

TOWN OF PORTLAND, CONNECTICUT



ADOPTED BUDGETS

FISCAL YEAR
2021-2022

TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2022

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TOWN OF PORTLAND, CONNECTICUT

**ANNUAL BUDGET DOCUMENT
FOR THE YEAR ENDED JUNE 30, 2022**

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Town of Portland, Connecticut

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Equal Opportunity Employer

Office of the First Selectwoman

June 15, 2021

Dear Residents and Taxpayers:

We are in the midst of a very unusual and unique time. Together, we are battling the Covid-19 Global Pandemic. I would like to give special recognition to the Selectmen, as well as to all Town/ BOE employees, Board/Commission Members, Food Bank Volunteers, Portland Fire & Police Departments, CERT, Emergency Management, Chatham Health and our residents. The 2020-21 year has challenged us. We are meeting demands never before encountered in our lifetimes. May God bless us, and all those who have lost loved ones to this horrible disease.

The enclosed Fiscal Year 2021-22 adopted budget proposal is reflective of the Pandemic, which will put new demands on us. These demands are on all of us - children, young adults and seniors. This budget is an attempt to meet these demands. This budget is also reflective of the 2020 Police Accountability Law passed by the CT General Assembly and signed by our Governor in 2020. Portland is committed to implementing the law for the benefit of all.

The budget makes use of a portion of the allocation from the American Rescue Plan (ARP). The estimated ARP dollars for Portland is \$2,742,574 for the general Town, and \$977,071 for the BOE.

Highlights of the Proposed 2021-22 Budget:

- The Board of Education request for operating expenses is met in this budget.
- The Chromebooks' one-year lease payment is in the Town Capital Budget, with debt payments being reflected in the General Town Budget. Superintendent Charles Britton states the following in his budget letter concerning the Chromebooks:
 - "...all students in grades 5-12 are provided a Chromebook. The initial implementation of the one-to-one device initiative did not include plans for a replacement cycle. As a result, many of the district's Chromebooks are out of warranty and have reached end-of-life. Refreshing the district's inventory and providing students in grades 5-12 a suitable device that is under warranty would necessitate an investment of over half-a-million dollars. The half-a-million-dollar investment would be realized once every four years when the four-year life cycle of the Chromebooks expires. The 2021-22 budget increase moves the district in a different direction by introducing a leasing program. The leasing program will spread out the expense of the one-to-one device initiative, equip all students in grades 5-12 with a suitable device, and enable the district to reassign current devices so that each classroom in grades PreK-4 has access to a class set of Chromebooks."
- The Capital Budget for BOE includes \$300,000 for the Chromebooks lease and \$50,000 for school underground oil tank removals.

- The BOE request in March 2021 for Capital was \$743,000. It included \$550,000 for the PHS track, \$18,000 to upgrade the PHS Auditorium sound system and \$175,000 for the automated lighting system at the secondary complex. These items are not included in the adopted budget.
- The General Government includes the following proposed changes:
 - Planning: To better meet the needs for 2021-22, the Development Planner is promoted to a Planner, the Land Use Administrator position is eliminated, and the Zoning Enforcement position goes from 15 hours per week to 24 hours per week.
 - Health: With the increased work due to the Pandemic, the Health Department has a 4.3% increase. Chatham Health is conducting the highly successful Covid-19 Vaccination Program.
 - Senior Citizen Center: The pandemic has created unique problems for Senior Citizens, including isolation, loneliness and health risks. The Center's work will be greatly increased, post pandemic. A full time Director is included to meet these needs and challenges. One part-time position has been eliminated.
 - Capital Budget –
 - Police Accountability Law – New Body Cameras (15) and New Dashboard Cameras (15) and Storage (\$214,000)
 - Sidewalk repair/construction - \$525,775 (CT Connectivity DOT Grant)
 - Capital Lease Program (\$1.5 million) to include the following:
 - BOE – Chromebooks (500), for grades 5-12.
 - Fire Department – Tanker Truck (1) This is a critical piece of apparatus, necessary to protect lives as well as properties in those many areas of Portland that lack a public water supply. The Fire Department has applied for a Federal tanker grant 3 times and has been unsuccessful.
 - Grounds – F-350 Pick-up (1); 18' Trailer (1); Walk-behind Mower (1); Ventrac attachments (2)
 - Police – Equipped cruisers, including laptop computers (2)
 - Highway – Excavator with Grapple (1); Large Dump Truck (1)
 - Resource Recovery – Roll off Truck with Container (1)
- Other Funds –
 - The Kids Blast Program moves from Youth Services to Parks and Recreation.
 - The Sewer Fund's debt is reduced in 2021-2022. The Capital contribution is increased.
 - The Animal Control Shelter needs new tenants, as Middletown pulled out January 1, 2021.
 - The Water Department will be using a \$250,000 grant from DPH to search for a new source of water for the Town. This is critical work. The MDC agreement ends January 2026.
 - Landfill Closure Fund requires a \$15,000 transfer of funding so that appropriate environmental monitoring can be completed.
 - The \$50,000 contribution to the Open Space Fund is reinstated in this budget.

I would like to thank Tom Robinson, Director of Finance for all his hard work on this proposed budget. Additionally, I would like to thank Charles Britton, Superintendent of Schools for his work, and dedication to the education of our students and families in Portland Schools.

Peace and health to you all,



Susan S. Bransfield
First Selectwoman

**TOWN OF PORTLAND, CONNECTICUT
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2021-2022**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2021-2022 Expenditure Budgets	\$ 13,968,654	\$ 22,182,879	\$ 36,151,533
Less: Direct Revenue Estimates	<u>(2,127,488)</u>	<u>(4,493,305)</u>	<u>(6,620,793)</u>
Net Budget	11,841,166	17,689,574	29,530,740
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	11,691,166	17,539,574	29,230,740
Plus Adjustment *	<u>178,038</u>	<u>267,100</u>	<u>445,138</u>
Amount to be Raised	\$ 11,869,204	\$ 17,806,674	\$ 29,675,878
Adopted 2021-2022 Mill Rate	14.00	21.01	35.01
Adopted 2020-2021 Mill Rate	<u>13.71</u>	<u>20.67</u>	<u>34.38</u>
Mill Rate (Decrease) Increase	<u>0.29</u>	<u>0.34</u>	<u>0.63</u>
Mill Rate % (Decrease) Increase	<u>2.12%</u>	<u>1.65%</u>	<u>1.85%</u>

One Mill = \$ 847,523 Before Board of Assessment Appeals (BAA) Hearings

Grand List Value = \$ 847,522,645

* Adjustment includes reserve for uncollected taxes at 1.5% *

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

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Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

General Government & Board of Education Revenue		2018-2019 Actual Revenue	2019-2020 Actual Revenue	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Property Taxes					
00010	Prop taxes - current	\$ 27,279,618	\$ 27,558,459	\$ 28,428,534	\$ 29,230,740
00011	Prop taxes - prior years	338,520	198,083	276,000	250,000
00012	Prop taxes - interest & liens	140,512	153,574	150,000	150,000
00013	Prop taxes - supp motor vehicle	298,175	316,538	290,000	300,000
00014	Prop taxes - prior years accrual	-	-	-	-
	Total Property Taxes	28,056,825	28,226,654	29,144,534	29,930,740
State of CT - Education					
00101	Education cost sharing grant	4,352,786	4,427,923	4,493,305	4,493,305
00102	School transportation grant	-	-	-	-
00103	Special education equity grant	-	-	-	-
00104	Miscellaneous education grants	-	-	-	-
	Total State of CT - Education	4,352,786	4,427,923	4,493,305	4,493,305
State of CT - General Government					
00201	PILOT - State property	13,439	13,439	13,439	13,439
00202	Pequot & Mohegan	2,902	2,902	2,902	2,902
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	-	-	-	-
00205	Boat registration fees	-	-	-	-
00206	PILOT - totally disabled tax relief	599	565	550	450
00207	Emergency management	3,204	25,431	2,250	2,250
00208	PILOT - elderly freeze	-	-	-	-
00210	PILOT - veteran's exemption	2,840	4,125	2,700	2,700
00212	Municipal revenue sharing	-	-	-	-
00214	Other revenues - State of CT	25,537	19,153	19,000	19,000
00216	PILOT - machinery & equipment	-	-	-	-
00220	School construction grant	-	-	-	-
	Total State of CT - General Governmen	48,521	65,615	40,841	40,741
Investment Income					
00401	Investment income	375,069	211,076	60,000	27,500
	Total Investment Income	375,069	211,076	60,000	27,500

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

General Government & Board of Education Revenue		2018-2019 Actual Receipts	2019-2020 Actual Receipts	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Charges for Services					
00301	PILOT - housing authority	\$ 26,339	\$ 38,210	\$ 24,500	\$ 26,000
00302	PILOT - telecommunications	17,930	17,672	15,750	17,000
00303	Property rental	431,510	506,033	361,300	487,372
00304	Miscellaneous Finance	24,693	23,534	2,500	2,500
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	-	-	-	-
00309	Vendor permits	390	420	200	300
00310	Accident reimbursements	7,677	12,108	6,000	6,000
00311	Workers compensation reimb	8,658	4,858	12,500	12,500
00312	Conveyance tax	106,634	112,251	107,000	125,000
00313	Vital statistics	15,290	12,470	14,250	14,250
00314	Recording fees	43,309	55,173	46,500	52,500
00315	Miscellaneous Town Clerk	8,255	9,596	10,000	12,500
00316	Publication sales	397	230	150	150
00317	Licenses	2,590	1,717	1,900	1,900
00319	Fire Marshal revenue	535	545	750	750
00320	Report copies	15	-	100	100
00321	Gun permits	2,730	2,100	3,000	3,000
00322	Raffle permits	260	230	275	275
00323	Miscellaneous Police	1,625	1,527	1,650	1,650
00324	Private duty	323,620	289,960	197,000	201,500
00325	Senior Center Program fees	3,626	2,597	3,250	3,250
00326	Demolition permits	-	-	-	-
00327	Miscellaneous Building Dept	1,484	1,160	1,500	1,500
00328	Structural permits	108,654	119,548	254,000	254,000
00329	Electrical permits	-	-	-	-
00330	Mechanical permits	-	-	-	-
00331	Plumbing permits	-	-	-	-

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

General Government & Board of Education Revenue	2018-2019 Actual Receipts	2019-2020 Actual Receipts	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Charges for Services (Continued)				
00332 Miscellaneous Public Works	\$ 458	\$ 619	\$ 1,000	\$ 1,000
00334 Sale - construction plans	2,125	-	100	100
00335 Excavation permits	635	840	550	550
00336 Zoning permit fees	1,824	1,990	2,000	2,000
00337 P & Z hearings	3,348	6,373	12,000	7,000
00338 ZBA applications	655	456	750	750
00339 IW applications	148	435	750	750
00340 Fines	5,453	2,935	6,250	3,000
00354 Miscellaneous	266,342	34,991	20,000	20,000
00405 Sale of town property	-	605	100,000	100,000
Total Charges for Services	<u>1,417,209</u>	<u>1,261,183</u>	<u>1,207,575</u>	1,359,247
Total GG & BOE Revenue	<u><u>\$ 34,250,410</u></u>	<u><u>\$ 34,192,451</u></u>	<u><u>\$ 34,946,255</u></u>	\$ 35,851,533

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

		Final Budget 2019-2020	Revised Budget 2020-2021	% Increase (Decrease)	Adopted Budget 2021-2022	% Increase (Decrease)
General Government						
001	Board of Selectmen	\$ 12,500	\$ 12,500	0.00%	\$ 12,500	0.00%
002	First Selectwoman	170,017	173,282	1.92%	175,132	1.07%
003	Ethics Commission	650	650	0.00%	650	0.00%
006	Probate Court	12,100	11,600	-4.13%	13,700	18.10%
007	Elections	36,850	40,250	9.23%	37,750	-6.21%
010	Finance Department	410,450	416,650	1.51%	428,300	2.80%
011	Collector of Revenue	96,325	99,300	3.09%	91,050	-8.31%
012	Assessor	134,500	138,950	3.31%	145,200	4.50%
013	Board of Assessment Appeals	1,300	1,300	0.00%	1,540	18.46%
014	Town Counsel	85,000	85,000	0.00%	85,000	0.00%
015	Town Clerk	165,000	157,150	-4.76%	162,600	3.47%
016	Central Services	102,750	102,750	0.00%	100,250	-2.43%
017	Technology Department	236,900	242,500	2.36%	249,450	2.87%
Total General Government		<u>1,464,342</u>	<u>1,481,882</u>	<u>1.20%</u>	<u>1,503,122</u>	<u>1.43%</u>
Public Safety						
020	Fire Departments	375,510	376,100	0.16%	381,950	1.56%
021	Fire Marshal	48,400	49,350	1.96%	49,350	0.00%
022	Emergency Dispatch	137,506	142,413	3.57%	146,685	3.00%
023	Police Department	1,427,350	1,434,940	0.53%	1,488,765	3.75%
024	Emergency Management	13,300	13,300	0.00%	13,050	-1.88%
025	Building Department	116,825	120,225	2.91%	123,275	2.54%
Total Public Safety		<u>2,118,891</u>	<u>2,136,328</u>	<u>0.82%</u>	<u>2,203,075</u>	<u>3.12%</u>

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

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2019-2020	2020-2021	(Decrease)	2021-2022	(Decrease)
Public Works						
031	Public Works Director	\$ 171,800	\$ 174,200	1.40%	\$ 178,850	2.67%
032	Highway Department	878,600	889,300	1.22%	900,650	1.28%
033	Vehicle Maintenance	287,100	286,950	-0.05%	283,800	-1.10%
034	Town Engineer	48,500	50,750	4.64%	50,750	0.00%
035	Street Lighting	124,000	108,500	-12.50%	110,000	1.38%
036	Grounds Maintenance	295,300	313,850	6.28%	320,550	2.13%
037	Town Building Maintenance	359,450	361,350	0.53%	366,800	1.51%
038	Snow Removal	134,000	134,000	0.00%	139,000	3.73%
	Total Public Works	<u>2,298,750</u>	<u>2,318,900</u>	<u>0.88%</u>	<u>2,350,400</u>	<u>1.36%</u>
Planning & Development						
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2019-2020	2020-2021	(Decrease)	2021-2022	(Decrease)
040	Planning Department	121,975	110,575	-9.35%	101,250	-8.43%
041	Zoning Enforcement	17,700	17,700	0.00%	33,950	91.81%
042	Planning & Zoning Commission	16,333	16,299	-0.21%	15,799	-3.07%
043	Zoning Board of Appeals	2,175	2,175	0.00%	1,575	-27.59%
044	Inland Wetlands Commission	5,724	5,724	0.00%	5,374	-6.11%
045	Conservation Commission	550	625	13.64%	575	-8.00%
046	Economic Dev Commission	4,500	5,750	27.78%	5,750	0.00%
047	Capital Expenditures Commission	500	500	0.00%	500	0.00%
	Total Planning & Development	<u>169,457</u>	<u>159,348</u>	<u>-5.97%</u>	<u>164,773</u>	<u>3.40%</u>
Health & Human Services						
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2019-2020	2020-2021	(Decrease)	2021-2022	(Decrease)
051	Health Department	110,920	116,130	4.70%	121,120	4.30%
052	Environmental Health	-	-		-	
053	Social Services	62,705	60,705	-3.19%	60,205	-0.82%
054	Senior Citizen Center	114,450	116,000	1.35%	148,700	28.19%
055	Municipal Agent for the Elderly	28,600	28,900	1.05%	28,900	0.00%
	Total Health & Human Services	<u>316,675</u>	<u>321,735</u>	<u>1.60%</u>	<u>358,925</u>	<u>11.56%</u>

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

	Final Budget 2019-2020	Revised Budget 2020-2021	% Increase (Decrease)	Adopted Budget 2021-2022	% Increase (Decrease)
Portland Library					
065 Portland Library	\$ 727,275	\$ 741,650	1.98%	\$ 748,650	0.94%
Employee Fringe Benefits					
071 Employee Fringe Benefits	3,045,189	3,131,159	2.82%	3,231,855	3.22%
Risk Management					
073 Risk Management	172,225	174,336	1.23%	202,000	15.87%
Debt Service					
085 Debt Service	1,910,539	2,116,919	10.80%	2,292,099	8.28%
Total Debt Service	1,910,539	2,116,919	10.80%	2,292,099	8.28%
Sundry					
093 Interfund Transfers Out	1,736,334	825,937	-52.43%	813,755	-1.47%
095 Town Contingency	50,000	100,000	100.00%	100,000	0.00%
Total Sundry	1,786,334	925,937	-48.17%	913,755	-1.32%
Total General Gov't Budget	\$ 14,009,677	\$ 13,508,194	-3.58%	\$ 13,968,654	3.41%

**ADOPTED TOWN OF PORTLAND, CONNECTICUT
BOARD OF EDUCATION EXPENDITURE BUDGET SUMMARY**

		Actual	Revised	%	Adopted	%
Salaries		Expended	Budget	Increase	Budget	Increase
		2019-2020	2020-2021	(Decrease)	2021-2022	(Decrease)
11011	Certified Salaries	\$ 9,513,266	\$ 9,787,385	2.88%	\$ 10,175,795	3.97%
11012	Non-Certified Salaries	2,965,431	3,007,628	1.42%	2,860,548	-4.89%
11014	Coaching Salaries	104,198	158,377	52.00%	159,967	1.00%
11015	Extracurricular Salaries	88,901	98,061	10.30%	97,026	-1.06%
12000	Temporary Salaries	132,395	142,103	7.33%	108,603	-23.57%
12022	Substitute Salaries				-	
12023	Tutor Salaries	7,677	25,000	225.65%	15,000	-40.00%
13002	Overtime Salaries	53,095	73,000	37.49%	73,000	0.00%
	Total Salaries	12,864,963	13,291,554	3.32%	13,489,939	1.49%

		Actual	Revised	%	Adopted	%
Benefits		Expended	Budget	Increase	Budget	Increase
		2019-2020	2020-2021	(Decrease)	2021-2022	(Decrease)
21001	Medical Insurance	2,638,983	2,701,290	2.36%	\$ 2,983,250	10.44%
21002	Dental Insurance	86,274	81,250	-5.82%	85,000	4.62%
21003	Life Insurance	26,979	28,510	5.67%	28,050	-1.61%
21004	Disability	21,607	22,362	3.49%	23,500	5.09%
21050	Tuition Reimbursement	20,700	24,500	18.36%	25,000	2.04%
22000	Social Security/Medicare	406,363	396,380	-2.46%	417,000	5.20%
23001	Pension	462,335	465,702	0.73%	482,000	3.50%
23004	Retirements	39,178	48,100	22.77%	48,670	1.19%
26000	Workers' Compensation	140,742	131,742	-6.39%	125,250	-4.93%
28001	Unemployment	3,733	10,000	167.88%	15,000	50.00%
29000	Longevity-Classified	4,400	3,800	-13.64%	3,400	-10.53%
	Total Benefits	3,851,294	3,913,636	1.62%	4,236,120	8.24%

**ADOPTED TOWN OF PORTLAND, CONNECTICUT
BOARD OF EDUCATION EXPENDITURE BUDGET SUMMARY**

		Actual Expended 2019-2020	Revised Budget 2020-2021	% Increase (Decrease)	Adopted Budget 2021-2022	% Increase (Decrease)
Purchased Services						
30010	Legal Services	\$ 43,229	\$ 30,000	-30.60%	\$ 30,000	0.00%
30012	Negotiation Services	325	10,000	2976.92%	10,000	0.00%
30014	Audit Services	13,698	14,000	2.20%	14,500	3.57%
30030	Purchased Services	814,849	775,600	-4.82%	786,202	1.37%
33020	Curriculum Writing	-	-		-	
33030	Professional Development	16,811	32,807	95.15%	31,205	-4.88%
Total Purchased Services		<u>888,912</u>	<u>862,407</u>	<u>-2.98%</u>	<u>871,907</u>	<u>1.10%</u>
Facility Services						
44003	Repairs & Maintenance	448,876	291,202	-35.13%	291,202	0.00%
Total Facility Services		<u>448,876</u>	<u>291,202</u>	<u>-35.13%</u>	<u>291,202</u>	<u>0.00%</u>
Other Services						
51010	Student Transportation	853,310	1,035,923	21.40%	1,054,564	1.80%
52001	Property Insurance	188,173	195,000	3.63%	203,000	4.10%
53001	Telephone	23,523	24,200	2.88%	24,314	0.47%
54000	Advertising	60	250	316.67%	250	0.00%
55050	Printing/Binding	2,273	2,109	-7.22%	2,409	14.22%
56001	Tuition To LEAs in State	173,064	173,544	0.28%	179,164	3.24%
56003	Tuition - Private Sources	442,112	521,338	17.92%	525,977	0.89%
56004	Tuition to Ed Svc Agencies	-	-		-	
56006	Tuition to Magnet Schools	284	24,000	8350.70%	15,000	-37.50%
58580	Travel	4,860	8,200	68.72%	8,200	0.00%
Total Other Services		<u>1,687,659</u>	<u>1,984,564</u>	<u>17.59%</u>	<u>2,012,878</u>	<u>1.43%</u>

**ADOPTED TOWN OF PORTLAND, CONNECTICUT
BOARD OF EDUCATION EXPENDITURE BUDGET SUMMARY**

	Actual Expended 2019-2020	Revised Budget 2020-2021	% Increase (Decrease)	Adopted Budget 2021-2022	% Increase (Decrease)
Books & Supplies					
61011 General Supplies	\$ 374,466	\$ 283,323	-24.34%	\$ 247,031	-12.81%
61014 Postage	8,294	8,400	1.28%	7,837	-6.70%
62001 Electricity	376,674	418,340	11.06%	428,000	2.31%
62002 Water & Sewer	29,820	29,300	-1.74%	29,300	0.00%
62004 Heating Fuel	20,773	12,000		12,000	0.00%
62021 Natural Gas	171,860	215,400	25.33%	188,059	-12.69%
62026 Gasoline Unleaded	8,245	15,000	81.93%	15,000	0.00%
62027 Diesel	24,884	35,000	40.65%	35,000	0.00%
64002 Resource/Media	-	600	#DIV/0!	1,200	100.00%
64003 Periodicals	1,942	4,410	127.09%	4,746	7.62%
64041 Textbooks	23,624	32,527	37.69%	24,979	-23.21%
64043 Library Books	11,517	17,400	51.08%	11,000	-36.78%
64045 Workbooks	18,225	15,674	-14.00%	6,691	-57.31%
Total Books & Supplies	<u>1,070,324</u>	<u>1,087,374</u>	<u>1.59%</u>	<u>1,010,843</u>	<u>-7.04%</u>
	Actual Expended 2019-2020	Revised Budget 2020-2021	% Increase (Decrease)	Adopted Budget 2021-2022	% Increase (Decrease)
Buildings & Equipment					
73011 Equipment - Instructional	10,439	21,476	105.73%	28,034	30.54%
73012 Equipment - Non-Instructional	6,818	17,900	162.54%	19,861	10.96%
73014 Technology - Hardware	219,660	34,238	-84.41%	1,250	-96.35%
73015 Technology - Software	144,441	160,815	11.34%	147,950	-8.00%
Total Buildings & Equipment	<u>381,358</u>	<u>234,429</u>	<u>-38.53%</u>	<u>197,095</u>	<u>-15.93%</u>
	Actual Expended 2019-2020	Revised Budget 2020-2021	% Increase (Decrease)	Adopted Budget 2021-2022	% Increase (Decrease)
Dues & Fees					
81000 Dues & Fees	63,436	72,895	14.91%	72,895	0.00%
Total BOE Budget	<u>\$ 21,256,822</u>	<u>\$ 21,738,061</u>	<u>2.26%</u>	<u>\$ 22,182,879</u>	<u>2.05%</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
How Every \$100 Dollars Is Spent
As of May 10, 2021

Town Functions	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
General Government Operating Functions				
General Government	\$ 4.02	\$ 3.95	\$ 4.20	\$ 4.16
Public Safety	6.02	5.94	6.06	6.09
Public Works (includes Buildings & Grounds)	6.31	5.93	6.58	6.50
Planning & Development	0.41	0.42	0.45	0.46
Health & Human Services	0.81	0.82	0.91	0.99
Portland Library	2.03	1.98	2.10	2.07
Employee Fringe Benefits	8.32	8.60	8.88	8.94
Risk Management	0.39	0.42	0.49	0.56
Total Gen Govt Operating Functions	28.31	28.05	29.69	29.77
Non-Operating Functions				
Debt Service	6.10	5.51	6.01	6.34
Sundry (includes interfund xfers out & contingency)	4.10	5.09	2.63	2.53
Total Non-Operating Functions	10.20	10.60	8.63	8.87
Total General Government Functions	38.50	38.66	38.33	38.64
Board of Education	61.50	61.34	61.67	61.36
Total General Fund	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2021-2022
As of May 10, 2021

General Government Budget	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 4,544,595	\$ 4,742,500	\$ 4,907,565	\$ 165,065
Employee Fringe Benefits	2,980,969	3,119,159	3,225,855	106,696
Contractual Services	844,316	1,011,093	1,033,055	21,962
Repairs	180,825	206,250	200,250	(6,000)
Utilities	331,162	407,086	427,600	20,514
Commodities	725,515	851,790	846,515	(5,275)
Equipment	21,538	13,500	13,000	(500)
Miscellaneous	93,126	113,960	108,960	(5,000)
Total Operating Expenditures	<u>9,722,046</u>	<u>10,465,338</u>	<u>10,762,800</u>	<u>297,462</u>
Non-Operating Expenditures				
Debt Service	1,909,536	2,116,919	2,292,099	175,180
Interfund Transfers Out	1,736,333	825,937	813,755	(12,182)
Contingency	29,116	100,000	100,000	-
Total Non-Operating Expenditures	<u>3,674,985</u>	<u>3,042,856</u>	<u>3,205,854</u>	<u>162,998</u>
Total General Government	<u>\$ 13,397,031</u>	<u>\$ 13,508,194</u>	<u>\$ 13,968,654</u>	<u>\$ 460,460</u>
Percentage increase/(decrease)		<u><u>0.83%</u></u>	<u><u>3.41%</u></u>	

	2021-2022 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 4,907,565	35.13%
Employee Fringe Benefits	3,225,855	23.09%
Contractual Services	1,033,055	7.40%
Repairs	200,250	1.43%
Utilities	427,600	3.06%
Commodities	846,515	6.06%
Equipment	13,000	0.09%
Miscellaneous	108,960	0.78%
Total Operating Expenditures	<u>10,762,800</u>	<u>77.05%</u>
Non-Operating Expenditures		
Debt Service	2,292,099	16.41%
Interfund Transfers Out	813,755	5.83%
Contingency	100,000	0.72%
Total Non-Operating Expenditures	<u>3,205,854</u>	<u>22.95%</u>
Total General Government	<u>\$ 13,968,654</u>	<u>100.00%</u>

Town of Portland, Connecticut
Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2021-2022
As of May 10, 2021

Board of Education Budget	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 12,864,963	\$ 13,291,554	\$ 13,489,939	\$ 198,385
Employee Fringe Benefits	3,851,294	3,913,636	4,236,120	322,484
Contractual Services	888,912	862,407	871,907	9,500
Repairs	448,876	291,202	291,202	-
Utilities (incl. transportation, ins, tuition)	1,687,659	1,984,564	2,012,878	28,314
Commodities	1,070,324	1,087,374	1,010,843	(76,531)
Equipment	381,358	234,429	197,095	(37,334)
Miscellaneous	63,436	72,895	72,895	-
Total Operating Expenditures	<u>21,256,822</u>	<u>21,738,061</u>	<u>22,182,879</u>	<u>444,818</u>
Total Board of Education	<u>\$ 21,256,822</u>	<u>\$ 21,738,061</u>	<u>\$ 22,182,879</u>	<u>\$ 444,818</u>
Percentage increase/(decrease)		<u>2.26%</u>	<u>2.05%</u>	

Operating Expenditures	2021-2022 Adopted Budget	% of Adopted Budget
Personnel Expenditures	\$ 13,489,939	60.81%
Employee Fringe Benefits	4,236,120	19.10%
Contractual Services	871,907	3.93%
Repairs	291,202	1.31%
Utilities	2,012,878	9.07%
Commodities	1,010,843	4.56%
Equipment	197,095	0.89%
Miscellaneous	72,895	0.33%
Total Operating Expenditures	<u>22,182,879</u>	<u>100.00%</u>
Total Board of Education	<u>\$ 22,182,879</u>	<u>100.00%</u>

Town of Portland, Connecticut
Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2021-2022
As of May 10, 2021

Town Budget	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 17,409,558	\$ 18,034,054	\$ 18,397,504	\$ 363,450
Employee Fringe Benefits	6,832,263	7,032,795	7,461,975	429,180
Contractual Services	1,733,228	1,873,500	1,904,962	31,462
Repairs	629,701	497,452	491,452	(6,000)
Utilities	2,018,821	2,391,650	2,440,478	48,828
Commodities	1,795,839	1,939,164	1,857,358	(81,806)
Equipment	402,896	247,929	210,095	(37,834)
Miscellaneous	156,562	186,855	181,855	(5,000)
Total Operating Expenditures	<u>30,978,868</u>	<u>32,203,399</u>	<u>32,945,679</u>	<u>742,280</u>
Non-Operating Expenditures				
Debt Service	1,909,536	2,116,919	2,292,099	175,180
Interfund Transfers Out	1,736,333	825,937	813,755	(12,182)
Contingency	29,116	100,000	100,000	0
Total Non-Operating Expenditures	<u>3,674,985</u>	<u>3,042,856</u>	<u>3,205,854</u>	<u>162,998</u>
Total Town Budget	<u>\$ 34,653,853</u>	<u>\$ 35,246,255</u>	<u>\$ 36,151,533</u>	<u>\$ 905,278</u>

Percentage increase/(decrease) 1.71% 2.57%

	2021-2022 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 18,397,504	50.89%
Employee Fringe Benefits	7,461,975	20.64%
Contractual Services	1,904,962	5.27%
Repairs	491,452	1.36%
Utilities	2,440,478	6.75%
Commodities	1,857,358	5.14%
Equipment	210,095	0.58%
Miscellaneous	181,855	0.50%
Total Operating Expenditures	<u>32,945,679</u>	<u>91.13%</u>
Non-Operating Expenditures		
Debt Service	2,292,099	6.34%
Interfund Transfers Out	813,755	2.25%
Contingency	100,000	0.28%
Total Non-Operating Expenditures	<u>3,205,854</u>	<u>8.87%</u>
Total Town Budget	<u>\$ 36,151,533</u>	<u>100.00%</u>

Department Name: Board of Selectmen Department #: 01-001

Mission and Purpose:

The Board of Selectmen (BOS) Department is not a Town Department but rather an elected, seven (7) member Board, including the First Selectwoman, that serves as the legislative and policymaking body for the Town of Portland. The Portland Charter vests most of the local legislative authority in the BOS. Matters that require Town Meeting approval include leases that exceed one (1) year, sale or purchase of Town owned land whose value exceeds \$10,000 and approval of supplemental appropriations that meet the criteria as stated in the Charter. The BOS adopts ordinances and resolutions. The BOS meets twice a month, once for financial matters, and the second time for general business. More frequent meetings are held during the budget season.

Goals & Objectives:

1. Provide responsible, open government.
2. Promote the well-being of Portland.
3. Maintain fiscally responsible government.

Accomplishments:

- Five above ground storage tanks were demolished and recycled on Town property at 222, 230 and 248 Brownstone Avenue. This was done at no cost by CT Scrap Metal.
- The Significant Environmental Hazards was removed from 222 and 230 Brownstone Avenue.
- Established the Brownfields Focus Group.
- Worked extensively on the Water & Sewer needs of the Town.
- Completed the Route 17 Recreational Park.
- Supported the Sidewalk Replacement Project, and substantially completed the Main Street CT Connectivity Grant.
- Advanced the Air Line Trail Project to include new plans for westward expansion.
- Explored a canoe/kayak launch sites along the Connecticut River.
- Completed the land swap at the Wangunk Meadows with the Portland Exchange Club.
- Meetings are recorded and shown on local cable access channel and YouTube.

Fiscal Notes:

- ☆ Personnel expenditures cover the annual stipend paid to six (6) members of the BOS, as well as the cost of the Board Clerk.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 1,906	\$ 2,138	\$ 3,000	\$ 3,000
14002	Charter revision clerk payroll	-	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	6,000	6,000	6,000	6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>7,906</u>	<u>8,138</u>	<u>9,000</u>	<u>9,000</u>
Miscellaneous					
88001	Program services	2,523	1,464	2,500	2,500
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	<u>3,523</u>	<u>2,464</u>	<u>3,500</u>	<u>3,500</u>
01-001	Total Board of Selectmen	<u>\$ 11,429</u>	<u>\$ 10,602</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>
Percentage increase/(decrease)					<u>0.00%</u>

Department Name: First Selectwoman Department #: 01-002

Mission & Purpose: The First Selectwoman Department is comprised of the First Selectwoman and the Executive Assistant. The First Selectwoman is the Town's Chief Executive Officer (CEO) and is responsible for the day-to-day management of the Town, and preparation of the annual budget, with the assistance of the Finance Director. The First Selectwoman oversees the operations of most Town Departments, boards, and commissions, except the Board of Education.

Goals & Objectives:

1. Respond to the needs and concerns of the public and address each issue to some closure.
2. Serve at the Human Resources/Personnel Office.
3. Process all Pistol Permits, and peddler's licenses and food trucks on Town Properties.
4. Assist with implementation of the Goals & Objectives as adopted by the (BOS).
5. Identify and secure funds from outside of the municipal tax base to achieve Goals & Objectives.
6. Give technical and clerical assistance to the Board of Selectmen (BOS) and any board or commission as necessary to continue the formulation of municipal policies.
7. Follow all Federal, State and local statutes, laws, ordinances and public safety standards.
8. Follow and inform Town residents of Town ordinances and State statutes upon request.
9. Promote inter-departmental communications and relations via staff meetings and trainings.
10. Operate Town functions within financially sound fiscal principles.

Accomplishments:

- The Town is a BRONZE-certified CCM Sustainable-CT Town.
- The First Selectwoman completed the continuing education requirements for the Certified Connecticut Municipal Official.
- We assisted with the Brownfields Remediation Project at 222, 230 and 248 Brownstone Avenue, using the \$750,000 Brownfields remediation Grant from DECD.
- The Town was awarded several grants for Town projects, including the Shelter Diversion for Small Cities Grant (\$306,800), Small Town Economic Assistance Grant (\$128,205), Water Source Exploration Grant (\$250,000) and the CT Connectivity Grant for Sidewalks Grant (\$525,775). The Fire Department was awarded an American Firefighters Grant (\$208,000).
- The First Selectwoman successfully completed the CDBG 101 Grants Administration Training and Certification as a Certified Connecticut Grants Administrator (CCGA).
- Participated in meetings and presentations for the Route 66 Corridor Study and the Regional Natural Hazard Mitigation Plan.
- Served as the Town's representative on several Boards/Committees, including the Fire Marshal State Training Committee, Chatham Board of Health, CCM (Past President), CIRMA, Lower CT River Valley COG, Middlesex County Revitalization Commission (Treasurer) and the Comcast Cable Advisory Committee.
- Promoted training opportunities for staff/members of the volunteer boards and commissions.
- Negotiated 2 union contracts.

Fiscal Notes:

- ☆ Personnel expenditures cover two (2) full-time employees.
- ☆ Program services (#88001), includes the cost of assisting community groups and hosting local and regional meetings.
- ☆ All other line items provide for memberships and professional dues requiring a fee to join.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
01-002	First Selectwoman				
Personnel Expenditures					
11001	Regular payroll	\$ 156,207	\$ 158,930	\$ 161,900	\$ 164,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>156,207</u>	<u>158,930</u>	<u>161,900</u>	<u>164,250</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>365</u>	<u>279</u>	<u>600</u>	<u>600</u>
	Total Contractual Services	<u>365</u>	<u>279</u>	<u>600</u>	<u>600</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
86003	CT Conf of Municipalities	5,897	5,897	5,897	5,897
86004	CT Council of Small Towns	825	825	1,075	1,075
86005	Middlesex Chamber	649	649	660	660
88001	Program services	1,446	2,578	3,000	2,500
88010	Safety committee	-	-	-	-
88022	Town report	-	-	150	150
	Total Miscellaneous Expenditures	<u>8,817</u>	<u>9,949</u>	<u>10,782</u>	<u>10,282</u>
01-002	Total First Selectwoman	<u>\$ 165,389</u>	<u>\$ 169,158</u>	<u>\$ 173,282</u>	<u>\$ 175,132</u>
Percentage increase/(decrease)					<u>1.07%</u>

Department Name: *Ethics Commission* Department #: 01-003

Mission & Purpose:

The Ethics Commission is charged with reviewing and enforcing the Town of Portland, CT ethics ordinance as found in the Town ordinance book at Chapter 2 – Administration; Article II – Officers and Employees; Div. I – Generally; §2-33.

Goals & Objectives:

1. Conduct hearings as needed to hear and decide specific cases in which a violation of the Ethics Ordinance is alleged, whether such cases arise from a complaint or are brought by the Commission’s own motion.
2. Issue advisory opinions on request from public officials and employees.
3. Evaluate all significant aspects of the administration and implementation of the Ethics Ordinance, which shall include an annual review of the full scope of the operations and procedures of the Commission.
4. Suggest changes to the Ethics Ordinance as appropriate.
5. Serve as legal custodian of the Commission’s records, and accept, file, maintain and administer, in accordance with all applicable laws, any information related to the purposes of the Ethics Ordinance.
6. In coordination with appropriate Town personnel, arrange for an annual online training session on the Ethics Ordinance for all Town representatives hired, appointed, or elected since the last training session.

Accomplishments:

- Meetings have been held and rulings have been issued as needed.

Fiscal Notes:

- ☆ No changes recommended.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

01-003 Ethics Commission	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Personnel Expenditures				
14001 Board clerk payroll	\$ -	\$ -	\$ 400	\$ 400
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	-	-	400	400
Miscellaneous				
88016 Miscellaneous	-	149	250	250
Total Miscellaneous	-	149	250	250
01-003 Total Ethics Commission	<u>\$ -</u>	<u>\$ 149</u>	<u>\$ 650</u>	<u>\$ 650</u>
			Percentage increase/(decrease)	<u>0.00%</u>

Department Name: *Probate Court* Department #: 01-006

Mission & Purpose:

The Town is required by the State of Connecticut General Statutes to provide for the expenditures of the Probate Court, as deemed necessary by the Court. The Judge of Probate is elected every four (4) years.

Effective January 2011, the Courts of Portland, East Hampton, East Haddam and Marlborough were merged into one Probate Court, located at 9 Austin Drive, Suite #211, Marlborough, CT 06447.

Goals & Objectives:

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

Accomplishments:

- The merged court system is functional.

Fiscal Notes:

☆ The increase is due to Covid-19 requirements for additional space at the offices.

☆ The hours of the Probate Court are as follows:

Monday, Tuesday and Wednesday - 8:30 am to 4:30 pm

Thursday - 8:30 am to 5:00 pm

Friday - 8:30 am to 4:00 pm.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

01-006 Probate Court	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Contractual Services				
31000 Service contracts	\$ 11,997	\$ 12,070	\$ 11,600	\$ 13,700
31001 Office equip repair & maint	-	-	-	-
33002 Indexing and recording	-	-	-	-
Total Contractual Services	<u>11,997</u>	<u>12,070</u>	<u>11,600</u>	<u>13,700</u>
Commodities				
61000 Office supplies	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-006 Total Probate Court	<u>\$ 11,997</u>	<u>\$ 12,070</u>	<u>\$ 11,600</u>	<u>\$ 13,700</u>
			Percentage increase/(decrease)	<u>18.10%</u>

Department Name: Elections Department #: 01-007

Mission & Purpose:

The Registrar of Voters and Town Clerk Departments maintain the Elections portion of the budget. The purpose is to plan, direct, and provide service for Federal, State, and local elections and referendums. The budget covers the cost associated with running all general elections and referendums in the Town of Portland.

Goals & Objectives:

1. Conduct the annual canvas of registered voters.
2. Implement a record retention program in accordance with State requirements.
3. Attend Middlesex County Registrars' meetings to share ideas and information concerning legislation and issues regarding changes to voting laws, etc.
4. Obtain necessary training and certifications as required by State law.

Accomplishments:

- Supervised (1) Presidential election, maintaining all Covid-19 safe requirements.
- Received grant funding to assist with running elections and providing Covid-19 social distancing.

Fiscal Notes:

- ☆ Budget details the costs for one (1) local election and one (1) referendum. Should more than one (1) of any of these items be needed, additional costs will be incurred and additional funding will be necessary.
- ☆ Personnel costs cover quarterly stipend paid to one (1) Democratic Registrar and one (1) Republican Registrar.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-007 Elections		Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 15,704	\$ 12,816	\$ 16,250	\$ 16,250
14006	Voter canvassing	1,240	1,402	2,000	2,250
14007	Election workers stipends	11,581	6,645	10,000	8,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>28,525</u>	<u>20,863</u>	<u>28,250</u>	26,500
Contractual Services					
31003	Voting machine maint	2,539	1,344	3,250	2,500
32000	Conferences, meetings, dues	1,320	725	2,500	2,500
	Total Contractual Services	<u>3,859</u>	<u>2,069</u>	<u>5,750</u>	5,000
Commodities					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	8,925	9,384	6,250	6,250
	Total Commodities	<u>8,925</u>	<u>9,384</u>	<u>6,250</u>	6,250
Miscellaneous					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-007 Total Elections		<u><u>\$ 41,309</u></u>	<u><u>\$ 32,316</u></u>	<u><u>\$ 40,250</u></u>	<u><u>\$ 37,750</u></u>
Percentage increase/(decrease)					<u><u>-6.21%</u></u>

Department Name: Finance Department Department #: 01-010

Mission & Purpose:

The Finance Department is responsible for maintaining all Town financial records in accordance with “Generally Accepted Accounting Principles” (GAAP). In addition to payroll, accounts payable, cash receipts, investments, and general ledger maintenance, the Department is responsible for the compilation of the Annual Financial Statement, Town grants, financial administration and reporting, rehabilitation loan account maintenance and budget preparation.

The Department processes all Board of Education (BOE) financial payments, payroll and accounts payable. The Department is also responsible for the pricing and administration of all Town insurances. General oversight is provided over the Collector of Revenue and Assessor Departments as well.

Goals & Objectives:

Provide financial information to the Town and Board of Education in an accurate and cost efficient manner.

Accomplishments:

- Issued financial statements with an unqualified opinion for the fiscal year ending June 30, 2020.
- Administered and supervised multiple Town-wide Auctions using online portal.
- Continued to assist the Department Administrators with projects included in the August 2018 bond issuance.
- Assisted the Library with the Library Improvement Grant/Endowment Funded Project and the Everybody Learns Grant.
- Worked with the Department Administrators on many grant programs including the Main Street CT Connectivity Grant, LOCIP projects, Brownfields Remediation Grant and the STEAP Sand Salt Storage & Facility Grant.
- Worked with Fire Chief Shea and other Department Administrators to procure needed PPE and cleaning supplies during the Covid-19 Pandemic.
- Assisted the BOE with projects and fiscal operating matters, including purchasing, payroll and grants management.

Fiscal Notes:

- ☆ Personnel expenditures cover four (4) full-time employees and one (1) part-time benefits coordinator. A portion, approximately 33%, of the Director of Finance’s salary is included in the BOE budget.
- ☆ Service contracts (# 31000) contain the maintenance fees of the general ledger and payroll systems.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-010	Finance Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 277,628	\$ 274,640	\$ 287,250	\$ 297,250
11003	Part-time payroll	42,644	44,063	44,950	46,800
14020	Rental use of buildings	6,889	5,092	10,000	9,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>327,161</u>	<u>323,795</u>	<u>342,200</u>	<u>353,050</u>
Contractual Services					
31000	Service contracts	32,273	31,959	34,200	35,000
32000	Conferences, meetings, dues	1,205	1,297	4,000	4,000
33001	Audit fees	13,840	14,006	14,500	14,500
33005	Bank fees	218	253	1,250	1,250
34001	Data processing	4,399	4,145	6,500	6,500
	Total Contractual Services	<u>51,935</u>	<u>51,660</u>	<u>60,450</u>	<u>61,250</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88015	BOE admin life insurance	-	-	-	-
88016	Miscellaneous	13,824	10,985	14,000	14,000
	Total Miscellaneous Expenditures	<u>13,824</u>	<u>10,985</u>	<u>14,000</u>	<u>14,000</u>
01-010	Total Finance Department	<u><u>\$ 392,920</u></u>	<u><u>\$ 386,440</u></u>	<u><u>\$ 416,650</u></u>	<u><u>\$ 428,300</u></u>
Percentage increase/(decrease)					<u><u>2.80%</u></u>

Department Name: Collector of Revenue Department #: 01-011

Mission & Purpose:

This budget covers the costs of collecting municipal revenue including personnel expenditures, data processing costs, equipment, and other necessary expenditures. The Department is responsible for billing and collecting property taxes, sewer usage and assessment fees, and water user charges.

Goals & Objectives:

1. Maintain a high level of revenue collection.
2. Continue with the option of collection of payments on-line, using credit cards.
3. Continue with the successful tax sale resolution program.
4. Engage debt collection law firm/agency to assist in personal property and motor vehicle tax collections.

Accomplishments:

- The collection rate for the fiscal year ending June 30, 2020 was 98.7%.

Fiscal Notes:

- ☆ Personnel expenditures cover one (1) full-time employee. A long time serving Collector retired in 2021. The budget reflects a reduction in the salary.
- ☆ The Water and sewer collection clerk is paid out of the water and sewer budgets; and is not included in this budget.
- ☆ An increase in Conference Meetings & Dues (#32000) is due to new training requirements for continuing professional education.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-011	Collector of Revenue	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 71,752	\$ 75,323	\$ 77,550	\$ 67,300
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>71,752</u>	<u>75,323</u>	<u>77,550</u>	<u>67,300</u>
Contractual Services					
31000	Service contracts	19,085	18,199	20,500	21,250
32000	Conferences, meetings, dues	1,031	279	1,250	2,500
34001	Data processing	-	-	-	-
36005	DMV delinquent charge	-	-	-	-
	Total Contractual Services	<u>20,116</u>	<u>18,478</u>	<u>21,750</u>	<u>23,750</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-011	Total Collector of Revenue	<u>\$ 91,868</u>	<u>\$ 93,801</u>	<u>\$ 99,300</u>	<u>\$ 91,050</u>
					Percentage increase/(decrease) <u><u>-8.31%</u></u>

Department Name: Assessor Department #: 01-012

Mission & Purpose:

The purpose of the Assessor's Department is to discover, list and value all real estate, business personal property, and motor vehicles in a uniform, equitable manner, conforming to State and Federal standards and mandates. 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.

Goals & Objectives:

1. Administer the tax relief programs for the elderly, disabled and military veterans.
2. Assist and provide the Board of Assessment Appeals during their appeal session with any/all data requested in the efforts towards achieving the most equitable and statutory-allowable decisions.
3. Complete the 2021 revaluation.
4. Consider reinstating the personal property audits.
5. Consult with the IT department and other town offices, and set up a plan for a successful GIS system for town office and public use.
6. Participate actively in the CT Assessors Association Organization (CAAO).

Accomplishments:

- Filed the October 1, 2020 Grand List timely - by the 1/31/2021 statutory deadline.
- The Assessor is currently serving as Vice President of the Greater New London/Middlesex County Assessors Association.
- Continued to implement the highest standard of customer service to taxpayers and the ever-exploring procedures to improve public access to forms and publications offered by this office.
- Instituted a new Online Field Card System for the public.

Fiscal Notes:

- ☆ Personnel expenditures cover one (1) full-time assessor and 17.5 hours per week for the clerk assistant.
- ☆ The increase in Service Contracts (#31000) is for various software programs.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-012	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 109,889	\$ 114,140	\$ 116,950	\$ 121,450
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>109,889</u>	<u>114,140</u>	<u>116,950</u>	121,450
Contractual Services					
31000	Service contracts	17,926	18,418	20,000	21,750
32000	Conferences, meetings, dues	1,218	351	2,000	2,000
33001	Audit fees	-	-	-	-
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>19,144</u>	<u>18,769</u>	<u>22,000</u>	23,750
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-012	Total Assessor	<u><u>\$ 129,033</u></u>	<u><u>\$ 132,909</u></u>	<u><u>\$ 138,950</u></u>	<u><u>\$ 145,200</u></u>
Percentage increase/(decrease)					<u><u>4.50%</u></u>

Department Name: Board of Assessment Appeals Department #: 01-013

Mission & Purpose:

The Board of Assessment Appeals is an official municipal agency (not a Town department) created as the first level in the appeal process for a property owner to appeal values assessed on the property by the Assessor. The Board functions at an intermediary level between the Assessor and the courts. Members of the Board are elected officials. The Board provides taxpayers with the opportunity to be heard by their peers at no expense to themselves. The three (3) member Board of Assessment Appeals derives its legal authority from the Connecticut General Statutes, municipal charter and special acts of the General Assembly.

Goals & Objectives:

1. Conduct organizational meetings.
2. Review mandated statute and procedural changes.
3. Schedule appointments for applicants appealing assessments.

Accomplishments:

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

Fiscal Notes:

- ☆ Members' stipends, account # 14011 covers the cost of stipends to members. Additional dollars are required as 2021 is a re-valuation year. The compensation is enhanced for the additional appeals that are expected.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ -	\$ -	\$ 200	\$ 200
14011	Member stipends	1,010	1,040	1,100	1,340
	Total Personnel Expenditures	<u>1,010</u>	<u>1,040</u>	<u>1,300</u>	<u>1,540</u>
01-013	Total Board of Assessment Appeals	<u>\$ 1,010</u>	<u>\$ 1,040</u>	<u>\$ 1,300</u>	<u>\$ 1,540</u>
Percentage increase/(decrease)					<u>18.46%</u>

Department Name: Town Counsel Department #: 01-014

Mission & Purpose:

The Town Counsel Department is an activity (not a Town Department) 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 that include the interpretation of Local, State and Federal laws, labor matters, civil suits, planning, building, zoning, foreclosures and land use legal matters.

Goals & Objectives:

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

Accomplishments:

- Ongoing labor, building, foreclosures, land use, property assessments and negotiations resolved in a timely fashion.

Fiscal Notes:

- ☆ No change proposed.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

01-014 Town Counsel	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Contractual Services				
- Charter revision	\$ -	\$ -	\$ -	\$ -
- Lawsuits	-	-	-	-
- Pensions	-	-	-	-
- Planning & Zoning matters	-	-	-	-
- Public Works matters	-	-	-	-
- Social Services matters	-	-	-	-
- Tax foreclosure	-	-	-	-
- Zoning Board of Appeals	-	-	-	-
- Zoning enforcement	-	-	-	-
37002 Labor & pension matters	25,291	40,148	33,000	33,000
37006 Freedom of information	141	24	2,000	2,000
37012 Suits & settlements	-	-	-	-
37013 General Town Counsel	12,433	17,521	22,500	22,500
37019 Planning & development matters	16,908	17,485	22,500	22,500
37025 Tax matters	1,692	1,091	5,000	5,000
37029 Miscellaneous matters	-	-	-	-
Total Contractual Services	<u>56,465</u>	<u>76,269</u>	<u>85,000</u>	85,000
01-014 Total Town Counsel	<u>\$ 56,465</u>	<u>\$ 76,269</u>	<u>\$ 85,000</u>	<u>\$ 85,000</u>
			Percentage increase/(decrease)	<u>0.00%</u>

Department Name: Town Clerk Department #: 01-015

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, election and voter records, notary public records and lawsuit notices.

Goals & Objectives:

1. Continue to serve the public in an efficient and effective manner.
2. Continue scanning and digitizing land records from previous years.

Accomplishments:

- Continued to digitize images linking to land records index and load onto 20-20 systems.
- Land records are accessible online as far back as January 1923. This completed the digitization of all indexed land records.
- Dog licenses are now available online.

Fiscal Notes:

- ☆ Personnel expenditures cover one (1) elected full-time Town Clerk and one (1) full-time Assistant Town Clerk.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

01-015 Town Clerk	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 132,156	\$ 119,184	\$ 127,400	\$ 132,850
13002 Overtime	74	383	750	750
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>132,230</u>	<u>119,567</u>	<u>128,150</u>	<u>133,600</u>
Contractual Services				
31000 Service contracts	775	775	1,000	1,000
32000 Conferences, meetings, dues	876	436	1,500	1,500
33002 Indexing & recording	17,037	18,256	26,000	26,000
- Ordinance preparation	-	-	-	-
34001 Data processing	-	-	-	-
35000 Vital statistics	82	80	500	500
Total Contractual Services	<u>18,770</u>	<u>19,547</u>	<u>29,000</u>	<u>29,000</u>
Commodities				
54000 Advertising & publications	-	-	-	-
61000 Office supplies	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-015 Total Town Clerk	<u>\$ 151,000</u>	<u>\$ 139,114</u>	<u>\$ 157,150</u>	<u>\$ 162,600</u>
			Percentage increase/(decrease)	<u>3.47%</u>

Department Name: Central Services Department #: 01-016

Mission & Purpose:

The Central Services Department is not a Town Department but rather an activity or portion of the budget used to detail costs that cannot be or are difficult to departmentalize such as the rental cost of the postage machine equipment, Town-wide equipment related service contracts, and the cost of postage, advertising/publications and office supplies.

Goals & Objectives:

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

Accomplishments:

- Centralized purchasing of office and printing supplies has allowed for cost savings.

Fiscal Notes:

- ☆ No changes are made from the previous year's budget.
- ☆ Postage (#5300) is decreased by \$1,500 because more communication is now done by email. Although email has increased, many municipal communications must still be sent via U.S. Mail. Postage rates continue to rise, usually on an annual basis.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

01-016 Central Services	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Personnel Expenditures				
11003 Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	-	-	-	-
Contractual Services				
31000 Service contracts	28,928	27,964	35,000	34,000
31001 Office equip repair & maint	548	113	2,000	2,000
34001 Data processing supplies	1,571	2,064	2,500	2,500
- Publication costs	-	-	-	-
Total Contractual Services	<u>31,047</u>	<u>30,141</u>	<u>39,500</u>	38,500
Repairs				
- Equipment repairs	-	-	-	-
Total Repairs	-	-	-	-
Utilities				
53000 Postage	14,957	14,247	18,000	16,500
54000 Advertising, printing & publications	17,476	19,543	20,000	20,000
- Printing	-	-	-	-
58580 Travel and mileage expense	2,329	1,560	3,750	3,750
Total Utilities	<u>34,762</u>	<u>35,350</u>	<u>41,750</u>	40,250
Commodities				
61000 Office supplies	16,486	12,461	15,500	15,500
61005 Copier/printing supplies	5,572	4,534	6,000	6,000
- Subscriptions & publications	-	-	-	-
Total Commodities	<u>22,058</u>	<u>16,995</u>	<u>21,500</u>	21,500
Equipment				
- Equipment	-	-	-	-
Total Equipment	-	-	-	-
01-016 Total Central Services	<u><u>\$ 87,867</u></u>	<u><u>\$ 82,486</u></u>	<u><u>\$ 102,750</u></u>	<u><u>\$ 100,250</u></u>
			Percentage increase/(decrease)	<u><u>-2.43%</u></u>

Department Name: Technology Department Department #: 01-017

Mission & Purpose: The Technology Department is responsible for maintaining and enhancing Town-wide (excluding the Board of Education) computer systems and providing technical support to Departments with their software/hardware problems. The Department also maintains the Town's phone systems, alarm systems and two-way radio infrastructure and licensing. In addition, the Town's Geographic Information System (GIS) program is updated and maintained. This ensures the proper retention of electronic data and records to facilitate qualitative and quantitative analysis of municipal information. The Department is also fostering a collaborative working relationship with the Board of Education with the interconnection of all school buildings which will facilitate connections to the Connecticut Education Network (CEN) as well as connecting the entire phone network on a single Virtual Private Network (VPN) platform. The town website is also maintained and updated daily and Selectmen's meetings are uploaded to Portland's YouTube Channel, in conjunction with the Town Tech Educational Partnership Program.

Goals & Objectives:

1. Continue to upgrade hardware and software in Town Departments.
2. Purchase new servers as necessary, and continue consolidation to a virtual environment.
3. Maintain town alarm system hardware in Town facilities.
4. Develop fiber conductivity to the Water Pollution Control Facility and the Animal Shelter.
5. Continue to update the Assessor's parcel layer and infrastructure GIS maps as needed.
6. Continue to implement credit card processing for Town residents to utilize the payment of their utility bills and permits.
7. Continue to conduct auctions of surplus Town equipment and vehicles.
8. Work with the City of Middletown and Portland Police Department on the upgrade of radio communications. Coordinate infrastructure improvements to radio tower and repeater sites.
9. Work with the Fire Marshal's office in assessing needs for monitoring town buildings for fire and burglar alarm protection.

Accomplishments:

- Assisted with the ZOOM meetings for all Town Boards and Commissions. The Portland ZOOM Guidebook was written by Town Tech. The Guidebook is available to all those who host the ZOOM meetings.
- All BOS meetings continue to be recorded and broadcast on Comcast Cable Public Access as well as uploaded to the Town's own YouTube Channel. ([youtube.com/portlandconn](https://www.youtube.com/portlandconn))
- Continue to maintain the Town's website to Wix content management platform.
- Started the podcast series with Portland First Selectwoman, Public Works, Health District and the Superintendent of Schools.

Fiscal Notes:

- ☆ Personnel expenditures cover two (2) full time employees and the cost of the Town Tech students.
- ☆ Overtime expenditures are increased as usage of overtime continues to rise.
- ☆ Computer network maintenance, (# 36050) allows the Town to investigate and resolve levels 2 and 3 computer issues and review and implement computer related security and back-up procedures.
- ☆ Licensing software (#31008) – The level 3 consultant recommends improving our computer monitoring software, including anti-virus software. This improved software will increase annual costs by \$3,000.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-017	Technology Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 136,189	\$ 139,829	\$ 144,150	\$ 147,250
11003	Part-time payroll	13,425	7,611	9,000	10,000
13002	Overtime	13,719	19,691	10,750	11,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>163,333</u>	<u>167,131</u>	<u>163,900</u>	<u>168,500</u>
Contractual Services					
31000	Service contracts	480	486	1,000	1,000
31001	Office equip repair & maint	130	267	1,500	1,000
31008	Licensing software	20,780	22,528	22,500	25,500
32000	Conferences, meetings, dues	228	235	1,000	1,000
34001	Data processing supplies	3,068	3,482	6,750	5,000
36004	Telecommunications	3,297	5,340	7,100	6,100
36050	Computer network maintenance	17,100	28,254	35,000	37,500
	Total Contractual Services	<u>45,083</u>	<u>60,592</u>	<u>74,850</u>	<u>77,100</u>
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	890	825	1,250	1,250
	Total Utilities	<u>890</u>	<u>825</u>	<u>1,250</u>	<u>1,250</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	500	416	500	600
-	Equipment supplies	-	-	-	-
	Total Commodities	<u>500</u>	<u>416</u>	<u>500</u>	<u>600</u>
Equipment					
73000	Equipment purchases	1,820	3,502	2,000	2,000
	Total Equipment	<u>1,820</u>	<u>3,502</u>	<u>2,000</u>	<u>2,000</u>
Miscellaneous					
88016	Miscellaneous	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-017	Total Technology Department	<u>\$ 211,626</u>	<u>\$ 232,466</u>	<u>\$ 242,500</u>	<u>\$ 249,450</u>

Percentage increase/(decrease) 2.87%

Department Name: Fire Department Department #: 01-020

Mission & Purpose: The proposed Fire Department budget supports three Volunteer Fire companies. It provides the required equipment, testing, training and repairs for us to provide response to structure fires, motor vehicle accidents, emergency medical services, Haz-mat response, traffic control and a rapid response dive team for the Town of Portland as well as to our surrounding towns including the response to all water emergencies along the Connecticut River. The Department responded to 865 calls for service in 2020. New protocols in place for Covid19 to protect our members resulted a reduction from last year. Medical continues to be the largest response followed by structure fires and motor vehicle accidents. The estimated property damage was \$1M. There were no fire related injuries to members resulting in loss of primary work. Our call volume continues to increase each year and our available work force has shown a gradual decrease putting a great strain on the department's ability to provide adequate response during the daytime hours. If our volunteer service is to continue, the town must try to recruit/hire employees who are members or will join and participate in response.

Goals & Objectives:

1. Recruit and retain Volunteers. We continue to use every method available through the State Fire Chiefs Association, VCOS, IFCA and our Explorer Program.
2. Provide PPE at higher levels to protect responding personnel against new threats of contagious disease and infection. The Department responded to 150 medical calls in 2020 related to the Covid-19 pandemic.
3. Provide Capital funding for the replacement of Tanker 6.
4. Continue to provide entry and advanced level training in areas of fire suppression, rescue operations, medical certification and hazardous material mitigation.
5. Continue to pursue all types of grant funding available to offset increased cost in providing a safe community for our residents.

Accomplishments:

- Our response time remained to be an average of 4 minutes from the time of Dispatch.
- Certified 4 New Interior Firefighters in 2020.
- Continued to recruit members and young members through our Explorer Program, with the hope of keeping a percentage of them for some time.
- Received a \$208,000 AFG grant to replace our entire SCBA inventory. The equipment will be delivered in April 2021. Training of members has started for a transition into new technology.
- Developed new pre-plans for residential and commercial buildings and provided public safety awareness to our schools and community.
- Coordinated with the EMD to pick up & distribute PPE from the DEMHS.

Fiscal Notes:

- ☆ Personnel expenditures include 10% of the full-time salary of a secretary shared with the Police Department #01-023 and stipends paid to the Fire Chief's office including department clerks.
- ☆ There is a \$1,600 annual stipend per member.
- ☆ Licensing software (#31008) – Improvements and enhancements were made to the Fire Department's incident response software, resulting in a stepped increase in licensing cost.

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		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-020	Fire Departments	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 6,512	\$ 6,733	\$ 6,800	\$ 7,000
11002	Clerical payroll	1,140	1,140	2,250	2,250
11003	Part-time payroll	96,396	91,008	108,000	108,400
-	Watchmen	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>104,048</u>	<u>98,881</u>	<u>117,050</u>	<u>117,650</u>
Contractual Services					
30000	Training	13,360	11,475	18,000	18,000
31000	Service contracts	21,919	19,008	14,000	14,000
31008	Licensing software	4,375	4,375	6,000	13,000
32000	Conferences, meetings, dues	1,866	1,974	2,500	2,250
34000	Equipment testing	11,744	15,287	18,000	18,000
34001	Data processing supplies	185	717	1,000	1,000
35001	Medical exams & supplies	21,469	25,849	26,000	26,000
36004	Telecommunications	3,453	3,305	4,500	4,500
	Total Contractual Services	<u>78,371</u>	<u>81,990</u>	<u>90,000</u>	<u>96,750</u>
Repairs					
44003	Equipment repair/rental	14,146	21,631	19,000	19,000
	Total Repairs	<u>14,146</u>	<u>21,631</u>	<u>19,000</u>	<u>19,000</u>
Utilities					
51001	Gas & diesel fuel	3,654	3,722	5,000	5,000
54000	Advertising & publications	-	-	-	-
57000	Firefighters banquet	6,739	4,555	7,500	7,500
	Total Utilities	<u>10,393</u>	<u>8,277</u>	<u>12,500</u>	<u>12,500</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	3,779	2,102	3,000	2,000
61003	Equipment supplies	80,968	71,201	80,000	80,000
62001	Electricity	26,357	26,518	30,500	30,000
62002	Water & sewer	2,061	4,298	4,750	4,750
62004	Heating fuel	16,780	14,456	17,300	17,300
63001	Emergency food fund	955	874	2,000	2,000
67000	Small tools	-	-	-	-
	Total Commodities	<u>130,900</u>	<u>119,449</u>	<u>137,550</u>	<u>136,050</u>
Miscellaneous					
88002	Tax abatement program	-	-	-	-
88013	Protective operations	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-020	Total Fire Departments	<u>\$ 337,858</u>	<u>\$ 330,228</u>	<u>\$ 376,100</u>	<u>\$ 381,950</u>

Percentage increase/(decrease) 1.56%

Department Name: Fire Marshal Department #: 01-021

Mission & Purpose:

The Fire Marshal has the responsibility of inspecting commercial and multi-family occupancies and the investigation of fires to determine origin and cause.

Goals & Objectives:

1. Increase the number of compliance inspections for commercial properties and multi-family dwellings.
2. Add State forms to the Town website. This will provide added convenience to property owners.

Accomplishments:

- The office continues to provide fire prevention activities and pursuing fire prevention grants. These activities include the following:
- Elementary school demonstrations
- Daycare school demonstrations
- Operation Save-A-Life (WTNH TV-8, Kidde, Home Depot, and CT Burn Center) donated 16 smoke alarms and 5 carbon monoxide alarms that will be distributed to town residents by the Fire Department and the Fire Marshal's Office.

Fiscal Notes:

- ☆ Personnel expenditures cover part-time positions of Fire Marshal and Deputy Fire Marshals.

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01-021 Fire Marshal	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Personnel Expenditures				
11003 Part-time payroll	\$ 38,805	\$ 38,665	\$ 45,000	\$ 45,000
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>38,805</u>	<u>38,665</u>	<u>45,000</u>	45,000
Contractual Services				
32000 Conferences, meetings, dues	1,169	1,473	1,500	1,500
Total Contractual Services	<u>1,169</u>	<u>1,473</u>	<u>1,500</u>	1,500
Utilities				
51001 Gas & diesel fuel	369	328	450	450
55000 Fire prevention week	757	525	800	800
Total Utilities	<u>1,126</u>	<u>853</u>	<u>1,250</u>	1,250
Commodities				
61000 Office supplies	-	-	-	-
61001 Uniforms	448	670	600	600
61003 Equipment supplies	521	781	1,000	1,000
Total Commodities	<u>969</u>	<u>1,451</u>	<u>1,600</u>	1,600
01-021 Total Fire Marshal	<u><u>\$ 42,069</u></u>	<u><u>\$ 42,442</u></u>	<u><u>\$ 49,350</u></u>	<u><u>\$ 49,350</u></u>
			Percentage increase/(decrease)	<u><u>0.00%</u></u>

Department Name: Emergency Dispatch Department #: 01-022

Mission & Purpose:

The Emergency Dispatch Department is not a Town Department but rather an activity or portion of the budget used to detail the contractual obligation with the City of Middletown to provide emergency dispatch services.

Goals & Objectives:

To ensure emergency dispatch services are provided in the most cost effective manner.

Accomplishments:

- Provided quality dispatching services to the Town of Portland.

Fiscal Notes:

- ☆ Budget includes the contractual obligation for the Middletown dispatch agreement, an allocation for fire alarm monitoring, and the regional medic-dispatch agreement.
- ☆ The Contract with the City of Middletown is up for renewal for Fiscal Year 2021-22.

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		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contract	\$ 129,406	\$ 133,933	\$ 142,413	\$ 146,685
	Total Contractual Services	<u>129,406</u>	<u>133,933</u>	<u>142,413</u>	<u>146,685</u>
01-022	Total Emergency Dispatch	<u>\$ 129,406</u>	<u>\$ 133,933</u>	<u>\$ 142,413</u>	<u>\$ 146,685</u>
Percentage increase/(decrease)					<u><u>3.00%</u></u>

Department Name: Police Department Department #: 01-023

Mission & Purpose:

The Police Department's purpose is to ensure the protection and safety of our Town residents. The department is charged with allowing the residents of Portland to have the highest quality of life and peace of mind with regard to public safety.

Goals & Objectives:

1. Continue to protect our residents in a cost effective manner.
2. Continue to maintain all records internally.
3. Reduce the number of motor vehicle accidents by enforcing speed limits, implementing radar speed checks, sobriety checkpoints, and enforcement of cell phone use laws. Continue the use of the radar speed limit signs to remind drivers of their speed.
4. Actively participate in the Solidarity Task Force.
5. Work with the Complete Streets Group to encourage safe driving speeds, no-texting, stop sign/traffic signal enforcement and safe pedestrian/bicycling in our Town.
6. Continue the assignment of officers to the schools to maintain school security.
7. Educate the general public on computer and internet safety.
8. Offer home security education to residents of Portland.
9. Establish neighborhood watch programs where needed.
10. Continue random checks and routine property checks of local businesses.
11. Reduce illegal drug activity.

Accomplishments:

- Responded to 5,678 calls during calendar year 2020. The number has decreased due to Covid-19 restrictions. This does not include walk-ins. These figures reflect criminal and non-criminal incidents, motor vehicle accidents, and other miscellaneous calls for service. Throughout the State of Connecticut, including Portland, we are seeing increases in larcenies, larcenies of motor vehicles, drug offences, fraud, and identity theft. With the expansion of the use of technology, the manner in which police investigations are conducted has changed dramatically. This is stretching our resources and the overtime budget. Officers must spend hours off the road to solve these types of crimes.
- Installed the NexGen Law Enforcement Administrative System for records management.

Fiscal Notes:

- ☆ Currently there are 12 full-time officers, including one (1) Captain, two (2) Sergeants, nine (9) Police Officers and 90% of the full time salary of a Secretary, shared with the Fire Department.
- ☆ Private Police duty, (#14014) is the cost of having officers working on special projects that require an officer's presence, such as construction activities or traffic control. This cost is offset by a revenue amount found on page six (6), Private duty (#00324).
- ☆ Overtime (#13002), Conferences, meetings & dues (#32000) and Examination services (#36012) are all expected to increase due to the requirements of the Police Accountability State Law.
- ☆ Changes to Licensing software (#31008) and Cruiser computer support (#34002) are directly related to the NexGen software implementation.

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		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-023	Police Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 883,069	\$ 926,731	\$ 955,750	\$ 996,750
11002	Clerical payroll	58,606	60,239	61,250	62,450
11003	Part-time payroll	-	-	1,250	1,250
13002	Overtime	103,027	109,774	125,000	128,000
14014	Private Police duty	221,257	209,141	152,500	155,000
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,265,959</u>	<u>1,305,885</u>	<u>1,295,750</u>	<u>1,343,450</u>
Contractual Services					
31000	Service contracts	17,233	7,936	14,000	14,000
31008	Licensing software	5,920	6,736	8,300	15,300
32000	Conferences, meetings, dues	6,045	4,393	6,000	9,000
34002	Cruiser computer support	11,000	11,000	12,000	8,250
36004	Telecommunications	-	-	-	-
36012	Examination services	-	-	3,000	8,500
	Total Contractual Services	<u>40,198</u>	<u>30,065</u>	<u>43,300</u>	<u>55,050</u>
Repairs					
44003	Equipment repair/rental	1,299	1,110	3,000	2,000
	Total Repairs	<u>1,299</u>	<u>1,110</u>	<u>3,000</u>	<u>2,000</u>
Utilities					
51001	Gas & diesel fuel	31,323	26,217	33,750	30,000
59002	Canine program	2,103	3,006	2,500	3,000
	Total Utilities	<u>33,426</u>	<u>29,223</u>	<u>36,250</u>	<u>33,000</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	26,257	31,749	28,000	28,000
61003	Equipment supplies	9,031	6,689	8,000	8,000
62001	Electricity	15,149	12,323	16,275	15,000
62002	Water & sewer	1,024	932	1,265	1,265
62004	Heating fuel	1,738	1,522	2,100	2,000
	Total Commodities	<u>53,199</u>	<u>53,215</u>	<u>55,640</u>	<u>54,265</u>
Equipment					
73000	Equipment purchases	-	6,864	-	-
	Total Equipment	<u>-</u>	<u>6,864</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88016	Miscellaneous	577	418	1,000	1,000
	Total Miscellaneous Expenditures	<u>577</u>	<u>418</u>	<u>1,000</u>	<u>1,000</u>
01-023	Total Police Department	<u>\$ 1,394,658</u>	<u>\$ 1,426,780</u>	<u>\$ 1,434,940</u>	<u>\$ 1,488,765</u>

Percentage increase/(decrease) 3.75%

Department Name: Emergency Management Department #: 01-024

Mission & Purpose: The Emergency Management Department provides assistance to all Town Residents, supports all Public-Safety Agencies within the Town, oversees sheltering operations and coordinates the Community Emergency Response Team (CERT). In addition, it maintains the Town's Local Emergency Operations Plan (LEOP) in accordance with the State of Connecticut's DEMHS guidelines. It also assists the local business' assembling and maintaining their LEOPs in accordance with the State guidelines.

Goals & Objectives:

1. Continue to support the Residents and Municipality with their efforts to overcome the difficulties in dealing with the COVID-19 virus and with their recovery from its effects.
2. Continue to recruit and train new volunteers
3. Pursue grant funds available to offset increased cost in providing a safe community for our residents.
4. Continue to support and guide the Community Emergency Response Team (CERT).
5. Continue to pursue funding for CERT Members clothing and materials through State funding.
6. Continue to improve the operation of the Emergency Operation Center (EOC).
7. Improve Emergency Management and CERT's visibility to the public through participation in community services and events plus provide our residents with safety alert information through publications and the postings on the Town's Public Safety / Emergency Management website.
8. Work on the procedures and physical layout of our emergency shelter to accommodate residents' pets.
9. Further Emergency Management's development of a reliable communication system by incorporating the use of Amateur Radio Operators into our support of training and community events. The Members of our local A.R. Club can establish reliable wireless communications between Town Departments, surrounding communities, and Region III's EOC in the event commercial systems fail.

Accomplishments:

- We recruited one (1) new member during 2020-21.
- Improved our CERT Member's ability to assist our residents before and during any emergency event through training in areas of COVID19 prevention, school security, sheltering, and ICS protocols.
- Organized and operated a mock pet shelter as a training exercise.
- Portland CERT Members were alerted in February and December and placed on stand-by for several days in response to reported severe storm warnings.
- In August, the CERT Members setup and operated a warming shelter for four days as the result of a wide spread power loss from a hurricane.
- Two newest members completed the core 4 ICS on-line courses; 100, 20, 700, 800.
- Mutual-Aid was provided to Middletown CERT at their October flu clinic.
- In the spirit of Thanksgiving, CERT Members provided meals to Residents in need. In addition to guiding the development of Portland CERT, and in response to the COVID-19 virus pandemic, the Emergency Management Office organized, managed, established tracking forms, provided transportation, tracked and distributed \$29,150 worth of Personal Protective Equipment (PPE) to Portland's Municipal Departments and Small Businesses. Emergency Management also worked with the Health District to organize and conduct vaccine clinics in the Town of Portland for Employees, Residents and Visitors.

Fiscal Notes:

- ☆ Personnel expenditures cover the annual stipend of the Emergency Management Director.
- ☆ A portion of costs are offset by a State of CT Grant.

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		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-024	Emergency Management	Expended	Expended	Budget	Budget
Personnel Expenditures					
14005	Emergency man stipend	\$ 4,193	\$ 4,886	\$ 6,000	\$ 6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>4,193</u>	<u>4,886</u>	<u>6,000</u>	<u>6,000</u>
Contractual Services					
30000	Training	-	-	500	500
32000	Conferences, meetings, dues	100	25	250	250
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>100</u>	<u>25</u>	<u>750</u>	<u>750</u>
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
53001	Telephone	-	-	-	-
53003	Cell phones	1,247	1,455	2,250	2,000
57001	Emergency drill	-	-	500	500
	Total Utilities	<u>1,247</u>	<u>1,455</u>	<u>2,750</u>	<u>2,500</u>
Commodities					
61001	Uniforms	-	-	-	-
61003	Equipment supplies	2,363	971	2,800	2,800
63001	Emergency food fund	-	-	1,000	1,000
	Total Commodities	<u>2,363</u>	<u>971</u>	<u>3,800</u>	<u>3,800</u>
01-024	Total Emergency Management	<u>\$ 7,903</u>	<u>\$ 7,337</u>	<u>\$ 13,300</u>	<u>\$ 13,050</u>
Percentage increase/(decrease)					<u><u>-1.88%</u></u>

Department Name: Building Department Department #: 01-025

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 guidance and administration services to the general public relative to the mode, manner of construction or materials to be used in the construction or alteration of buildings and structures. The Building Departments main tasks are receiving applications, issuing permits, conducting inspections, enforcing compliance, issuing certificates of use and occupancy, and examining unsafe or damaged structures. This department is also responsible for administering the Town's Blight Ordinance.

Goals & Objectives:

1. Continue to ensure the health, safety, and welfare of the public as it relates to building safety for use by the occupants.
2. Oversee and monitor the progress of the new Brainerd Place development, along with other new building initiatives and existing building renovations and alterations.

Accomplishments:

- The Building Official is accessible during Town Hall office hours, as well as on an emergency 24-hour basis.
- Continued to work with and resolve several blight ordinance matters.

Fiscal Notes:

- ☆ The budget consists of one full time Building Official and one full time Administrative Assistant, shared with the Planning & Zoning Department. The full time Administrative Assistant also manages files and correspondence for Economic Development, Fire Marshal, Chatham Health District staff and associated Land Use boards and commissions including Planning and Zoning, Zoning Board of Appeals, Conservation Commission, Inland Wetlands Commission, and Economic Development Commission.
- ☆ The Building Official also serves as the Blight Ordinance Administrator.

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		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 109,733	\$ 114,019	\$ 116,775	\$ 121,325
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>109,733</u>	<u>114,019</u>	<u>116,775</u>	<u>121,325</u>
Contractual Services					
32000	Conferences, meetings, dues	410	285	1,750	550
	Total Contractual Services	<u>410</u>	<u>285</u>	<u>1,750</u>	<u>550</u>
Utilities					
51001	Gas & diesel fuel	919	731	1,200	900
	Total Utilities	<u>919</u>	<u>731</u>	<u>1,200</u>	<u>900</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	213	1,406	500	500
	Total Commodities	<u>213</u>	<u>1,406</u>	<u>500</u>	<u>500</u>
Miscellaneous					
88016	State training fee	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-025	Total Building Department	<u><u>\$ 111,275</u></u>	<u><u>\$ 116,441</u></u>	<u><u>\$ 120,225</u></u>	<u><u>\$ 123,275</u></u>
					<u><u>2.54%</u></u>
Percentage increase/(decrease)					

Department Name: Public Works Department Department #: 01-031

Mission & Purpose:

The Director's Office oversees the Public Works Department including the Highway Department, Vehicle Maintenance, Grounds Maintenance, Town Building Maintenance, and Snow Removal. The Director also oversees the Sewer, Water, Town Aid Road and Resource Recovery Departments. This office works directly with the Town Engineer.

Goals & Objectives:

1. Provide general oversight and management of the Public Works Department and Water and Sewer Divisions.
2. Continue to work on road construction, building improvements and sidewalk projects associated with the 2018 Bond Issue.
3. Review and implement new construction projects.
4. Continue to monitor winter road program.
5. Continue to update all HAZ COM programs – SDS sheets reviewed and updated. Conduct annual training.
6. Start Connectivity Grant for new sidewalks along Start Connectivity Grant for new sidewalks along Riverside Street, RT 66 and High Street.

Accomplishments:

- Completed improvements to Maple Road, High Street and Great Hill Road.
- Completed Phase 1 of the Sidewalk Project. Fairview Street Phase II will continue Spring 2021.
- Completed the Connectivity Grant Sidewalk Improvements on Main Street.
- Completed Improvements to our Salt Shed storage per DEEP requirements using a STEAP grant.
- Completed Firehouse Company #2 Roof replacement.
- Completed the Library Improvement Project.
- Completed LED lighting upgrades at our Library, Town Hall and Firehouse CO#1 & 2.
- Started our Sewer Pump Replacement Project.
- Received STEAP Funding for the replacement of our water main on Brownstone Avenue.
- Completed additional improvements to the Air Line Trail parking area and Riverfront Park.
- Performed Reservoir Dam inspections.
- Updated all HAZ COM programs – SDS sheets reviewed and updated. Conducted annual training.
- Performed safety and code improvements at the water and sewer facilities.

Fiscal Notes:

- ☆ Personnel expenditures include two (2) full-time employees; the Director and the Administrative Assistant to the Director.

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01-031 Public Works Director	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 153,095	\$ 158,652	\$ 161,200	\$ 166,200
13002 Overtime	-	-	-	-
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>153,095</u>	<u>158,652</u>	<u>161,200</u>	<u>166,200</u>
Contractual Services				
31000 Service contracts	-	-	-	-
32000 Conferences, meetings, dues	425	60	500	500
36013 Hazardous waste	6,142	5,015	11,500	11,500
Total Contractual Services	<u>6,567</u>	<u>5,075</u>	<u>12,000</u>	<u>12,000</u>
Utilities				
51001 Gas & diesel fuel	291	271	1,000	650
Total Utilities	<u>291</u>	<u>271</u>	<u>1,000</u>	<u>650</u>
Commodities				
61000 Office supplies	-	-	-	-
61001 Uniforms	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Expenditures				
73000 Equipment purchases	345	-	-	-
Total Capital Expenditures	<u>345</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-031 Total Public Works Director	<u><u>\$ 160,298</u></u>	<u><u>\$ 163,998</u></u>	<u><u>\$ 174,200</u></u>	<u><u>\$ 178,850</u></u>

Percentage increase/(decrease) 2.67%

Department Name: Highway Department Department #: 01-032

Mission & Purpose:

The Highway Department is responsible for maintaining approximately sixty-three (63) miles of road. Normal maintenance items include snow and ice removal (Department #01-038), pavement and curb repair, mowing, catch basin cleaning, crack and chip sealing, paving, tree trimming and removal, traffic sign placement, traffic signal repairs, Christmas tree pickup, leaf collection, brush pickup, street sweeping, line painting, & flag/banner changing. The Department performs general roadway construction projects, including storm drain installations, guardrail improvements and road reconstruction.

Goals & Objectives:

1. Ensure that all Town roads are safe to travel.
2. Provide staffing for Water & Sewer Emergencies.
3. Continue to monitor and calibrate spreaders for optimum efficiency of salt usage.
4. Review safety procedures with operators for all equipment. Hold monthly tailgate training sessions.
5. Continue crack sealing roads prior to chip sealing as weather permits.
6. Adjust sewer manholes to the correct pavement grades.
7. Continue to install new, up to date signage and guiderail system.
8. Continue with roadside shoulder improvements and curb repairs.
9. Continue town-owned tree trimming/removal and stump grinding. Work with the Grounds Division to plant new trees as recommended by the Town Arborist/Consultant.
10. Continue to monitor new Speed detection signs on High Street and Ames Hollow Road.
11. Continue to maintain the aquifer protection areas and our Salt Shed.

Accomplishments:

- Filled Maintainer 3 Position.
- Made paving repairs; completed the annual chip-seal program using ¼" stone on low traveled areas.
- Completed Salt Shed Improvements and re-graded the sandpit. Installed new EAS protection.
- Completed New Sidewalk Installations on Freestone, Waverly, East Main, Fairview, and Main Street.
- Completed Connectivity Grant sidewalk improvements along the east side of Main Street.
- Completed drainage improvements, paving and curbing on Maple Road & High Street.
- Completed drainage improvements, paving, and curbing on Great Hill Pond Road.
- Continued roadside mowing, tree trimming and cutting throughout the Town and on the Airline Trail.
- Made improvement to the Air Line Trail Parking Lot Including planting and tree removal.
- Repaired/Replaced guiderails at various locations.
- Completed paving and drainage improvements at CO#1 Firehouse.
- Cleaned 900 storm drain basins and repaired grates and tops as needed.
- Assisted with removal and testing of material on Brownstone Avenue.
- Completed line painting including crosswalk painting along intersections of new sidewalks.
- Made repairs to the Isinglass Road and East Cotton Hill road culverts clogged by Beaver dams.
- Regraded and made improvements to the Riverfront Park.

Fiscal Notes:

- ☆ Personnel expenditures allow for nine (9) full-time employees.
- ☆ Gas & diesel (#51001) –Gasoline and diesel prices have not been locked in at this time.

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		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 530,887	\$ 540,788	\$ 589,500	\$ 612,000
13002	Overtime	11,229	13,014	9,250	9,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	542,116	553,802	598,750	621,250
Contractual Services					
31000	Service contracts	5,448	7,111	8,000	8,000
32000	Conferences, meetings, dues	600	280	600	350
36001	Traffic signals	4,287	5,733	5,000	5,000
36003	Tree removal/replacement	16,435	14,953	20,000	17,000
36004	Telecommunications	2,609	2,813	3,250	3,250
36006	Line painting contract	6,570	7,433	8,500	9,500
36007	Storm water monitoring	3,037	4,917	4,000	5,000
36008	Waste services	466	866	500	500
	Total Contractual Services	39,452	44,106	49,850	48,600
Repairs					
44003	Equipment repair/rental	13,543	6,381	11,000	11,000
44005	Storm drain cleaning	28,425	28,066	30,000	25,000
	Total Repairs	41,968	34,447	41,000	36,000
Utilities					
51001	Gas & diesel fuel	40,324	33,307	42,500	40,000
53001	Telephone	730	756	1,000	1,000
	Total Utilities	41,054	34,063	43,500	41,000
Commodities					
61001	Uniforms	3,957	4,558	4,950	5,300
61003	Equipment supplies	18,442	11,921	18,000	18,000
62001	Electricity	9,814	9,786	11,000	11,000
62002	Water & sewer	2,116	1,566	3,000	3,000
62004	Heating fuel	23,229	20,648	26,750	25,000
65001	Road materials	74,853	79,995	80,000	80,000
67000	Small tools	-	983	1,500	1,000
69001	Street signs	4,786	2,718	5,000	5,000
	Total Commodities	137,197	132,175	150,200	148,300
Capital Expenditures					
73000	Equipment purchases	1,400	6,648	5,000	5,000
	Total Capital Expenditures	1,400	6,648	5,000	5,000
Miscellaneous					
88016	Miscellaneous fees	334	320	1,000	500
	Total Miscellaneous Expenditures	334	320	1,000	500
01-032	Total Highway Department	\$ 803,521	\$ 805,561	\$ 889,300	\$ 900,650

Percentage increase/(decrease) 1.28%

Department Name: Vehicle Maintenance Department #: 01-033

Mission & Purpose:

The Vehicle Maintenance Department maintains and repairs approximately (88) pieces of Town owned vehicles and equipment including cars, vans, pickup trucks, dump trucks, fire apparatus, excavators, backhoes, bulldozers and tractors. In addition, non-motorized equipment such as plows and sanders, in all totaling more than thirty (30) pieces, are maintained and repaired. This does not include small-motorized equipment such as pumps, compressors, compactors, chainsaws and mowers. The majority of repairs are performed in the Highway Garage.

Goals & Objectives:

1. Maintain all Town owned vehicles and equipment to ensure longer life and increased safety.
2. Continue to apply fluid film and new chassis paint each year to prevent corrosion on trucks and plow frames.
3. Continue to monitor computers and temperature gages with highway staff for winter operations.
4. Auction old/obsolete equipment.
5. Review equipment needs and options and request funding as needs are presented.
6. Review safety procedures with operators on all used and new equipment.
7. Continue to assist with Snow removal operations.

Accomplishments:

- Made a promotion for the Lead Mechanic Maintainer 5. Hired a Maintainer 4 Mechanic I position.
- Purchased new sensor equipment to read failures saving \$400 dollar each time in diagnostic costs.
- Purchased and installed a new grease storage drum with applicator system eliminating the need for purchasing expensive smaller tubes.
- Changed our battery program to provide better longevity and performance.
- Completed more repairs on our Fire Department apparatus, thereby saving out of service time and costs.
- Assisted with auction of obsolete vehicles and equipment.
- Major repairs made to the highway backhoe, loader and resource recovery roll off truck.
- New card reader installed at the fuel pumps.
- Made improvements to our Emergency Management Light Tower.

Fiscal Notes:

- ☆ Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- ☆ An aging equipment fleet has caused a strain on the equipment repair/rental line items.

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01-033 Vehicle Maintenance	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 127,789	\$ 129,457	\$ 132,750	\$ 128,500
13002 Overtime	2,105	2,120	4,000	5,000
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>129,894</u>	<u>131,577</u>	<u>136,750</u>	<u>133,500</u>
Contractual Services				
32000 Conferences, meetings, dues	<u>50</u>	<u>-</u>	<u>300</u>	<u>300</u>
Total Contractual Services	<u>50</u>	<u>-</u>	<u>300</u>	<u>300</u>
Repairs				
44003 Equipment repair/rental	<u>115,244</u>	<u>104,572</u>	<u>127,500</u>	<u>127,500</u>
Total Repairs	<u>115,244</u>	<u>104,572</u>	<u>127,500</u>	<u>127,500</u>
Utilities				
51001 Gas & diesel fuel	1,540	731	1,600	1,600
51003 Fuel additives	1,286	-	1,400	1,400
51004 Motor vehicle oil	4,908	4,053	5,500	5,500
Total Utilities	<u>7,734</u>	<u>4,784</u>	<u>8,500</u>	<u>8,500</u>
Commodities				
61001 Uniforms	940	500	1,100	1,200
61003 Equipment supplies	4,557	4,559	9,000	9,000
67000 Small tools	966	1,992	2,000	2,000
Total Commodities	<u>6,463</u>	<u>7,051</u>	<u>12,100</u>	<u>12,200</u>
Capital Expenditures				
73000 Equipment purchases	<u>-</u>	<u>426</u>	<u>1,000</u>	<u>1,000</u>
Total Capital Expenditures	<u>-</u>	<u>426</u>	<u>1,000</u>	<u>1,000</u>
Miscellaneous				
88016 Miscellaneous	<u>-</u>	<u>-</u>	<u>800</u>	<u>800</u>
Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>800</u>	<u>800</u>
01-033 Total Vehicle Maintenance	<u><u>\$ 259,385</u></u>	<u><u>\$ 248,410</u></u>	<u><u>\$ 286,950</u></u>	<u><u>\$ 283,800</u></u>

Percentage increase/(decrease) -1.10%

Mission & Purpose:

The Town Engineer Department is the cost of contracting with a firm of professional engineers, as the Town does not have a full-time, on-site Engineer. The firm provides the Town with civil engineering services, subdivision and site plan inspections and review, development bonds, and erosion and sedimentation review. Work also includes preparing specifications and plans for road drainage work and parks and recreation engineering.

Goals & Objectives:

1. Provide engineering services at a minimal cost to residents.
2. Respond to requests from the Public Works Director & the Land Use Department personnel.
3. Provide engineering services to the Town in its development projects and grant projects.
4. Continue to provide oversight and implementation of town construction projects.
5. Continue to provide the review of the Site Plan for the Brainerd Place Project and on-going inspection as needed for utilities.
6. Provide permitting for MS4, DEEP Storm Water Discharge, DEEP Dam Safety Program inspections, Transfer Station Operations, Aquifer Protection Area Program and Gravel pits within town.
7. Update our current Water Plan.
8. Identify and prepare documents for water main replacement.

Accomplishments:

- Provided on-going assistance with general town development and special grant projects.
- Completed Sidewalk projects as part of the Connectivity Grant.
- Continued to update all Permit requirements with DEEP.
- Provided engineering, technical review, permitting for our Salt Shed Improvements.
- Provided annual MS4 permitting and reporting to DEEP.
- Provided quarterly stormwater monitoring and annual reporting to DEEP.
- Provided engineering plans and project design for the 2020 Connectivity Award for New sidewalks.
- Provided oversight for the improvements of Maple Road and Connectivity Sidewalk projects.
- Provided the technical review of applications submitted to Planning and Zoning and the Inland Wetland Committee including Site Plans, Special Permits, Sub-Divisions, Plot plans for residential and commercial construction including water, sewer, drainage, EAS and driveway requirements.
- Provided technical review of Flood Plan hazard areas per FEMA requirements.
- Reviewed and provided documentation for our new Zoning regulations adopted in September 2020.
- Assisted with Riverfront Access Options for the Town.

Fiscal Notes:

- ☆ The Town staff engages the engineering services as needed.

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		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-034	Town Engineer	Expended	Expended	Budget	Budget
Contractual Services					
38001	Residential plan review/inspect	\$ 2,035	\$ 1,194	\$ 1,000	\$ 1,000
38002	Subdivision inspection/review	15,404	4,722	4,250	4,250
38003	Public Works engineering	23,334	6,640	10,000	10,000
38004	Site plan review	11,715	11,361	12,000	12,000
38005	Road drainage	988	9,250	10,000	10,000
38006	Mapping services	-	-	500	500
38007	General services	1,118	2,306	1,000	1,000
38008	Plan & Zoning/Inland Wetlands	5,305	7,544	8,000	8,000
38009	Erosion/sedimentation review	-	557	500	500
38010	Miscellaneous	-	165	2,000	2,000
38011	Public safety engineering	6,942	-	1,500	1,500
	Total Contractual Services	<u>66,841</u>	<u>43,739</u>	<u>50,750</u>	<u>50,750</u>
01-034	Total Town Engineer	<u>\$ 66,841</u>	<u>\$ 43,739</u>	<u>\$ 50,750</u>	<u>\$ 50,750</u>
Percentage increase/(decrease)					<u>0.00%</u>

Department Name: Street Lighting Department #: 01-035

Mission & Purpose:

The Public Works Department monitors lighting for all Town streets and works with the electric utility company to maintain and install new streetlights as needed with the approval of the Board of Selectmen.

Goals & Objectives:

1. To ensure all streetlights are in working condition.
2. To reduce energy usage/cost.

Accomplishments:

- As authorized by the Town, Eversource installed all new LED energy efficient streetlights throughout Portland

Fiscal Notes:

- ☆ Electricity costs have been increasing during Fiscal Year 2020-21.

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01-035 Street Lighting	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Commodities				
62001 Electricity	\$ 96,659	\$ 101,000	\$ 108,500	\$ 110,000
Total Commodities	<u>96,659</u>	<u>101,000</u>	<u>108,500</u>	110,000
01-035 Total Street Lighting	<u><u>\$ 96,659</u></u>	<u><u>\$ 101,000</u></u>	<u><u>\$ 108,500</u></u>	<u><u>\$ 110,000</u></u>
			Percentage increase/(decrease)	<u><u>1.38%</u></u>

Department Name: *Grounds Maintenance* Department #: 01-036

Mission & Purpose:

The Grounds Maintenance Department, in a cooperative partnership with the Board of Education (BOE), maintains Town owned parks and grounds associated with all school and municipal buildings. Duties include landscaping, mowing of approximately ninety (90) acres of lawn and athletic fields, as well as preparation of sports fields for more than 380 sporting events per year.

Goals & Objectives:

1. Maintain all Town and BOE properties.
2. Keep all sports fields in playing condition.
3. Continue with the organic lawn care program at all facilities.
4. Continue improvements to the Middlesex Avenue Fields.
5. Maintain the new Route 17 Recreational Complex.
6. The YMCA fields at Camp Ingersoll and the Tomasso Little League will no longer be maintained or used by the Town.

Accomplishments:

- Successfully maintained Town and BOE properties – landscaping approximately 90 acres of lawns and athletic fields.
- Assisted with the construction plans of the Route 17 Recreational Park Complex.
- Started maintenance at the RT17 Complex in late July including mowing, irrigation and brush removal.
- Continued to make improvements to all athletic fields as needed.
- Continue with tree removal as needed at Schools, Town buildings and parks.
- Assisted with improvements at our Salt Shed with seeding and erosion control.
- Made improvement to the ALT trail parking area grading, planting and tree removal.
- Made improvements at the Riverfront Park lawn areas.
- Made irrigation repairs/improvements on town fields.
- Installed new wooden guiderail for safety and fencing at Rose Hill Park.
- Purchased a new Ventrec all-purpose machine with attachments for use all year.
- Purchased a new zero turn lawn mower.

Fiscal Notes:

- ☆ Personnel expenditures include the full-time salaries of three (3) employees, one (1) seasonal part-time worker plus approximately 10% of the full-time Grounds Maintenance Supervisor’s salary, shared with the BOE.
- ☆ Regular Payroll (#11001) increase is based on union contractual obligations.

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		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-036	Grounds Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 173,473	\$ 177,856	\$ 185,650	\$ 193,450
11003	Part-time payroll	11,257	5,027	12,850	12,850
13002	Overtime	7,377	556	15,000	13,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>192,107</u>	<u>183,439</u>	<u>213,500</u>	<u>219,300</u>
Contractual Services					
36002	General contract work	10,571	3,800	14,100	14,100
36008	Waste services	247	355	600	600
	Total Contractual Services	<u>10,818</u>	<u>4,155</u>	<u>14,700</u>	<u>14,700</u>
Repairs					
44003	Equipment repair/rental	7,755	6,564	7,500	7,500
	Total Repairs	<u>7,755</u>	<u>6,564</u>	<u>7,500</u>	<u>7,500</u>
Utilities					
51001	Gas & diesel fuel	15,728	12,608	17,000	17,000
	Total Utilities	<u>15,728</u>	<u>12,608</u>	<u>17,000</u>	<u>17,000</u>
Commodities					
61001	Uniforms	1,705	1,624	1,650	1,800
61003	Equipment supplies	4,557	6,796	6,000	7,000
61004	Ground supplies	35,603	39,513	47,500	48,000
67000	Small tools	94	2,151	2,500	2,250
	Total Commodities	<u>41,959</u>	<u>50,084</u>	<u>57,650</u>	<u>59,050</u>
Capital Expenditures					
73000	Equipment purchases	480	2,975	3,000	3,000
	Total Capital Expenditures	<u>480</u>	<u>2,975</u>	<u>3,000</u>	<u>3,000</u>
Miscellaneous					
88016	Miscellaneous	410	-	500	-
	Total Miscellaneous Expenditures	<u>410</u>	<u>-</u>	<u>500</u>	<u>-</u>
01-036	Total Grounds Maintenance	<u>\$ 269,257</u>	<u>\$ 259,825</u>	<u>\$ 313,850</u>	<u>\$ 320,550</u>

Percentage increase/(decrease) 2.13%

Department Name: Town Buildings Maintenance Department #: 01-037

Mission & Purpose:

The Town Buildings Maintenance Department is responsible for cleaning, repairing, and maintaining all Town Buildings, excluding the BOE. In addition to cleaning, duties include the transfer of materials to the recycling center.

Goals & Objectives:

1. Maintain all Town owned buildings to provide a safe working environment for Town staff and residents.
2. Continue to replace lighting in building and parking areas to energy efficient LED.
3. Make improvements to the overhead doors in all buildings.
4. Investigate replacement of windows and masonry repairs at the Buck/Foreman Building.
5. Investigate the need for new carpet and floors in various buildings.
6. Install banners year round, and winter decorations.
7. Continue to keep HAZ COM Program/SDS sheets updated.
8. Continue pest control monthly treatment programs for various town buildings

Accomplishments:

- Hired a new employee, due to a retirement in Fiscal Year 2019-20.
- Completed the replacement of Fire Company #2 Roof.
- Completed Library renovations and painting.
- Maintained and sanitized all town building during Covid-19 pandemic.
- Provided necessary PPE for all employees and buildings.
- Completed the installation of LED lighting at the Library, Town Hall, Co#1 and CO#2 firehouses.
- Made town improvements for the Beautification Committee.
- Repaired/Replaced Heating/AC units in the Town Hall, Police Station Highway Garage and Firehouses.
- HAZ COM Program updated. SDS sheets reviewed and new hangers installed in buildings.
- Completed the Painting of Company #2 overhead doors.
- Repaired overhead doors and installed LED lighting at various buildings.
- Installed a new furnace at Company #3.
- Electrical improvements made at Company #1 and #2 firehouses, DPW Garage and Portland Library.
- Repainted our Waverly Senior Center.

Fiscal Notes:

- ☆ Personnel expenditures include the salaries of three (3) full-time employees.

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		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-037	Town Buildings Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 169,411	\$ 174,701	\$ 178,750	\$ 184,750
11003	Part-time payroll	-	-	-	-
13002	Overtime	5,388	4,892	6,000	6,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	174,799	179,593	184,750	190,750
Contractual Services					
31000	Service contracts	35,125	26,418	33,000	33,000
36008	Waste services	396	651	500	550
	Total Contractual Services	35,521	27,069	33,500	33,550
Repairs					
44003	Equipment repair/rental	2,583	11,217	7,000	7,000
	Total Repairs	2,583	11,217	7,000	7,000
Utilities					
51001	Gas & diesel fuel	3,762	3,596	4,750	4,750
53001	Telephone	39,985	40,207	43,000	44,000
53002	Pagers	-	-	-	-
53003	Cell phones	7,605	8,958	8,500	8,750
	Total Utilities	51,352	52,761	56,250	57,500
Commodities					
61001	Uniforms	1,462	1,260	1,650	1,800
61003	Equipment supplies	1,207	668	2,500	1,250
61004	Ground supplies	-	-	-	-
61006	Building supplies	15,038	15,208	15,000	15,000
62001	Electricity	31,514	29,009	34,500	34,000
62002	Water & sewer	2,174	2,093	2,950	2,950
62004	Heating fuel	4,838	4,077	5,500	5,250
67000	Small tools	-	42	750	750
68000	Custodial supplies	10,921	14,048	14,500	15,000
	Total Commodities	67,154	66,405	77,350	76,000
Capital Expenditures					
73000	Equipment purchases	1,696	1,123	2,500	2,000
	Total Capital Expenditures	1,696	1,123	2,500	2,000
01-037	Total Town Buildings Maintenance	\$ 333,105	\$ 338,168	\$ 361,350	\$ 366,800

Percentage increase/(decrease) 1.51%

Department Name: *Snow Removal* Department #: 01-038

Mission & Purpose:

The Highway and Grounds Departments ensure the public's safety by plowing and salting approximately sixty-three (63) miles of Town roads, clearing sidewalks and all Town owned parking lots.

Goals & Objectives:

1. Maintain all town-owned roadways to provide safe travel conditions during winter weather.
2. Continue to monitor and calibrate spreaders for usage.
3. Maintain the Salt Shed and stormwater permitting requirements.

Accomplishments:

- All departments make a combined effort to keep roads and facilities safe for residents and emergency personnel.
- Completed the Salt Shed Improvements using STEAP Grant funding.
- Made improvements to our plows and spreaders to be more efficient.

Fiscal Notes:

- ☆ Climate plays a major role in the use of road materials and overtime
- ☆ Overtime (#13002) generally comes in over the budgeted amount. Increasing this line item seems appropriate given the storms in Fiscal Year 2020-21. (The Fiscal Year 2019-20 was an unusually mild winter with few storms.)

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As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-038	Snow Removal	Expended	Expended	Budget	Budget
Personnel Expenditures					
13002	Overtime	\$ 88,783	\$ 43,936	\$ 50,000	\$ 55,000
	Total Personnel Expenditures	<u>88,783</u>	<u>43,936</u>	<u>50,000</u>	<u>55,000</u>
Commodities					
65001	Road materials	45,099	48,641	84,000	84,000
	Total Commodities	<u>45,099</u>	<u>48,641</u>	<u>84,000</u>	<u>84,000</u>
01-038	Total Snow Removal	<u>\$ 133,882</u>	<u>\$ 92,577</u>	<u>\$ 134,000</u>	<u>\$ 139,000</u>
Percentage increase/(decrease)					<u>3.73%</u>

Department Name: Planning Department Department #: 01-040

Mission & Purpose:

The Planner is staff to the Planning and Zoning Commission, Zoning Board of Appeals, Inland Wetlands Commission, Aquifer Protection Agency, Economic Development Commission, Conservation Commission, Plan of Conservation and Development Implementation Committee, the First Selectwoman, Superintendent of Schools, other Town departments, regional planning initiatives and community groups such as Complete Streets and the Brownstone Quorum.

Goals & Objectives:

1. Continue to review available grant opportunities for funding and support of community objectives related to infrastructure, recreation, brownfields redevelopment, and other needs.
2. Continue the implementation of the objectives of the 2016 POCD.
3. Assist developers with moving approved projects through the planning, permitting, and development phases and encouraging new economic and community development projects.
4. Promote appropriate redevelopment of blighted buildings.
5. Continue the implementation of the Brownstone Avenue Brownfield Remediation Project and prepare for the issuance of an RFP for redevelopment of the site.

Accomplishments:

- Planning Department staff has continued to attend local, regional, and national conferences and training programs to ensure that staff is informed of compliance requirements and issues related to zoning, planning, historic preservation, affordable housing, economic development, historic preservation, and grant funding.
- Department staff assisted in obtaining and distributing PPE, pandemic loans and grants, and managed pandemic response programs.
- Assisted the Lower CT River Valley Council of Governments with the facilitation of Tier 1 Reviews in our Town Center Village District.
- Planning staff participated in meetings and presentations for the Route 66 Corridor Study, Regional Plan of Conservation and Development, Regional Natural Hazard Mitigation Plan, and Regional Land Use Plan.
- Facilitated Development Team Meetings for ongoing and proposed development projects.
- Completed reviews and facilitated action by Town Boards and Commissions related to residential subdivisions, commercial and residential new construction, and new business development.

Fiscal Notes:

- ☆ The budget consists of the Planner and the Administrative Assistant, shared with the Building Department. This is a promotion from Development Planner. The Planner will work 35 hours per week (up from 30 hours per week), assist with grant preparations and attend 7-10+ night meetings each month as well.

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As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-040	Planning Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 65,352	\$ 27,681	\$ 28,625	\$ 95,750
11003	Part-time payroll	37,394	79,808	71,200	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>102,746</u>	<u>107,489</u>	<u>99,825</u>	95,750
Contractual Services					
31002	Plan consultant	4,000	7,966	9,000	5,000
32000	Conferences, meetings, dues	635	194	1,750	500
	Total Contractual Services	<u>4,635</u>	<u>8,160</u>	<u>10,750</u>	5,500
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-040	Total Planning Department	<u><u>\$ 107,381</u></u>	<u><u>\$ 115,649</u></u>	<u><u>\$ 110,575</u></u>	<u><u>\$ 101,250</u></u>
Percentage increase/(decrease)					<u><u>-8.43%</u></u>

Department Name: Zoning Enforcement Department Department #: 01-041

Mission & Purpose:

The Zoning Enforcement Officer (ZEO) receives, investigates and resolves complaints relative to violations of the Town of Portland Zoning Regulations that are adopted by the Planning and Zoning Commission (PZC). The ZEO also monitors compliance relative to PZC and the Zoning Board of Appeals (ZBA) approvals and provides staff assistance to the ZBA. The ZEO assists the Building Official on an as-needed basis with the enforcement of the Blight Ordinance.

Goals & Objectives:

1. Investigate zoning complaints and initiate enforcement procedures in accordance with established procedures.
2. Attend meetings of the Planning and Zoning Commission and the Zoning Board of Appeals to provide assistance with zoning matters and motor vehicle dealer/repairer licensing applications.
3. Assist the Planner by providing information to the public relative to zoning permit requirements and issuance of zoning permits.

Accomplishments:

- Collaborated with multiple Town Departments and Chatham Health District to address issues relative to zoning violations.
- Has undertaken a comprehensive review of the Zoning Regulations to address errors, inconsistencies, and business models not addressed by the regulations.
- A new ZEO was hired during the 2020/2021 fiscal year and is obtaining the required certifications.

Fiscal Notes:

- ☆ Regular payroll (#11001) – ZEO budgeted at 24 hours per week in Fiscal Year 2021-22.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-041	Zoning Enforce Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 7,910	\$ 7,211	\$ 16,500	\$ 33,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>7,910</u>	<u>7,211</u>	<u>16,500</u>	<u>33,250</u>
Contractual Services					
32000	Conferences, meetings, dues	50	50	1,000	500
	Total Contractual Services	<u>50</u>	<u>50</u>	<u>1,000</u>	<u>500</u>
Utilities					
51001	Gas & diesel fuel	-	-	200	200
	Total Utilities	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>
Commodities					
61003	Equipment supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-041	Total Zoning Enforce Department	<u>\$ 7,960</u>	<u>\$ 7,261</u>	<u>\$ 17,700</u>	<u>\$ 33,950</u>

Percentage increase/(decrease) **91.81%**

Department Name: Planning & Zoning Commission Department #: 01-042

Mission & Purpose:

The Planning & Zoning Commission (P&Z) is responsible for ensuring compliance with zoning and subdivision regulations. The Commission also has the responsibility for land use planning and for development and adoption of the Plan of Conservation and Development. The Commission prepares revisions to the subdivision and zoning regulations as needed. The Commission also serves as the Town's Aquifer Protection Agency. The Planning and Land Use Administrator, Zoning Enforcement Officer and the Town Engineer provide assistance to the Commission. The Commission meets twice a month.

Goals & Objectives:

1. Review and revise the zoning regulations and zoning map to meet changing community needs.
2. Review and act upon development applications in a timely manner and compliance with CT General Statutes.
3. Work cooperatively with the Economic Development Commission to encourage the highest and best use of properties located in commercial and industrially zoned properties.

Accomplishments:

- Reviewed and approved commercial, industrial and subdivision development proposals.
- The PZC has undertaken a comprehensive review of the Zoning Regulations to address errors, inconsistencies, and business models not addressed by the regulations.

Fiscal Notes:

- ☆ No significant changes requested for Fiscal Year 2021-2022. Reduction was made to Court transcriptions (#31004) for \$500.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 1,843	\$ 2,332	\$ 3,000	\$ 3,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,843</u>	<u>2,332</u>	<u>3,000</u>	<u>3,000</u>
Contractual Services					
31002	Plan consultant	-	-	-	-
31004	Court transcriptions	-	-	1,000	500
32000	Conferences, meetings, dues	275	110	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>275</u>	<u>110</u>	<u>1,300</u>	<u>800</u>
Miscellaneous					
86015	Midstate Reg, Plan Agency/LCOG	11,453	12,033	11,999	11,999
86016	CT River Assembly	-	-	-	-
	Total Miscellaneous	<u>11,453</u>	<u>12,033</u>	<u>11,999</u>	<u>11,999</u>
01-042	Total Plan & Zoning Commission	<u>\$ 13,571</u>	<u>\$ 14,475</u>	<u>\$ 16,299</u>	<u>\$ 15,799</u>
Percentage increase/(decrease)					<u><u>-3.07%</u></u>

Department Name: Zoning Board of Appeals Department #: 01-043

Mission & Purpose:

The Zoning Board of Appeals (ZBA) is charged with decision making relative to requests for variances from the requirements of the Zoning Regulations and appeals of Zoning Enforcement Officer orders. The Board is also responsible for approving the location of auto repair/sales dealerships. The five-member board is scheduled to meet monthly. The Planning Department provides administrative assistance to the Board.

Goals & Objectives:

To perform the duties required by the Connecticut General Statutes.

Accomplishments:

- Reviewed and considered applications in accordance with the statutory duties.

Fiscal Notes:

☆ Reduction was made to Court transcriptions (#31004) for \$500.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-043 Zoning Board of Appeals		Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 558	\$ 597	\$ 875	\$ 875
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>558</u>	<u>597</u>	<u>875</u>	<u>875</u>
Contractual Services					
31004	Court transcriptions	-	-	1,000	500
32000	Conferences, meetings, dues	275	110	300	200
-	Outside services	-	-	-	-
	Total Contractual Services	<u>275</u>	<u>110</u>	<u>1,300</u>	<u>700</u>
01-043	Total Zoning Board of Appeals	<u>\$ 833</u>	<u>\$ 707</u>	<u>\$ 2,175</u>	<u>\$ 1,575</u>
Percentage increase/(decrease)					<u><u>-27.59%</u></u>

Department Name: Inland Wetlands Commission Department #: 01-044

Mission & Purpose:

The Inland Wetlands Commission (IWC) is charged with protecting the Town's inland wetlands and watercourses. The Commission is comprised of five (5) members and two (2) alternates. The IWC meets monthly and is appointed by the BOS. The IWC has the power to review subdivisions and other development projects that may affect wetlands.

Goals & Objectives:

1. Review and decide upon subdivision proposals and other developments where land disturbance activities are proposed within the regulated area of a wetland or watercourse.
2. Review and update the IWC regulations for consistency with State of CT DEEP regulations.
3. Address violations of the IWC regulations to ensure the protection of the natural resources.

Accomplishments:

- Reviewed and decided upon land use applications to mitigate adverse impacts to wetlands or watercourses.

Fiscal Notes:

- ☆ Board clerk (#14001) line item is reduced by \$200.
- ☆ Conference, meetings & dues (#32000) line item is reduced by \$150.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-044	Inland Wetlands Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 97	\$ 398	\$ 750	\$ 550
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>97</u>	<u>398</u>	<u>750</u>	<u>550</u>
Contractual Services					
31011	Enforcement officer	2,108	1,763	2,800	2,800
32000	Conferences, meetings, dues	305	75	350	200
	Total Contractual Services	<u>2,413</u>	<u>1,838</u>	<u>3,150</u>	<u>3,000</u>
Miscellaneous					
86001	CT Coastal Conservation Dist	1,824	1,824	1,824	1,824
	Total Miscellaneous	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
01-044	Total Inland Wetlands Commission	<u>\$ 4,334</u>	<u>\$ 4,060</u>	<u>\$ 5,724</u>	<u>\$ 5,374</u>
Percentage increase/(decrease)					<u><u>-6.11%</u></u>

Department Name: Conservation Commission Department #: 01-045

Mission & Purpose:

The Conservation Commission duties include reviewing and commenting on subdivision and earth removal applications that may be pending before the Planning & Zoning Commission and/or Inland Wetlands Commission. The Commission develops and maintains an inventory of open space property and educates the public on various conservation and environmental issues. The Planning and Land Use Administrator provides assistance to the five-member Commission.

Goals & Objectives:

1. Review/comment on land use applications relative to conservation easements and open space requirements.
2. Focus on action items listed in Chapter 3 of the Plan of Conservation and Development related to protecting community resources.
3. Develop and distribute materials to educate residents on stewardship of watersheds.
4. Identify and notice storm drains and runoff that lead to watersheds.

Accomplishments:

- Reviewed and considered applications as necessary.

Fiscal Notes:

- ☆ Conference, meetings & dues (#32000) is reduced by \$50.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
01-045	Conservation Commission				
Personnel Expenditures					
14001	Board clerk	\$ 315	\$ 373	\$ 375	\$ 375
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>315</u>	<u>373</u>	<u>375</u>	<u>375</u>
Contractual Services					
32000	Conferences, meetings, dues	130	75	250	200
	Total Contractual Services	<u>130</u>	<u>75</u>	<u>250</u>	<u>200</u>
Miscellaneous					
86002	Reservoir Trail Project	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-045	Total Conservation Commission	<u>\$ 445</u>	<u>\$ 448</u>	<u>\$ 625</u>	<u>\$ 575</u>
Percentage increase/(decrease)					<u><u>-8.00%</u></u>

Department Name: Economic Development Commission Department #: 01-044

Mission & Purpose:

The Commission consists of 5 members, meets monthly to study conditions affecting businesses and pending commercial proposals, and provides advisory opinions to the PZC. The EDC mission is to promote and retain existing businesses and attract new business to the community. EDC has implemented initiatives to market existing businesses and attract new investment to Portland. EDC is staffed by the Land Use/Economic Development Coordinator who works to determine appropriate and permissible locations for new development and assists owners of commercial/industrial parcels to attract tenants to provide long-term economic benefits.

Goals & Objectives:

1. Support existing commercial and industrial businesses, recruitment of target providers of goods and services, continue to collaborate to attract appropriate development.
2. Assist businesses in securing funding through DECD, SBA, banks, and lending partners.
3. Continued implementation of goals and objectives of the 2016 POCD.
4. Staff actively participates in organizations related to economic development, planning, and commerce.
5. Managed social media to promote and attract business.

Accomplishments:

- Purchased new signage for Village District Parking that conformed to the Carol R. Johnson Report.
- Assisted businesses in securing COVID related grants and loans, obtained and delivered PPE for businesses, managed a promotion to encourage restaurant dining.

Fiscal Notes:

- ☆ No significant changes requested for Fiscal Year 2021-2022.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 684	\$ 776	\$ 1,000	\$ 1,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>684</u>	<u>776</u>	<u>1,000</u>	<u>1,000</u>
Contractual Services					
31005	Grants consultant contract	-	-	-	-
32000	Conferences, meetings, dues	484	320	500	500
	Total Contractual Services	<u>484</u>	<u>320</u>	<u>500</u>	<u>500</u>
Utilities					
59001	Marketing program	1,690	1,356	4,250	4,250
	Total Utilities	<u>1,690</u>	<u>1,356</u>	<u>4,250</u>	<u>4,250</u>
01-046	Total Economic Dev Commission	<u>\$ 2,858</u>	<u>\$ 2,452</u>	<u>\$ 5,750</u>	<u>\$ 5,750</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Capital Expenditure Commission Department #: 01-047

Mission & Purpose:

The five (5) member Capital Expenditure Commission has the responsibility for preparing the five-year capital improvement plan detailed in Department #08-141. The Commission is appointed by the BOS and reviews departmental requests for submission to the First Selectwoman. The full BOS then approves a one-year funding program.

Goals & Objectives:

To ensure that the Town's capital infrastructure is maintained and in good working order.

Accomplishments:

-

Fiscal Notes:

☆ No change is proposed to this year's budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-047	Capital Expend Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ -	\$ -	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	500	500
01-047	Total Capital Expend Commission	\$ -	\$ -	\$ 500	\$ 500
Percentage increase/(decrease)					0.00%

Department Name: Health Department Department #: 01-051

Mission & Purpose:

Effective July 1, 2016, the Chatham Health District will include the towns of Colchester, East Haddam, East Hampton, Hebron, Marlborough and Portland. Haddam voted to leave the District effective July 1, 2016.

Goals & Objectives:

1. Issue permits for onsite subsurface sewage disposal systems, permits for public or private water supply wells, compliance inspections of food service establishments, rental housing, daycare facilities, and schools' sanitation.
2. Provide a recreational bathing water quality monitoring program.
3. Provide community nursing services by contractual arrangement with Middlesex Hospital Homecare. Services include maternal and infant care upon referral, physical exam and immunization for children up to age five through the well child clinic.
4. Provide screenings for hypertension and elevated blood lead level, annual flu clinics, in-home nurse visitations, and other skilled nursing services by referral.
5. Provide follow-up for communicable disease reports. Investigations of food-borne illness are undertaken to identify potential sources of contamination at food service establishments.
6. Monitor community health status.
7. Provide a variety of Health Education/Wellness Programs.
8. Offer Qualified Food Service Operator training courses.

Accomplishments:

- Provided extensive assistance with the Covid-19 Pandemic.
- Conducted several flu clinics and Covid-19 vaccination clinics.
- Permits issued for septic systems, water supply wells, soil testing, B-100a and Engineering Plan Reviews and Food Service Establishments.
- Inspections are completed for day care centers, campgrounds, housing code enforcement, lead paint, public health complaints, food service establishments and temporary food service events.
- A variety of health promotion programs were offered to all residents.

Fiscal Notes:

- ☆ This budget is based on a per capita rate. The increase is primarily due to Covid-19 requirements.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

01-051 Health Department	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Contractual Services				
- CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009 Chatham Health District	<u>104,334</u>	<u>110,916</u>	<u>116,130</u>	121,120
Total Contractual Services	<u>104,334</u>	<u>110,916</u>	<u>116,130</u>	121,120
01-051 Total Health Department	<u>\$ 104,334</u>	<u>\$ 110,916</u>	<u>\$ 116,130</u>	<u>\$ 121,120</u>
			Percentage increase/(decrease)	<u>4.30%</u>

Department Name: Environmental Health Department #: 01-052

Mission & Purpose:

The Environmental Health Department shows the Town administrative cost of the duties of the Sanitarian. The Sanitarian duties were absorbed by the Chatham Health District when the Town joined the District. The Town's Director became an employee of the District but continues to provide services in the areas of sewage system site testing, including deep site testing, deep test pits, and perc test for subdivisions and building lots.

Goals & Objectives:

N/A

Accomplishments:

- N/A

Fiscal Notes:

☆ The Department is not funded in Fiscal Year 2022.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-052	Environmental Health	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ -	\$ -	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
01-052	Total Environmental Health	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u>0.00%</u>

Department Name: *Social Services* Department #: 01-053

Mission & Purpose:

The Social Services Department is not a Town Department but rather an activity or portion of the budget used to detail which agencies receive Town of Portland funding contributions. These agencies provide services that the Town of Portland government does not.

Goals & Objectives:

To provide Town residents from all areas of Portland and other local area Towns with the opportunity to have services provided as needed.

Accomplishments:

- Provided funds to various organizations to assist the citizens of the Town of Portland.

Fiscal Notes:

☆ No significant changes requested for Fiscal Year 2021-22.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-053	Social Services	Expended	Expended	Budget	Budget
Miscellaneous					
86007	MCSAAC	\$ 500	\$ 500	\$ 500	\$ 500
86008	Community Health Center	-	-	500	-
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	505	-	505	505
86011	Rushford Center	500	500	500	500
86013	Red Cross Dial-a-Ride	27,717	27,717	29,500	29,500
86014	Rural Transit Program	10,677	10,677	11,000	11,000
86017	Sexual Assault Crisis Center	500	500	500	500
86019	Fam Access/Middlesex Behavioral	-	-	500	500
86029	Brownstone Quorum	500	500	-	500
87004	Emergency Shelter	-	-	2,000	2,000
87005	Clinical social worker	-	-	-	-
87006	Connection Emergency Shelter	2,200	2,200	2,200	2,200
88001	Program services	-	-	-	-
88005	Memorial Day parade	4,115	472	5,000	5,000
88007	Veteran's activities	3,722	3,852	4,000	4,000
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
88042	Portland Fireworks	2,500	2,500	500	-
88019	Portland Historical Society	500	500	500	500
88020	Portland Fair	2,500	2,500	2,500	2,500
	Total Miscellaneous	<u>56,936</u>	<u>52,918</u>	<u>60,705</u>	<u>60,205</u>
01-053	Total Social Services	<u>\$ 56,936</u>	<u>\$ 52,918</u>	<u>\$ 60,705</u>	<u>\$ 60,205</u>
Percentage increase/(decrease)					<u><u>-0.82%</u></u>

Department Name: Senior Center/Waverly Center Department #: 01-054

Mission & Purpose:

The Waverly Center provides broad-based opportunities for support, resources, information and referrals for our maturing population.

Goals & Objectives:

1. Continue to expand programming and introduce new initiatives based on needs and wants of the participants.
2. Strengthen ongoing community partnerships with the Area Agency on Aging, Chatham Health District, RSVP/CRT, among others.
3. Create new and strengthen community partnerships.
4. Research and review the need for upgrading the kitchen at the Center.
5. Fully implement the new electronic sign-in system for the Center's Programs and building usage to capture accurate numbers and provide ongoing communications.

Accomplishments:

- Organized several Covid-19 vaccination clinics.
- Provided needed services to seniors during the Pandemic.
- Purchased the new electronic sign-in system using a Covid-19 grant.

Fiscal Notes:

- ☆ Personnel expenditures cover a full time Director and an Administrative Assistant. There are increased needs anticipated during Fiscal Year 2021-22. Portland has a large senior population. The increase will also assist with Covid-19 related matters in the new fiscal year.
- ☆ The part-time payroll (#11003) position has been removed from the 2021-22 budget.
- ☆ Program offerings for Seniors are included in Instructor fees (#31006) and Program services (#88001).
- ☆ Service contracts (#31000) – The account includes service contracts for the new Electronic Sign-in System, HVAC, elevators, fire protection, pest control, etc.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-054 Senior Citizen Center		Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 18,076	\$ 64,903	\$ 65,000	\$ 114,500
11003	Part-time payroll	33,997	6,628	12,800	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>52,073</u>	<u>71,531</u>	<u>77,800</u>	114,500
Contractual Services					
31000	Service contracts	5,573	5,235	8,750	8,750
31006	Instructor fees	3,200	1,250	3,000	3,000
32000	Conferences, meetings, dues	210	195	900	900
36004	Telecommunications	333	736	1,250	1,250
	Total Contractual Services	<u>9,316</u>	<u>7,416</u>	<u>13,900</u>	13,900
Commodities					
61000	Office supplies	-	-	-	-
62001	Electricity	11,753	8,670	12,850	12,000
62002	Water & sewer	959	1,008	1,200	1,300
62004	Heating fuel	3,548	3,038	4,250	4,000
	Total Commodities	<u>16,260</u>	<u>12,716</u>	<u>18,300</u>	17,300
Capital Expenditures					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	-
Miscellaneous					
88001	Program services	2,562	1,669	6,000	3,000
	Total Miscellaneous	<u>2,562</u>	<u>1,669</u>	<u>6,000</u>	3,000
01-054 Total Senior Citizen Center		<u><u>\$ 80,211</u></u>	<u><u>\$ 93,332</u></u>	<u><u>\$ 116,000</u></u>	<u><u>\$ 148,700</u></u>

Percentage increase/(decrease) **28.19%**

Department Name: Municipal Agent for the Elderly Department #: 01-055

Mission & Purpose:

The Municipal Agent for the Elderly is also the Senior Center Director. The Municipal Agent is charged by the State of CT with assisting residents, ages 60+ by providing information and referrals to local, state and federal services/benefits programs. The Municipal Agent is familiar with programs and benefits such as Medicare, Medicaid, SNAP (Food Stamps), Social Security, protective services, legal services, adult day care, housing, transportation, and local senior/community groups. The Municipal Agent also helps seniors to fill out application forms for benefits and oversees the Renters' Rebate Program.

Goals & Objectives:

1. Continue to increase outreach to seniors to be sure they have access to all the programs available to them.
2. Continue to work on ways to make transportation options work more efficiently and be sure that seniors are aware of all transportation options available to them.
3. Provide informational programming so that residents are aware of all services.

Accomplishments:

- In partnership with the Portland Food Bank, the New England Mobile Food Pantry has continued monthly visits providing fresh produce and dairy to residents of all ages.

Fiscal Notes:

- ☆ Personnel expenditures cover multiple van drivers with varying costs depending on the number of rides and lengths of service that are needed.
- ☆ A regional grant provides additional funding for the van driver costs.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-055	Municipal Agent for Elderly	Expended	Expended	Budget	Budget
Personnel Expenditures					
14010	Van drivers stipends	\$ 26,704	\$ 24,092	\$ 25,000	\$ 25,000
	Total Personnel Expenditures	<u>26,704</u>	<u>24,092</u>	<u>25,000</u>	<u>25,000</u>
Contractual Services					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	2,705	2,156	3,900	3,900
	Total Utilities	<u>2,705</u>	<u>2,156</u>	<u>3,900</u>	<u>3,900</u>
Miscellaneous					
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-055	Total Munic Agent for the Elderly	<u><u>\$ 29,409</u></u>	<u><u>\$ 26,248</u></u>	<u><u>\$ 28,900</u></u>	<u><u>\$ 28,900</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Portland Library Department #: 01-065

Mission & Purpose: The Portland Library strives to be a library that is accessible, adaptable and responsive to the personal and professional needs of patrons, as well as enhancing lifelong learning for all segments of the community.

Goals & Objectives:

1. Enhance and expand the visibility of the library's role in meeting the diverse needs of the community.
2. Continue to improve the print and electronic collections in the library.
3. Provide for complete accessibility and a safe/welcoming environment for all patrons.
4. Provide necessary current and emerging technologies to meet the needs of users.
5. Promote literacy and offer resources for self-improvement to the members of the community.

Accomplishments:

- Completed the interior design improvement to the Library, using a State Library Grant (\$108,452) and funds from the Portland Library Endowment Fund (\$250,000);
- In Fiscal Year 2019-20, the circulation borrowed was 101,324, approximately 9 borrows per capita.
- The number of Portland residents holding library cards was 3,956 at year end.
- The meeting and study rooms were used 876 times with attendance of 8,770 despite four months without access to the building.
- The library provides free access to the internet and *Office* software products. The number of computer sign-ups during Fiscal Year 2019-20 was 5,695, plus numerous Wi-Fi users.
- The Library provided a variety of programs for all age groups. The Library offered 252 programs with an attendance of 5,139
- During Fiscal Year 2019-20, the library responded to 2,817 requests for information and/or assistance.
- Initiated a new offering in addition to regular reading discussion groups for teens and adults, the Portland Forum discussion supports Equity Diversity and Inclusion.
- The library closed March through June 2020 for interior improvements and pandemic concerns. Delivery of materials occurred outside the building and staff was available to answer information questions and provide assistance. Programming to all ages was offered via remote access. Outreach through social media was increased.
- The Friends of the Portland Library provided for summer reading and other programs, a museum-pass borrowing service, all new DVDs, and a distribution of books to children through the Food Bank's holiday baskets.
- The staff of the Library adopted a family for the holidays and worked with the Parks & Recreation Department to provide a Halloween event.
- The goal to celebrate the Quasquicentennial (125th Anniversary) of Portland's Public Library was postponed.

Fiscal Notes:

- ☆ (#64002) – Includes the "Digital Media" to the name of the account – it is now the "Disc, Video, Digital Media" line item.
- ☆ (#11001) – Regular payroll – Includes one more employee who had been budgeted previously in the Part time payroll (#11003) – one-part time position (employee retired) is not included here.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-065	Portland Library	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 406,147	\$ 420,170	\$ 435,000	\$ 493,000
11003	Part-time payroll	108,779	106,991	126,000	74,000
14001	Board clerk	563	373	750	750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>515,489</u>	<u>527,534</u>	<u>561,750</u>	<u>567,750</u>
Contractual Services					
31000	Service contracts	13,380	11,078	15,000	15,000
32000	Conferences, meetings, dues	1,605	1,723	2,000	2,000
36010	Contract - data bases	6,967	6,161	6,500	7,000
36011	Data processing - Library Connection	34,351	34,070	36,000	38,000
Total Contractual Services		<u>56,303</u>	<u>53,032</u>	<u>59,500</u>	<u>62,000</u>
Repairs					
44003	Equipment repair/rental	740	1,284	1,250	1,250
Total Repairs		<u>740</u>	<u>1,284</u>	<u>1,250</u>	<u>1,250</u>
Utilities					
53000	Postage	537	51	1,000	750
59000	Cataloging	-	-	200	200
Total Utilities		<u>537</u>	<u>51</u>	<u>1,200</u>	<u>950</u>
Commodities					
61000	Office supplies	9,302	7,763	7,200	7,200
62001	Electricity	31,785	29,839	36,250	33,000
62002	Water & sewer	816	970	1,600	1,600
62004	Heating fuel	7,961	7,312	8,800	8,800
64001	Books	43,935	42,995	47,000	48,000
64002	Discs, videos, digital media	7,362	9,081	9,000	10,000
64003	Periodicals	5,862	6,196	6,500	6,500
Total Commodities		<u>107,023</u>	<u>104,156</u>	<u>116,350</u>	<u>115,100</u>
Miscellaneous					
88001	Program services	1,223	397	1,600	1,600
Total Miscellaneous Expenditures		<u>1,223</u>	<u>397</u>	<u>1,600</u>	<u>1,600</u>
01-065 Total Portland Library		<u>\$ 681,315</u>	<u>\$ 686,454</u>	<u>\$ 741,650</u>	<u>\$ 748,650</u>

Percentage increase/(decrease) 0.94%

Department Name: Employee Fringe Benefits Department #: 01-071

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 non-BOE Town employees' fringe benefits, not specifically allocated to an individual Department, as provided by union contracts and/or the personnel manual.

Goals & Objectives:

To provide fringe benefits as required by union contract and/or the personnel manual for all non-BOE Town employees.

Accomplishments:

- Provided for health and welfare of eligible non-BOE Town employees and their dependents.
- Completed the transition from Cigna to Connecticare as the medical insurance carrier.
- Made actuarially-determined and recommended pension contributions.
- Improvements have been made to the Employee Wellness Program run by the Finance Department.

Fiscal Notes:

- ☆ The Contributions required from employees within the Defined Contribution Plan is 6% of salary. The employer match is 6% of salary.
- ☆ All other pension employer plan contributions are actuarially valued. Based on the results of the defined benefit valuation for the Town employees plan, and change in personnel, the required contribution increased by approximately 15%.
- ☆ The bi-annual "Other Post-Employment Benefit Actuarial Valuation" was completed in 2020-21.
- ☆ Medical premiums are expected to increase because of claims history activity, as well as the Covid-19 Pandemic.
- ☆ CT Inter-local Risk Management Agency (CIRMA) informed the Town that Workers Compensation rates would drop in FY2021-22. The reduction is reflected in (#26000).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
19001	Vacation pay	\$ 85,472	\$ 81,192	\$ 75,000	\$ 80,000
19002	Longevity	16,275	17,150	16,250	15,000
19003	Sick pay	92,158	102,845	100,000	100,000
19004	Termination benefits pay	74,620	148,961	70,000	70,000
21001	Medical insurance	1,111,351	1,180,549	1,298,000	1,324,350
21002	Dental insurance	21,646	23,054	23,640	24,250
21003	Life insurance	16,516	18,758	18,200	19,500
21004	Long-term disability insurance	11,353	12,751	13,250	14,000
22000	FICA/Medicare	347,563	353,212	372,000	390,500
23001	Town pension contributions	507,622	522,260	601,109	674,150
23002	Police pension contribution	240,600	260,674	286,450	279,215
23003	Volunteer Fire pension contribution	89,300	80,314	78,660	74,290
26000	Workers' compensation	176,400	176,400	163,600	157,600
28001	Unemployment compensation	657	2,849	3,000	3,000
	Total Personnel Expenditures	<u>2,791,533</u>	<u>2,980,969</u>	<u>3,119,159</u>	<u>3,225,855</u>
Contractual Services					
37029	Collective bargaining	<u>6,589</u>	<u>500</u>	<u>12,000</u>	<u>6,000</u>
	Total Contractual Services	<u>6,589</u>	<u>500</u>	<u>12,000</u>	<u>6,000</u>
01-071	Total Employee Fringe Benefits	<u>\$ 2,798,122</u>	<u>\$ 2,981,469</u>	<u>\$ 3,131,159</u>	<u>\$ 3,231,855</u>
Percentage increase/(decrease)					<u>3.22%</u>

Department Name: Risk Management Department #: 01-073

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:

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

Accomplishments:

- Safety Committee meetings have been held and corrective measures taken when deemed to be reasonable and appropriate.

Fiscal Notes:

- ☆ CT Inter-local Management Agency (CIRMA) is estimating an increase in the cost of our coverage.
- ☆ The Air Line Trail agreement with Eversource requires the Town to purchase additional environmental insurance. The annual cost of this insurance is approximately \$7,300. It is up for renewal.
- ☆ The budget amount includes the continuation of the FY2020 modification to the Policy limits.
- ☆ CIRMA has made some changes to what is included within their Standard Policy. Some of these additional coverages are costly and \$22,000 has been added by the BOS to help address those additional coverages.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-073	Risk Management	Expended	Expended	Budget	Budget
Utilities					
-	General liability	\$ -	\$ -	\$ -	\$ -
-	Public officials liability	-	-	-	-
-	Automobile insurance	-	-	-	-
-	Contractors equipment	-	-	-	-
-	Fire/extended coverage	-	-	-	-
-	Machinery & equipment	-	-	-	-
-	Surety bonds	-	-	-	-
-	Crime & theft	-	-	-	-
-	Umbrella	-	-	-	-
-	Volunteer Firemen	-	-	-	-
-	Law enforcement liability	-	-	-	-
-	Self-insured accidents	-	-	-	-
-	Probate Court liability	-	-	-	-
52001	Municipal insurance	131,558	146,398	174,336	202,000
	Total Utilities	<u>131,558</u>	<u>146,398</u>	<u>174,336</u>	202,000
01-073	Total Risk Management	<u>\$ 131,558</u>	<u>\$ 146,398</u>	<u>\$ 174,336</u>	<u>\$ 202,000</u>
Percentage increase/(decrease)					<u>15.87%</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 debt principal and interest payments payable during the fiscal year as well as miscellaneous bank charges associated with these issues. Debt issuances include general obligation bonds (GENOB) and capital leases.

Goals & Objectives:

1. To fund required capital projects paid through bond offerings while maintaining level funding in the general budget.
2. To issue a \$1,500,000 Capital Lease for various departmental equipment.

Accomplishments:

- Made all bond and capital lease payments in a timely fashion.

Fiscal Notes:

☆ Detail of all General Fund debt payments by offering is as follows:

	Bonds Principal <u>#83001</u>	Bonds Interest <u>#83002</u>	Cap Lease Principal <u>#83003</u>	Cap Lease Interest <u>#83004</u>
☆ 2012 Refunding BOE \$9.510M H/MS	\$ 960,000	\$ 55,800	\$ 0	\$ 0
☆ 2018 GENOB Town \$10M	575,000	337,188	-	-
☆ Multi-equipment FY2018 lease (5 th of 6 annual payments)			262,395	10,261
☆ Multi-equipment FY2022 lease (1 st of 7 annual payments)			73,580	16,875
	<u>\$ 1,535,000</u>	<u>\$ 392,988</u>	<u>\$ 335,975</u>	<u>\$ 27,136</u>

Misc. costs <u>#83005</u> \$ <u>1,000</u>
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Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-085	Debt Service	Expended	Expended	Budget	Budget
Debt Service					
83001	Bonds - principal	\$ 1,190,000	\$ 985,000	\$ 1,400,000	\$ 1,535,000
83002	Bonds - interest	148,840	651,881	443,263	392,988
83003	Capital leases - principal	574,686	252,520	257,410	335,975
83004	Capital leases - interest	31,535	20,135	15,246	27,136
83005	Miscellaneous	104,997	-	1,000	1,000
	Total Debt Service	<u>2,050,058</u>	<u>1,909,536</u>	<u>2,116,919</u>	<u>2,292,099</u>
01-085	Total Debt Service	<u>\$ 2,050,058</u>	<u>\$ 1,909,536</u>	<u>\$ 2,116,919</u>	<u>\$ 2,292,099</u>

Percentage increase/(decrease) **8.28%**

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:

1. To provide a non-operating revenue source for the Animal Control Fund.
2. To provide a non-operating revenue source for the Youth Services Fund.
3. To provide a non-operating revenue source for the Maintenance Fund.
4. To provide a non-operating revenue source for the Resource Recovery Fund.
5. To provide a non-operating revenue source for the Parks & Recreation Fund.
6. To provide a non-operating revenue source for the Land Purchase Fund.
7. To provide a non-operating revenue source for the Renewable Energy Fund.
8. To provide a revenue stream to fund future capital improvement leases/purchases for the Capital Non-Recurring Fund (CIP).

Accomplishments:

- Activity shows the transfers out to the above listed funds to comply with Generally Accepted Accounting Principles (GAAP).

Fiscal Notes:

- ☆ Transfer to Animal Control (#90001) was increased by \$12,716, as the Town considers the restructuring of operations. The City of Middletown left as a tenant, effective January 1, 2021.
- ☆ Transfers out – Open Space (#90008) is funded.
- ☆ Transfer to Other (#90006) includes \$58,750 for water department for fire hydrants upkeep and \$15,000 to the Landfill Closure Fund for environmental monitoring.
- ☆ Transfer out – Youth Services (90002) – dropped by \$25,462 due to the use of Youth Service Fund Balance of \$40,000 to balance the budget. The Kids Blast Program moves to the Parks and Recreation Department.
- ☆ Details of Capital Non-recurring BOE (# 90013) & Town (#90012) are as follows:

Line #90013

BOE System-wide Oil Tank Removal/Replacement	\$ <u>50,000</u>
Transfer Out – Capital Non-recurring BOE	<u>50,000</u>

Line #90012

Town-wide computers (includes back-up appliance)	\$ <u>56,000</u>
Transfer out – Capital Non-recurring Town	<u>56,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
Transfers Out					
90001	Transfer out - Animal Control	\$ 71,428	\$ 71,424	\$ 54,643	\$ 67,359
90002	Transfer out - Youth Services	90,485	82,980	86,352	60,890
90003	Transfer out - Bldg Maintenance	82,000	82,000	82,000	82,000
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	171,375	181,925	181,142	180,056
90006	Transfer out - Other	175,000	142,172	58,750	73,750
90007	Transfer out - Park & Rec	186,730	236,832	238,050	193,700
90008	Transfer out - Open Space	150,000	50,000	-	50,000
90012	Transfer out - Cap Non rec Town	175,500	647,500	125,000	56,000
90013	Transfer out - Cap Non rec BOE	230,000	241,500	-	50,000
90014	Transfer out - Renewable Energy	-	-	-	-
	Total Transfers Out	<u>1,332,518</u>	<u>1,736,333</u>	<u>825,937</u>	<u>813,755</u>
01-093	Total Interfund Transfers Out	<u>\$ 1,332,518</u>	<u>\$ 1,736,333</u>	<u>\$ 825,937</u>	<u>\$ 813,755</u>
Percentage increase/(decrease)					<u><u>-1.47%</u></u>

Department Name: Town Contingency Department #: 01-095

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 Portland General Government budget.

Goals & Objectives:

Provide for extraordinary occurrences and unanticipated obligations during this budget year.

Accomplishments:

Fiscal Notes:

- ☆ No changes made to this budget.
- ☆ Any amounts not used or transferred to other Town General Government accounts at year-end return to the Town Fund Balance, which will be used for future needs.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2021-2022
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
01-095	Town Contingency	Expended	Expended	Budget	Budget
Miscellaneous					
84001	Contingency	\$ 46,612	\$ 29,116	\$ 100,000	\$ 100,000
	Total Miscellaneous	<u>46,612</u>	<u>29,116</u>	<u>100,000</u>	<u>100,000</u>
01-095	Total Town Contingency	<u>\$ 46,612</u>	<u>\$ 29,116</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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**TOWN OF PORTLAND,
CONNECTICUT**

OTHER SPECIAL REVENUE FUNDS

SEWER DEPARTMENT

WATER DEPARTMENT

ANIMAL CONTROL DEPARTMENT

TOWN AID ROAD FUND

YOUTH SERVICES DEPARTMENT

RESOURCE RECOVERY DEPARTMENT

BUILDING MAINTENANCE FUND

PARKS & RECREATION DEPARTMENT

ADOPTED BUDGETS

FISCAL YEAR

2021-2022

Other Special Revenue Funds

The Other Special Revenue Funds budgets, consisting of the Sewer Department, Water Department, Animal Control Department, Town Aid Road Fund, Youth Services Department, Resource Recovery Department, Building Maintenance Fund, and the Parks & Recreation Department, are prepared in the same manner as the General Fund operating budgets. However, these budgets are **NOT** subject to referendum but **ARE** approved by the Board of Selectmen after the General Fund Operating budgets are approved by taxpayers, except for the Sewer and Water budgets, which must be approved no later than May 1st by Town Charter. Brief descriptions of each of the budgets/funds are shown below.

Department Name: *Sewer Department* **Department #:** *02-139*

Personnel expenditures for the Sewer Department include the full-time salaries of three (3) employees, and 50% of the full-time salary of the billing/collection agent shared with the Water Department #03-135. The Sewer facility was upgraded in 2001. Wastewater is collected from 1,570 users through a collection system consisting of approximately twenty-two (22) miles of sewer mains and three (3) pumping stations. The entire budget is funded through user charges.

Department Name: *Water Department* **Department #:** *03-135*

Personnel expenditures for the Water Department include the full-time salaries of two (2) employees plus 50% of the full-time salary of the billing/collection agent shared with the Sewer Department #02-139. The Department maintains approximately 40 miles of water mains serving approximately 25% of our total Town population, or 2,330 customers. The majority of the budget is funded through user charges.

Department Name: *Animal Control Department* **Department #:** *04-140*

Personnel expenditures for the Animal Control Department include (1) Certified Animal Control Officer plus the limited part-time salary of our weekend/call-in employee. The Town of Portland uses the Facility to impound animals. Middletown left the facility as a tenant effective January 1, 2021. As a result, we anticipate the possibility of staffing adjustments. The Town continues to look for other tenants and sources of revenues in order to lessen the burden on General Fund support. There is a 20% reduction in expenditures in this Fund for Fiscal Year 2021-22. The estimated budget for FY 2021-22 shows a General Fund contribution of \$67,359, or approximately 83% of the total budget.

Department Name: *Town Aid Road Fund* **Department #:** *06-030*

This budget provides for road maintenance, repair, purchases of salt for the winter months, and purchases of materials for road maintenance projects. This fund is funded by a State of CT grant. The grant is expected to be \$239,191 for Fiscal Year 2021-2022.

Other Special Revenue Funds (Continued)

Department Name: *Youth Services Bureau* **Department #:** *07-110*

Personnel expenditures for the Youth Services Bureau (YSB) include the full-time salary of one (1) Director, plus temporary/part-time staff. The school based programs focus on social skill building, defining healthy relationships and developing decision-making strategies. The estimated budget for FY 2021-22 shows State of CT inter-governmental revenues of \$27,500, with a minor portion funded by user charges of \$1,000 or less than 1% of the total budget; a contribution from the General Fund of \$60,890, or approximately 47% of the total budget; and for Fiscal Year 2021-22, the Use of Youth Service Fund Balance of \$40,000 is included to balance the remaining 31% portion of the budget.

Department Name: *Resource Recovery Dept* **Department #:** *09-120*

Personnel expenditures for the Resource Recovery Department include two full-time salaried employees. The Resource Recovery Department allows residents to bring municipal solid waste (MSW) and recyclables for disposal. The Department assists residents with recycling, bag sales for MSW, bulky waste disposal, brush burning, leaf composting, and transfer of MSW to disposal centers utilizing the roll-off container vehicle. The General Fund contribution is \$180,056 or 51% of the total budget.

Department Name: *Building Maintenance Fund* **Department #:** *11-037*

This budget provides for maintenance and repair projects in Town buildings and schools that do not meet the criteria of the five (5) year capital improvement plan. The estimated budget for FY 2021-22 shows a contribution from the General Fund of \$82,000, or approximately 100% of the total budget.

Department Name: *Parks & Rec Department* **Department #:** *12-130*

Personnel expenditures for the Parks & Recreation Department include the full-time salary of one (1) Director, the full-time salary of an administrative assistant, plus numerous temporary/seasonal employees. The Department is responsible for offering many recreational and community programs such as the recreational basketball program, holiday tree lighting, Easter-egg hunt, road race and other town-wide activities. The Parks & Recreation Department will take over the operation of the Kids Blast Program that is held at the Brownstone Intermediate School. The General Fund contribution budgeted in Fiscal Year 2021-22 is \$193,700, or approximately 39% of the total budget. The Town intends to use \$37,000 of American Rescue Plan grant due to prior revenue loss, representing approximately 7% of the total budget.

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2021-2022 - Sewer Department
As of May 10, 2021

Sewer Department	2018-2019 Actual Revenue	2019-2020 Actual Revenue	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Charges for Services				
00350 User charges	\$ 988,945	\$ 1,051,167	\$ 1,137,020	\$ 1,152,721
00351 User charges - interest & lien fees	17,389	25,362	29,000	29,000
00352 Sale of nitrogen credits	-	2,827	-	-
00353 Process material	-	400	-	-
00354 Other revenue sources	450	10,717	250	250
00355 PILOT payment	-	-	-	-
00406 Demand Response	-	-	-	-
Total Charges for Services	<u>1,006,784</u>	<u>1,090,473</u>	<u>1,166,270</u>	1,181,971
Investment Income				
00401 Investment income	217	322	100	100
Total Investment Income	<u>217</u>	<u>322</u>	<u>100</u>	100
Interfund Transfers In				
00502 Transfer in - Other funds	-	-	-	-
Total Interfund Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	-
Total Sewer Department Revenue	<u><u>\$ 1,007,001</u></u>	<u><u>\$ 1,090,795</u></u>	<u><u>\$ 1,166,370</u></u>	<u><u>\$ 1,182,071</u></u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Sewer Department
As of May 10, 2021

02-139 Sewer Department	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 235,349	\$ 245,730	\$ 251,750	\$ 260,500
13002 Overtime	20,827	21,532	21,000	23,000
14001 Board clerk	136	159	360	360
19001 Unused vacation pay	7,018	7,366	8,500	9,500
19002 Longevity	1,000	1,000	1,000	1,000
19003 Sick pay	9,918	8,519	10,500	14,000
21001 Medical insurance	61,743	71,057	74,100	60,000
21002 Dental insurance	1,040	1,174	1,583	1,625
21003 Life insurance	670	771	800	825
21004 Long-term disability insurance	569	585	675	675
22000 FICA/Medicare	20,594	21,255	22,100	23,500
23001 Town pension contribution	14,730	14,739	16,062	17,086
Total Personnel Expenditures	<u>373,594</u>	<u>393,887</u>	<u>408,430</u>	<u>412,071</u>
Contractual Services				
31000 Service contracts	89,234	101,008	100,000	105,000
32000 Conferences, meetings, dues	834	645	1,500	1,500
33001 Audit services	6,100	6,174	6,400	6,400
34001 Data processing	441	290	1,000	1,000
36008 Waste services	84	7	300	300
37013 Legal fees	-	2,616	2,000	2,000
38010 Miscellaneous engineering	-	-	5,000	5,000
Total Contractual Services	<u>96,693</u>	<u>110,740</u>	<u>116,200</u>	<u>121,200</u>
Repairs				
44003 Equipment repair/rental	47,163	35,286	47,000	50,000
Total Repairs	<u>47,163</u>	<u>35,286</u>	<u>47,000</u>	<u>50,000</u>
Utilities				
51001 Gas & diesel fuel	1,843	1,765	2,850	2,850
52001 Municipal insurance	24,004	23,999	25,400	26,300
53000 Postage	4,000	2,000	4,500	4,500
53001 Telephone	4,950	5,110	5,450	6,000
Total Utilities	<u>34,797</u>	<u>32,874</u>	<u>38,200</u>	<u>39,650</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Sewer Department
As of May 10, 2021

02-139 Sewer Department	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Commodities				
61000 Office supplies	\$ 312	\$ 97	\$ 500	\$ 500
61001 Uniforms	1,700	1,457	1,650	1,700
62001 Electricity	116,657	112,579	122,000	122,000
62002 Water & sewer	13,364	12,107	17,000	17,000
62004 Heating fuel	14,956	12,984	16,500	16,500
65002 Sewer supplies	13,188	9,415	17,000	17,000
68000 Custodial supplies	122	16	150	150
69002 Chemicals	56	26	500	500
Total Commodities	<u>160,355</u>	<u>148,681</u>	<u>175,300</u>	<u>175,350</u>
Equipment				
73000 Equipment purchases	2,851	12,773	10,000	12,000
Total Equipment	<u>2,851</u>	<u>12,773</u>	<u>10,000</u>	<u>12,000</u>
Miscellaneous				
83006 CWF notes - principal	232,392	237,082	140,502	-
83007 CWF notes - interest	10,077	5,386	938	-
88016 Miscellaneous	3,399	2,670	4,500	4,500
Total Miscellaneous	<u>245,868</u>	<u>245,138</u>	<u>145,940</u>	<u>4,500</u>
Transfers Out				
90015 Transfer out - Cap Non rec Town	125,000	125,000	215,000	357,300
90016 Transfer out - Workers' comp	11,100	11,100	10,300	10,000
Total Transfers Out	<u>136,100</u>	<u>136,100</u>	<u>225,300</u>	<u>367,300</u>
02-139 Total Sewer Department	<u><u>\$ 1,097,421</u></u>	<u><u>\$ 1,115,479</u></u>	<u><u>\$ 1,166,370</u></u>	<u><u>\$ 1,182,071</u></u>

Percentage increase/(decrease) 1.35%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2021-2022 - Water Department
As of May 10, 2021

Water Department	2018-2019 Actual Revenue	2019-2020 Actual Revenue	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Intergovernmental				
00207 Emergency Management	\$ -	\$ -	\$ -	\$ -
Total Intergovernmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Charges for Services				
00351 User charges - interest & lien fees	\$ 25,752	\$ 31,070	\$ 29,000	\$ 32,182
00354 Miscellaneous	5,936	4,755	5,000	5,000
00356 Meter charges	288,084	323,307	365,000	408,000
00357 Unmetered sales	47,686	91,726	42,000	60,000
00358 Metered sales	869,829	922,436	957,720	989,800
00359 Private fire protection	11,380	11,381	11,400	11,400
00360 Service connections	3,575	1,350	4,000	4,000
00361 Sales to public authorities	71,451	77,025	82,000	101,000
00362 Cross connection fees	6,245	5,655	7,000	7,000
Total Charges for Services	<u>1,329,938</u>	<u>1,468,705</u>	<u>1,503,120</u>	<u>1,618,382</u>
Investment Income				
00401 Investment income	160	192	125	125
Total Investment Income	<u>160</u>	<u>192</u>	<u>125</u>	<u>125</u>
Interfund Transfers In				
00501 Transfer in - General Fund	50,000	58,750	58,750	58,750
00502 Transfer in - Other funds	-	-	-	-
Total Interfund Transfers In	<u>50,000</u>	<u>58,750</u>	<u>58,750</u>	<u>58,750</u>
Total Water Department Revenue	<u>\$ 1,380,098</u>	<u>\$ 1,527,647</u>	<u>\$ 1,561,995</u>	<u>\$ 1,677,257</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Water Department
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
03-135	Water Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 169,468	\$ 176,659	\$ 168,200	\$ 173,500
13002	Overtime	25,802	16,801	24,500	24,500
14001	Board clerk	136	159	360	360
19001	Unused vacation pay	7,392	2,128	5,500	5,500
19002	Longevity	1,000	1,000	450	450
19003	Sick pay	9,462	6,226	5,500	6,000
21001	Medical insurance	47,080	41,815	34,600	30,000
21002	Dental insurance	687	848	844	905
21003	Life insurance	485	523	575	600
21004	Long-term disability insurance	560	552	625	650
22000	FICA/Medicare	14,301	14,579	16,175	16,175
23001	Town pension contribution	11,868	11,803	10,200	10,500
	Total Personnel Expenditures	288,241	273,093	267,529	269,140
Contractual Services					
31000	Service contracts	22,325	22,164	30,000	30,000
32000	Conferences, meetings, dues	2,841	2,192	1,500	3,000
33001	Audit services	7,528	7,622	7,800	7,800
34001	Data processing	441	874	1,500	1,500
37013	Legal fees	-	-	2,500	2,500
38010	Miscellaneous engineering	7,549	26,016	10,000	10,000
38012	MDC water contract	585,701	824,029	820,000	857,000
	Total Contractual Services	626,385	882,897	873,300	911,800
Repairs					
44003	Equipment repair/rental	8,002	4,706	12,000	12,000
	Total Repairs	8,002	4,706	12,000	12,000
Utilities					
51001	Gas & diesel fuel	3,952	3,797	4,500	4,500
52001	Municipal insurance	10,902	10,899	11,500	11,900
53000	Postage	5,519	3,523	6,000	6,000
53001	Telephone	1,730	2,104	2,250	2,500
	Total Utilities	22,103	20,323	24,250	24,900

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Water Department
As of May 10, 2021

03-135 Water Department	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Commodities				
61000 Office supplies	\$ 822	\$ 100	\$ 850	\$ 850
61001 Uniforms	885	901	1,100	1,700
62001 Electricity	35,471	36,303	38,000	40,850
62004 Heating fuel	3,621	3,483	4,750	4,750
65001 Road materials			10,000	10,000
65003 Water supplies	32,624	26,515	42,000	42,000
69002 Chemicals	2,889	2,449	5,000	5,000
Total Commodities	<u>76,312</u>	<u>69,751</u>	<u>101,700</u>	<u>105,150</u>
Equipment				
73000 Equipment purchases	7,395	4,892	6,750	7,000
Total Equipment	<u>7,395</u>	<u>4,892</u>	<u>6,750</u>	<u>7,000</u>
Miscellaneous				
83001 Bonds - principal	-	-	-	-
83002 Bonds - interest	-	-	-	-
83006 CWF notes - principal	237,000	176,803	87,625	89,395
83007 CWF notes - interest	28,424	23,138	20,641	18,872
88016 Miscellaneous	8,456	6,249	14,000	12,000
Total Miscellaneous	<u>273,880</u>	<u>206,190</u>	<u>122,266</u>	<u>120,267</u>
Transfers Out				
90006 Transfer out - Other	-	-	-	-
90015 Transfer out - Cap Non rec Town	125,000	125,000	147,000	220,000
90016 Transfer out - Workers' comp	7,800	7,800	7,200	7,000
Total Transfers Out	<u>132,800</u>	<u>132,800</u>	<u>154,200</u>	<u>227,000</u>
03-135 Total Water Department	<u>\$ 1,435,118</u>	<u>\$ 1,594,652</u>	<u>\$ 1,561,995</u>	<u>\$ 1,677,257</u>

Percentage increase/(decrease) 7.38%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2021-2022 - Animal Control Department
As of May 10, 2021

Animal Control Department	2018-2019 Actual Revenue	2019-2020 Actual Revenue	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Charges for Services				
00303 Property rental	\$ 37,484	\$ 38,608	\$ 39,766	\$ 6,000
00307 Donations	370	648	-	600
00317 Sale of dog licenses	4,896	4,916	5,200	5,200
00354 Miscellaneous	347	30	500	500
00363 Dog surcharge	1,576	1,582	1,700	1,700
Total Charges for Services	44,673	45,784	47,166	14,000
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	44,673	45,784	47,166	14,000
Interfund Transfers In				
00501 Transfer in - General Fund	71,428	71,424	54,643	67,359
Total Interfund Transfers In	71,428	71,424	54,643	67,359
Total Animal Control Dept Revenue	\$ 116,101	\$ 117,208	\$ 101,809	\$ 81,359

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Animal Control Department
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 51,427	\$ 53,113	\$ 34,150	\$ 41,750
11003	Part-time payroll	10,468	11,976	10,250	1,500
13002	Overtime	3,220	8,679	2,500	2,500
19002	Longevity	-	-	-	-
19003	Sick pay	2,819	2,939	3,250	3,250
21001	Medical insurance	11,361	12,320	12,600	500
21002	Dental insurance	235	261	332	332
21003	Life insurance	148	167	195	195
21004	Long-term disability insurance	170	171	225	225
22000	FICA/Medicare	3,968	4,085	5,150	5,000
23001	Town pension contribution	3,086	3,163	3,300	2,500
	Total Personnel Expenditures	86,902	96,874	71,952	57,752
Contractual Services					
31000	Service contracts	1,179	1,019	2,500	1,500
32000	Conferences, meetings, dues	272	1,080	1,250	500
33001	Audit services	-	-	-	-
33004	Veterinarian fees	3,233	151	2,500	1,500
-	Data processing	-	-	-	-
	Total Contractual Services	4,684	2,250	6,250	3,500
Repairs					
44003	Equipment repair/rental	10,140	161	2,000	500
	Total Repairs	10,140	161	2,000	500
Utilities					
51001	Gas & diesel fuel	252	32	340	340
52001	Municipal insurance	1,182	1,182	1,250	1,350
53000	Postage	600	300	600	600
53001	Telephone	1,244	1,320	1,500	1,500
54000	Advertising & publications	269	20	750	500
	Total Utilities	3,547	2,854	4,440	4,290

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Animal Control Department
As of May 10, 2021

04-140 Animal Control Department	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Commodities				
61000 Office supplies	\$ 86	\$ -	\$ 350	\$ 350
61001 Uniforms	781	658	750	750
61003 Equipment supplies	1,404	105	1,750	500
62001 Electricity	2,693	2,604	2,992	2,992
62002 Water & sewer	499	592	600	600
62004 Heating fuel	1,246	1,075	1,375	1,375
63002 Dog food	2,757	2,671	2,000	1,500
68000 Custodial supplies	353	130	500	500
Total Commodities	<u>9,819</u>	<u>7,835</u>	<u>10,317</u>	<u>8,567</u>
Miscellaneous				
88052 Fee share to State	3,665	3,685	4,250	4,250
- Miscellaneous	-	-	-	-
Total Miscellaneous	<u>3,665</u>	<u>3,685</u>	<u>4,250</u>	<u>4,250</u>
Transfers Out				
90016 Transfer out - Workers' comp	2,900	2,900	2,600	2,500
Total Transfers Out	<u>2,900</u>	<u>2,900</u>	<u>2,600</u>	<u>2,500</u>
04-140 Total Animal Control Department	<u>\$ 121,657</u>	<u>\$ 116,559</u>	<u>\$ 101,809</u>	<u>\$ 81,359</u>
			Percentage increase/(decrease)	<u><u>-20.09%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2021-2022 - Town Aid Road Fund
As of May 10, 2021

Town Aid Road Fund	2018-2019 Actual Revenue	2019-2020 Actual Revenue	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Charges for Services				
00354 Miscellaneous	-	-	-	-
Total Charges for Services	-	-	-	-
Intergovernmental				
00221 State of CT - TAR	\$ 152,413	\$ 207,134	\$ 239,303	\$ 239,191
Total Intergovernmental	152,413	207,134	239,303	239,191
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	152,413	207,134	239,303	239,191
Interfund Transfers In				
00501 Transfer in - General Fund	-	-	-	-
Total Interfund Transfers In	-	-	-	-
Total Town Aid Road Fund Revenue	\$ 152,413	\$ 207,134	\$ 239,303	\$ 239,191

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022- Town Aid Road Fund
As of May 10, 2021

06-030 Town Aid Road Fund	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Commodities				
65001 Road materials	\$ 152,413	\$ 207,134	\$ 239,303	\$ 239,191
Total Commodities	<u>152,413</u>	<u>207,134</u>	<u>239,303</u>	<u>239,191</u>
06-030 Total Town Aid Road Fund	<u>\$ 152,413</u>	<u>\$ 207,134</u>	<u>\$ 239,303</u>	<u>\$ 239,191</u>
		Percentage increase/(decrease)		<u><u>-0.05%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2021-2022 - Youth Services Department
As of May 10, 2021

Youth Services Department		2018-2019 Actual Revenue	2019-2020 Actual Revenue	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Intergovernmental					
00214	State of CT - Misc	\$ -	\$ -	\$ -	\$ -
00222	State of CT - YSB	18,602	22,656	22,500	22,500
00223	State of CT - DSS	4,476	5,487	5,000	5,000
	Total Intergovernmental	<u>23,078</u>	<u>28,143</u>	<u>27,500</u>	<u>27,500</u>
Charges for Services					
00354	Miscellaneous	-	-	-	-
00364	Program fees - school year	96,026	72,871	97,500	-
00365	Resource center fees	-	-	500	500
00366	Contributions/donations	226	40	500	500
	Total Charges for Services	<u>96,252</u>	<u>72,911</u>	<u>98,500</u>	<u>1,000</u>
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal Operating Income	<u>119,330</u>	<u>101,054</u>	<u>126,000</u>	<u>28,500</u>
Interfund Transfers In					
00501	Transfer in - General Fund	90,485	82,980	86,352	60,890
	Total Interfund Transfers In	<u>90,485</u>	<u>82,980</u>	<u>86,352</u>	<u>60,890</u>
	Total Youth Services Dept Revenue	<u>\$ 209,815</u>	<u>\$ 184,034</u>	<u>\$ 212,352</u>	<u>\$ 89,390</u>
	Use of Fund Balance				<u>40,000</u>
	Total Youth Services Dept Revenue and Use of Fund Balance				<u>\$ 129,390</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Youth Services Department
As of May 10, 2021

		2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 57,106	\$ 59,130	\$ 63,000	\$ 53,000
11002	Clerical payroll	-	-	-	-
12000	Temporary payroll	59,734	36,454	63,000	7,500
19002	Longevity	450	450	550	-
19003	Sick pay	3,617	4,165	4,000	-
21001	Medical insurance	23,016	24,942	25,600	24,250
21002	Dental insurance	235	261	315	315
21003	Life insurance	165	232	250	250
21004	Long-term disability insurance	189	238	250	250
22000	FICA/Medicare	8,481	7,050	8,750	5,400
23001	Town pension contribution	5,354	5,335	5,962	3,200
	Total Personnel Expenditures	158,347	138,257	171,677	94,165
Contractual Services					
32000	Conferences, meetings, & dues	515	764	700	700
	Total Contractual Services	515	764	700	700
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
52001	Municipal insurance	2,579	2,578	2,800	2,800
53000	Postage	175	100	175	175
53001	Telephone	-	-	-	-
	Total Utilities	2,754	2,678	2,975	2,975
Commodities					
61000	Office supplies	402	62	750	500
61006	Building supplies	-	-	625	-
62001	Electricity	4,389	3,570	4,800	4,000
62002	Water & sewer	265	238	400	400
62004	Heating fuel	504	441	725	550
	Total Commodities	5,560	4,311	7,300	5,450

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Youth Services Department
As of May 10, 2021

07-110 Youth Services Department	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Programs/Activities				
88038 Miscellaneous programs	\$ -	\$ -	\$ -	\$ -
88039 CRC/ECC consulting	14,580	14,320	20,000	20,000
88040 Activity funds	3,937	3,570	4,500	-
88041 Activity supplies	101	58	1,000	2,000
Total Programs/Activities	<u>18,618</u>	<u>17,948</u>	<u>25,500</u>	22,000
Transfers Out				
90016 Transfer out - Workers' comp	<u>4,600</u>	<u>4,600</u>	<u>4,200</u>	4,100
Total Transfers Out	<u>4,600</u>	<u>4,600</u>	<u>4,200</u>	4,100
07-110 Total Youth Services Department	<u><u>\$ 190,394</u></u>	<u><u>\$ 168,558</u></u>	<u><u>\$ 212,352</u></u>	<u><u>\$ 129,390</u></u>
			Percentage increase/(decrease)	<u><u>-39.07%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2021-2022 - Resource Recovery Department
As of May 10, 2021

Resource Recovery Department	2018-2019 Actual Revenue	2019-2020 Actual Revenue	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Charges for Services				
00354 Miscellaneous	\$ -	\$ 19,340	\$ 2,400	\$ 2,400
00367 Tire fees	760	700	900	900
00368 Sale of newsprint	-	-	-	-
00369 Battery recycling	245	108	240	240
00370 Sale of metal	13,447	13,090	15,000	15,000
00371 Facility use permits	25,510	34,632	34,000	34,500
00372 Freon appliance permits	1,450	2,180	2,000	2,000
00373 15 gallon bags to residents	5,194	5,216	5,250	5,250
00374 30 gallon bags to residents	6,678	5,652	7,500	7,500
00375 45 gallon bags to residents	17,899	14,311	22,000	17,500
00376 15 gallon bags to distributors	2,250	2,500	2,250	3,000
00377 30 gallon bags to distributors	900	4,000	1,000	3,000
00378 45 gallon bags to distributors	7,800	7,200	9,000	8,000
00379 Bulky waste	56,959	63,459	67,600	67,600
00380 Anti-freeze disposal	60	36	50	50
00381 Brush	-	-	-	3,000
00382 Cardboard sales	-	-	-	-
00383 Town demolition	1,469	1,467	1,550	1,550
00384 Propane tank disposal	652	216	650	250
00399 Single stream recyclables	658	954	600	600
Total Charges for Services	141,931	175,061	171,990	172,340
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	141,931	175,061	171,990	172,340
Interfund Transfers In				
00501 Transfer in - General Fund	171,375	181,925	181,142	180,056
Total Interfund Transfers In	171,375	181,925	181,142	180,056
Total Resource Recovery Dept Rev	\$ 313,306	\$ 356,986	\$ 353,132	\$ 352,396

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Resource Recovery Dept
As of May 10, 2021

09-120	Resource Recovery Dept	2018-2019	2019-2020	2020-2021	2021-2022
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 126,083	\$ 131,493	\$ 133,250	\$ 140,000
12000	Temporary payroll	-	-	-	-
13002	Overtime	5,822	6,007	9,000	9,000
19002	Longevity	550	550	550	550
19003	Sick pay	3,359	3,361	5,500	8,500
21001	Medical insurance	36,833	40,330	41,500	25,500
21002	Dental insurance	813	813	1,320	1,350
21003	Life insurance	363	411	450	460
21004	Long-term disability insurance	416	424	500	500
22000	FICA/Medicare	9,298	9,648	11,000	12,100
23001	Town pension contribution	8,017	9,036	9,812	10,986
	Total Personnel Expenditures	<u>191,554</u>	<u>202,073</u>	<u>212,882</u>	<u>208,946</u>
Contractual Services					
31000	Service contracts	11,825	11,696	16,000	16,000
34001	Data processing	349	-	1,000	1,000
36004	Telecommunications	1,172	1,190	1,500	1,500
	Total Contractual Services	<u>13,346</u>	<u>12,886</u>	<u>18,500</u>	<u>18,500</u>
Repairs					
44003	Equipment repair/rental	9,799	4,242	4,000	4,000
	Total Repairs	<u>9,799</u>	<u>4,242</u>	<u>4,000</u>	<u>4,000</u>
Utilities					
51001	Gas & diesel fuel	5,530	4,485	5,750	5,750
52001	Municipal insurance	3,012	3,012	3,200	3,350
53001	Telephone	-	-	300	300
	Total Utilities	<u>8,542</u>	<u>7,497</u>	<u>9,250</u>	<u>9,400</u>
Commodities					
61001	Uniforms	913	1,000	1,000	1,200
61003	Equipment supplies	1,177	1,240	2,000	2,000
61006	Building supplies	204	1,038	1,200	1,200
62001	Electricity	2,453	2,573	3,000	3,000
62002	Water & sewer	715	364	1,100	700
62004	Heating fuel	809	431	1,250	950
69003	Bags and stickers	7,253	6,666	8,000	8,000
	Total Commodities	<u>13,524</u>	<u>13,312</u>	<u>17,550</u>	<u>17,050</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Resource Recovery Dept
As of May 10, 2021

09-120 Resource Recovery Dept	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Equipment				
73000 Equipment purchases	\$ -	\$ -	\$ -	\$ -
Total Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous				
88001 Program services	128	-	500	500
88003 Permits - State of CT	1,415	759	2,000	2,000
88012 MSW disposal fees	22,100	24,492	26,350	30,000
88014 BW disposal fees	51,666	48,201	54,500	54,500
88017 Hauling expense	-	999	-	-
88018 Recycling	1,571	1,300	3,000	3,000
Total Miscellaneous	<u>76,880</u>	<u>75,751</u>	<u>86,350</u>	90,000
Transfers Out				
90015 Transfer out - Cap Non rec Town	-	-	-	-
90016 Transfer out - Workers' comp	5,000	5,000	4,600	4,500
Total Transfers Out	<u>5,000</u>	<u>5,000</u>	<u>4,600</u>	4,500
09-120 Total Resource Recovery Dept	<u><u>\$ 318,645</u></u>	<u><u>\$ 320,761</u></u>	<u><u>\$ 353,132</u></u>	<u><u>\$ 352,396</u></u>
			Percentage increase/(decrease)	<u><u>-0.21%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2021-2022 - Building Maintenance Fund
As of May 10, 2021

Building Maintenance Fund		2018-2019 Actual Revenue	2019-2020 Actual Revenue	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Intergovernmental					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
00354	Miscellaneous	\$ 1,249	\$ -	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	<u>1,249</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal Operating Income	<u>1,249</u>	<u>-</u>	<u>-</u>	<u>-</u>
Interfund Transfers In					
00501	Transfer in - General Fund	82,000	157,000	82,000	82,000
	Total Interfund Transfers In	<u>82,000</u>	<u>157,000</u>	<u>82,000</u>	82,000
Total Building Maint Fund Revenue		<u>\$ 83,249</u>	<u>\$ 157,000</u>	<u>\$ 82,000</u>	\$ 82,000

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Building Maintenance Fund
As of May 10, 2021

11-037 Building Maintenance Fund	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Repairs				
44006 Town maintenance	\$ 80,594	\$ 42,236	\$ 41,000	\$ 41,000
44007 BOE maintenance	<u>168,801</u>	<u>112,205</u>	<u>41,000</u>	41,000
Total Repairs	<u>249,395</u>	<u>154,441</u>	<u>82,000</u>	82,000
Transfers Out				
90015 Transfer out - Cap Non rec Town	<u>-</u>	<u>-</u>	<u>-</u>	-
Total Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	-
11-037 Total Building Maintenance Fund	<u><u>\$ 249,395</u></u>	<u><u>\$ 154,441</u></u>	<u><u>\$ 82,000</u></u>	<u><u>\$ 82,000</u></u>
			Percentage increase/(decrease)	<u><u>0.00%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2021-2022 - Parks & Recreation Department
As of May 10, 2021

Parks & Recreation Department	2018-2019 Actual Revenue	2019-2020 Actual Revenue	2020-2021 Budgeted Revenue	2021-2022 Estimated Revenue
Intergovernmental				
00114 Federal grants - misc	\$ -	\$ -	\$ -	\$ 37,000
Total Intergovernmental	-	-	-	37,000
Charges for Services				
00303 Property rental fees	\$ 5,445	\$ 1,505	\$ 5,500	\$ 10,000
00354 Miscellaneous	2,426	14	2,000	2,000
00364 Program fees - school year				99,000
00385 Program fees - adult	7,850	8,701	9,300	10,500
00386 Program fees - youth	25,120	29,647	28,550	31,000
00387 Tee ball fees	-	-	-	-
00388 Adult softball fees	5,764	-	6,000	6,000
00389 Summer playground fees	84,110	82,384	95,750	95,750
00390 Program fees - vacation	-	-	-	-
00391 Summer sports camp	12,899	1,720	12,000	12,000
00392 CT Track club	-	-	-	-
00393 Unified sports	-	-	-	-
00394 5k race fees	2,960	4,425	4,000	6,000
00395 Trips	-	-	-	-
Total Charges for Services	146,574	128,396	163,100	272,250
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	146,574	128,396	163,100	309,250
Interfund Transfers In				
00501 Transfer in - General Fund	186,730	236,832	238,050	193,700
Total Interfund Transfers In	186,730	236,832	238,050	193,700
Total Parks & Rec Dept Revenue	\$ 333,304	\$ 365,228	\$ 401,150	\$ 502,950

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Parks & Rec Department
As of May 10, 2021

12-130	Parks & Recreation Dept	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 55,899	\$ 56,809	\$ 112,000	\$ 64,250
11002	Clerical payroll	29,514	48,322	-	53,150
12000	Temporary payroll				65,000
12001	Teen recreation payroll	108,352	84,041	90,000	90,000
12002	Unified sports payroll	-	-	-	-
13002	Overtime	11,945	10,090	11,000	11,000
14001	Board clerk	223	467	300	300
19002	Longevity	525	-	-	-
19003	Sick pay	5,853	-	-	-
21001	Medical insurance	11,989	27,144	28,500	41,000
21002	Dental insurance	183	522	500	575
21003	Life insurance	239	335	375	375
21004	Long-term disability insurance	278	344	400	400
22000	FICA/Medicare	15,752	14,536	16,975	21,000
23001	Town pension contribution	3,354	3,383	6,750	7,100
	Total Personnel Expenditures	<u>244,106</u>	<u>245,993</u>	<u>266,800</u>	<u>354,150</u>
Contractual Services					
31000	Service contracts	3,480	3,480	4,025	4,025
32000	Conferences, meetings, & dues	515	850	900	900
	Total Contractual Services	<u>3,995</u>	<u>4,330</u>	<u>4,925</u>	<u>4,925</u>
Repairs					
44003	Equipment repair/rentals	4,680	2,695	7,000	7,000
	Total Repairs	<u>4,680</u>	<u>2,695</u>	<u>7,000</u>	<u>7,000</u>
Utilities					
51001	Gas & diesel fuel	117	112	150	150
52001	Municipal insurance	2,700	2,700	2,850	3,000
53000	Postage	251	100	300	300
53001	Telephone	-	-	300	300
	Total Utilities	<u>3,068</u>	<u>2,912</u>	<u>3,600</u>	<u>3,750</u>
Commodities					
61000	Office supplies	183	45	1,000	1,000
61003	Equipment supplies	1,103	976	1,250	1,250
62001	Electricity	14,562	10,989	24,150	20,150
62002	Water & sewer	6,017	7,815	18,000	33,000
62004	Heating fuel	503	441	625	625
	Total Commodities	<u>22,368</u>	<u>20,266</u>	<u>45,025</u>	<u>56,025</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2021-2022 - Parks & Rec Department
As of May 10, 2021

12-130 Parks & Recreation Dept	2018-2019 Actual Expended	2019-2020 Actual Expended	2020-2021 Revised Budget	2021-2022 Adopted Budget
Equipment				
73000 Equipment purchases	\$ 12,911	\$ -	\$ 12,000	\$ 11,000
Total Equipment	<u>12,911</u>	<u>-</u>	<u>12,000</u>	<u>11,000</u>
Miscellaneous				
88001 Program services	62	-	200	200
Total Miscellaneous	<u>62</u>	<u>-</u>	<u>200</u>	<u>200</u>
Programs/Activities				
88023 Youth tee ball	-	-	-	-
88024 Youth basketball	-	-	-	-
88025 Unified sports	-	-	-	-
88026 Summer playground	18,539	9,235	16,000	16,000
88027 Youth programs	13,911	12,363	17,000	17,000
88028 Vacation programs	-	-	-	-
88029 Other recreation programs	600	60	1,000	1,000
88030 Adult softball	4,499	1,577	6,000	6,000
88031 Adult fitness/programs	6,965	5,598	6,000	6,000
88032 Holiday tree lighting	-	-	500	500
88033 Town concerts	758	1,780	1,000	1,000
88034 Trips	-	-	-	-
88035 Summer sports camp	5,615	-	7,500	7,500
88036 CT Track club	-	-	-	-
88037 Community events	790	36	500	500
88038 Miscellaneous programs	50	183	100	100
88041 Activity funds - Kids Blast	-	-	-	4,500
88051 5K Road Race	1,104	2,500	2,500	2,500
Total Programs/Activities	<u>52,831</u>	<u>33,332</u>	<u>58,100</u>	<u>62,600</u>
Transfers Out				
90016 Transfer out - Workers' comp	3,700	3,700	3,500	3,300
Total Transfers Out	<u>3,700</u>	<u>3,700</u>	<u>3,500</u>	<u>3,300</u>
12-130 Total Parks & Rec Department	<u>\$ 347,721</u>	<u>\$ 313,228</u>	<u>\$ 401,150</u>	<u>\$ 502,950</u>
Percentage increase/(decrease)				<u>25.38%</u>

**TOWN OF PORTLAND,
CONNECTICUT**

**CAPITAL IMPROVEMENT
PLAN**

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a five (5) year plan identifying items that require major repair or replacement with regard to the Town's infrastructure. Items can include but are not limited to buildings, parks, roads, sidewalks, water and sewer systems, vehicles, trucks, etc. Of the five years, only the first year is approved by the Board of Selectmen with the remaining years more of a "wish list" which will be looked at and reviewed annually prior to actual budget adoption.

The revenue sources are not known for the majority of these items with a great deal of certainty other than the first year; this is the main reason for reviewing the document annually. Taxation or transfers in from the General Fund are a last resort to funding the cost of these items. All other revenue sources are looked at before defaulting to taxation and are subject to change at any time.

The amount identified in the CIP for FY's 2022 through 2026 is **\$36,908,503** with **\$2,985,293** specifically approved for FY 2021-22. Of the **\$2,985,293**, **\$106,000** is estimated to be funded through taxation; **\$577,300** is estimated to be funded through water and sewer usage fees, **\$184,000** is estimated to be funded through Federal grants, **\$617,993** is estimated to be funded through State grants and **\$1,500,000** from capital lease proceeds. The capital lease is expected to have an historically low interest rate.

The following list details the \$290,000 funded through taxation:

- BOE System-wide oil tank removal/replacement \$ 50,000
- Town-wide Computers (include replacement of back-up appliance) 56,000

Total Transfer-In – General Fund Town and BOE \$106,000

Amounts to be funded by Federal Grants:

- Police - Body and dash cameras and storage \$ 184,000

Amounts to be funded by State Grants:

- LOCIP – Park & Field Improvements \$ 25,000
- LOCIP – DPW/Building Maintenance Carpeting in Municipal Buildings 37,218
- Community Connectivity Grant – Highway – Sidewalks 525,775
- Police – Body and dash cameras and storage (OPM) 30,000

Total State Grants \$617,993

The following will be financed using Capital Lease Proceeds:

- BOE System-wide Technology Upgrades \$ 300,000
- Fire- Replace apparatus (Tanker 6) 391,300
- Grounds – Replace 18' L/S Trailer 5,600
- Grounds – Ventrac Tractor Attachments 12,100
- Grounds – Walk Behind Mower 9,500
- Grounds – Purchase F-350 4 x 4 Pick-up 63,500
- Police –Equipped Police SUVs with laptops 90,000
- DPW/Highway – Replace Excavator with Grapple 185,000
- DPW/Highway Large Dump Truck with Plows 220,000
- DPW/Resource Recovery Roll-off Truck with Container 200,000
- Town-wide Closing Costs/Financial Advisor 23,000

Total Capital Lease \$ 1,500,000

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2022 Through 2026
As of May 10, 2021

Capital Improvement Plan	Fiscal Years					Total
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Estimated Revenue Sources						
00114 Federal grants	\$ 184,000	\$ -	\$ -	\$ -	\$ -	\$ 184,000
00214 State of CT grants	617,993	62,218	62,500	62,500	65,000	870,211
00354 Other	-	-	-	-	-	-
00501 Transfer in - General Fund Town	106,000	650,000	650,000	650,000	650,000	2,706,000
00502 Transfer in - Parks & Rec Dept	-	-	-	-	-	-
00502 Transfer in - Res Rec Dept	-	-	-	-	-	-
00502 Transfer in - Sewer Department	357,300	545,000	995,000	1,085,000	2,105,700	5,088,000
00502 Transfer in - Water Department	220,000	1,124,000	1,305,000	645,000	920,000	4,214,000
00503 General obligation bonds	-	4,997,492	2,748,900	4,308,400	8,791,500	20,846,292
00504 Capital lease proceeds	1,500,000	0	1,500,000	-	-	3,000,000
00505 Prior approved allocations	-	-	-	-	-	-
Total Estimated Revenue Sources	\$ 2,985,293	\$ 7,378,710	\$ 7,261,400	\$ 6,750,900	\$ 12,532,200	\$ 36,908,503

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2022 Through 2026
As of May 10, 2021

08-141	Capital Improvement Plan	Fiscal Years					Total
		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Departmental Expenditure Summary							
89010	Board of Education	\$ 350,000	\$ 2,321,000	\$ 1,064,000	\$ 1,323,000	\$ 3,237,500	\$ 8,295,500
89020	Building/Planning Depts	-	308,000	157,500	142,500	142,500	750,500
89030	Emergency Management	-	18,000	16,000	6,000	14,000	54,000
89040	Fire Department	391,300	181,000	625,000	-	3,000,000	4,197,300
89050	Grounds Maintenance	90,700	315,750	5,000	135,000	40,000	586,450
89060	Library	-	35,460	22,400	25,900	40,000	123,760
89070	Parks & Recreation	25,000	250,000	605,000	615,000	35,000	1,530,000
89080	Police Department	304,000	84,000	126,000	84,000	84,000	682,000
89090	Public Works	967,993	1,902,500	2,140,000	2,563,000	2,565,000	10,138,493
89100	Resource Recovery	200,000	59,000	30,000	5,000	21,000	315,000
89110	Sewer Department	357,300	545,000	995,000	1,085,000	2,105,700	5,088,000
89120	Town-Wide Improvements	79,000	235,000	170,500	121,500	327,500	933,500
89130	Water Department	220,000	1,124,000	1,305,000	645,000	920,000	4,214,000
Total Departmental Summary		\$ 2,985,293	\$ 7,378,710	\$ 7,261,400	\$ 6,750,900	\$ 12,532,200	\$ 36,908,503

Departmental Expenditure Detail

89010	Board of Education						
	Brownstone School						
	Replace music room carpet	\$ -	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500
	Flooring asbestos		135,000	177,000	-	-	312,000
	Generator		95,000	-	-	-	95,000
	Intercom	-	35,000	-	-	-	35,000
	HVAC minisplits/control system		160,000	80,000	52,000		292,000
	Science lab demo	-	-	25,000	-	-	25,000
	Total Brownstone School	-	437,500	282,000	52,000	-	771,500
	Gildersleeve School						
	Design and construct foyer space	-	70,000	-	-	-	70,000
	Boiler replacement	-	-	-	65,000	65,000	130,000
	Flooring replacement & abatement			25,000	70,000		95,000
	Painting				45,000	45,000	90,000
	Roof improvements		40,000				40,000
	Chimney improvements	-	-	75,000	-	-	75,000
	Carpet		25,000				25,000
	Replace exterior doors and window	-	20,000	50,000	100,000	-	170,000
	Total Gildersleeve School	-	155,000	150,000	280,000	110,000	695,000
	High/Middle School						
	flooring - gym,auditorium	-	-	18,000	12,000		30,000
	Automated lighting system		190,000	-	-	-	190,000
	Rubber track improvements/replace		550,000	-	-	-	550,000
	Auditorium sound/speakers	-	-	12,000		18,500	30,500
	Gymnasium equipment		12,000	12,000	12,000	12,000	48,000
	Doors		25,000	20,000	20,000	20,000	85,000
	Cafeteria rooftop units					150,000	150,000
	Baseball field		-	63,000	-	175,000	238,000
	Food Service equipment	-	12,000	12,000	12,000	12,000	48,000
	Total High/Middle School	-	789,000	137,000	56,000	387,500	1,369,500

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2022 Through 2026
As of May 10, 2021

08-141	Capital Improvement Plan	Fiscal Years					Total
		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Departmental Expenditure Detail (Continued)							
System Wide BOE							
	Painting	\$ -	\$ 120,000	\$ 95,000	\$ 110,000	\$ 80,000	\$ 405,000
	Security Upgrades(inc doors)	-	45,000	\$ 200,000			\$ 245,000
	Paving(including redesign)		150,000	25,000	175,000	1,500,000	\$ 1,850,000
	Oil tank removal/replacement	50,000	30,000	20,000	-	-	100,000
	Scrubbers	-	72,000	-	-	-	72,000
	Furniture	-	40,000	20,000	20,000	20,000	100,000
	Vehicle purchase	-	40,000	-	-	40,000	80,000
	HVAC upgrades	-	160,000	50,000	50,000	175,000	435,000
	Sidewalks		30,000	35,000			65,000
	Facility Assessment		45,000				45,000
	Technology Upgrades	300,000	100,000	50,000	50,000	50,000	550,000
	Total System Wide	350,000	832,000	495,000	405,000	1,865,000	3,947,000
Valley View School							
	Removal/replacement asbestos tile	-	-	-	250,000	-	250,000
	Replace library carpet	-	30,000	-	-	-	30,000
	Roof replacement with RTU		30,000			800,000	830,000
	Chimney improvements	-	-	-	-	75,000	75,000
	Paving	-	47,500	-	280,000	-	327,500
	Total Valley View School	-	107,500	-	530,000	875,000	1,512,500
	Total Board of Education	350,000	2,321,000	1,064,000	1,323,000	3,237,500	8,295,500
89020	Building/Planning Depts						
	Grant match/leverage funds	-	100,000	50,000	50,000	50,000	250,000
	Land Use/Assessor maps		15,000	15,000	-	-	30,000
	Cabinets	-	3,000	-	-	-	3,000
	Permitting software	-	40,000	17,500	17,500	17,500	92,500
	Land acquisition	-	150,000	75,000	75,000	75,000	375,000
	Total Building/Planning Depts	-	308,000	157,500	142,500	142,500	750,500
89030	Emergency Management						
	EOC equipment	-	18,000	16,000	6,000	14,000	54,000
	Total Emergency Management	-	18,000	16,000	6,000	14,000	54,000
89040	Fire/Fire Marshal Department						
	Refurbish/replace apparatus	391,300	-	550,000	-	-	941,300
	Plan, design & construct CO 3	-	15,000	-	-	3,000,000	3,015,000
	SCBA compressor	-	85,000	-	-	-	85,000
	Communication equipment	-	75,000	75,000	-	-	150,000
	Thermal imaging cameras	-	6,000	-	-	-	6,000
	Total Fire/Fire Marshal Departme	391,300	181,000	625,000	-	3,000,000	4,197,300

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2022 Through 2026
As of May 10, 2021

08-141	Capital Improvement Plan	Fiscal Years					Total
		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Departmental Expenditure Detail (Continued)							
89050	Grounds Maintenance						
	Ride on mower replacement	\$ -	\$ 120,000	\$ -		\$ 15,000	\$ 135,000
	Paint sprayer replacement	-	5,000	-	-	10,000	15,000
	Replace 18' L/S trailer	5,600	-	-	-	10,000	15,600
	Miscellaneous grounds equipment	-	11,000	5,000	5,000	5,000	26,000
	Purchase storage addition at Garage	-	65,000	-	-	-	65,000
	Ventrac tractor/attachments	12,100	5,250	-	-	-	17,350
	Walk behind mower	9,500	9,500	-	-	-	19,000
	Purchase F-550s	-	100,000	-	100,000	-	200,000
	Purchase F-350 4X4 Pickup	63,500	-	-	-	-	63,500
	Replace Infield Groomer	-	-	-	30,000	-	30,000
	Total Ground Maintenance	90,700	315,750	5,000	135,000	40,000	586,450
89060	Library						
	Computers, printers, laptops, tablet	\$ -	\$ -	\$ 20,200	\$ 25,000	\$ 30,000	\$ 75,200
	Server replacement	-	-	-	-	5,000	5,000
	Furnishings, lighting, security gates	-	11,760	2,200	900	5,000	19,860
	Projector and wall mount	-	2,200	-	-	-	2,200
	Digital screen	-	6,500	-	-	-	6,500
	Security cameras	-	7,000	-	-	-	7,000
	Wireless sound system	-	8,000	-	-	-	8,000
	Total Library	-	35,460	22,400	25,900	40,000	123,760
89070	Parks & Recreation						
	Riverfront park	-	65,000	-	-	-	65,000
	Gildersleeve School field renov	-	-	-	30,000	-	30,000
	Airline Trail Improvements	-	20,000	10,000	10,000	10,000	50,000
	Bransfield Park Renovation	-	30,000	220,000	-	-	250,000
	Dog Park	-	10,000	-	-	-	10,000
	Portland Reservoir	-	15,000	-	-	-	15,000
	Kayak and Canoe Launch	-	20,000	-	-	-	20,000
	Veteran's Park	-	-	60,000	-	-	60,000
	Main Street play area	-	-	75,000	75,000	-	150,000
	Brownstone Park	-	-	215,000	-	-	215,000
	Middlesex Avenue Renovations	-	65,000	-	475,000	-	540,000
	Park and field improvements	25,000	L 25,000	25,000	25,000	25,000	125,000
	Total Parks & Recreation	25,000	250,000	605,000	615,000	35,000	1,530,000
89080	Police Department						
	Equipped cruiser replacement	90,000	\$ 84,000	\$ 126,000	\$ 84,000	\$ 84,000	\$ 468,000
	Body/dash cameras/storage	214,000	-	-	-	-	214,000
	Total Police Department	304,000	84,000	126,000	84,000	84,000	682,000
89090	Public Works						
	Office of the Director						
	Replace director vehicle	-	-	-	-	50,000	50,000
	Total Office of the Director	-	-	-	-	50,000	50,000

L Project anticipated to be funded by LOCIP for FY 2021-2022

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2022 Through 2026
As of May 10, 2021

08-141	Capital Improvement Plan	Fiscal Years					Total
		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Departmental Expenditure Detail (Continued)							
Building Maintenance							
	Carpeting in municipal buildings	\$ 37,218	L \$ 25,000	\$ 20,000	\$ -	\$ -	\$ 82,218
	Kitchen upgrades - Waverly Cntr	-	160,000	-	-	-	160,000
	Replace Underground Propane Tan	-	-	30,000	-	-	30,000
	Energy efficiency improvements	-	-	-	10,000	10,000	20,000
	Police department windows	-	200,000	165,000	-	-	365,000
	Overhead doors various buildings	-	20,000	10,000	10,000	10,000	50,000
	Municipal parking lot paving-mater	-	20,000	-	-	-	20,000
	Municipal parking lot improvement	-	-	-	-	40,000	40,000
	Masonry Repairs Town-wide	-	20,000	20,000	20,000	10,000	70,000
	Replace furnaces - various building	-	10,000	-	100,000	-	110,000
	Rehab garage - Buck Foreman(BF)	-	-	20,000	20,000	-	40,000
	Total Building Maintenance	37,218	455,000	265,000	160,000	70,000	987,218
Highway Division/Vehicle Maintenance							
	Replace excavator with Grapple	185,000	-	\$ -	-	-	185,000
	Tool Box replacement	-	3,000	-	-	-	3,000
	Truck Sensor Software fire trucks	-	7,500	-	-	-	7,500
	Pick up truck snow plows	-	8,000	-	-	-	8,000
	Lg dump trucks replace w/plows	220,000	-	260,000	130,000	140,000	750,000
	Large roller replacement	-	50,000	-	-	-	50,000
	Sidewalk reconstruction - non grant	-	100,000	100,000	100,000	200,000	500,000
	Sidewalk repair/construction - gran	525,775	20,000	10,000	10,000	20,000	585,775
	Snowpusher attachment	-	-	-	18,000	-	18,000
	Triaxle Dump Body Truck(cab/cha	-	-	240,000	-	-	240,000
	Salt shed facility improvements	-	50,000	-	-	-	50,000
	Salt dispensing truck computer	-	24,000	-	-	-	24,000
	Loader replacement	-	-	125,000	100,000	-	225,000
	Fuel Pump Reader Monitoring Syst	-	30,000	-	-	-	30,000
	Replace Gildersleeve School Signa	-	20,000	-	-	-	20,000
	Brownstone Ave Road Reconstruct	-	1,000,000	1,000,000	2,000,000	2,000,000	6,000,000
	Road construction/drainage	-	100,000	100,000	10,000	50,000	260,000
	Storm drainage improvements	-	20,000	25,000	20,000	20,000	85,000
	Repair/replace guardrails	-	15,000	15,000	15,000	15,000	60,000
	Total Highway Division	930,775	1,447,500	1,875,000	2,403,000	2,445,000	9,101,275
	Total Public Works	967,993	1,902,500	2,140,000	2,563,000	2,565,000	10,138,493
89100	Resource Recovery						
	Purchase compactor/containers	-	9,000	10,000	-	11,000	30,000
	Transfer station software	-	25,000	-	-	-	25,000
	Roll off Truck with container	200,000	-	-	-	-	200,000
	Facility improvements	-	25,000	20,000	5,000	10,000	60,000
	Total Resource Recovery	200,000	59,000	30,000	5,000	21,000	315,000

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2022 Through 2026
As of May 10, 2021

08-141	Capital Improvement Plan	Fiscal Years					Total
		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
89110	Sewer Department						
	Plant and system improvements	\$ 300,000	\$ 400,000	\$ 750,000	\$ 1,000,000	\$ 2,000,000	\$ 4,450,000
	Pump station improvements	20,000	45,000	-	50,000	-	115,000
	Blower replacement		-	150,000	-	-	150,000
	SCADA		50,000	-	-	20,000	70,000
	Pump replacement	20,000	-	50,000	-	40,000	110,000
	Variable frequency drive improvem	8,000	10,000	10,000	-	-	28,000
	Manhole improvements	9,300	40,000	35,000	35,000	45,700	165,000
	Total Sewer Department	357,300	545,000	995,000	1,085,000	2,105,700	5,088,000
89120	Town-Wide Improvements						
	Computers incl peripherals/printers (incl replace backup appliance)	56,000	21,500	45,500	41,500	41,500	206,000
		-	-	-	-	-	-
		-	-	-	-	-	-
	Closing costs & financial advisory	23,000	-	-	-	-	23,000
	Financial software replacement	-	-	-	-	220,000	220,000
	Upgrade computers - Police	-	34,000	-	-	6,000	40,000
	Cameras and fiber - water tanks	-	6,500	5,000	-	-	11,500
	GIS Reimplementation	-	20,000	5,000	5,000	5,000	35,000
	Revaluation	-	40,000	40,000	40,000	40,000	160,000
	Phone system replacement	-	40,000	40,000	-	-	80,000
	Camera and fire alarm system	-	20,000	20,000	20,000	-	60,000
	Wiring - SCADA System, Water	-	28,000	15,000	15,000	15,000	73,000
	Water & Sewer fixed network antei	-	25,000	-	-	-	25,000
	Total Town-Wide Improvements	79,000	235,000	170,500	121,500	327,500	933,500
89130	Water Department						
	Facility & system upgrades	10,000	220,000	140,000	100,000	100,000	570,000
	Water main replacement	-	560,000	925,000	500,000	750,000	2,735,000
	Replace compressor - 1984	-	24,000	-	-	-	24,000
	Generator - Well	-	65,000	-	-	-	65,000
	Reservoir dam repairs	15,000	-	-	-	-	15,000
	Water storage tank improvements	145,000	-	175,000	-	-	320,000
	Replace mainline valves	30,000	-	20,000	-	-	50,000
	Remote read meters	20,000	25,000	25,000	25,000	30,000	125,000
	Replace utility truck	-	200,000	-	-	-	200,000
	Replace fire hydrants	-	30,000	20,000	20,000	20,000	90,000
	SCADA system	-	-	-	-	20,000	20,000
	Total Water Department	220,000	1,124,000	1,305,000	645,000	920,000	4,214,000
08-141	Total Capital Improvement Plan	\$ 2,985,293	\$ 7,378,710	\$ 7,261,400	\$ 6,750,900	\$ 12,532,200	\$ 36,908,503