708	44,200	44,200
110	Medical insurance	194,028	199,251	228,420	228,420
112	Town pension contribution	56,501	45,595	65,100	65,100
114	FICA/Medicare	52,839	55,900	55,315	56,850
115	Retirement Benefits	5,565	9,130	11,700	11,700
116	Bonus payments	1,983	2,619	2,000	3,000
117	Physical exams	974	633	1,500	1,500
211	Travel, meetings & training	1,913	1,205	5,000	5,000
230	Unemployment compensation	-	-	-	-
268	Meals	190	72	500	500
	Total Personnel Service	<u>1,055,472</u>	<u>1,098,674</u>	<u>1,138,121</u>	<u>1,162,991</u>
51903 Repairs & Maintenance					
280	Outside contractors	36,586	23,589	25,000	25,000
309	Major equipment repair parts	29,064	73,726	70,000	70,000
403	Vehicle lease	-	-	-	-
	Total Repairs & Maintenance	<u>65,650</u>	<u>97,315</u>	<u>95,000</u>	<u>95,000</u>
51904 Utilities					
214	Telephone	8,705	8,383	12,000	12,000
217	Electricity	147,038	100,976	188,000	188,000
218	Heating fuel	43,184	28,398	55,750	55,750
219	Sewer & water charges	8,099	6,489	10,000	10,000
	Total Utilities	<u>207,026</u>	<u>144,247</u>	<u>265,750</u>	<u>265,750</u>
51905 Outside Services					
202	Financial & accounting	10,000	10,000	10,000	10,000
203	Legal	1,058	1,202	4,000	4,000
206	Indexing & recording	-	-	200	200
207	Other professional services - Town	92,000	92,000	92,000	92,000
208	Collection costs - Town	-	-	-	-
209	Professional affiliations	2,167	2,861	2,500	2,500
216	Water testing & treatment	11,248	13,647	20,000	20,000
221	Advertising & publications	4,180	9,484	5,000	5,000

Town of Windham, Connecticut
Windham Water Works Expense Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Windham Water Works		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Approved Budget
Expenses (Continued)					
51905 Outside Services (Continued)					
224	Uniform rentals	\$ 4,625	\$ 3,882	\$ 6,000	\$ 5,000
266	Service contracts	2,876	3,969	5,000	6,000
276	Bulky waste disposal	1,104	1,104	1,500	1,500
285	Consulting	11,092	23,878	25,000	25,000
	Total Outside Services	<u>140,350</u>	<u>162,027</u>	<u>171,200</u>	<u>171,200</u>
51906 Materials & Supplies					
215	Postage	1,029	1,309	3,000	3,000
301	Office supplies	2,215	3,012	3,500	3,500
302	Gas & diesel fuel	13,815	17,139	25,000	20,000
304	Custodial supplies	1,513	2,051	3,500	3,500
305	Safety equipment	4,105	2,211	7,000	7,000
306	Vehicle repair parts	9,561	2,545	9,000	9,000
307	Hand tools	1,397	2,194	2,000	2,000
313	Paving materials	6,799	8,961	7,000	7,000
314	Office furniture & equipment	5,838	2,851	3,000	3,000
320	Chemicals	235,976	281,006	221,000	235,000
321	Lab supplies	10,600	12,845	10,000	13,000
324	Inventoried supplies	50,660	34,054	40,000	40,000
399	Miscellaneous supplies	18,466	17,568	20,000	28,000
	Total Materials & Supplies	<u>361,976</u>	<u>387,744</u>	<u>354,000</u>	<u>374,000</u>
51908 Administration					
205	Municipal insurance	60,230	59,389	63,900	60,000
231	Property taxes & assessments	530	530	1,000	1,000
263	Depreciation expense	323,706	-	-	-
264	Permit fees	1,263	8,050	7,200	8,000
283	Contingency	-	-	10,000	10,000
299	Bad debt expense	-	-	-	-
	Total Administration	<u>385,729</u>	<u>67,969</u>	<u>82,100</u>	<u>79,000</u>
51910 Debt Service					
232	Bonds - principal	-	-	289,937	288,906
233	Bonds - interest	112,035	96,215	81,316	67,284
	Total Debt Service	<u>112,035</u>	<u>96,215</u>	<u>371,253</u>	<u>356,190</u>

Town of Windham, Connecticut
Windham Water Works Expense Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Windham Water Works		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Approved Budget
Expenses (Continued)					
51914 Operational Capital Budget					
207	Other professional services	\$ -	\$ -	\$ -	\$ -
208	Equipment (Mower)	-	-	-	-
299	Miscellaneous			25,000	25,000
402	Equipment	6,291	17,897	-	-
403	Vehicles	-	-	115,000	80,000
413	Facility Upgrades	-	25,336	225,000	20,000
	Total Operational Capital Budget	<u>6,291</u>	<u>43,232</u>	<u>365,000</u>	<u>125,000</u>
51915 Solar Project					
201	Architects & Engineers	-	-	-	-
299	Miscellaneous	-	124,286	-	-
413	Contract	-	-	-	-
	Total Valley St Relining Budget	<u>-</u>	<u>124,286</u>	<u>-</u>	<u>-</u>
51916 Ivan Hill - Loop in Water Main					
299	Miscellaneous	-	-	-	93,000
	Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>93,000</u>
51917 Hosmer Mountain Tank Repairs					
299	Miscellaneous		302,695	-	-
413	Contract		-	-	-
	Total	<u>-</u>	<u>302,695</u>	<u>-</u>	<u>-</u>
51918 Upper Birch St - Loop in Water Main					
299	Miscellaneous	-	-	-	66,000
	Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>66,000</u>
51919					
299	Intake Trash Racks & Repairs		-	-	-
	Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
51920 Riverview - Cement Line					
299	Miscellaneous	-	-	-	66,000
	Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>66,000</u>
51924					
299	Cement Lining Ash Ave.Summit St	84,550	-	-	-
		<u>84,550</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total WWW Expenses	<u>\$ 2,419,079</u>	<u>\$ 2,524,571</u>	<u>\$ 2,842,424</u>	<u>\$ 2,854,131</u>

Town of Windham, Connecticut
Water Pollution Control Facility Revenue Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Water Pollution Control Facility	2010-2011 Actual Revenue	2011-2012 Actual Revenue	2012-2013 Revised Est Revenue	2013-2014 Estimated Revenue
Revenue				
46204 Capital Reserve Account				
950 Capital Reserve Fund	\$ 586,503	\$ 1,218,892	\$ -	\$ 304,079
Total Capital Reserve Account	<u>586,503</u>	<u>1,218,892</u>	<u>-</u>	<u>304,079</u>
46208 Charges for Services				
894 Sewer charges	1,891,309	1,863,893	2,025,000	2,025,000
895 Septic charges	911,675	970,984	875,000	875,000
896 Contractual Mansfield	82,864	111,770	200,000	200,000
Total Charges for Services	<u>2,885,848</u>	<u>2,946,647</u>	<u>3,100,000</u>	3,100,000
46209 Interest				
900 Investment income	430,527	(88,960)	310,000	330,000
902 Sewer charges interest	46,275	33,218	30,000	30,000
Total Interest	<u>476,802</u>	<u>(55,742)</u>	<u>340,000</u>	360,000
46211 Sundry & Miscellaneous				
934 Insurance reimbursement	-	-	-	-
950 Miscellaneous revenue	92,024	35,532	5,000	5,000
Total Sundry & Miscellaneous	<u>92,024</u>	<u>35,532</u>	<u>5,000</u>	5,000
Total WPCF Revenue	<u>\$ 4,041,177</u>	<u>\$ 4,145,329</u>	<u>\$ 3,445,000</u>	\$ 3,769,079

Town of Windham, Connecticut
Water Pollution Control Facility Expense Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Water Pollution Control Facility		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Expenses					
52801 Personnel Service					
101	Regular payroll	\$ 554,206	\$ 610,161	\$ 650,000	\$ 680,000
102	Meter reading payroll	21,178	25,055	26,600	26,600
103	Overtime	45,021	45,816	60,000	75,000
104	Longevity	4,750	4,650	6,000	6,000
116	Bonus payments	985	1,528	3,000	3,000
211	Travel, meetings & training	5,404	8,852	8,500	8,500
230	Unemployment compensatin	-	-	-	-
268	Meals	-	122		
	Total Personnel Service	<u>631,544</u>	<u>696,184</u>	<u>754,100</u>	799,100
52803 Repairs & Maintenance					
266	Service contracts	1,082	851	10,000	10,000
	Total Repairs & Maintenance	<u>1,082</u>	<u>851</u>	<u>10,000</u>	10,000
52804 Utilities					
214	Telephone	3,241	7,026	8,000	8,000
217	Electricity	130,045	166,418	225,000	210,000
218	Heating fuel	13,052	8,793	15,000	15,000
219	Sewer & water charges	2,289	1,375	3,000	3,000
220	Telecommunications	3,992	-	-	-
	Total Utilities	<u>152,619</u>	<u>183,612</u>	<u>251,000</u>	236,000
52805 Outside Services					
205	NPDES permit renewal	2,683	10,215	3,000	4,000
206	Stormwater poll prevent (SWPPP)	-	-	-	-
207	Other professional services	28,434	43,130	30,000	35,000
223	Equipment rentals	460	218	2,500	2,500
224	Uniform rentals	5,221	6,220	6,000	5,000
258	Emergency line work	1,800	-	10,000	10,000
262	Sludge & grease removal	372,695	402,255	450,000	435,000
	Total Outside Services	<u>411,293</u>	<u>462,038</u>	<u>501,500</u>	491,500
52806 Materials & Supplies					
301	Office supplies	8,321	1,320	3,000	3,000
302	Gas & diesel fuel	6,857	9,324	9,000	9,000
303	Uniform purchases	1,314	1,207	4,500	4,500
304	Custodial supplies	2,544	1,611	3,000	3,000

Town of Windham, Connecticut
Water Pollution Control Facility Expense Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Water Pollution Control Facility		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Expenses (Continued)					
52806	Mat. & Sup. (Continued)				
305	Safety equipment	\$ 1,738	\$ 2,241	\$ 5,000	\$ 10,000
306	Vehicle repair parts	14,906	27,607	10,000	15,000
307	Meter billing upgrades	11,000	10,000	9,000	8,000
308	Postage & freight	1,214	157	1,000	1,000
309	Major equip repair parts	83,710	56,914	40,000	50,000
320	Chemicals	53,862	42,183	55,000	85,000
321	Lab supplies	1,461	8,392	3,000	6,000
322	Miscellaneous supplies	914	1,355	3,000	3,000
	Total Materials & Supplies	<u>187,841</u>	<u>162,311</u>	<u>145,500</u>	197,500
52808	Administrative				
202	Financial & accounting-audit	102,000	10,000	102,000	10,000
203	Legal	29,568	26,921	15,000	5,000
205	Municipal insurance	63,786	51,553	70,000	70,000
209	Professional affiliations	1,243	1,163	1,000	1,000
221	Advertising & publications	611	147	1,000	1,000
263	Depreciation	185,914	395,151	-	-
265	DEP - nitrogen credits	49,507	44,808	30,000	10,000
297	Loss on sale of asset	-	-	-	-
991	Interfund transfer out - Town-services	-	92,000	-	92,000
	Total Administrative	<u>432,629</u>	<u>621,743</u>	<u>219,000</u>	189,000
52810	Debt Service				
232	Bonds - principal	-	1	-	-
233	Bonds - interest	1,458	540	-	-
234	Bonds - Clean Water Fund - Principal	-	1	30,500	31,603
235	Bonds - Clean Water Fund - Interest	253,553	179,299	10,750	9,477
241	Bonds - Clean Water Fund - Principal	-	-	770,425	770,421
242	Bonds - Clean Water Fund - Interest	-	160,304	295,975	279,278
	Total Debt Service	<u>255,011</u>	<u>340,145</u>	<u>1,107,650</u>	1,090,779
52812	Fringe Benefits				
108	Life insurance	679	693	2,000	2,000
109	Workers' compensation	16,812	20,692	30,000	30,000
110	Medical insurance	159,746	172,620	170,500	194,000
112	Town pension contribution	37,123	34,000	71,500	71,500
114	FICA/Medicare	49,099	51,999	54,500	54,500
115	Retirement Benefits	7,555	7,720	9,100	18,200
	Total Fringe Benefits	<u>271,014</u>	<u>287,724</u>	<u>337,600</u>	370,200

Town of Windham, Connecticut
Water Pollution Control Facility Expense Budget Detail - Fiscal Year 2013-2014
As of June 6, 2013

Water Pollution Control Facility		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Expenses (Continued)					
52814 Capital Budget					
207	Professional services	\$ -	\$ -	\$ 10,000	\$ 10,000
401	Building & improvements	-	-	5,000	5,000
402	Equipment	3,465	-	5,000	5,000
403	Vehicles	(4,000)	-	-	-
404	Construction-Engineering	** -	-	-	300,000
407	Reserve for capital improve.	-	-	33,650	-
413	Improve. other than build.	(36,767)	2,030	5,000	5,000
414	Interim grease handling imprv	-	-	-	-
Total Capital Budget		<u>(37,302)</u>	<u>2,030</u>	<u>58,650</u>	325,000
52816 Septic Receiving Station					
258	Collection System	80,623	80,036	50,000	50,000
299	Miscellaneous	984	1,255	5,000	5,000
413	Improve. other than build.	82,020	(32,109)	5,000	5,000
Total Septic Receiving Station		<u>163,627</u>	<u>49,182</u>	<u>60,000</u>	60,000
Total WPCF Expenses		<u>\$ 2,469,358</u>	<u>\$ 2,805,820</u>	<u>\$ 3,445,000</u>	\$ 3,769,079

**TOWN OF WINDHAM,
CONNECTICUT**

**CAPITAL
IMPROVEMENT
PLAN**

**FISCAL YEAR
2013-2014**

TOWN OF WINDHAM
Capital Improvement Plan
Fiscal Year Ending June 30, 2014

Source of Funding

	Budget 2013-2014	State School Facility Unit	General Fund	LOCIP	RCIP	Town Garage Fund	Bonding	Cemetery Fund	Fed & State Grants
Board of Education									
Board of Education - General									
Replacement pick up	35,000						35,000		
High School									
Oil/repaint tennis courts	25,000						25,000		
Repave & Paint Parking Lot	300,000						300,000		
Abatement & Repair Cafeteria & Hallway Floors	127,000						127,000		
Middle School									
Reconstruct/repaint basketball and tennis courts	85,000						85,000		
Closed Circuit Camera	25,000						25,000		
Replace Auditorium Carpet	12,450						12,450		
Replace Main Office Carpet	12,000						12,000		
Repairs to roof	10,000						10,000		
Natchaug School									
Playground for PK	30,000						30,000		
North Windham School									
Drill 2 new well systems	125,000	97,500					27,500		
Parking insufficient	50,000						50,000		
Energy Efficient windows in Rm 1-10A	15,000						15,000		
Sweeney School									
Windham Center School									
Drill 2 new well systems	125,000	97,500					27,500		
Upgrade/recoat Holding Tank	18,327	18,327							
Upgrade/install parking lot lights & addtl parking	60,000						60,000		
Total Board of Education	1,054,777	213,327	0	0	0	0	841,450	0	0

TOWN OF WINDHAM
Capital Improvement Plan
Fiscal Year Ending June 30, 2014

Source of Funding

	Budget 2013-2014	State School Facility Unit	General Fund	LOCIP	RCIP	Town Garage Fund	Bonding	Cemetery Fund	Fed & State Grants
Fire Department									
SCBA Cylinders & Packs	21,000				21,000				
Turnout Gear	11,000				11,000				
4" diameter supply hose	11,000				11,000				
Pave Aparatus Bay Entrance	15,000				15,000				
Total Fire Department	58,000	0	0	0	58,000	0	0	0	0
Police Department									
Cruiser Replacement	105,000				105,000				
Total Police Department	105,000	0	0	0	105,000	0	0	0	0
Public Works									
Equipment Replacement	174,000				150,000			24,000	
Fire Marshall Vehicle	28,000				28,000				
Kramer ADA entrance improvemets	30,000			30,000					
Legion Field Bleachers	55,000			55,000					
Renovate Public Works Garage	100,000			100,000					
Pave Cemetery Roads	40,000							40,000	
Lauter Park Fencing	15,000			15,000					
Legion Field ADA Bathroom	30,000			30,000					
Recreation Park Fencing	145,000			145,000					
Recreation Park Tennis Court Lighting	15,000			15,000					
Total Public Works	632,000	0	0	390,000	178,000	0	0	64,000	0
Historic Downtown Willimantic									
Downtown Façade Improvements	500,000								500,000
Mill Museum ADA Bathroom	25,000			25,000					
Total Historic Downtown Willimantic	525,000	0	0	25,000	0	0	0	0	500,000
Municipal Infrastructure									
Roadway & Sidewalk Program	3,900,000						3,900,000		
Energy Efficiency of Town Buildings	160,000				160,000				
Town Hall Renovations	10,000				10,000				
Total Municipal Infrastructure	4,070,000	0	0	0	170,000	0	3,900,000	0	0
Municipal & Community Wide Needs									
Senior Center	1,500,000				50,000				1,450,000
Total Municipal & Community Wide Needs	1,500,000	0	0	0	50,000	0	0	0	1,450,000
TOTAL CAPITAL IMPROVEMENTS	7,944,777	213,327	0	415,000	561,000	0	4,741,450	64,000	1,950,000

*** Note *** The RCIP balance as of June 30, 2012 for the Town is \$1,459,005.
The RCIP balance as of June 30, 2012 for the Willimantic Service District is \$469,448.

TOWN OF WINDHAM
Five Year Capital Improvement Plan
FY2014

										FUNDING SOURCE										
DEPT	CAT	PRIORITY	TITLE	TOTAL COST	FY2014	FY2015	FY 2016	FY 2017	FY2018+	School	GENERAL			Town Garage			Ambulance	Cemetery	Fed & St	
										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	Fund	GRANTS	
BOE-General																				
	5	3	All driveways & parking lots resealed & repaired	167,953					167,953								167,953			
	5	3	Split HVAC system for Kitchen	11,000				11,000									11,000			
	4	1	Replacement pick up	140,000	35,000	35,000	35,000	35,000									140,000			
	4	3	Clean storm drains throughout district	12,284		12,284											12,284			
Totals				331,237	35,000	47,284	35,000	46,000	167,953	0	0	0	0	0	0	0	331,237	0	0	0
High School																				
	2	3	Oil/repaint tennis courts	25,000	25,000												25,000			
	4	2	Repave & Paint Parking Lot	300,000	300,000												300,000			
	4	3	Replace Stage floor	48,675					48,675								48,675			
	2	2	Elevator Upgrade	23,000					23,000								23,000			
	4	4	Replace Media Center carpet & shades	27,000					27,000								27,000			
	2	1	Abatement & Repair Cafeteria and Hallway Floors	127,000	127,000												127,000			
	2	2	Door & Door hardware replacement (interior/exterior)	39,763		39,763											39,763			
Totals				590,438	452,000	39,763	0	0	98,675	0	0	0	0	0	0	0	590,438	0	0	0
Middle School																				
	2	2	Reconstruct/repaint basketball and tennis courts	85,000	85,000												85,000			
	4	1	Closed Circuit Camera	25,000	25,000												25,000			
	6	5	Sprinkler for fields/field house bathrooms	145,000					145,000								145,000			
	2	1	Replace Auditorium Carpet	12,450	12,450												12,450			
	2	1	Replace Main Office Carpet	12,000	12,000												12,000			
	4	1	Repairs to roof	10,000	10,000												10,000			
Totals				289,450	144,450	0	0	0	145,000	0	0	0	0	0	0	0	289,450	0	0	0

LEGEND

CATEGORIES

* Previously Authorized

PRIORITIES

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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.
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5. Project is needed and should be scheduled when funds become available.

TOWN OF WINDHAM
Five Year Capital Improvement Plan
FY2014

										FUNDING SOURCE										
DEPT	CAT	PRIORITY	TITLE	TOTAL COST	FY2014	FY2015	FY 2016	FY 2017	FY2018+	School	GENERAL			Town Garage			Ambulance	Cemetery	Fed & St	
										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	Fund	GRANTS	
North Windham School																				
	4	1	Drill 2nd new well systems (RECOMMENDED BY STATE)	125,000	125,000						97,500						27,500			
	4	1	Parking insufficient	50,000	50,000												50,000			
	4	1	Energy Efficient windows in RM 1-10A	15,000	15,000												15,000			
	2	2	Asbestos tile removal	20,000		20,000											20,000			
	2	2	Replace carpet with VCT tile - classrooms	11,276		11,276											11,276			
	4	2	Replace flooring tiles to prevent pop ups exposing asbestos tiles below	50,000				50,000									50,000			
	4	3	Repair sly lights	25,000				25,000									25,000			
	4	3	Repair parking lot lines	10,000					10,000								10,000			
Totals				306,276	190,000	31,276	50,000	25,000	10,000		97,500	0	0	0	0	0	208,776	0	0	0
Natchaug School																				
	4	1	Playground for PK	30,000	30,000												30,000			
Totals				30,000	30,000	0	0	0	0	0	0	0	0	0	0	0	30,000	0	0	0

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TOWN OF WINDHAM
Five Year Capital Improvement Plan
FY2014

										FUNDING SOURCE											
DEPT	CAT	PRIORITY	TITLE	TOTAL COST	FY2014	FY2015	FY 2016	FY 2017	FY2018+	School	GENERAL			Town Garage			Ambulance	Cemetery	Fed & St		
										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	Fund	GRANTS		
Sweeney School																					
	2	2	Replacement of Kitchen Floor tiles	18,900					18,900									18,900			
	6	5	Arch/Eng study Caf�/Media Center & room addition	38,749					38,749									38,749			
	6	5	Covered walkway to portables	10,000					10,000									10,000			
	6	5	Parking insufficient	50,000					50,000									50,000			
	2	3	More student bathrooms needed	1,000,000					1,000,000									1,000,000			
Totals				1,117,649	0	0	0	0	1,117,649	0	0	0	0	0	0	0	0	1,117,649	0	0	0
Windham Center School																					
	1	1	Drill 2 new well systems (RECOMMENDED BY STATE)	125,000	125,000					97,500								27,500			
	4	1	Upgrade/install parking lot lights - and additional parking	60,000	60,000													60,000			
	4	1	Upgrade /recoat Holding Tank	18,327	18,327													18,327			
	5	3	Principals office - abatement & replace carpet with VCT	11,118					11,118									11,118			
	4	3	Replace hall floor tiles	50,000			50,000											50,000			
Totals				264,445	203,327	0	50,000	0	11,118	97,500	0	0	0	0	0	0	0	166,945	0	0	0
GRAND TOTAL		SCHOOL DEPARTMENT		2,929,495	1,054,777	118,323	135,000	71,000	1,550,395	195,000	0	0	0	0	0	0	2,734,495	0	0	0	

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TOWN OF WINDHAM
Five Year Capital Improvement Plan
FY2014

										FUNDING SOURCE										
DEPT	CAT	PRIORITY	TITLE	TOTAL COST	FY2014	FY2015	FY 2016	FY 2017	FY2018+	School	GENERAL			Town Garage			Ambulance	Cemetery	Fed & St	
										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	Fund	GRANTS	
Fire Department																				
	1	1	SCBA Cylinders & Packs Discarded after 15 years of services	105,000	21,000	21,000	21,000	21,000	21,000					105,000						
	1	1	Turnout Gear Discarded after 10 years of service	55,000	11,000	11,000	11,000	11,000	11,000					55,000						
	4	1	Pave Aparatus Bay Entrance	15,000	15,000									15,000						
	4	1	4" diameter supply hose	55,000	11,000	11,000	11,000	11,000	11,000					55,000						
	4	4	Service Vehicle	65,000			65,000							65,000						
	4	4	Chief Vehicle	50,000		50,000								50,000						
	3	4	Rescue Truck	300,000					300,000							300,000				TBD
	4	4	Fire Engine Keep fire engines for 30 years through a rotation plan Referbish 1996 and replace 1986	800,000			200,000		600,000							800,000				TBD
Totals				1,445,000	58,000	93,000	308,000	43,000	943,000	0	0	0	345,000	0	0	1,100,000	0			0
Police Dept																				
	4	1	Cruiser Replacement Recommend replacing on 6 year cycle	525,000	105,000	105,000	105,000	105,000	105,000					525,000						
	4	1	Cell Block Repairs and Improvements	300,000					300,000					300,000						
Totals				825,000	105,000	105,000	105,000	105,000	405,000	0	0	0	825,000	0	0	0	0			0

LEGEND

CATEGORIES

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TOWN OF WINDHAM
Five Year Capital Improvement Plan
FY2014

										FUNDING SOURCE										
DEPT	CAT	PRIORITY	TITLE	TOTAL COST	FY2014	FY2015	FY 2016	FY 2017	FY2018+	School	GENERAL			Town Garage			Ambulance	Cemetery	Fed & St	
										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	Fund	GRANTS	
Ambulance Dept																				
	4	2	New Ambulance Recommend replacing on 6 year cycle	400,000		200,000				200,000				400,000						
Totals				400,000	0	200,000	0	0	0	200,000	0	0	0	400,000	0	0	0	0	0	

LEGEND

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										Facility Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	Fund	GRANTS
Public Works																			
4	1		Equipment Replacement	774,000	174,000	150,000	150,000	150,000	150,000					750,000				24,000	
4	2		Fire Marshall Vehicle	28,000	28,000									28,000					
4	1		Kramer ADA entrance improvements	30,000	30,000								30,000						
4	1		Legion Field Bleachers	55,000	55,000								55,000						
4	2		Renovate public works garage wash bay, sewer connection, other improvements	2,000,000	100,000	100,000	100,000		1,700,000				100,000	200,000		1,700,000			
4	1		Lauter Park Fencing	15,000	15,000								15,000						
4	1		Legion Field ADA Bathroom	30,000	30,000								30,000						
4	1		Pave Cemetery Roads	200,000	40,000		60,000		100,000									200,000	
4	1		Recreation Park Fencing	145,000	145,000								145,000						
5	4		Municipal Dog Park	10,000		10,000							10,000						
4	1		Recreation Park Tennis Court Lighting	15,000	15,000								15,000						
6	5		Noznick Park	1,000,000		300,000	300,000	400,000					1,000,000						
Totals				4,302,000	632,000	560,000	610,000	550,000	1,950,000	0	0	1,400,000	778,000	200,000	0	1,700,000	0	224,000	0

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Historic																			
Downtown	6	5	Mill Museum Renovation	1,000,000					1,000,000										1,000,000
Willimantic	5	1	Downtown Facade Improvements	500,000	500,000														500,000
	4	1	Mill Museum ADA Bathroom	25,000	25,000							25,000							
Totals				1,525,000	525,000	0	0	0	1,000,000	0	0	25,000	0	0	0	0	0	0	1,500,000

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Municipal Infrastructure																			
	4	1	Roadway & Sidewalk Program	6,900,000	3,900,000				3,000,000										
	3	1	Energy Efficiency of Town Buildings	320,000	160,000	160,000							320,000						
	5	2	Parking Garage/deck DOT final design this fiscal year	6,500,000		6,500,000										3,000,000			3,500,000
	4	3	Town Hall Renovations	10,010,000	10,000				10,000,000				10,000			5,000,000			5,000,000
	4	4	Culvert replacement Old Brooklyn Turnpike	100,000			100,000									100,000			
	5	5	Mill River Walkway	200,000					200,000										200,000
Totals				24,030,000	4,070,000	6,660,000	300,000	0	13,000,000	0	0	0	330,000	0	0	15,000,000	0	0	8,700,000

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										Facilty Unit	FUND	LOCIP	RCIP	Fund	HISTORIC	BONDING	Fund	Fund	GRANTS
Municipal & Community Wide Needs																			
	6	3	Willimantic Whitewater Park	12,000,000					12,000,000							6,000,000		6,000,000	
	5	2	Senior Center Acquisition / Renovations	1,500,000	1,500,000								50,000					1,450,000	
	6	3	Library Renovations	1,000,000		1,000,000										500,000		500,000	
Totals				14,500,000	0	1,500,000	0	1,000,000	0	0	12,000,000					6,500,000		0	7,950,000
GRAND TOTAL				49,956,495	7,944,777	8,736,323	1,458,000	769,000	31,048,395	195,000	0	1,425,000	2,728,000	200,000	0	27,034,495	0	224,000	18,150,000

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