

TOWN OF PORTLAND, CONNECTICUT



ADOPTED BUDGETS

**FISCAL YEAR
2023-2024**

TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2024

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TOWN OF PORTLAND, CONNECTICUT

**ANNUAL BUDGET DOCUMENT
FOR THE YEAR ENDED JUNE 30, 2024**

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Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071
www.portlandct.org ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714
Equal Opportunity Provider and Employer
Office of the First Selectman

June 9, 2023

Dear Fellow Residents and Taxpayers:

Grand List

Total Value: \$950,375,880 (an increase of \$7,913,520 from last year's Grand List). Note: The Grand List value is an estimate and subject to change based on pending appeals.

- Grand List Value excluding Motor Vehicles: \$840,729,340
- Motor Vehicle Grand List Value: \$109,646,540. Note: Due to the State's mill rate cap on Motor Vehicles in effect, the mill rate on Motor Vehicle's is 32.46.

Value of one mill excluding Motor Vehicle: \$840,729

Value of one Motor Vehicle mill: \$109,647

Revenues Needed:

Taxation: 33.27 mills (+0.83 increase over 2022-2023) *Motor Vehicle will be capped at 32.46 mills.

All other revenues: \$6,920,430 (+\$293,679 from 2022-2023)

Allocation from Fund Balance: \$300,000 (no change from 2022-2023)

Expenditures:

Total Expenditures: \$38,280,900 (+\$1,242,126) (3.35% increase over 2022-2023 adopted budget)

General Government increase: +\$447,718 (3.13% increase over FY 2022-2023)

Board of Education increase: +\$794,408 (3.49% increase over FY 2022-2023)

Accomplishments 2022-2023

- Development of Brainerd Place (the former Elmcrest property) is currently underway.
- Hired GZA Geo Environmental Inc. to assist the Town in locating its own water source utilizing a \$250,000 grant from the Department of Public Health.
- The Town was awarded a \$725,000 Grant from the CT Department of Housing for a kitchen replacement, HVAC improvements, and a new generator at the Senior Center. Renovations are currently in process.
- The Town was awarded a \$400,000 Small Town Economic Assistance (STEAP) Grant for the replacement of sidewalks along Main Street beginning at Arvid Road.
- The Town was awarded a \$444,425 Shelter Diversion Grant from the CT Department of Housing for the continuation and expansion of the shelter diversion program for Small Cities.
- The Governor's Bond Counsel awarded the Town a \$500,736 Grant for the replacement of the track at Portland High School. We have hired a landscape architect/engineer and project is out to bid.
- The Governor's Bond Counsel awarded the Town a \$300,000 Grant for a new park and trail project off of Airline Avenue.
- Authorized American Rescue Plan funds for the replacement of Engine #2, the purchase of a 12 passenger Senior Center bus, and the modernization of the Land Use office via online permitting, digitization, and GIS mapping.
- Completed design for further Connectivity Grant sidewalk Improvements on Freestone Ave, High St, Rt. 66, Airline Ave and Riverside St.

Goals and Objectives:

- 1) Continue careful use of all Town funds, while addressing our needs.
 - a) Continue to pursue regional efforts and grants when appropriate.
- 2) Complete the Sidewalk Replacement Projects, including the CT Connectivity Grant and bonded work.
- 3) Complete the next phase of road construction projects.
- 4) Work with the Board of Education to maintain and improve our schools and replace the track at Portland High School.
- 5) Work to implement the 2016 Plan of Conservation and Development.
- 6) Continue to increase economic development.
 - a) Assist in the re-development of the former Elmcrest property and other projects.
 - b) Implement the Riverfront Brownfield Clean-up Project.
- 7) Continue improvements at the Middlesex Avenue Park.
- 8) Continue the analysis of the water and sewer systems and town-owned roads.
- 9) Continue work on the Town's Energy Plan to reduce costs and increase energy efficiency.
 - a) Determine how to reduce the cost of energy; explore renewable opportunities.
- 10) Promote & support our well-run fire, emergency and police departments, public works, library, health, senior and youth services.
 - a) Comply with the Police Accountability Act
 - b) Maintain our Emergency Management Program.
 - i) Continue training and recognition of the Community Emergency Response Team.
 - c) Assist with the needs of the Town's senior community.
 - d) Discuss ongoing needs of our Fire Department.
 - e) Work with the Long Range Capital Commission and others on the funding of future capital needs.
 - f) Work with the Chatham Health District on Public Health information and services.
- 11) New Employment Initiatives
 - a) Grounds - This budget includes a full-time grounds employee that replaces a former seasonal part-time position. This position will help in the maintenance and improvement of all the Town and Board of Education properties.
 - b) Assessor - This budget includes making the assessors' clerk position full-time, up from a half-time position. The increased time will allow the department to assist the public and have more time to work on assessment matters.
 - c) Police - The budget includes the addition of a 13th police officer beginning in January, 2024. An additional officer will allow for more police to be on duty at the same time, increasing both public safety and officer safety.

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 Dr. Charles Britton, Superintendent of Schools for his hard work and dedication to the students and families within our school district.

Respectfully submitted,



Ryan J. Curley
First Selectman

Email: rcurley@portlandct.org

**TOWN OF PORTLAND, CONNECTICUT
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2023-2024**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2023-2024 Expenditure Budgets	\$ 14,733,583	\$ 23,547,317	\$ 38,280,900
Less: Direct Revenue Estimates	<u>(2,356,911)</u>	<u>(4,563,519)</u>	<u>(6,920,430)</u>
Net Budget	12,376,672	18,983,798	31,360,470
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	12,226,672	18,833,798	31,060,470
Plus Adjustment *	<u>186,193</u>	<u>286,809</u>	<u>473,001</u>
Amount to be Raised	\$ 12,412,865	\$ 19,120,607	\$ 31,533,471
Amount Raised from MV Taxes -32.46M	1,401,024	2,158,118	3,559,142
Amount to be Raised -Other than MV	\$ 11,011,841	\$ 16,962,489	\$ 27,974,330
Adopted 2023-2024 Mill Rate	13.10	20.18	33.27
Adopted 2022-2023 Mill Rate	<u>12.98</u>	<u>19.46</u>	<u>32.44</u>
Mill Rate (Decrease) Increase	<u>0.12</u>	<u>0.72</u>	<u>0.83</u>
Mill Rate % (Decrease) Increase	<u>0.88%</u>	<u>3.68%</u>	<u>2.57%</u>

One Mill = \$ 840,729 Before Board of Assessment
Appeals (BAA) Hearings

Mill MV \$ 109,647

Grand List Value Motor Vehicle = \$ 109,646,540

Grand List Value = \$ 840,729,340

* 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 2023-2024
As of May 8, 2023

General Government & Board of Education Revenue		2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Property Taxes					
00010	Prop taxes - current	\$ 28,390,899	\$ 29,169,079	\$ 30,112,023	\$ 31,060,470
00011	Prop taxes - prior years	253,170	269,797	250,000	255,000
00012	Prop taxes - interest & liens	134,169	178,075	150,000	150,000
00013	Prop taxes - supp motor vehicle	287,953	369,631	300,000	325,000
00014	Prop taxes - prior years accrual	-	-	-	-
	Total Property Taxes	29,066,191	29,986,582	30,812,023	31,790,470
State of CT - Education					
00101	Education cost sharing grant	4,431,382	4,526,131	4,544,357	4,563,519
00102	School transportation grant	-	-	-	-
00103	Special education equity grant	-	-	-	-
00104	Miscellaneous education grants	-	-	-	-
	Total State of CT - Education	4,431,382	4,526,131	4,544,357	4,563,519
State of CT - General Government					
00201	PILOT - State property/Tiered	13,439	25,597	26,066	24,108
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	664	623	525	600
00207	Emergency management	277,646	6,308	2,250	2,250
00208	PILOT - elderly freeze	-	-	-	-
00210	PILOT - veteran's exemption	4,332	3,501	2,850	2,600
00212	Municipal revenue sharing	-	-	-	-
00213	Municipal transition grant	-	-	-	-
00214	Other revenues - State of CT	29,081	19,153	19,000	19,000
00216	PILOT - machinery & equipment	-	-	-	-
00220	School construction grant	-	-	-	-
	Total State of CT - General Governmen	328,064	58,084	53,593	51,460
Investment Income					
00401	Investment income	27,163	27,165	16,500	225,000
	Total Investment Income	27,163	27,165	16,500	225,000

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

General Government & Board of Education Revenue		2020-2021 Actual Receipts	2021-2022 Actual Receipts	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Charges for Services					
00301	PILOT - housing authority	\$ 39,683	\$ 39,011	\$ 30,000	\$ 33,000
00302	PILOT - telecommunications	18,673	15,749	15,000	45,000
00303	Property rental	381,316	402,759	492,426	494,926
00304	Miscellaneous Finance	663	5,540	1,500	1,750
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	-	-	-	-
00309	Vendor permits	895	880	300	500
00310	Accident reimbursements	3,589	11,074	6,000	6,000
00311	Workers compensation reimb	1,962	30,220	12,500	12,500
00312	Conveyance tax	161,321	218,005	160,000	175,000
00313	Vital statistics	13,540	13,768	14,000	14,000
00314	Recording fees	80,630	66,206	65,000	55,000
00315	Miscellaneous Town Clerk	19,394	15,264	13,500	10,000
00316	Publication sales	250	310	200	200
00317	Licenses	1,840	2,934	1,900	2,200
00319	Fire Marshal revenue	695	625	750	650
00320	Report copies	-	-	100	100
00321	Gun permits	10,500	4,470	4,000	4,000
00322	Raffle permits	40	280	275	275
00323	Miscellaneous Police	844	785	1,000	1,000
00324	Private duty	480,100	411,226	201,500	201,500
00325	Senior Center Program fees	1,660	2,712	3,250	3,250
00326	Demolition permits	-	-	-	-
00327	Miscellaneous Building Dept	1,336	1,340	1,500	1,500
00328	Structural permits	158,583	234,044	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 2023-2024
As of May 8, 2023

General Government & Board of Education Revenue	2020-2021 Actual Receipts	2021-2022 Actual Receipts	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Charges for Services (Continued)				
00332 Miscellaneous Public Works	\$ 379	\$ 1,376	\$ 750	\$ 750
00334 Sale - construction plans	-	-	-	-
00335 Excavation permits	2,065	1,330	1,000	1,250
00336 Zoning permit fees	2,283	1,894	2,000	2,000
00337 P & Z hearings	8,529	31,566	7,500	8,000
00338 ZBA applications	760	456	750	750
00339 IW applications	401	109	750	500
00340 Fines	929	1,422	750	750
00354 Miscellaneous	14,591	44,900	20,000	20,000
00405 Sale of town property	50	211,405	-	-
Total Charges for Services	<u>1,407,501</u>	<u>1,771,660</u>	<u>1,312,301</u>	<u>1,350,451</u>
Total GG & BOE Revenue	<u>\$ 35,260,301</u>	<u>\$ 36,369,622</u>	<u>\$ 36,738,774</u>	<u>\$ 37,980,900</u>

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

		Final	Original	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
General Government		2021-2022	2022-2023	(Decrease)	2023-2024	(Decrease)
001	Board of Selectmen	\$ 12,500	\$ 12,500	0.00%	\$ 13,100	4.80%
002	First Selectman	173,282	171,617	-0.96%	177,147	3.22%
003	Ethics Commission	650	650	0.00%	650	0.00%
006	Probate Court	12,145	13,720	12.97%	13,720	0.00%
007	Elections	43,350	41,000	-5.42%	41,550	1.34%
010	Finance Department	416,650	435,095	4.43%	442,050	1.60%
011	Collector of Revenue	99,300	94,250	-5.09%	99,300	5.36%
012	Assessor	138,950	150,585	8.37%	189,600	25.91%
013	Board of Assessment Appeals	1,300	1,365	5.00%	1,365	0.00%
014	Town Counsel	85,000	85,000	0.00%	92,000	8.24%
015	Town Clerk	157,150	161,885	3.01%	163,500	1.00%
016	Central Services	102,750	99,750	-2.92%	99,750	0.00%
017	Technology Department	242,500	268,195	10.60%	294,450	9.79%
Total General Government		<u>1,485,527</u>	<u>1,535,612</u>	<u>3.37%</u>	<u>1,628,182</u>	<u>6.03%</u>
Public Safety		Final	Original	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2021-2022	2022-2023	(Decrease)	2023-2024	(Decrease)
020	Fire Departments	376,100	407,570	8.37%	424,500	4.15%
021	Fire Marshal	49,350	50,550	2.43%	52,850	4.55%
022	Emergency Dispatch	142,413	152,350	6.98%	163,370	7.23%
023	Police Department	1,594,140	1,571,465	-1.42%	1,685,415	7.25%
024	Emergency Management	13,300	13,050	-1.88%	13,350	2.30%
025	Building Department	120,225	128,050	6.51%	124,300	-2.93%
Total Public Safety		<u>2,295,528</u>	<u>2,323,035</u>	<u>1.20%</u>	<u>2,463,785</u>	<u>6.06%</u>

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

		Final Budget 2021-2022	Original Budget 2022-2023	% Increase (Decrease)	Adopted Budget 2023-2024	% Increase (Decrease)
Public Works						
031	Public Works Director	\$ 177,290	\$ 184,000	3.78%	\$ 190,700	3.64%
032	Highway Department	889,300	919,800	3.43%	961,300	4.51%
033	Vehicle Maintenance	286,950	292,300	1.86%	301,300	3.08%
034	Town Engineer	50,750	50,750	0.00%	52,700	3.84%
035	Street Lighting	108,500	112,750	3.92%	112,750	0.00%
036	Grounds Maintenance	313,850	332,500	5.94%	396,750	19.32%
037	Town Building Maintenance	361,350	379,600	5.05%	396,750	4.52%
038	Snow Removal	134,000	144,000	7.46%	146,000	1.39%
	Total Public Works	2,321,990	2,415,700	4.04%	2,558,250	5.90%
Planning & Development						
040	Planning Department	95,175	117,750	23.72%	115,500	-1.91%
041	Zoning Enforcement	33,100	35,135	6.15%	33,950	-3.37%
042	Planning & Zoning Commission	16,299	16,450	0.93%	17,040	3.59%
043	Zoning Board of Appeals	2,175	1,725	-20.69%	1,875	8.70%
044	Inland Wetlands Commission	5,724	5,524	-3.49%	5,574	0.91%
045	Conservation Commission	625	600	-4.00%	600	0.00%
046	Economic Dev Commission	5,750	24,500	326.09%	29,000	18.37%
047	Capital Expenditures Commission	500	500	0.00%	500	0.00%
	Total Planning & Development	159,348	202,184	26.88%	204,039	0.92%
Health & Human Services						
051	Health Department	129,467	125,575	-3.01%	133,100	5.99%
052	Environmental Health	-	-		-	
053	Social Services	60,705	61,205	0.82%	62,705	2.45%
054	Senior Citizen Center	116,000	144,730	24.77%	159,150	9.96%
055	Municipal Agent for the Elderly	28,900	29,750	2.94%	35,300	18.66%
	Total Health & Human Services	335,072	361,260	7.82%	390,255	8.03%

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

	Final Budget 2021-2022	Original Budget 2022-2023	% Increase (Decrease)	Adopted Budget 2023-2024	% Increase (Decrease)
Portland Library					
065 Portland Library	\$ 741,650	\$ 777,620	4.85%	\$ 801,000	3.01%
Employee Fringe Benefits					
071 Employee Fringe Benefits	3,131,159	3,363,470	7.42%	3,531,405	4.99%
Risk Management					
073 Risk Management	173,064	226,500	30.88%	238,500	5.30%
Debt Service					
085 Debt Service	2,116,919	1,943,654	-8.18%	1,593,299	-18.03%
Total Debt Service	2,116,919	1,943,654	-8.18%	1,593,299	-18.03%
Sundry					
093 Interfund Transfers Out	875,937	1,036,830	18.37%	1,224,868	18.14%
095 Town Contingency	17,000	100,000	488.24%	100,000	0.00%
Total Sundry	892,937	1,136,830	27.31%	1,324,868	16.54%
Total General Gov't Budget	\$ 13,653,194	\$ 14,285,865	4.63%	\$ 14,733,583	3.13%

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

		Actual	Original	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Salaries		2021-2022	2022-2023	(Decrease)	2023-2024	(Decrease)
11011	Certified Salaries	\$ 10,057,419	\$ 10,435,764	3.76%	\$ 10,535,978	0.96%
11012	Non-Certified Salaries	2,818,740	2,811,196	-0.27%	3,008,460	7.02%
11014	Coaching Salaries	178,254	169,646	-4.83%	171,326	0.99%
11015	Extracurricular Salaries	89,470	117,770	31.63%	118,948	1.00%
12000	Temporary Salaries	155,849	140,500	-9.85%	121,300	-13.67%
12022	Substitute Salaries				-	
12023	Tutor Salaries	79	15,000	18887.34%	-	-100.00%
13002	Overtime Salaries	97,784	67,000	-31.48%	67,000	0.00%
	Total Salaries	13,397,595	13,756,876	2.68%	14,023,012	1.93%
Benefits		Actual	Original	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2021-2022	2022-2023	(Decrease)	2023-2024	(Decrease)
21001	Medical Insurance	2,969,353	3,140,000	5.75%	\$ 3,163,410	0.75%
21002	Dental Insurance	91,965	87,000	-5.40%	90,000	3.45%
21003	Life Insurance	28,160	27,950	-0.75%	30,000	7.33%
21004	Disability	23,046	26,192	13.65%	28,000	6.90%
21050	Tuition Reimbursement	15,600	23,000	47.44%	20,000	-13.04%
22000	Social Security/Medicare	439,046	410,000	-6.62%	415,000	1.22%
23001	Pension	507,129	514,000	1.35%	514,000	0.00%
23004	Retirements	7,817	39,410	404.16%	35,000	-11.19%
26000	Workers' Compensation	125,230	133,000	6.20%	133,000	0.00%
28001	Unemployment	10,528	10,000	-5.02%	10,000	0.00%
29000	Longevity-Classified	3,400	3,100	-8.82%	2,100	-32.26%
	Total Benefits	4,221,274	4,413,652	4.56%	4,440,510	0.61%

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

		Actual	Original	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Purchased Services		2021-2022	2022-2023	(Decrease)	2023-2024	(Decrease)
30010	Legal Services	\$ 29,194	\$ 35,000	19.89%	\$ 40,000	14.29%
30012	Negotiation Services	42,506	3,000	-92.94%	-	-100.00%
30014	Audit Services	13,865	14,500	4.58%	15,370	6.00%
30030	Purchased Services	722,266	823,276	13.99%	758,837	-7.83%
33020	Curriculum Writing	-	-		-	
33030	Professional Development	18,253	26,259	43.86%	20,650	-21.36%
	Total Purchased Services	826,084	902,035	9.19%	834,857	-7.45%
		Actual	Original	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Facility Services		2021-2022	2022-2023	(Decrease)	2023-2024	(Decrease)
44003	Repairs & Maintenance	520,262	410,183	-21.16%	315,593	-23.06%
	Total Facility Services	520,262	410,183	-21.16%	315,593	-23.06%
		Actual	Original	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Other Services		2021-2022	2022-2023	(Decrease)	2023-2024	(Decrease)
51010	Student Transportation	872,810	1,043,881	19.60%	1,302,159	24.74%
52001	Property Insurance	200,171	205,800	2.81%	215,955	4.93%
53001	Telephone	26,260	24,850	-5.37%	27,920	12.35%
54000	Advertising	60	250	316.67%	100	-60.00%
55050	Printing/Binding	1,600	2,597	62.31%	2,853	9.86%
56001	Tuition To LEAs in State	165,099	199,934	21.10%	226,485	13.28%
56003	Tuition - Private Sources	582,739	449,484	-22.87%	687,047	52.85%
56004	Tuition to Ed Svc Agencies	-	-		-	
56006	Tuition to Magnet Schools	11,331	-	-100.00%	8,000	#DIV/0!
58580	Travel	7,942	5,400	-32.01%	4,850	-10.19%
	Total Other Services	1,868,012	1,932,196	3.44%	2,475,369	28.11%

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

		Actual	Original	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2021-2022	2022-2023	(Decrease)	2023-2024	(Decrease)
Books & Supplies						
61011	General Supplies	\$ 325,569	\$ 284,311	-12.67%	\$ 295,461	3.92%
61014	Postage	3,578	6,850	91.45%	6,150	-10.22%
62001	Electricity	373,186	410,150	9.90%	424,052	3.39%
62002	Water & Sewer	27,548	30,400	10.35%	30,065	-1.10%
62004	Heating Fuel	-	10,000		10,000	0.00%
62021	Natural Gas	205,613	193,515	-5.88%	220,000	13.69%
62026	Gasoline Unleaded	17,694	30,649	73.22%	25,000	-18.43%
62027	Diesel	50,863	30,000	-41.02%	40,000	33.33%
64002	Resource/Media	409	-	-100.00%	500	#DIV/0!
64003	Periodicals	1,923	2,350	22.20%	1,225	-47.87%
64041	Textbooks	32,047	16,996	-46.97%	19,600	15.32%
64043	Library Books	9,569	5,300	-44.61%	9,946	87.66%
64045	Workbooks	10,645	7,409	-30.40%	13,680	84.64%
Total Books & Supplies		<u>1,058,644</u>	<u>1,027,930</u>	<u>-2.90%</u>	<u>1,095,679</u>	<u>6.59%</u>
Buildings & Equipment						
		Actual	Original	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2021-2022	2022-2023	(Decrease)	2023-2024	(Decrease)
73011	Equipment - Instructional	26,955	15,615	-42.07%	10,621	-31.98%
73012	Equipment - Non-Instructional	34,411	18,670	-45.74%	21,870	17.14%
73014	Technology - Hardware	11,732	-	-100.00%	48,950	#DIV/0!
73015	Technology - Software	147,262	194,059	31.78%	200,078	3.10%
Total Buildings & Equipment		<u>220,360</u>	<u>228,344</u>	<u>3.62%</u>	<u>281,519</u>	<u>23.29%</u>
Dues & Fees						
		Actual	Original	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2021-2022	2022-2023	(Decrease)	2023-2024	(Decrease)
81000	Dues & Fees	70,104	81,693	16.53%	80,778	-1.12%
Total BOE Budget		<u>\$ 22,182,335</u>	<u>\$ 22,752,909</u>	<u>2.57%</u>	<u>\$ 23,547,317</u>	<u>3.49%</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
How Every \$100 Dollars Is Spent
As of May 8, 2023

Town Functions	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
General Government Operating Functions				
General Government	\$ 3.91	\$ 3.82	\$ 4.15	\$ 4.25
Public Safety	6.38	6.31	6.27	6.44
Public Works (includes Buildings & Grounds)	6.25	6.19	6.52	6.68
Planning & Development	0.37	0.36	0.55	0.53
Health & Human Services	0.85	0.93	0.98	1.02
Portland Library	2.01	2.01	2.10	2.09
Employee Fringe Benefits	8.67	8.57	9.08	9.23
Risk Management	0.42	0.50	0.61	0.62
Total Gen Govt Operating Functions	28.87	28.69	30.25	30.87
Non-Operating Functions				
Debt Service	6.08	6.33	5.25	4.16
Sundry (includes interfund xfers out & contingency)	2.57	3.65	3.07	3.46
Total Non-Operating Functions	8.65	9.98	8.32	7.62
Total General Government Functions	37.52	38.67	38.57	38.49
Board of Education	62.48	61.33	61.43	61.51
Total General Fund	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2023-2024
As of May 8, 2023

General Government Budget	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 4,885,217	\$ 5,072,400	\$ 5,371,065	\$ 298,665
Employee Fringe Benefits	3,100,212	3,351,470	3,525,405	173,935
Contractual Services	922,364	1,085,595	1,159,965	74,370
Repairs	175,193	202,000	207,500	5,500
Utilities	431,047	492,825	522,750	29,925
Commodities	766,991	874,215	897,165	22,950
Equipment	8,135	14,750	16,500	1,750
Miscellaneous	90,315	112,126	115,066	2,940
Total Operating Expenditures	<u>10,379,474</u>	<u>11,205,381</u>	<u>11,815,416</u>	<u>610,035</u>
Non-Operating Expenditures				
Debt Service	2,290,630	1,943,654	1,593,299	(350,355)
Interfund Transfers Out	1,318,755	1,036,830	1,224,868	188,038
Contingency	2,434	100,000	100,000	-
Total Non-Operating Expenditures	<u>3,611,819</u>	<u>3,080,484</u>	<u>2,918,167</u>	<u>(162,317)</u>
Total General Government	<u>\$ 13,991,293</u>	<u>\$ 14,285,865</u>	<u>\$ 14,733,583</u>	<u>\$ 447,718</u>
Percentage increase/(decrease)		<u>2.11%</u>	<u>3.13%</u>	

	2023-2024 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 5,371,065	36.45%
Employee Fringe Benefits	3,525,405	23.93%
Contractual Services	1,159,965	7.87%
Repairs	207,500	1.41%
Utilities	522,750	3.55%
Commodities	897,165	6.09%
Equipment	16,500	0.11%
Miscellaneous	115,066	0.78%
Total Operating Expenditures	<u>11,815,416</u>	<u>80.19%</u>
Non-Operating Expenditures		
Debt Service	1,593,299	10.81%
Interfund Transfers Out	1,224,868	8.31%
Contingency	100,000	0.68%
Total Non-Operating Expenditures	<u>2,918,167</u>	<u>19.81%</u>
Total General Government	<u>\$ 14,733,583</u>	<u>100.00%</u>

Town of Portland, Connecticut
Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2023-2024
As of May 8, 2023

Board of Education Budget	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 13,397,595	\$ 13,756,876	\$ 14,023,012	\$ 266,136
Employee Fringe Benefits	4,221,274	4,413,652	4,440,510	26,858
Contractual Services	826,084	902,035	834,857	(67,178)
Repairs	520,262	410,183	315,593	(94,590)
Utilities (incl. transportation, ins, tuition)	1,868,012	1,932,196	2,475,369	543,173
Commodities	1,058,644	1,027,930	1,095,679	67,749
Equipment	220,360	228,344	281,519	53,175
Miscellaneous	70,104	81,693	80,778	(915)
Total Operating Expenditures	<u>22,182,335</u>	<u>22,752,909</u>	<u>23,547,317</u>	<u>794,408</u>
Total Board of Education	<u>\$ 22,182,335</u>	<u>\$ 22,752,909</u>	<u>\$ 23,547,317</u>	<u>\$ 794,408</u>
Percentage increase/(decrease)		<u>2.57%</u>	<u>3.49%</u>	

Operating Expenditures	2023-2024 Adopted Budget	% of Adopted Budget
Personnel Expenditures	\$ 14,023,012	59.55%
Employee Fringe Benefits	4,440,510	18.86%
Contractual Services	834,857	3.55%
Repairs	315,593	1.34%
Utilities	2,475,369	10.51%
Commodities	1,095,679	4.65%
Equipment	281,519	1.20%
Miscellaneous	80,778	0.34%
Total Operating Expenditures	<u>23,547,317</u>	<u>100.00%</u>
Total Board of Education	<u>\$ 23,547,317</u>	<u>100.00%</u>

Town of Portland, Connecticut
Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2023-2024
As of May 8, 2023

Town Budget	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 18,282,812	\$ 18,829,276	\$ 19,394,077	\$ 564,801
Employee Fringe Benefits	7,321,486	7,765,122	7,965,915	200,793
Contractual Services	1,748,448	1,987,630	1,994,822	7,192
Repairs	695,455	612,183	523,093	(89,090)
Utilities	2,299,059	2,425,021	2,998,119	573,098
Commodities	1,825,635	1,902,145	1,992,844	90,699
Equipment	228,495	243,094	298,019	54,925
Miscellaneous	160,419	193,819	195,844	2,025
Total Operating Expenditures	<u>32,561,809</u>	<u>33,958,290</u>	<u>35,362,733</u>	<u>1,404,443</u>
Non-Operating Expenditures				
Debt Service	2,290,630	1,943,654	1,593,299	(350,355)
Interfund Transfers Out	1,318,755	1,036,830	1,224,868	188,038
Contingency	2,434	100,000	100,000	0
Total Non-Operating Expenditures	<u>3,611,819</u>	<u>3,080,484</u>	<u>2,918,167</u>	<u>(162,317)</u>
Total Town Budget	<u>\$ 36,173,628</u>	<u>\$ 37,038,774</u>	<u>\$ 38,280,900</u>	<u>\$ 1,242,126</u>

Percentage increase/(decrease) 2.39%

3.35%

	2023-2024 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 19,394,077	50.66%
Employee Fringe Benefits	7,965,915	20.81%
Contractual Services	1,994,822	5.21%
Repairs	523,093	1.37%
Utilities	2,998,119	7.83%
Commodities	1,992,844	5.21%
Equipment	298,019	0.78%
Miscellaneous	195,844	0.51%
Total Operating Expenditures	<u>35,362,733</u>	<u>92.38%</u>
Non-Operating Expenditures		
Debt Service	1,593,299	4.16%
Interfund Transfers Out	1,224,868	3.20%
Contingency	100,000	0.26%
Total Non-Operating Expenditures	<u>2,918,167</u>	<u>7.62%</u>
Total Town Budget	<u>\$ 38,280,900</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 Selectman, 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:

- Hired GZA Geo Environmental Inc. to assist the Town in locating its own water source utilizing a \$250,000 grant from the Department of Public Health.
- Authorized American Rescue Plan funding to modernize the Land Use office with online permitting, digitization, and new GIS mapping.
- Authorized American Rescue Plan funding the replacement of Engine #2.
- Authorized American Rescue Plan funding the purchase of a new 12 passenger Senior Center bus.

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.
- ☆ Meetings remain recorded and shown on local cable access channel, Zoom, and YouTube.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 1,906	\$ 2,184	\$ 3,000	\$ 3,100
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>8,184</u>	<u>9,000</u>	<u>9,100</u>
Miscellaneous					
88001	Program services	1,855	2,535	2,500	3,000
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	<u>2,855</u>	<u>3,535</u>	<u>3,500</u>	<u>4,000</u>
01-001	Total Board of Selectmen	<u>\$ 10,761</u>	<u>\$ 11,719</u>	<u>\$ 12,500</u>	<u>\$ 13,100</u>
Percentage increase/(decrease)					<u>4.80%</u>

Department Name: First Selectman Department #: 01-002

Mission & Purpose: The First Selectman Department is comprised of the First Selectman and the Executive Assistant. The First Selectman 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 Selectman 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 was awarded a \$725,000 Grant from the CT Department of Housing for a kitchen replacement, HVAC improvements, and a new generator at the Senior Center.
- The Town was awarded a \$400,000 Small Town Economic Assistance (STEAP) Grant for the replacement of sidewalks along Main Street beginning at Arvid Road.
- The Town was awarded a \$444,425 Shelter Diversion Grant from the CT Department of Housing for the continuation and expansion of the shelter diversion program for Small Cities.
- The Governor's Bond Counsel awarded the Town a \$500,736 Grant for the replacement of the track at Portland High School.
- The Governor's Bond Counsel awarded the Town a \$300,000 Grant for a new park and trail project off of Airline Avenue.
- Oversaw the Brownfields Remediation Project at 248 Brownstone Avenue and received a conditional award from DECD for an additional \$500,000 to complete remediation.
- Served as the Town's representative on several Boards/Committees, including the Chatham Board of Health, Lower CT River Valley COG, Middlesex County Revitalization Commission, and the Comcast Cable Advisory Committee.
- Promoted training opportunities for staff/members of the volunteer boards and commissions.

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 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-002	First Selectman	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 162,281	\$ 159,624	\$ 160,470	\$ 166,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>162,281</u>	<u>159,624</u>	<u>160,470</u>	<u>166,000</u>
Contractual Services					
32000	Conferences, meetings, dues	255	389	600	600
	Total Contractual Services	<u>255</u>	<u>389</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	1,075	1,075	1,075	1,075
86005	Middlesex Chamber	655	655	675	675
88001	Program services	3,024	948	2,750	2,750
88010	Safety committee	-	-	-	-
88022	Town report	-	-	150	150
	Total Miscellaneous Expenditures	<u>10,651</u>	<u>8,575</u>	<u>10,547</u>	<u>10,547</u>
01-002	Total First Selectman	<u>\$ 173,187</u>	<u>\$ 168,588</u>	<u>\$ 171,617</u>	<u>\$ 177,147</u>
					Percentage increase/(decrease) <u>3.22%</u>

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 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-003	Ethics Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 46	\$ -	\$ 400	\$ 400
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>46</u>	<u>-</u>	<u>400</u>	<u>400</u>
Miscellaneous					
88016	Miscellaneous	118	182	250	250
	Total Miscellaneous	<u>118</u>	<u>182</u>	<u>250</u>	<u>250</u>
01-003	Total Ethics Commission	<u>\$ 164</u>	<u>\$ 182</u>	<u>\$ 650</u>	<u>\$ 650</u>
Percentage increase/(decrease)					<u><u>0.00%</u></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 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 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-006	Probate Court	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contracts	\$ 12,145	\$ 13,673	\$ 13,720	\$ 13,720
31001	Office equip repair & maint	-	-	-	-
33002	Indexing and recording	-	-	-	-
	Total Contractual Services	<u>12,145</u>	<u>13,673</u>	<u>13,720</u>	<u>13,720</u>
Commodities					
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-006	Total Probate Court	<u>\$ 12,145</u>	<u>\$ 13,673</u>	<u>\$ 13,720</u>	<u>\$ 13,720</u>
Percentage increase/(decrease)					<u><u>0.00%</u></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 one (1) Republican Primary, one (1) Democratic Primary, one (1) Gubernatorial election, and one (1) budget referendum.

Fiscal Notes:

- ☆ Budget details the costs for one (1) municipal election and one (1) referendum. Should there be a primary or more than one (1) referendum, 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 2023-2024
As of May 8, 2023

01-007 Elections	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Personnel Expenditures				
11003 Part-time payroll	\$ 14,694	\$ 14,400	\$ 16,250	\$ 16,800
14006 Voter canvassing	1,437	1,104	2,250	2,500
14007 Election workers stipends	15,032	8,175	11,000	10,500
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>31,163</u>	<u>23,679</u>	<u>29,500</u>	29,800
Contractual Services				
31003 Voting machine maint	2,028	1,456	2,500	2,500
32000 Conferences, meetings, dues	330	1,056	2,000	2,000
Total Contractual Services	<u>2,358</u>	<u>2,512</u>	<u>4,500</u>	4,500
Commodities				
61007 Voting mach supplies	-	-	-	-
69000 Election supplies	9,800	6,712	7,000	7,250
Total Commodities	<u>9,800</u>	<u>6,712</u>	<u>7,000</u>	7,250
Miscellaneous				
- Voter canvassing	-	-	-	-
Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-007 Total Elections	<u>\$ 43,321</u>	<u>\$ 32,903</u>	<u>\$ 41,000</u>	<u>\$ 41,550</u>
			Percentage increase/(decrease)	<u>1.34%</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, 2022.
- Administered and supervised multiple Town-wide Auctions using online portal.
- Continued to assist the Department Administrators with projects.
- Worked with the Department Administrators on many grant programs including the LOCIP projects, Brownfields Remediation Grant, STEAP – Track replacement Grant, and ARPA projects.
- 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
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As of May 8, 2023

		2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
01-010	Finance Department				
Personnel Expenditures					
11001	Regular payroll	\$ 279,408	\$ 289,325	\$ 298,325	\$ 296,050
11003	Part-time payroll	44,992	46,571	48,270	49,500
14020	Rental use of buildings	-	11,846	10,000	11,750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>324,400</u>	<u>347,742</u>	<u>356,595</u>	<u>357,300</u>
Contractual Services					
31000	Service contracts	31,692	33,795	37,000	42,000
32000	Conferences, meetings, dues	1,299	1,318	4,000	4,000
33001	Audit fees	13,671	13,671	14,500	15,000
33005	Bank fees	280	2,292	2,000	2,500
34001	Data processing	4,795	5,521	7,000	7,250
	Total Contractual Services	<u>51,737</u>	<u>56,597</u>	<u>64,500</u>	<u>70,750</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	13,088	5,948	14,000	14,000
	Total Miscellaneous Expenditures	<u>13,088</u>	<u>5,948</u>	<u>14,000</u>	<u>14,000</u>
01-010	Total Finance Department	<u>\$ 389,225</u>	<u>\$ 410,287</u>	<u>\$ 435,095</u>	<u>\$ 442,050</u>
Percentage increase/(decrease)					<u>1.60%</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, 2022 was 98.5%.

Fiscal Notes:

- ☆ Personnel expenditures cover one (1) full-time employee.
- ☆ The Water and sewer collection clerk is paid out of the water and sewer budgets; and is not included in this budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-011	Collector of Revenue	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 76,143	\$ 67,242	\$ 70,500	\$ 74,800
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>76,143</u>	<u>67,242</u>	<u>70,500</u>	<u>74,800</u>
Contractual Services					
31000	Service contracts	19,699	18,814	21,250	22,000
32000	Conferences, meetings, dues	380	400	2,500	2,500
34001	Data processing	-	-	-	-
36005	DMV delinquent charge	-	-	-	-
	Total Contractual Services	<u>20,079</u>	<u>19,214</u>	<u>23,750</u>	<u>24,500</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>\$ 96,222</u>	<u>\$ 86,456</u>	<u>\$ 94,250</u>	<u>\$ 99,300</u>
Percentage increase/(decrease)					<u>5.36%</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. Replace the current Assessors' Clerk position of 17.5 hr. per week with a full-time Assessors' Clerk role of 35 hr. per week.
3. Work with Town Planner and Technology Director to oversee the implementation of the Portland GIS system.
4. Oversee the fair and equitable appraisal of the Brainerd Place development project including conditions set forth with the fixed assessment agreement.
5. 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.
6. Digitize historic prior assessment records for official and public use.
7. Participate actively in the CT Assessors Association Organization (CAAO) including attending Executive Board meetings, Legislation, and various sub-committees.

Accomplishments:

- Filed the October 1, 2022 Grand List timely by the statutory deadline.
- The Assessor is currently a member of the CAAO Special Events Planning and Election Committee.
- 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.

Fiscal Notes:

- ☆ Personnel expenditures cover one (1) full-time assessor and (1) full-time clerk assistant (increased to full-time in FY24).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-012	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 117,192	\$ 121,792	\$ 125,685	\$ 162,450
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>117,192</u>	<u>121,792</u>	<u>125,685</u>	<u>162,450</u>
Contractual Services					
31000	Service contracts	20,571	20,895	22,900	24,650
32000	Conferences, meetings, dues	620	912	2,000	2,500
33001	Audit fees	-	-	-	-
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>21,191</u>	<u>21,807</u>	<u>24,900</u>	<u>27,150</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-012	Total Assessor	<u>\$ 138,383</u>	<u>\$ 143,599</u>	<u>\$ 150,585</u>	<u>\$ 189,600</u>
					Percentage increase/(decrease) <u>25.91%</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.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ -	\$ -	\$ 250	\$ 250
14011	Member stipends	1,040	1,376	1,115	1,115
	Total Personnel Expenditures	<u>1,040</u>	<u>1,376</u>	<u>1,365</u>	<u>1,365</u>
01-013	Total Board of Assessment Appeals	<u>\$ 1,040</u>	<u>\$ 1,376</u>	<u>\$ 1,365</u>	<u>\$ 1,365</u>
Percentage increase/(decrease)					<u>0.00%</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:

- ☆ Increase in account #37002 Labor & pension matters due to union contracts being up for renewal in FY24.

Town of Portland, Connecticut
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As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-014	Town Counsel	Expended	Expended	Budget	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	11,044	29,165	33,000	38,000
37006	Freedom of information	-	368	2,000	2,000
37012	Suits & settlements	-	-	-	-
37013	General Town Counsel	19,974	18,176	22,500	22,500
37019	Planning & development matters	20,635	23,276	22,500	24,500
37025	Tax matters	360	72	5,000	5,000
37029	Miscellaneous matters	-	-	-	-
	Total Contractual Services	<u>52,013</u>	<u>71,057</u>	<u>85,000</u>	<u>92,000</u>
01-014	Total Town Counsel	<u>\$ 52,013</u>	<u>\$ 71,057</u>	<u>\$ 85,000</u>	<u>\$ 92,000</u>
Percentage increase/(decrease)					<u>8.24%</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 May 14, 1850.
- Additional storage solutions were installed in the vault to efficiently house historical records and assist the public with ease of records research.
- New Assistant Town Clerk sworn in as of January 2023.

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 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-015	Town Clerk	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 129,094	\$ 117,765	\$ 132,135	\$ 133,750
13002	Overtime	658	534	750	750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>129,752</u>	<u>118,299</u>	<u>132,885</u>	<u>134,500</u>
Contractual Services					
31000	Service contracts	775	775	1,000	1,000
32000	Conferences, meetings, dues	750	1,259	1,500	1,500
33002	Indexing & recording	24,160	19,766	26,000	26,000
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	100	184	500	500
Total Contractual Services		<u>25,785</u>	<u>21,984</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>\$ 155,537</u>	<u>\$ 140,283</u>	<u>\$ 161,885</u>	<u>\$ 163,500</u>

Percentage increase/(decrease) 1.00%

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:

☆ Increase of \$500 in Postage (#53000) due to increases in postage cost from the US Postal Service during fiscal year 2023.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-016	Central Services	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
Contractual Services					
31000	Service contracts	28,309	24,645	34,000	32,500
31001	Office equip repair & maint	-	373	2,000	2,000
34001	Data processing supplies	2,306	1,538	2,500	2,500
-	Publication costs	-	-	-	-
	Total Contractual Services	30,615	26,556	38,500	37,000
Repairs					
-	Equipment repairs	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
53000	Postage	16,510	16,045	16,000	16,500
54000	Advertising, printing & publications	16,460	16,686	20,000	20,000
-	Printing	-	-	-	-
58580	Travel and mileage expense	652	917	3,750	3,750
	Total Utilities	33,622	33,648	39,750	40,250
Commodities					
61000	Office supplies	14,050	12,201	15,500	15,500
61005	Copier/printing supplies	5,818	6,183	6,000	7,000
-	Subscriptions & publications	-	-	-	-
	Total Commodities	19,868	18,384	21,500	22,500
Equipment					
-	Equipment	-	-	-	-
	Total Equipment	-	-	-	-
01-016	Total Central Services	\$ 84,105	\$ 78,588	\$ 99,750	\$ 99,750
Percentage increase/(decrease)					0.00%

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. 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 on Zoom and also 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. Improve security initiatives for all platforms; MFA and threat mitigation.
3. Expand Fire Alarm system hardware in town Public Works Facility.
4. Develop fiber conductivity to the Waste Water Treatment Facility and the Animal Shelter.
5. Begin implementation of new SCADA network for Water Department with new server and PC's per cyber requirements.
6. Finish migration from Windows 7.0 (end of life) to Windows 10 operating system on all desktop PC's and begin implementation migrating to Windows 11 via PC replacement initiatives.
7. Replace existing curtain backdrop with pipe and drape system and also new furniture to replace folding table for Technology equipment in Zoom studio BOS chamber in the Buck Foreman Community Center.
8. Continue to work to implement credit card processing for town residents across all departments.
9. Continue to conduct auctions of surplus Town equipment and vehicles.
10. Work with the Fire Marshal's office in assessing needs for monitoring town buildings for fire and burglar alarm protection.

Accomplishments:

- 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)
- Continue to utilize Town Tech Podcast Studio and broadcast podcasts for the Town and School District.
- Installed new servers, PC's, body and dash cameras to comply with the Police Accountability Act that took effect July 1, 2022 (House bill No. 6004)
- Completed renewal of Unitrends backup solutions and appliances at Town Hall, Library, and PD with offsite cloud storage.
- Implemented EDR security measures on town computers.

Fiscal Notes:

- ☆ Personnel expenditures cover two (2) full time employees, one (1) part time employee, and the cost of the Town Tech students.
- ☆ Licensing software (#31008) – Increase in current year budget is the cost of implementing MFA (multi-factor authorization).
- ☆ 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.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-017	Technology Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 103,951	\$ 91,023	\$ 148,875	\$ 161,000
11003	Part-time payroll	12,198	23,230	27,120	28,000
13002	Overtime	21,195	24,291	11,250	17,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>137,344</u>	<u>138,544</u>	<u>187,245</u>	<u>206,000</u>
Contractual Services					
31000	Service contracts	480	480	1,000	1,000
31001	Office equip repair & maint	206	68	1,000	1,000
31008	Licensing software	19,768	14,673	25,500	30,500
32000	Conferences, meetings, dues	242	637	1,000	1,000
34001	Data processing supplies	3,853	3,913	5,000	5,000
36004	Telecommunications	5,080	3,471	6,100	6,100
36050	Computer network maintenance	34,556	57,665	37,500	40,000
	Total Contractual Services	<u>64,185</u>	<u>80,907</u>	<u>77,100</u>	<u>84,600</u>
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	674	948	1,250	1,250
	Total Utilities	<u>674</u>	<u>948</u>	<u>1,250</u>	<u>1,250</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	550	600	600	600
-	Equipment supplies	-	-	-	-
	Total Commodities	<u>550</u>	<u>600</u>	<u>600</u>	<u>600</u>
Equipment					
73000	Equipment purchases	1,490	1,214	2,000	2,000
	Total Equipment	<u>1,490</u>	<u>1,214</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>\$ 204,243</u>	<u>\$ 222,213</u>	<u>\$ 268,195</u>	<u>\$ 294,450</u>

Percentage increase/(decrease) 9.79%

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, Hazardous Materials 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 723 calls for service in 2022. Medical continues to be the largest response followed by structure fires and motor vehicle accidents. The chief's office spends an average of 20 hours a week managing the department operations and administrative requirements. There were two fire related injuries to members in 2022. Our available work force has shown a gradual decrease over the last 10+ years 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 during the day.

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.
3. Provide Capital funding for aging equipment.
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:

- Response time remained to be an average of 4 minutes from the time of Dispatch.
- The Department certified four (4) New Interior Firefighters and three (3) new EMS personnel in 2022.
- Continued to recruit younger members through the explorers program. Four (4) new explorers joined in 2022.
- Placed into service a new 2022, 3000 Gallon Alexis Tanker with updated equipment and safety features. This apparatus will provide water and suppression to non-hydrant areas in town. It replaced the 1985 GMC Tanker which served the town for 37 years.
- Department placed into service a new 2022 Polaris 4x4 Ranger set up for EMS response.

Fiscal Notes:

- ☆ The annual stipend per member is \$1,800.
- ☆ 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.
- ☆ Service Contracts (#31000) – Service contract prices continue to rise.
- ☆ Equipment Supplies (#61003) – Supplies costs continue to increase.

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Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-020	Fire Departments	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 6,845	\$ 6,955	\$ 7,200	\$ 7,475
11002	Clerical payroll	1,140	1,140	2,250	2,250
11003	Part-time payroll	92,229	101,900	127,520	130,500
-	Watchmen	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>100,214</u>	<u>109,995</u>	<u>136,970</u>	<u>140,225</u>
Contractual Services					
30000	Training	11,541	12,874	16,000	17,000
31000	Service contracts	19,418	17,470	15,000	18,000
31008	Licensing software	10,103	12,422	15,000	17,000
32000	Conferences, meetings, dues	2,090	1,690	2,250	2,250
34000	Equipment testing	12,366	17,225	18,500	19,500
34001	Data processing supplies	558	238	1,000	1,000
35001	Medical exams & supplies	21,421	17,794	27,000	27,000
36004	Telecommunications	3,511	3,930	4,500	5,175
	Total Contractual Services	<u>81,008</u>	<u>83,643</u>	<u>99,250</u>	<u>106,925</u>
Repairs					
44003	Equipment repair/rental	15,294	21,574	19,000	21,500
	Total Repairs	<u>15,294</u>	<u>21,574</u>	<u>19,000</u>	<u>21,500</u>
Utilities					
51001	Gas & diesel fuel	3,826	7,361	7,000	7,800
54000	Advertising & publications	-	-	-	-
57000	Firefighters banquet	5,459	7,324	7,500	7,500
	Total Utilities	<u>9,285</u>	<u>14,685</u>	<u>14,500</u>	<u>15,300</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	259	2,791	3,600	3,600
61003	Equipment supplies	68,124	71,996	80,000	83,000
62001	Electricity	26,994	29,420	29,500	29,700
62002	Water & sewer	2,251	2,347	4,750	3,750
62004	Heating fuel	16,770	17,096	18,000	18,500
63001	Emergency food fund	703	892	2,000	2,000
67000	Small tools	-	-	-	-
	Total Commodities	<u>115,101</u>	<u>124,542</u>	<u>137,850</u>	<u>140,550</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>\$ 320,902</u>	<u>\$ 354,439</u>	<u>\$ 407,570</u>	<u>\$ 424,500</u>

Percentage increase/(decrease) 4.15%

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 inspections of commercial properties and multi-family dwellings for compliance with the CT Fire Safety Code.
2. Prepare for the additional reviews/inspections that are anticipated with the Brainerd Place Project.

Accomplishments:

- Received a \$250 Seminar Stipend grant from the Ant Arson Committee of the CT Fair Plan for Deputy Fire Marshall Goff.
- The office continues to provide fire prevention activities and pursue fire prevention grants. These activities include the following:
 - Elementary school demonstrations
 - Daycare school demonstrations

Fiscal Notes:

- ☆ Personnel expenditures cover part-time positions of one (1) Fire Marshal and two (2) Deputy Fire Marshals.

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As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-021	Fire Marshal	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 37,494	\$ 39,015	\$ 46,200	\$ 48,500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>37,494</u>	<u>39,015</u>	<u>46,200</u>	<u>48,500</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>1,385</u>	<u>1,138</u>	<u>1,500</u>	<u>1,500</u>
	Total Contractual Services	<u>1,385</u>	<u>1,138</u>	<u>1,500</u>	<u>1,500</u>
Utilities					
51001	Gas & diesel fuel	153	347	450	450
55000	Fire prevention week	900	429	800	800
	Total Utilities	<u>1,053</u>	<u>776</u>	<u>1,250</u>	<u>1,250</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	430	156	600	600
61003	Equipment supplies	1,094	1,235	1,000	1,000
	Total Commodities	<u>1,524</u>	<u>1,391</u>	<u>1,600</u>	<u>1,600</u>
01-021	Total Fire Marshal	<u>\$ 41,456</u>	<u>\$ 42,320</u>	<u>\$ 50,550</u>	<u>\$ 52,850</u>
Percentage increase/(decrease)					<u>4.55%</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.

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As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contract	\$ 136,641	\$ 136,520	\$ 152,350	\$ 163,370
	Total Contractual Services	<u>136,641</u>	<u>136,520</u>	<u>152,350</u>	<u>163,370</u>
01-022	Total Emergency Dispatch	<u>\$ 136,641</u>	<u>\$ 136,520</u>	<u>\$ 152,350</u>	<u>\$ 163,370</u>
Percentage increase/(decrease)					<u>7.23%</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 with a more proactive approach, including radar speed checks, sobriety checkpoints, and cell phone use violations.
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 5,912 calls during calendar year 2022. This does not include walk-ins. These figures reflect criminal and non-criminal incidents, motor vehicle accidents, and other miscellaneous calls for service.
- Implemented a \$20,000 Justice Assistance Grant (JAG) for police equipment in 2022.
- As of July 1, 2022, all officers were equipped with body and vehicle cameras.
- Worked on reducing speeds throughout the Town roads by being more visible and running radar.

Fiscal Notes:

- ☆ Personnel expenditures include the addition of thirteenth officer, starting January 1, 2024.
- ☆ Currently there are 12 full-time officers, including one (1) Captain, two (2) Sergeants, one (1) Detective, eight (8) Police Officers and 90% of the full time salary of a Secretary, shared with the Fire Department. Additional officer is requested for staffing.
- ☆ 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).
- ☆ Service contracts (#31000) is up due to HVAC issues and fingerprint machine service contract.
- ☆ Examination Services (#36012) includes charges for mental health evaluations and testing of possible new recruit.
- ☆ Licensing software (#31008) is up due to Police Accountability Act software and electronic evidence software license.
- ☆ Cruiser computer support (#34002) is up \$2,000 based on more data plans needed with the implementation of body cameras.
- ☆ Gas & diesel (#51001) increased due to higher gasoline prices and additional officers than budgeted in FY22.
- ☆ Examination Services (#36012) was reduced by \$1,500 in expectation of exam services for new officers to be slightly lower than expected.

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As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-023	Police Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 957,346	\$ 998,023	\$ 1,048,500	\$ 1,119,800
11002	Clerical payroll	61,209	62,591	64,250	67,250
11003	Part-time payroll	1,000	-	1,300	1,500
13002	Overtime	116,740	126,359	143,000	143,000
14014	Private Police duty	323,841	292,507	150,000	150,000
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,460,136</u>	<u>1,479,480</u>	<u>1,407,050</u>	<u>1,481,550</u>
Contractual Services					
31000	Service contracts	19,343	15,851	14,000	18,500
31008	Licensing software	2,731	5,781	15,300	24,500
32000	Conferences, meetings, dues	5,792	8,080	9,000	9,000
34002	Cruiser computer support	10,831	7,057	8,250	10,250
36004	Telecommunications	-	-	-	-
36012	Examination services	-	2,000	11,500	10,000
	Total Contractual Services	<u>38,697</u>	<u>38,769</u>	<u>58,050</u>	<u>72,250</u>
Repairs					
44003	Equipment repair/rental	1,166	430	2,000	6,500
	Total Repairs	<u>1,166</u>	<u>430</u>	<u>2,000</u>	<u>6,500</u>
Utilities					
51001	Gas & diesel fuel	34,102	56,486	44,000	58,000
59002	Canine program	2,717	2,166	3,000	3,250
	Total Utilities	<u>36,819</u>	<u>58,652</u>	<u>47,000</u>	<u>61,250</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	29,139	25,492	30,000	34,000
61003	Equipment supplies	13,313	7,986	8,000	10,500
62001	Electricity	11,982	12,236	15,000	15,000
62002	Water & sewer	1,034	991	1,265	1,265
62004	Heating fuel	1,572	1,446	2,100	2,100
	Total Commodities	<u>57,040</u>	<u>48,151</u>	<u>56,365</u>	<u>62,865</u>
Equipment					
73000	Equipment purchases	-	-	-	-
	Total Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88016	Miscellaneous	181	546	1,000	1,000
	Total Miscellaneous Expenditures	<u>181</u>	<u>546</u>	<u>1,000</u>	<u>1,000</u>
01-023	Total Police Department	<u>\$ 1,594,039</u>	<u>\$ 1,626,028</u>	<u>\$ 1,571,465</u>	<u>\$ 1,685,415</u>

Percentage increase/(decrease) 7.25%

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. Furthered 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:

- 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 proto-calls.
- Organized and operated a mock pet shelter as a training exercise
- Members organized and operated two semi-annual mock shelter training exercised to provide residents and pet emergency accommodations.
- The Portland CERT Members in coordination with Chatham Health, conducted a Point-of-Distribution (POD) exercise to review the procedures and identify areas requiring updating.
- In July and August, the CERT Members provided traffic control for vehicle parking at our Park & Rec summer concert events and in October traffic control and route support for their 5K race.
- Members created and distributed "File of Life" folders to residents at the Portland Fair to increase community readiness for medical emergencies.
- In addition to guiding the development of Portland CERT, and in response to the COVID-19 virus pandemic, the Emergency Management Office organized and managed, the distribution of Personal Protective Equipment (PPE) to Portland's Municipal Departments, our First Responders, the Board of Education and town residents.
- On December 24th, the Team was activated to establish and run a warming shelter as the result of a cold weather alert issued by the State and Town Officials.

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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As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-024	Emergency Management	Expended	Expended	Budget	Budget
Personnel Expenditures					
14005	Emergency man stipend	\$ 4,629	\$ 5,063	\$ 6,000	\$ 6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>4,629</u>	<u>5,063</u>	<u>6,000</u>	<u>6,000</u>
Contractual Services					
30000	Training	-	-	500	500
32000	Conferences, meetings, dues	25	-	250	350
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>25</u>	<u>-</u>	<u>750</u>	<u>850</u>
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
53001	Telephone	-	-	-	-
53003	Cell phones	1,479	879	2,000	2,000
57001	Emergency drill	-	-	500	550
	Total Utilities	<u>1,479</u>	<u>879</u>	<u>2,500</u>	<u>2,550</u>
Commodities					
61001	Uniforms	-	-	-	-
61003	Equipment supplies	-	243	2,800	2,900
63001	Emergency food fund	-	-	1,000	1,050
	Total Commodities	<u>-</u>	<u>243</u>	<u>3,800</u>	<u>3,950</u>
01-024	Total Emergency Management	<u>\$ 6,133</u>	<u>\$ 6,185</u>	<u>\$ 13,050</u>	<u>\$ 13,350</u>
Percentage increase/(decrease)					<u>2.30%</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 Department's main tasks are receiving applications, issuing permits, conducting inspections, enforcing compliance, issuing certificates of use and occupancy, and examining unsafe and damaged structures. This department is also responsible for administering the Town's Blight Ordinance and serves as the ADA Compliance Officer.

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.
3. Review and inspect other new building initiatives and existing building alterations and renovations.
4. Respond to address blight complaints as well as landlord/tenant complaints.

Accomplishments:

- The Building Official is accessible during Town Hall office hours, as well as on an emergency 24-hour basis.
- Approved 744 Building Permits and completed 351 inspections during the previous Fiscal Year.
- Responded to 19 written blight complaints during the first 6 months of the 2022-2023 Fiscal Year. Four (4) locations have abated the conditions, three (3) locations have pulled demolition permits to abate the conditions, and two (2) locations were referred to the Town Attorney. Numerous locations have been either abated or are in the process of abating the conditions (pulling building permits to repair the problems).
- Building Official responded to four (4) structure fires and off-hour emergencies during the first six months of the 2022-2023 Fiscal Year.

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.
- ☆ Building Official also serves as the Blight Ordinance Administrator.
- ☆ The State of Connecticut recently adopted the 2022 Connecticut State Building Code, which references eight (8) ICC and numerous NFPA codes. Copies of these codes will need to be purchased for reference and enforcement of the new code set.

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As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 117,120	\$ 115,035	\$ 125,700	\$ 121,000
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>117,120</u>	<u>115,035</u>	<u>125,700</u>	<u>121,000</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>250</u>	<u>905</u>	<u>550</u>	<u>1,000</u>
	Total Contractual Services	<u>250</u>	<u>905</u>	<u>550</u>	<u>1,000</u>
Utilities					
51001	Gas & diesel fuel	<u>682</u>	<u>1,001</u>	<u>1,300</u>	<u>1,300</u>
	Total Utilities	<u>682</u>	<u>1,001</u>	<u>1,300</u>	<u>1,300</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	<u>210</u>	<u>169</u>	<u>500</u>	<u>1,000</u>
	Total Commodities	<u>210</u>	<u>169</u>	<u>500</u>	<u>1,000</u>
Miscellaneous					
88016	State training fee	-	-	-	-
	Total Miscellaneous Expenditures	-	-	-	-
01-025	Total Building Department	<u>\$ 118,262</u>	<u>\$ 117,110</u>	<u>\$ 128,050</u>	<u>\$ 124,300</u>
				Percentage increase/(decrease)	<u>-2.93%</u>

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 review department's equipment needs for the future.
3. Provide oversight for the completion of all division projects.
4. Continue to review and monitor water and sewer operations.
5. Review and implicate new construction projects.
6. Continue to monitor winter road program, material usage and equipment.
7. Continue to update all HAZ-COM programs – SDS sheets reviewed and updated. Conduct annual training.
8. Continue to perform consulting on town building projects.
9. Continue Connectivity Grant design for new sidewalks along Riverside Street, RT 66 and High Street.

Accomplishments:

- Continued oversight of each public works department.
- Completed design for further Connectivity Grant sidewalk Improvements on Freestone Ave, High St, Rt. 66, Airline Ave and Riverside St.
- Started design on the Wastewater Plant Control Facility clarifier replacement project and pump station improvements.
- Started design on Russell Ave water main replacement.
- Performed reservoir dam inspections and Aquifer Protection Area inspections.
- Performed inspections on infrastructure improvements for Brainerd Place.
- Performed inspections on the ongoing town building maintenance projects.
- Updated all HAZ COM programs – SDS sheets reviewed and updated. Conducted annual training.
- Performed safety and code improvements at the water and sewer facilities.
- New Director as of August 2022.

Fiscal Notes:

- ☆ Personnel expenditures include two (2) full-time employees; the Director and the Administrative Assistant to the Director.
- ☆ Hazardous Waste (#36013) increased by \$3,000 due to higher fees from the Lower River COG and more use by residents.

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		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-031	Public Works Director	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 162,706	\$ 167,302	\$ 170,625	\$ 173,800
13002	Overtime	537	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>163,243</u>	<u>167,302</u>	<u>170,625</u>	<u>173,800</u>
Contractual Services					
31000	Service contracts	-	-	-	-
32000	Conferences, meetings, dues	70	240	500	500
36013	Hazardous waste	13,684	8,360	12,000	15,000
	Total Contractual Services	<u>13,754</u>	<u>8,600</u>	<u>12,500</u>	<u>15,500</u>
Utilities					
51001	Gas & diesel fuel	219	752	875	1,400
	Total Utilities	<u>219</u>	<u>752</u>	<u>875</u>	<u>1,400</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Expenditures					
73000	Equipment purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-031	Total Public Works Director	<u>\$ 177,216</u>	<u>\$ 176,654</u>	<u>\$ 184,000</u>	<u>\$ 190,700</u>
					Percentage increase/(decrease) <u>3.64%</u>

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. Replace aging equipment with more efficient and safe designs.
3. Provide manpower for Water & Sewer emergencies.
4. Continue to monitor and calibrate spreaders for optimum efficiency of salt usage.
5. Review safety procedures with operators for all equipment. Hold monthly tailgate training sessions.
6. Continue crack sealing roads prior to chip sealing as weather permits.
7. Adjust sewer manholes to the correct pavement grades.
8. Continue to install new, up to date signage and guiderail system.
9. Continue with roadside shoulder improvements and curb repairs.
10. 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.
11. Continue to monitor new speed detection signs on High Street, Ames Hollow Road and Bartlett Street.
12. Continue to maintain the aquafer protection areas and our salt shed operations.

Accomplishments:

- Filled Highway Supervisor position and made promotions.
- Completed paving sections of Bartlett St, Cox Rd to fix drainage issues.
- Completed improvements to our retention pond on Sage Hollow Road.
- Continued roadside mowing, tree trimming and cutting throughout the town and on the Airline Trail.
- Made erosion improvements to the Air Line trail access road.
- Repaired/replaced guiderails at various locations.
- Assisted in tree removal and cleanup from storm damage when possible.
- Cleaned 924 storm drain basins and repaired grates and tops as needed.
- Completed line painting including railroad crossings on Airline Ave.
- Continued to make repairs as necessary to the Isinglass Hill Road and Cox road culverts clogged by beaver dams.
- Continued to re-grade and make access improvements to Riverfront Park.

Fiscal Notes:

- ☆ Personnel expenditures allow for nine (9) full-time employees.
- ☆ Tree removal (#36003) increased in efforts to remove more trees that may cause safety issues.
- ☆ Storm drain cleaning (#44005) decreased due to less maintenance after switching to salt for winter storms from a sand/salt blend.
- ☆ Street Signs (#69001) were reduced by \$1,000.

Town of Portland, Connecticut
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As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 585,364	\$ 566,946	\$ 593,000	\$ 636,100
13002	Overtime	16,026	11,523	11,000	12,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	601,390	578,469	604,000	648,100
Contractual Services					
31000	Service contracts	7,158	8,714	8,000	9,500
32000	Conferences, meetings, dues	50	560	350	500
36001	Traffic signals	6,211	9,776	5,000	3,500
36003	Tree removal/replacement	11,506	11,674	17,000	19,000
36004	Telecommunications	2,769	2,966	3,500	4,000
36006	Line painting contract	7,866	-	11,000	9,500
36007	Storm water monitoring	4,588	2,874	6,000	6,000
36008	Waste services	822	296	500	500
	Total Contractual Services	40,970	36,860	51,350	52,500
Repairs					
44003	Equipment repair/rental	12,619	7,839	12,000	13,000
44005	Storm drain cleaning	13,430	18,510	25,000	22,000
	Total Repairs	26,049	26,349	37,000	35,000
Utilities					
51001	Gas & diesel fuel	33,435	50,111	63,500	58,500
53001	Telephone	773	612	1,000	1,000
	Total Utilities	34,208	50,723	64,500	59,500
Commodities					
61001	Uniforms	4,504	5,485	5,400	5,400
61003	Equipment supplies	16,712	19,091	19,000	19,000
62001	Electricity	9,247	8,273	11,550	11,550
62002	Water & sewer	1,483	1,838	3,000	2,750
62004	Heating fuel	21,795	32,526	26,500	30,000
65001	Road materials	79,999	80,000	85,000	86,000
67000	Small tools	960	680	1,000	1,000
69001	Street signs	3,436	2,657	5,000	4,000
	Total Commodities	138,136	150,550	156,450	159,700
Capital Expenditures					
73000	Equipment purchases	5,530	6,210	6,000	6,000
	Total Capital Expenditures	5,530	6,210	6,000	6,000
Miscellaneous					
88016	Miscellaneous fees	20	275	500	500
	Total Miscellaneous Expenditures	20	275	500	500
01-032	Total Highway Department	\$ 846,303	\$ 849,436	\$ 919,800	\$ 961,300

Percentage increase/(decrease) **4.51%**

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. Replace aging equipment in need of excessive repairs.
3. Continue to apply fluid film and new chassis paint each year to prevent corrosion on trucks and plow frames.
4. Continue to monitor computers and temperature gauges with highway staff for winter operations.
5. Assist in the auction of old/obsolete equipment.
6. Review equipment needs and options available based on department needs.
7. Maintain the fuel pumps and software.
8. Review safety procedures with operators on all used and new equipment prior to operation.
9. Continue to assist with snow removal operations.

Accomplishments:

- Continued to keep all departments vehicles operational and available under difficult shortages for parts.
- Continued to use our new battery exchange program to provide better longevity and performance.
- Completed in-house repairs on our Fire Department apparatus saving out of service time and costs.
- Completed custom upgrades to the town emergency vehicles.
- Assisted with auction of obsolete vehicles and equipment.
- Continued to make repairs to police vehicles and rotate those coming off line to other departments.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-033	Vehicle Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 115,864	\$ 128,498	\$ 135,600	\$ 144,250
13002	Overtime	3,492	665	5,000	5,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>119,356</u>	<u>129,163</u>	<u>140,600</u>	<u>149,250</u>
Contractual Services					
32000	Conferences, meetings, dues	-	-	300	300
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>300</u>	<u>300</u>
Repairs					
44003	Equipment repair/rental	115,101	115,972	128,000	128,000
	Total Repairs	<u>115,101</u>	<u>115,972</u>	<u>128,000</u>	<u>128,000</u>
Utilities					
51001	Gas & diesel fuel	2,066	2,096	2,250	2,250
51003	Fuel additives	896	386	1,400	1,000
51004	Motor vehicle oil	3,775	4,130	5,500	5,500
	Total Utilities	<u>6,737</u>	<u>6,612</u>	<u>9,150</u>	<u>8,750</u>
Commodities					
61001	Uniforms	1,079	1,200	1,200	1,200
61003	Equipment supplies	5,502	6,573	9,000	9,000
67000	Small tools	1,193	541	2,000	2,000
	Total Commodities	<u>7,774</u>	<u>8,314</u>	<u>12,200</u>	<u>12,200</u>
Capital Expenditures					
73000	Equipment purchases	-	711	1,250	2,000
	Total Capital Expenditures	<u>-</u>	<u>711</u>	<u>1,250</u>	<u>2,000</u>
Miscellaneous					
88016	Miscellaneous	10	-	800	800
	Total Miscellaneous Expenditures	<u>10</u>	<u>-</u>	<u>800</u>	<u>800</u>
01-033	Total Vehicle Maintenance	<u>\$ 248,978</u>	<u>\$ 260,772</u>	<u>\$ 292,300</u>	<u>\$ 301,300</u>

Percentage increase/(decrease) 3.08%

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.
- Continued to update all permit requirements with DEEP.
- Provided annual MS4 permitting and reporting to DEEP.
- Provided assistance in the writing of the RFQ for additional water sources.
- Provided quarterly storm water monitoring and annual reporting to DEEP.
- Provided preliminary assistance on the new Riverfront Park and Trail project.
- Continue technical review of applications submitted to the Building, Planning and Zoning department 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.
- Continue technical review of Flood Plan hazard areas per FEMA requirements.
- Continue to review current zoning regulations as needed.
- Completed plan design of Route 66 Connectivity Grant.

Fiscal Notes:

- ☆ The Town staff engages the engineering services as needed.
- ☆ Subdivision inspection/review (#38002) increased due to expected additional construction on subdivided properties.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-034	Town Engineer	Expended	Expended	Budget	Budget
Contractual Services					
38001	Residential plan review/inspect	\$ 1,021	\$ 119	\$ 1,000	\$ 1,000
38002	Subdivision inspection/review	2,409	2,688	4,250	6,200
38003	Public Works engineering	2,983	7,700	10,000	10,000
38004	Site plan review	12,001	17,070	12,000	12,000
38005	Road drainage	4,750	4,764	10,000	10,000
38006	Mapping services	155	203	500	500
38007	General services	1,201	1,801	1,000	1,000
38008	Plan & Zoning/Inland Wetlands	6,385	13,917	8,000	8,000
38009	Erosion/sedimentation review	583	2,881	500	500
38010	Miscellaneous	5,572	2,166	2,000	2,000
38011	Public safety engineering	2,464	2,047	1,500	1,500
Total Contractual Services		<u>39,524</u>	<u>55,356</u>	<u>50,750</u>	<u>52,700</u>
01-034	Total Town Engineer	<u>\$ 39,524</u>	<u>\$ 55,356</u>	<u>\$ 50,750</u>	<u>\$ 52,700</u>

Percentage increase/(decrease) 3.84%

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:

- The state updated the traffic signals and crosswalk signals along Main Street in 2022 and they took over the maintenance and repairs of two of the three town owned traffic signals at Freestone Ave and Fairview St/Middlesex Ave. The traffic signal at the Gildersleeve School on Main St is still to be maintained by the Town.

Fiscal Notes:

- ☆ No change to the current year.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-035	Street Lighting	Expended	Expended	Budget	Budget
Commodities					
62001	Electricity	\$ 103,778	\$ 101,432	\$ 112,750	\$ 112,750
	Total Commodities	<u>103,778</u>	<u>101,432</u>	<u>112,750</u>	<u>112,750</u>
01-035	Total Street Lighting	<u>\$ 103,778</u>	<u>\$ 101,432</u>	<u>\$ 112,750</u>	<u>\$ 112,750</u>
Percentage increase/(decrease)					<u>0.00%</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. Maintain safe conditions of our sidewalks and parking areas during winter conditions.
3. Keep all sports fields properly stripped and in safe playing condition.
4. Continue with the organic lawn care program at all facilities.
5. Maintain the new Route 17 Recreational Complex.
6. Continue improvements to all athletic fields.
7. Assist with the planning of a new storage building located at the RT 17 Park.
8. Fund a full time employee in place of the part-time seasonal position to assist the division with increased work load.

Accomplishments:

- Successfully maintained town and BOE properties – landscaping/mowing approximately 90 acres of lawns and athletic fields.
- Continued maintenance at the RT 17 Complex including mowing, irrigation and brush removal.
- Continued to make improvements to all athletic fields as needed.
- Continued with storm cleanup and tree removal at schools, town buildings and parks.
- Assisted with improvements to the ALT parking area grading, planting, and tree removal.
- Continued to make irrigation repairs/improvements on town fields.
- Continue to make fencing repairs as needed.
- Purchased new Ventrec attachments for use all year.

Fiscal Notes:

- ☆ Personnel expenditures include the addition of a fourth full-time employee, starting July 1, 2023.
- ☆ Personnel expenditures include the full-time salaries of four (4) employees plus approximately 10% of the full-time Grounds Maintenance Supervisor’s salary, shared with the BOE.

Town of Portland, Connecticut
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As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-036	Grounds Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 185,947	\$ 194,283	\$ 201,850	\$ 272,500
11003	Part-time payroll	6,823	11,058	13,000	-
13002	Overtime	6,812	14,427	13,000	15,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>199,582</u>	<u>219,768</u>	<u>227,850</u>	<u>287,500</u>
Contractual Services					
36002	General contract work	9,009	5,272	15,500	15,500
36008	Waste services	254	32	600	600
	Total Contractual Services	<u>9,263</u>	<u>5,304</u>	<u>16,100</u>	<u>16,100</u>
Repairs					
44003	Equipment repair/rental	3,853	5,755	7,500	7,500
	Total Repairs	<u>3,853</u>	<u>5,755</u>	<u>7,500</u>	<u>7,500</u>
Utilities					
51001	Gas & diesel fuel	13,493	20,760	17,500	21,000
	Total Utilities	<u>13,493</u>	<u>20,760</u>	<u>17,500</u>	<u>21,000</u>
Commodities					
61001	Uniforms	1,642	1,723	1,800	2,400
61003	Equipment supplies	7,115	5,338	7,000	8,000
61004	Ground supplies	45,468	31,111	49,000	49,000
67000	Small tools	-	1,153	2,250	1,250
	Total Commodities	<u>54,225</u>	<u>39,325</u>	<u>60,050</u>	<u>60,650</u>
Capital Expenditures					
73000	Equipment purchases	2,099	-	3,000	3,500
	Total Capital Expenditures	<u>2,099</u>	<u>-</u>	<u>3,000</u>	<u>3,500</u>
Miscellaneous					
88016	Miscellaneous	-	265	500	500
	Total Miscellaneous Expenditures	<u>-</u>	<u>265</u>	<u>500</u>	<u>500</u>
01-036	Total Grounds Maintenance	<u>\$ 282,515</u>	<u>\$ 291,177</u>	<u>\$ 332,500</u>	<u>\$ 396,750</u>

Percentage increase/(decrease) 19.32%

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:

- Replaced windows at the Police Department.
- Continued to maintain and sanitize all town building during.
- Repaired/replaced heating/AC units in the Town Hall, Police Station, Highway Garage, Library and firehouses.
- Continue to maintain gutters, roof drainage and sewer system at all buildings.
- Continue to assist in summer and winter storm clean-up.
- Repaired overhead doors and repaired lighting at various buildings.
- Refurbished/replaced flooring and repainted walls at Town Hall during off hours.
- Continue to support construction projects at each building.

Fiscal Notes:

- ☆ Personnel expenditures include the salaries of three (3) full-time employees.
- ☆ Service Contracts (#31000) – HVAC matters continue to increase in all buildings with aged equipment.
- ☆ Building Supplies (#61006) – Supply costs continue to increase.
- ☆ Telephone (#53001) – Comcast, Frontier, and Verizon continue to increase.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-037	Town Buildings Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 172,431	\$ 185,049	\$ 191,750	\$ 201,200
11003	Part-time payroll	-	-	-	-
13002	Overtime	4,298	3,257	6,000	6,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>176,729</u>	<u>188,306</u>	<u>197,750</u>	<u>207,200</u>
Contractual Services					
31000	Service contracts	32,224	40,469	34,000	37,500
36008	Waste services	289	836	550	750
	Total Contractual Services	<u>32,513</u>	<u>41,305</u>	<u>34,550</u>	<u>38,250</u>
Repairs					
44003	Equipment repair/rental	10,566	3,530	7,000	7,000
	Total Repairs	<u>10,566</u>	<u>3,530</u>	<u>7,000</u>	<u>7,000</u>
Utilities					
51001	Gas & diesel fuel	3,671	5,487	5,100	5,500
53001	Telephone	41,447	42,024	44,750	46,500
53002	Pagers	-	-	-	-
53003	Cell phones	6,953	6,783	8,750	8,750
	Total Utilities	<u>52,071</u>	<u>54,294</u>	<u>58,600</u>	<u>60,750</u>
Commodities					
61001	Uniforms	1,651	1,631	1,800	1,800
61003	Equipment supplies	1,359	321	1,250	1,250
61004	Ground supplies	-	-	-	-
61006	Building supplies	16,180	14,596	16,000	17,000
62001	Electricity	30,813	29,821	35,000	35,000
62002	Water & sewer	2,141	2,194	3,000	3,000
62004	Heating fuel	4,477	5,137	5,400	5,750
67000	Small tools	563	771	750	750
68000	Custodial supplies	14,311	14,354	16,000	16,000
	Total Commodities	<u>71,495</u>	<u>68,825</u>	<u>79,200</u>	<u>80,550</u>
Capital Expenditures					
73000	Equipment purchases	830	-	2,500	3,000
	Total Capital Expenditures	<u>830</u>	<u>-</u>	<u>2,500</u>	<u>3,000</u>
01-037	Total Town Buildings Maintenance	<u>\$ 344,204</u>	<u>\$ 356,260</u>	<u>\$ 379,600</u>	<u>\$ 396,750</u>

Percentage increase/(decrease) 4.52%

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 storm water permitting requirements.
4. Increase efficiency of our operations with new modern equipment.
5. Continue to replace heavy duty trucks with more efficient and safer designs.

Accomplishments:

- All departments make a combined effort to keep roads and facilities safe for residents and emergency personnel.
- Made improvements to our plows and spreaders to be more efficient.

Fiscal Notes:

- ☆ Prices on salt and related materials continue to rise but due to recent mild winters, Road Materials (#65001) was reduced by \$1,000.
- ☆ Increase to payroll as overtime exceeds budgeted amount yearly. Also, payroll increases are expected for Highway personnel.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-038	Snow Removal	Expended	Expended	Budget	Budget
Personnel Expenditures					
13002	Overtime	\$ 72,940	\$ 80,408	\$ 60,000	\$ 63,000
	Total Personnel Expenditures	<u>72,940</u>	<u>80,408</u>	<u>60,000</u>	<u>63,000</u>
Commodities					
65001	Road materials	59,277	66,584	84,000	83,000
	Total Commodities	<u>59,277</u>	<u>66,584</u>	<u>84,000</u>	<u>83,000</u>
01-038	Total Snow Removal	<u>\$ 132,217</u>	<u>\$ 146,992</u>	<u>\$ 144,000</u>	<u>\$ 146,000</u>
Percentage increase/(decrease)					<u>1.39%</u>

Department Name: Planning Department Department #: 01-040

Mission & Purpose:

The Planner is staff to the Planning & Zoning Commission, Zoning Board of Appeals, Inland Wetlands Commission, Aquifer Protection Agency, Economic Development Commission, Conservation Commission, Plan of Conservation and Development Implementation Committee, Regional Planning Committee, and provides support to the First Selectman, Board of Selectmen, Superintendent of Schools, other Town departments, 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, brownfield 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.
- Assisted the Lower CT River Valley Council of Governments with the facilitation of Tier 1 Reviews in our Town Center Village District.
- Facilitated Development Team Meetings for ongoing and proposed development projects.
- Completed reviews and facilitated action by Town boards and commission related to residential subdivisions, commercial and residential new construction, and new business development.
- Secured funding to implement projects including digitization of the land use files, bring the town's online GIS data up to standard and implement an online permitting system.
- New Town Planner hired in June of 2022.

Fiscal Notes:

- ☆ The budget consists of the Planner and the Administrative Assistant shared with the building department.
- ☆ The Administrative Assistant position is currently vacant and budgeted at a total of 35 hours a week between both departments.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-040	Planning Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 28,962	\$ 73,934	\$ 112,250	\$ 109,000
11003	Part-time payroll	45,308	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>74,270</u>	<u>73,934</u>	<u>112,250</u>	<u>109,000</u>
Contractual Services					
31002	Plan consultant	763	10,500	5,000	6,000
32000	Conferences, meetings, dues	560	-	500	500
	Total Contractual Services	<u>1,323</u>	<u>10,500</u>	<u>5,500</u>	<u>6,500</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-040	Total Planning Department	<u>\$ 75,593</u>	<u>\$ 84,434</u>	<u>\$ 117,750</u>	<u>\$ 115,500</u>
Percentage increase/(decrease)					<u><u>-1.91%</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.
4. Fill Zoning Enforcement Officer (ZEO) position.

Accomplishments:

- Reviewed zoning regulations to address errors, inconsistencies, and business models not addressed by the current regulation.

Fiscal Notes:

- ☆ ZEO position is currently vacant.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-041	Zoning Enforce Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 31,855	\$ 24,908	\$ 34,185	\$ 32,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>31,855</u>	<u>24,908</u>	<u>34,185</u>	<u>32,500</u>
Contractual Services					
32000	Conferences, meetings, dues	-	-	750	1,250
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>750</u>	<u>1,250</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>\$ 31,855</u>	<u>\$ 24,908</u>	<u>\$ 35,135</u>	<u>\$ 33,950</u>
Percentage increase/(decrease)					<u><u>-3.37%</u></u>

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.
- Updated Zoning regulations to reflect the legalization of cannabis.

Fiscal Notes:

- ☆ Conferences, meetings, dues (#32000) increased to reflect new state training requirements.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 2,137	\$ 2,613	\$ 3,000	\$ 3,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>2,137</u>	<u>2,613</u>	<u>3,000</u>	<u>3,000</u>
Contractual Services					
31002	Plan consultant	-	-	-	-
31004	Court transcriptions	-	-	500	500
32000	Conferences, meetings, dues	110	110	650	1,200
-	Outside services	-	-	-	-
	Total Contractual Services	<u>110</u>	<u>110</u>	<u>1,150</u>	<u>1,700</u>
Miscellaneous					
86015	Midstate Reg, Plan Agency/LCOG	11,999	11,975	12,300	12,340
86016	CT River Assembly	-	-	-	-
	Total Miscellaneous	<u>11,999</u>	<u>11,975</u>	<u>12,300</u>	<u>12,340</u>
01-042	Total Plan & Zoning Commission	<u>\$ 14,246</u>	<u>\$ 14,698</u>	<u>\$ 16,450</u>	<u>\$ 17,040</u>
Percentage increase/(decrease)					<u>3.59%</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:

☆ Conferences, meetings, dues (#32000) increased to reflect new state training requirements.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
01-043	Zoning Board of Appeals				
Personnel Expenditures					
14001	Board clerk	\$ 378	\$ 423	\$ 875	\$ 875
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>378</u>	<u>423</u>	<u>875</u>	<u>875</u>
Contractual Services					
31004	Court transcriptions	-	-	500	500
32000	Conferences, meetings, dues	110	110	350	500
-	Outside services	-	-	-	-
	Total Contractual Services	<u>110</u>	<u>110</u>	<u>850</u>	<u>1,000</u>
01-043	Total Zoning Board of Appeals	<u>\$ 488</u>	<u>\$ 533</u>	<u>\$ 1,725</u>	<u>\$ 1,875</u>
Percentage increase/(decrease)					<u>8.70%</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. The IWC is staffed by the Planner and a consultant Wetlands Agent.

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.
- Worked with the Conservation Commission to provide watershed education materials to lake side residents.

Fiscal Notes:

- ☆ Increase to Conferences, meetings, dues (#32000) due to required training.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-044	Inland Wetlands Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 321	\$ 272	\$ 550	\$ 550
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>321</u>	<u>272</u>	<u>550</u>	<u>550</u>
Contractual Services					
31011	Enforcement officer	3,570	1,335	2,800	2,800
32000	Conferences, meetings, dues	-	-	350	400
	Total Contractual Services	<u>3,570</u>	<u>1,335</u>	<u>3,150</u>	<u>3,200</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>\$ 5,715</u>	<u>\$ 3,431</u>	<u>\$ 5,524</u>	<u>\$ 5,574</u>
Percentage increase/(decrease)					<u><u>0.91%</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:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-045	Conservation Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 230	\$ 47	\$ 400	\$ 400
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>230</u>	<u>47</u>	<u>400</u>	<u>400</u>
Contractual Services					
32000	Conferences, meetings, dues	-	-	200	200
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>200</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>\$ 230</u>	<u>\$ 47</u>	<u>\$ 600</u>	<u>\$ 600</u>

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

Department Name: Economic Development Commission Department #: 01-046

Mission & Purpose:

The Commission consists of five (5) members and meets monthly to study conditions affecting businesses and pending commercial proposals. The EDC 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.

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. Actively participate in organizations related to economic development, planning, and commerce.
5. Manage social media to promote and attract business.

Accomplishments:

- Restarted the Portland Business of the quarter that will give its first award in Q2 of 2023.
- Developed survey for business community to increase engagement and restart comprehensive list of Portland business for future EDC work.
- Expanded role in town events and actively engaged business community to participate.

Fiscal Notes:

- ☆ Increase in Grants consultant contract (#31005).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 602	\$ 925	\$ 1,000	\$ 1,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>602</u>	<u>925</u>	<u>1,000</u>	<u>1,000</u>
Contractual Services					
31005	Grants consultant contract	-	-	20,000	24,000
32000	Conferences, meetings, dues	25	-	500	500
	Total Contractual Services	<u>25</u>	<u>-</u>	<u>20,500</u>	<u>24,500</u>
Utilities					
59001	Marketing program	1,175	32	3,000	3,500
	Total Utilities	<u>1,175</u>	<u>32</u>	<u>3,000</u>	<u>3,500</u>
01-046	Total Economic Dev Commission	<u>\$ 1,802</u>	<u>\$ 957</u>	<u>\$ 24,500</u>	<u>\$ 29,000</u>
Percentage increase/(decrease)					<u>18.37%</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 Selectman. 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:

- Meetings were held and all capital needs were reviewed.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-047	Capital Expend Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ -	\$ 240	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	240	500	500
01-047	Total Capital Expend Commission	<u>\$ -</u>	<u>\$ 240</u>	<u>\$ 500</u>	<u>\$ 500</u>
Percentage increase/(decrease)					<u>0.00%</u>

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:

- 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:

- ☆ Increase due to increase in adopted Chatham Health District budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

01-051 Health Department	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Contractual Services				
- CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009 Chatham Health District	<u>129,463</u>	<u>121,120</u>	<u>125,575</u>	<u>133,100</u>
Total Contractual Services	<u>129,463</u>	<u>121,120</u>	<u>125,575</u>	<u>133,100</u>
01-051 Total Health Department	<u>\$ 129,463</u>	<u>\$ 121,120</u>	<u>\$ 125,575</u>	<u>\$ 133,100</u>
			Percentage increase/(decrease)	<u>5.99%</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 2024.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
01-052	Environmental Health				
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:

- ☆ Increase to Red Cross Dial-a-Ride (#86013) and Rural Transit Program (#86014) based on budget letters received from the Estuary Transit District.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-053	Social Services	Expended	Expended	Budget	Budget
Miscellaneous					
86007	MCSAAC	\$ 500	\$ 500	\$ 500	\$ 500
86008	Community Health Center	500	-	500	500
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	505	505	505	505
86011	Rushford Center	500	500	500	500
86013	Red Cross Dial-a-Ride	28,424	28,424	29,500	30,300
86014	Rural Transit Program	10,944	10,944	11,500	11,700
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	1,384	-	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	4,767	5,000	5,500	5,500
88007	Veteran's activities	3,914	2,912	4,000	4,000
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
88042	Portland Fireworks	-	-	-	-
88019	Portland Historical Society	500	500	500	500
88020	Portland Fair	2,500	-	2,500	2,500
	Total Miscellaneous	<u>57,638</u>	<u>53,485</u>	<u>61,205</u>	<u>62,705</u>
01-053	Total Social Services	<u><u>\$ 57,638</u></u>	<u><u>\$ 53,485</u></u>	<u><u>\$ 61,205</u></u>	<u><u>\$ 62,705</u></u>

Percentage increase/(decrease) 2.45%

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. Expand, enhance, and introduce new programs that offer variety.
2. Foster outreach to surrounding towns; invite seniors from other locations to join Waverly.
3. Collaborate with other senior centers.
4. Utilize technology to offer classes and interesting programs, and for personal use on-site.
5. Continue to offer intergenerational programs, as we have welcomed those back this autumn.
6. Continue to enhance our volunteer base within the senior center community.
7. Search for grant funds to support senior center members' goals/visions, and for modernization.
8. Continue to offer Meals on Wheels and lunches from local establishments.

Accomplishments:

- Awarded a technology grant of \$5,000 via Community Foundation of Middlesex County.
- Added evening programs.
- Received approval for a new 12+ passenger bus.
- Connected with and utilized Mobile Crisis and 211 for urgent calls and non-urgent inquiries.
- Brought back Meals on Wheels; created a volunteer base, delivering meals Monday-Thursday.
- Enhanced our electronic system for scan-card and check-in, rides, future meals, programs, etc.
- Provided a free newsletter via LPI "The Bridge" – a cost saving measure to the town and the senior center, saving hundreds of dollars in annual postage, ink and paper.
- Awarded a \$725,000 Community Development Block Grant from CT DOH for kitchen replacement, HVAC improvements, and new generator. Construction expected to be completed by summer 2023.
- New administrative assistant hired.

Fiscal Notes:

- ☆ Personnel expenditures cover a full time Director and an Administrative Assistant.
- ☆ Increase in Regular payroll (#11001) due to realignment of staffing.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-054	Senior Citizen Center	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 64,807	\$ 90,236	\$ 107,930	\$ 119,900
11003	Part-time payroll	-	2,665	1,000	1,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>64,807</u>	<u>92,901</u>	<u>108,930</u>	<u>120,900</u>
Contractual Services					
31000	Service contracts	7,849	9,778	9,000	10,500
31006	Instructor fees	1,650	3,286	3,000	2,100
32000	Conferences, meetings, dues	-	162	900	600
36004	Telecommunications	1,322	1,010	1,250	1,250
	Total Contractual Services	<u>10,821</u>	<u>14,236</u>	<u>14,150</u>	<u>14,450</u>
Commodities					
61000	Office supplies	-	-	-	-
62001	Electricity	6,949	8,409	12,000	12,000
62002	Water & sewer	798	1,025	1,300	1,300
62004	Heating fuel	3,281	5,111	4,250	5,500
	Total Commodities	<u>11,028</u>	<u>14,545</u>	<u>17,550</u>	<u>18,800</u>
Capital Expenditures					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88001	Program services	4,145	3,253	4,100	5,000
	Total Miscellaneous	<u>4,145</u>	<u>3,253</u>	<u>4,100</u>	<u>5,000</u>
01-054	Total Senior Citizen Center	<u>\$ 90,801</u>	<u>\$ 124,935</u>	<u>\$ 144,730</u>	<u>\$ 159,150</u>

Percentage increase/(decrease) 9.96%

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:

- Maintained level of service amid surging demand.

Fiscal Notes:

- ☆ Personnel expenditures cover multiple van drivers with varying costs depending on the number of rides and lengths of service that are needed.
- ☆ Van drivers stipends (#14010) increased to adjust for rising demand.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-055	Municipal Agent for Elderly	Expended	Expended	Budget	Budget
Personnel Expenditures					
14010	Van drivers stipends	\$ 16,850	\$ 33,236	\$ 25,500	\$ 30,000
	Total Personnel Expenditures	<u>16,850</u>	<u>33,236</u>	<u>25,500</u>	<u>30,000</u>
Contractual Services					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	2,173	5,163	4,250	5,300
	Total Utilities	<u>2,173</u>	<u>5,163</u>	<u>4,250</u>	<u>5,300</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>\$ 19,023</u>	<u>\$ 38,399</u>	<u>\$ 29,750</u>	<u>\$ 35,300</u>
Percentage increase/(decrease)					<u>18.66%</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:

- The Library, except for special short-term loans, does not charge any late fees - to allow all patrons a chance to use many library services.
- The circulation (count of items) borrowed was 94,008, approximately 9.9 borrows per capita.
- The number of Portland residents holding library cards was 3,169 at year end.
- The meeting and study rooms were used 785 times with attendance of 6,717.
- The library provides free access to the internet and *Office* software products. The number of computer sign-ups during Fiscal Year 2022 was 2,596, plus numerous Wi-Fi uses.
- Tech assistance was made available on-on-one and in small group presentations.
- The Library provided a variety of programs for all age groups, with 129 in-person programs and 57 virtual programs with combined attendance of 3,556.
- During Fiscal Year 2022, the library responded to 4,297 requests for information and/or assistance.
- Community reading and discussion on social matters took place: the Portland Forum reading discussion that supported Equity Diversity and Inclusion; Fair Housing Matters, a collaboration with Portland Social Justice Group, and a Disability Inclusion Panel
- Pandemic response: Delivery of materials outside the building continues: Programming to all ages was offered via remote access, and outdoors for many youth events. New services include remote printing and limited no-touch checkouts. Social media presence was increased.

Fiscal Notes:

- ☆ (#11003) – Part-time payroll includes the expected transition of a full-time position for the administrative assistant.
- ☆ Regular Payroll (#11001) was adjusted for the full-time employee that is expected to move to the Assessor's office. Also, the upcoming retirement of longtime Library Director, Janet Nocek is expected. Thank you Janet for your years of service!

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-065	Portland Library	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 434,373	\$ 494,408	\$ 509,520	\$ 496,000
11003	Part-time payroll	95,241	61,910	78,500	107,500
14001	Board clerk	617	914	800	1,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>530,231</u>	<u>557,232</u>	<u>588,820</u>	<u>604,500</u>
Contractual Services					
31000	Service contracts	11,511	7,150	15,000	15,000
32000	Conferences, meetings, dues	1,456	1,831	2,000	2,000
36010	Contract - data bases	5,925	4,544	7,200	7,200
36011	Data processing - Library Connection	30,030	37,582	38,000	38,800
	Total Contractual Services	<u>48,922</u>	<u>51,107</u>	<u>62,200</u>	<u>63,000</u>
Repairs					
44003	Equipment repair/rental	296	1,583	1,500	2,000
	Total Repairs	<u>296</u>	<u>1,583</u>	<u>1,500</u>	<u>2,000</u>
Utilities					
53000	Postage	876	724	600	600
59000	Cataloging	-	-	100	100
	Total Utilities	<u>876</u>	<u>724</u>	<u>700</u>	<u>700</u>
Commodities					
61000	Office supplies	8,773	5,976	7,200	7,200
62001	Electricity	34,679	37,179	38,250	40,000
62002	Water & sewer	749	553	1,600	1,250
62004	Heating fuel	9,387	11,420	10,750	12,500
64001	Books	45,993	45,648	48,500	49,500
64002	Discs, videos, digital media	8,962	10,742	10,500	12,750
64003	Periodicals	6,225	5,706	6,000	6,000
	Total Commodities	<u>114,768</u>	<u>117,224</u>	<u>122,800</u>	<u>129,200</u>
Miscellaneous					
88001	Program services	2,839	452	1,600	1,600
	Total Miscellaneous Expenditures	<u>2,839</u>	<u>452</u>	<u>1,600</u>	<u>1,600</u>
01-065	Total Portland Library	<u>\$ 697,932</u>	<u>\$ 728,322</u>	<u>\$ 777,620</u>	<u>\$ 801,000</u>

Percentage increase/(decrease) 3.01%

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.
- Made actuarially-determined and recommended pension contributions.

Fiscal Notes:

- ☆ The Contributions required from employees within the Defined Contribution Plan is 6% of salary. The employer match is 6% of salary.
- ☆ Defined Contribution Plan membership and plan assets continue to grow as the plan matures. We have held funds for an investment advisor.
- ☆ 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, and the decrease in the investment markets, the required contribution has increased by 7%, or approximately \$38,000. Based on the defined benefit valuation, the police pension plan's required contributions dropped by 3% or \$9,302 due to change in the pension plan population.
- ☆ The Volunteer Fire Department's pension plans required contribution increase by \$10,308. Fiscal Year 22 was a difficult market for return on investments.
- ☆ Medical premiums are expected to increase slightly as medical claim history has been better than previous periods. Medical trend does continue to increase as inflation rises.
- ☆ CT Inter-local Risk Management Agency (CIRMA) informed the Town that Workers Compensation rates would remain flat for FY2023-24. The stable rate is reflected in (#26000).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
19001	Vacation pay	\$ 93,681	\$ 87,824	\$ 90,000	\$ 90,000
19002	Longevity	14,350	14,050	14,500	12,500
19003	Sick pay	113,844	118,816	110,000	120,000
19004	Termination benefits pay	88,365	54,642	70,000	152,000
21001	Medical insurance	1,163,556	1,214,470	1,379,100	1,380,000
21002	Dental insurance	21,635	21,827	24,500	25,125
21003	Life insurance	18,870	18,840	19,750	22,000
21004	Long-term disability insurance	12,953	13,807	14,250	17,500
22000	FICA/Medicare	360,882	371,488	394,500	416,750
23001	Town pension contributions	589,702	656,641	712,300	765,200
23002	Police pension contribution	286,450	279,215	269,740	260,440
23003	Volunteer Fire pension contribution	78,660	74,290	92,830	103,140
26000	Workers' compensation	163,600	157,600	157,000	157,750
28001	Unemployment compensation	2,488	16,702	3,000	3,000
	Total Personnel Expenditures	<u>3,009,036</u>	<u>3,100,212</u>	<u>3,351,470</u>	<u>3,525,405</u>
Contractual Services					
37029	Collective bargaining	7,050	750	12,000	6,000
	Total Contractual Services	<u>7,050</u>	<u>750</u>	<u>12,000</u>	<u>6,000</u>
01-071	Total Employee Fringe Benefits	<u>\$ 3,016,086</u>	<u>\$ 3,100,962</u>	<u>\$ 3,363,470</u>	<u>\$ 3,531,405</u>

Percentage increase/(decrease) 4.99%

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 \$6,830 was renewed for a five (5) year period in FY2022.
- ☆ The budget amount includes the continuation of the FY2020 modification to the Policy limits. There continues to be escalations of the estimates in the coverage changes in FY2020 that exceed the standard rate increases. The budget reflects those proposed increases.
- ☆ Cyber Security Insurance policies seem to change rapidly and costs continue to increase at high rates

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	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	145,606	181,398	226,500	238,500
	Total Utilities	145,606	181,398	226,500	238,500
01-073	Total Risk Management	\$ 145,606	\$ 181,398	\$ 226,500	\$ 238,500
Percentage increase/(decrease)					5.30%

Department Name: Debt Service Department #: 01-085

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:

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

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	\$ 460,000	\$ 20,400	\$ 0	\$ 0
☆ 2018 GENOB Town \$10M	550,000	279,688	-	-
☆ Multi-equipment FY2022 lease (3 rd of 7 annual payments)			269,356	12,855
	<u>\$ 1,010,000</u>	<u>\$ 300,088</u>	<u>\$ 269,356</u>	<u>\$ 12,855</u>
				Misc. costs <u>#83005</u> <u>\$ 1,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

01-085 Debt Service	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Debt Service				
83001 Bonds - principal	\$ 1,400,000	\$ 1,535,000	\$ 1,045,000	\$ 1,010,000
83002 Bonds - interest	443,263	392,987	342,788	300,088
83003 Capital leases - principal	257,410	340,050	544,373	269,356
83004 Capital leases - interest	15,245	22,593	10,493	12,855
83005 Miscellaneous	-	-	1,000	1,000
Total Debt Service	<u>2,115,918</u>	<u>2,290,630</u>	<u>1,943,654</u>	<u>1,593,299</u>
01-085 Total Debt Service	<u>\$ 2,115,918</u>	<u>\$ 2,290,630</u>	<u>\$ 1,943,654</u>	<u>\$ 1,593,299</u>
Percentage increase/(decrease)				<u>-18.03%</u>

Department Name: Interfund Transfers Out Department #: 01-093

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 \$14,188, as the Town did not lower the previously proposed reduction in staff hours. Animals remain housed at the shelter.
- ☆ Transfers out – Open Space (#90008) is funded.
- ☆ Transfer to Other (#90006) includes \$58,750 for water department for fire hydrants upkeep and includes \$50,000 budgeted to be transferred to the Air Line Trail fund to help start funding the next phase of the project. The Town is expecting to apply for a grant to obtain further funding. Also \$1,000 to be transferred to Fund 84 for the Solidarity Committee.
- ☆ Transfer to – Youth Services (90002) – increased by \$24,425 due to lowering the use of Youth Service Fund Balance of \$20,000 to balance the budget.
- ☆ Transfer to Resource Recovery (90005) – increased by \$15,674 to cover operational costs.
- ☆ Details of Capital Non-recurring BOE (# 90013) & Town (#90012) are as follows:

<u>Line #90013</u> – Transfer Out - Capital Non-recurring BOE	
BOE System wide- Vehicle purchase	\$ <u>45,000</u>
<u>Line #90012</u>	
Fire Department – SCBA bottle replacement	\$ 10,000
Fire Department – Replace outboard motor of M7	40,000
DPW/Highway – Replace trackless mower	205,000
Town-wide - Computers (includes back-up appliance)	18,000
Town-wide - Revaluation	<u>15,000</u>
Transfer out – Capital Non-recurring Town	\$ <u>288,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2023-2024
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
Transfers Out					
90001	Transfer out - Animal Control	\$ 54,643	\$ 67,359	\$ 69,909	\$ 84,097
90002	Transfer out - Youth Services	86,352	60,890	77,035	101,460
90003	Transfer out - Bldg Maintenance	82,000	82,000	82,000	82,000
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	181,142	180,056	197,496	213,170
90006	Transfer out - Other	58,750	323,750	58,750	109,750
90007	Transfer out - Park & Rec	238,050	230,700	243,640	251,391
90008	Transfer out - Open Space	50,000	50,000	50,000	50,000
90012	Transfer out - Cap Non rec Town	125,000	274,000	246,000	288,000
90013	Transfer out - Cap Non rec BOE	-	50,000	12,000	45,000
90014	Transfer out - Renewable Energy	-	-	-	-
	Total Transfers Out	<u>875,937</u>	<u>1,318,755</u>	<u>1,036,830</u>	<u>1,224,868</u>
01-093	Total Interfund Transfers Out	<u>\$ 875,937</u>	<u>\$ 1,318,755</u>	<u>\$ 1,036,830</u>	<u>\$ 1,224,868</u>
					Percentage increase/(decrease) <u>18.14%</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 2023-2024
As of May 8, 2023

01-095 Town Contingency	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Miscellaneous				
84001 Contingency	\$ 16,617	\$ 2,434	\$ 100,000	\$ 100,000
Total Miscellaneous	<u>16,617</u>	<u>2,434</u>	<u>100,000</u>	<u>100,000</u>
01-095 Total Town Contingency	<u>\$ 16,617</u>	<u>\$ 2,434</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
Percentage increase/(decrease)				<u>0.00%</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

2023 - 2024

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. The Town continues to look for other tenants and sources of revenues in order to lessen the burden on General Fund support. The estimated budget for FY 2023-24 shows a General Fund contribution of \$84,907, or approximately 82% 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 \$239,070 for Fiscal Year 2023-2024.

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. The school based programs focus on social skill building, defining healthy relationships and developing decision-making strategies. The estimated budget for FY 2023-24 shows State of CT inter-governmental revenues of \$35,250, with a minor portion funded by user charges of \$1,500 or approximately 1% of the total budget; and a contribution from the General Fund of \$101,460, or approximately 73% of the total 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 grinding, leaf composting, and transfer of MSW to disposal centers utilizing the roll-off container vehicle. The General Fund contribution is \$213,170 or 54% 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 2023-24 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 Recreation Coordinator, 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 has taken over the operation of the Kids Blast Program that is held at the Brownstone Intermediate School. The General Fund contribution budgeted in Fiscal Year 2023-24 is \$251,391, or approximately 48% of the total budget.

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2023-2024 - Sewer Department
As of May 8, 2023

Sewer Department		2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Charges for Services					
00350	User charges	\$ 1,144,017	\$ 1,202,822	\$ 1,188,566	\$ 1,217,050
00351	User charges - interest & lien fees	19,838	30,730	29,000	29,500
00352	Sale of nitrogen credits	497	159	-	-
00353	Process material	50	300	50	50
00354	Other revenue sources	250	150	250	250
00355	PILOT payment	-	-	-	-
00406	Demand Response	-	-	-	-
	Total Charges for Services	<u>1,164,652</u>	<u>1,234,161</u>	<u>1,217,866</u>	1,246,850
Investment Income					
00401	Investment income	44	15	25	75
	Total Investment Income	<u>44</u>	<u>15</u>	<u>25</u>	75
Interfund Transfers In					
00502	Transfer in - Other funds	-	-	-	-
	Total Interfund Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	-
	Total Sewer Department Revenue	<u>\$ 1,164,696</u>	<u>\$ 1,234,176</u>	<u>\$ 1,217,891</u>	\$ 1,246,925

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Sewer Department
As of May 8, 2023

02-139 Sewer Department	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 231,898	\$ 243,500	\$ 256,000	\$ 272,850
13002 Overtime	19,831	18,183	23,000	23,000
14001 Board clerk	71	261	500	500
19001 Unused vacation pay	7,346	7,681	9,500	9,500
19002 Longevity	1,000	1,000	1,100	1,100
19003 Sick pay	11,462	9,115	14,000	14,000
21001 Medical insurance	61,011	59,235	64,500	64,500
21002 Dental insurance	1,156	1,178	1,625	1,675
21003 Life insurance	716	759	825	925
21004 Long-term disability insurance	546	384	675	775
22000 FICA/Medicare	19,653	19,199	22,500	23,000
23001 Town pension contribution	14,657	15,965	17,066	18,100
Total Personnel Expenditures	369,347	376,460	411,291	429,925
Contractual Services				
31000 Service contracts	67,019	93,775	109,000	109,000
32000 Conferences, meetings, dues	130	741	1,500	1,500
33001 Audit services	6,249	6,249	6,400	6,400
34001 Data processing	-	401	1,000	1,000
36008 Waste services	236	26	300	300
37013 Legal fees	-	-	2,000	2,000
38010 Miscellaneous engineering	-	-	5,000	5,000
Total Contractual Services	73,634	101,192	125,200	125,200
Repairs				
44003 Equipment repair/rental	15,809	23,555	50,000	50,000
Total Repairs	15,809	23,555	50,000	50,000
Utilities				
51001 Gas & diesel fuel	2,256	3,491	4,950	4,950
52001 Municipal insurance	25,449	25,576	27,000	28,000
53000 Postage	3,440	3,467	4,500	4,500
53001 Telephone	5,619	5,868	6,500	6,500
Total Utilities	36,764	38,402	42,950	43,950

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Sewer Department
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
02-139 Sewer Department		Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 68	\$ 409	\$ 500	\$ 500
61001	Uniforms	1,096	1,630	1,700	1,700
62001	Electricity	121,888	118,593	128,100	133,000
62002	Water & sewer	13,146	12,998	17,000	17,000
62004	Heating fuel	14,308	19,410	16,500	21,000
65002	Sewer supplies	11,296	11,955	18,000	18,000
68000	Custodial supplies	16	12	150	150
69002	Chemicals	478	-	500	500
	Total Commodities	<u>162,296</u>	<u>165,007</u>	<u>182,450</u>	<u>191,850</u>
Equipment					
73000	Equipment purchases	4,261	7,006	13,000	13,000
	Total Equipment	<u>4,261</u>	<u>7,006</u>	<u>13,000</u>	<u>13,000</u>
Miscellaneous					
83006	CWF notes - principal	140,502	-	-	-
83007	CWF notes - interest	938	-	-	-
88016	Miscellaneous	2,552	4,387	4,500	4,500
	Total Miscellaneous	<u>143,992</u>	<u>4,387</u>	<u>4,500</u>	<u>4,500</u>
Transfers Out					
90015	Transfer out - Cap Non rec Town	215,000	357,300	380,000	380,000
90016	Transfer out - Workers' comp	10,300	10,000	8,500	8,500
	Total Transfers Out	<u>225,300</u>	<u>367,300</u>	<u>388,500</u>	<u>388,500</u>
02-139 Total Sewer Department		<u>\$ 1,031,403</u>	<u>\$ 1,083,309</u>	<u>\$ 1,217,891</u>	<u>\$ 1,246,925</u>

Percentage increase/(decrease) 2.38%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2023-2024 - Water Department
As of May 8, 2023

Water Department		2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Intergovernmental					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
Charges for Services					
00351	User charges - interest & lien fees	\$ 23,206	\$ 32,160	\$ 32,000	\$ 32,000
00354	Miscellaneous	9,390	15,164	5,000	5,000
00356	Meter charges	362,577	418,504	408,000	412,000
00357	Unmetered sales	82,510	116,404	60,000	91,975
00358	Metered sales	1,016,427	960,979	1,046,571	989,497
00359	Private fire protection	11,381	11,380	11,400	11,400
00360	Service connections	-	50	4,000	4,000
00361	Sales to public authorities	66,813	84,661	101,000	91,000
00362	Cross connection fees	5,205	4,730	7,000	7,000
	Total Charges for Services	<u>1,577,509</u>	<u>1,644,032</u>	<u>1,674,971</u>	<u>1,643,872</u>
Investment Income					
00401	Investment income	28	21	50	75
	Total Investment Income	<u>28</u>	<u>21</u>	<u>50</u>	<u>75</u>
Interfund Transfers In					
00501	Transfer in - General Fund	58,750	58,750	58,750	58,750
00502	Transfer in - Other funds	-	-	-	-
	Total Interfund Transfers In	<u>58,750</u>	<u>58,750</u>	<u>58,750</u>	<u>58,750</u>
Total Water Department Revenue		<u>\$ 1,636,287</u>	<u>\$ 1,702,803</u>	<u>\$ 1,733,771</u>	<u>\$ 1,702,697</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Water Department
As of May 8, 2023

03-135 Water Department	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 162,861	\$ 173,381	\$ 180,750	\$ 190,500
13002 Overtime	23,255	28,003	25,500	27,000
14001 Board clerk	71	261	500	500
19001 Unused vacation pay	1,336	4,049	5,500	5,500
19002 Longevity	450	450	550	550
19003 Sick pay	5,009	2,048	6,500	6,500
21001 Medical insurance	30,122	30,377	33,000	33,000
21002 Dental insurance	782	832	905	930
21003 Life insurance	489	544	600	650
21004 Long-term disability insurance	531	583	650	750
22000 FICA/Medicare	14,184	15,261	16,500	17,000
23001 Town pension contribution	6,364	10,350	11,000	11,500
Total Personnel Expenditures	245,454	266,139	281,955	294,380
Contractual Services				
31000 Service contracts	18,200	31,039	30,000	30,000
32000 Conferences, meetings, dues	2,075	2,585	3,000	3,000
33001 Audit services	7,714	7,715	7,800	7,900
34001 Data processing	233	401	1,500	1,500
37013 Legal fees	-	-	2,500	2,500
38010 Miscellaneous engineering	4,097	13,852	10,000	10,000
38012 MDC water contract	866,932	797,428	879,000	815,000
Total Contractual Services	899,251	853,020	933,800	869,900
Repairs				
44003 Equipment repair/rental	11,529	19,228	13,000	13,000
Total Repairs	11,529	19,228	13,000	13,000
Utilities				
51001 Gas & diesel fuel	4,325	5,785	6,500	6,500
52001 Municipal insurance	11,558	11,616	12,350	12,750
53000 Postage	4,973	4,424	6,000	6,000
53001 Telephone	1,816	1,818	2,500	2,500
Total Utilities	22,672	23,643	27,350	27,750

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Water Department
As of May 8, 2023

03-135 Water Department	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Commodities				
61000 Office supplies	\$ 114	\$ -	\$ 850	\$ 850
61001 Uniforms	875	1,086	1,100	1,100
62001 Electricity	39,875	39,221	44,500	44,500
62004 Heating fuel	4,813	4,144	5,450	5,450
65001 Road materials	7,991	6,592	10,000	15,000
65003 Water supplies	23,631	31,654	42,000	42,000
69002 Chemicals	2,520	3,223	5,000	5,000
Total Commodities	<u>79,819</u>	<u>85,920</u>	<u>108,900</u>	<u>113,900</u>
Equipment				
73000 Equipment purchases	<u>9,179</u>	<u>3,394</u>	<u>7,500</u>	<u>7,500</u>
Total Equipment	<u>9,179</u>	<u>3,394</u>	<u>7,500</u>	<u>7,500</u>
Miscellaneous				
83001 Bonds - principal	-	-	-	-
83002 Bonds - interest	-	-	-	-
83006 CWF notes - principal	87,625	89,393	91,198	93,039
83007 CWF notes - interest	20,641	18,872	17,068	15,228
88016 Miscellaneous	6,362	2,000	12,000	12,000
Total Miscellaneous	<u>114,628</u>	<u>110,265</u>	<u>120,266</u>	<u>120,267</u>
Transfers Out				
90006 Transfer out - Other	-	-	-	-
90015 Transfer out - Cap Non rec Town	147,000	220,000	235,000	250,000
90016 Transfer out - Workers' comp	7,200	7,000	6,000	6,000
Total Transfers Out	<u>154,200</u>	<u>227,000</u>	<u>241,000</u>	<u>256,000</u>
03-135 Total Water Department	<u><u>\$ 1,536,732</u></u>	<u><u>\$ 1,588,609</u></u>	<u><u>\$ 1,733,771</u></u>	<u><u>\$ 1,702,697</u></u>
Percentage increase/(decrease)				<u><u>-1.79%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2023-2024 - Animal Control Department
As of May 8, 2023

Animal Control Department	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Charges for Services				
00303 Property rental	\$ 19,883	\$ -	\$ 2,000	\$ 10,000
00307 Donations	470	805	600	600
00317 Sale of dog licenses	5,971	5,406	6,000	6,000
00354 Miscellaneous	150	996	500	500
00363 Dog surcharge	1,898	1,780	1,750	1,750
Total Charges for Services	<u>28,372</u>	<u>8,987</u>	<u>10,850</u>	<u>18,850</u>
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	<u>28,372</u>	<u>8,987</u>	<u>10,850</u>	<u>18,850</u>
Interfund Transfers In				
00501 Transfer in - General Fund	54,643	67,359	69,909	84,097
Total Interfund Transfers In	<u>54,643</u>	<u>67,359</u>	<u>69,909</u>	<u>84,097</u>
Total Animal Control Dept Revenue	<u>\$ 83,015</u>	<u>\$ 76,346</u>	<u>\$ 80,759</u>	<u>\$ 102,947</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Animal Control Department
As of May 8, 2023

04-140 Animal Control Department	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 54,233	\$ 59,314	\$ 42,750	\$ 58,950
11003 Part-time payroll	2,493	-	1,500	3,500
13002 Overtime	5,747	3,483	2,500	3,500
19002 Longevity	-	-	-	-
19003 Sick pay	3,117	2,769	3,250	3,250
21001 Medical insurance	6,537	500	500	500
21002 Dental insurance	159	277	332	340
21003 Life insurance	175	175	195	215
21004 Long-term disability insurance	178	182	225	250
22000 FICA/Medicare	4,229	4,416	4,000	5,250
23001 Town pension contribution	3,241	3,321	2,600	3,600
Total Personnel Expenditures	80,109	74,437	57,852	79,355
Contractual Services				
31000 Service contracts	1,231	144	1,500	1,500
32000 Conferences, meetings, dues	-	-	500	500
33001 Audit services	-	-	-	-
33004 Veterinarian fees	701	936	1,500	1,500
- Data processing	-	-	-	-
Total Contractual Services	1,932	1,080	3,500	3,500
Repairs				
44003 Equipment repair/rental	21	-	500	500
Total Repairs	21	-	500	500
Utilities				
51001 Gas & diesel fuel	287	524	340	600
52001 Municipal insurance	1,253	1,260	1,350	1,400
53000 Postage	245	-	600	600
53001 Telephone	1,218	1,114	1,500	1,500
54000 Advertising & publications	21	22	500	500
Total Utilities	3,024	2,920	4,290	4,600

Town of Portland, Connecticut

**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Animal Control Department
As of May 8, 2023**

04-140 Animal Control Department	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Commodities				
61000 Office supplies	\$ -	\$ -	\$ 350	\$ 350
61001 Uniforms	242	225	750	750
61003 Equipment supplies	24,131	162	500	500
62001 Electricity	2,195	2,286	2,992	2,992
62002 Water & sewer	547	358	600	600
62004 Heating fuel	1,081	1,633	1,375	1,750
63002 Dog food	609	417	1,500	1,500
68000 Custodial supplies	167	28	500	500
Total Commodities	<u>28,972</u>	<u>5,109</u>	<u>8,567</u>	<u>8,942</u>
Miscellaneous				
88052 Fee share to State	4,467	4,079	4,250	4,250
- Miscellaneous	-	-	-	-
Total Miscellaneous	<u>4,467</u>	<u>4,079</u>	<u>4,250</u>	<u>4,250</u>
Transfers Out				
90016 Transfer out - Workers' comp	2,600	2,500	1,800	1,800
Total Transfers Out	<u>2,600</u>	<u>2,500</u>	<u>1,800</u>	<u>1,800</u>
04-140 Total Animal Control Department	<u>\$ 121,125</u>	<u>\$ 90,125</u>	<u>\$ 80,759</u>	<u>\$ 102,947</u>
			Percentage increase/(decrease)	<u>27.47%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2023-2024 - Town Aid Road Fund
As of May 8, 2023

Town Aid Road Fund	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Charges for Services				
00354 Miscellaneous	-	-	-	-
Total Charges for Services	-	-	-	-
Intergovernmental				
00221 State of CT - TAR	\$ 251,293	\$ 248,131	\$ 239,056	\$ 239,070
Total Intergovernmental	251,293	248,131	239,056	239,070
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	251,293	248,131	239,056	239,070
Interfund Transfers In				
00501 Transfer in - General Fund	-	-	-	-
Total Interfund Transfers In	-	-	-	-
Total Town Aid Road Fund Revenue	\$ 251,293	\$ 248,131	\$ 239,056	\$ 239,070

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Town Aid Road Fund
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
06-030	Town Aid Road Fund	Expended	Expended	Budget	Budget
Commodities					
65001	Road materials	\$ 251,293	\$ 248,131	\$ 239,056	\$ 239,070
	Total Commodities	<u>251,293</u>	<u>248,131</u>	<u>239,056</u>	<u>239,070</u>
06-030	Total Town Aid Road Fund	<u>\$ 251,293</u>	<u>\$ 248,131</u>	<u>\$ 239,056</u>	<u>\$ 239,070</u>
Percentage increase/(decrease)					<u>0.01%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2023-2024 - Youth Services Department
As of May 8, 2023

Youth Services Department	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Intergovernmental				
00214 State of CT - Misc	\$ -	\$ -	\$ -	\$ -
00222 State of CT - YSB	22,777	22,879	22,500	29,750
00223 State of CT - DSS	2,209	5,808	5,000	5,500
Total Intergovernmental	<u>24,986</u>	<u>28,687</u>	<u>27,500</u>	35,250
Charges for Services				
00354 Miscellaneous	-	-	-	-
00364 Program fees - school year	274	453	-	-
00365 Resource center fees	-	2,225	500	1,000
00366 Contributions/donations	910	395	500	500
Total Charges for Services	<u>1,184</u>	<u>3,073</u>	<u>1,000</u>	1,500
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	<u>26,170</u>	<u>31,760</u>	<u>28,500</u>	36,750
Interfund Transfers In				
00501 Transfer in - General Fund	86,352	60,890	77,035	101,460
Total Interfund Transfers In	<u>86,352</u>	<u>60,890</u>	<u>77,035</u>	101,460
Total Youth Services Dept Revenue	<u>\$ 112,522</u>	<u>\$ 92,650</u>	<u>\$ 105,535</u>	<u>\$ 138,210</u>
Use of Fund Balance			<u>20,000</u>	-
Total Youth Services Dept Revenue and Use of Fund Balance			<u>\$ 125,535</u>	<u>\$ 138,210</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Youth Services Department
As of May 8, 2023

		2020-2021	2021-2022	2022-2023	2023-2024
		Actual	Actual	Original	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 63,604	\$ 57,309	\$ 56,625	\$ 65,250
11002	Clerical payroll	-	-	-	-
12000	Temporary payroll	6,239	13,605	-	-
19002	Longevity	1,000	-	-	-
19003	Sick pay	4,272	-	-	-
21001	Medical insurance	21,635	18,510	25,900	26,250
21002	Dental insurance	272	208	315	315
21003	Life insurance	229	131	250	250
21004	Long-term disability insurance	235	93	250	250
22000	FICA/Medicare	5,014	5,186	5,220	5,220
23001	Town pension contribution	5,962	2,651	3,450	4,000
	Total Personnel Expenditures	108,462	97,693	92,010	101,535
Contractual Services					
32000	Conferences, meetings, & dues	500	807	700	900
	Total Contractual Services	500	807	700	900
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
52001	Municipal insurance	2,734	2,748	2,900	3,050
53000	Postage	71	-	175	175
53001	Telephone	-	-	-	-
	Total Utilities	2,805	2,748	3,075	3,225
Commodities					
61000	Office supplies	6	107	500	500
61006	Building supplies	-	-	-	-
62001	Electricity	3,471	3,545	4,000	4,250
62002	Water & sewer	268	255	400	400
62004	Heating fuel	456	895	550	1,100
	Total Commodities	4,201	4,802	5,450	6,250

Town of Portland, Connecticut

**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Youth Services Department
As of May 8, 2023**

07-110 Youth Services Department	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Programs/Activities				
88038 Miscellaneous programs	\$ -	\$ -	\$ -	\$ 2,000
88039 CRC/ECC consulting	6,955	13,455	20,000	20,000
88040 Activity funds	548	-	-	-
88041 Activity supplies	170	812	2,000	2,000
Total Programs/Activities	<u>7,673</u>	<u>14,267</u>	<u>22,000</u>	24,000
Transfers Out				
90016 Transfer out - Workers' comp	4,200	4,100	2,300	2,300
Total Transfers Out	<u>4,200</u>	<u>4,100</u>	<u>2,300</u>	2,300
07-110 Total Youth Services Department	<u>\$ 127,841</u>	<u>\$ 124,417</u>	<u>\$ 125,535</u>	<u>\$ 138,210</u>
Percentage increase/(decrease)				<u>10.10%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2023-2024 - Resource Recovery Department
As of May 8, 2023

Resource Recovery Department	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Charges for Services				
00354 Miscellaneous	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
00367 Tire fees	728	535	900	900
00368 Sale of newsprint	-	-	-	-
00369 Battery recycling	-	450	100	100
00370 Sale of metal	17,817	21,775	17,500	17,500
00371 Facility use permits	33,688	32,711	34,500	34,500
00372 Freon appliance permits	920	960	2,000	1,000
00373 15 gallon bags to residents	4,814	5,154	5,250	5,250
00374 30 gallon bags to residents	4,555	4,310	5,500	5,500
00375 45 gallon bags to residents	15,410	12,705	16,500	15,500
00376 15 gallon bags to distributors	5,250	3,580	4,000	5,000
00377 30 gallon bags to distributors	3,000	3,000	3,000	3,000
00378 45 gallon bags to distributors	7,200	7,200	8,000	8,000
00379 Bulky waste	76,053	62,092	76,000	76,000
00380 Anti-freeze disposal	54	3	50	50
00381 Brush	4,305	1,967	4,300	4,300
00382 Cardboard sales	-	-	-	-
00383 Town demolition	1,856	1,482	1,550	1,550
00384 Propane tank disposal	240	240	250	250
00399 Single stream recyclables	794	616	795	795
Total Charges for Services	179,084	161,180	182,595	181,595
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	179,084	161,180	182,595	181,595
Interfund Transfers In				
00501 Transfer in - General Fund	181,142	180,056	197,496	213,170
Total Interfund Transfers In	181,142	180,056	197,496	213,170
Total Resource Recovery Dept Rev	\$ 360,226	\$ 341,236	\$ 380,091	\$ 394,765

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Resource Recovery Dept
As of May 8, 2023

09-120 Resource Recovery Dept	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 135,608	\$ 141,131	\$ 145,700	\$ 151,780
12000 Temporary payroll	-	-	-	-
13002 Overtime	7,798	5,614	9,000	9,000
19002 Longevity	550	550	550	550
19003 Sick pay	7,147	7,752	9,000	9,000
21001 Medical insurance	21,594	34,471	40,200	41,000
21002 Dental insurance	888	818	1,350	1,350
21003 Life insurance	429	448	500	500
21004 Long-term disability insurance	444	473	525	525
22000 FICA/Medicare	11,011	10,976	12,600	13,000
23001 Town pension contribution	9,841	10,907	11,116	11,900
Total Personnel Expenditures	195,310	213,140	230,541	238,605
Contractual Services				
31000 Service contracts	21,123	13,140	18,000	20,000
34001 Data processing	-	-	1,000	1,000
36004 Telecommunications	1,240	1,224	1,650	1,650
Total Contractual Services	22,363	14,364	20,650	22,650
Repairs				
44003 Equipment repair/rental	1,243	3,581	4,000	4,000
Total Repairs	1,243	3,581	4,000	4,000
Utilities				
51001 Gas & diesel fuel	4,232	8,296	6,250	8,350
52001 Municipal insurance	3,194	3,209	3,500	3,510
53001 Telephone	-	-	300	300
Total Utilities	7,426	11,505	10,050	12,160
Commodities				
61001 Uniforms	1,100	1,168	1,200	1,200
61003 Equipment supplies	254	365	2,000	2,000
61006 Building supplies	-	914	1,200	1,200
62001 Electricity	2,580	2,569	3,000	3,000
62002 Water & sewer	254	177	700	700
62004 Heating fuel	672	629	950	950
69003 Bags and stickers	5,431	6,727	7,000	9,000
Total Commodities	10,291	12,549	16,050	18,050

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Resource Recovery Dept
As of May 8, 2023

09-120 Resource Recovery Dept	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Equipment				
73000 Equipment purchases	\$ -	\$ -	\$ -	\$ -
Total Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous				
88001 Program services	-	-	500	500
88003 Permits - State of CT	2,434	1,660	2,000	2,000
88012 MSW disposal fees	28,407	31,767	33,500	34,000
88014 BW disposal fees	47,941	45,621	55,500	55,500
88017 Hauling expense	-	-	-	<u>-</u>
88018 Recycling	1,847	1,004	2,500	2,500
Total Miscellaneous	<u>80,629</u>	<u>80,052</u>	<u>94,000</u>	94,500
Transfers Out				
90015 Transfer out - Cap Non rec Town	-	-	-	<u>-</u>
90016 Transfer out - Workers' comp	4,600	4,500	4,800	4,800
Total Transfers Out	<u>4,600</u>	<u>4,500</u>	<u>4,800</u>	4,800
09-120 Total Resource Recovery Dept	<u><u>\$ 321,862</u></u>	<u><u>\$ 339,691</u></u>	<u><u>\$ 380,091</u></u>	<u><u>\$ 394,765</u></u>
Percentage increase/(decrease)				<u><u>3.86%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2023-2024 - Building Maintenance Fund
As of May 8, 2023

Building Maintenance Fund		2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Intergovernmental					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
Miscellaneous					
00354	Miscellaneous	\$ 29,626	\$ -	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	29,626	-	-	-
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	29,626	-	-	-
Interfund Transfers In					
00501	Transfer in - General Fund	182,000	182,000	82,000	82,000
	Total Interfund Transfers In	182,000	182,000	82,000	82,000
	Total Building Maint Fund Revenue	\$ 211,626	\$ 182,000	\$ 82,000	\$ 82,000

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Building Maintenance Fund
As of May 8, 2023

11-037 Building Maintenance Fund	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Repairs				
44006 Town maintenance	\$ 59,109	\$ 650	\$ 41,000	\$ 41,000
44007 BOE maintenance	46,511	-	41,000	41,000
Total Repairs	105,620	650	82,000	82,000
Transfers Out				
90015 Transfer out - Cap Non rec Town	-	-	-	-
Total Transfers Out	-	-	-	-
11-037 Total Building Maintenance Fund	\$ 105,620	\$ 650	\$ 82,000	\$ 82,000
			Percentage increase/(decrease)	0.00%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2023-2024 - Parks & Recreation Department
As of May 8, 2023

Parks & Recreation Department		2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Budgeted Revenue	2023-2024 Estimated Revenue
Intergovernmental					
00114	Federal grants - misc	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
Charges for Services					
00303	Property rental fees	\$ 6,009	\$ 8,060	\$ 10,000	\$ 10,600
00354	Miscellaneous	-	3,829	2,000	2,000
00364	Program fees - school year		48,604	99,000	99,000
00385	Program fees - adult	11,022	7,754	11,000	11,000
00386	Program fees - youth	16,172	27,609	31,000	34,000
00387	Tee ball fees	-	-	-	-
00388	Adult softball fees	1,290	680	6,000	-
00389	Summer playground fees	1,781	56,185	95,750	95,750
00390	Program fees - vacation	-	-	-	-
00391	Summer sports camp	1,059	2,643	12,000	12,000
00392	CT Track club	-	-	-	-
00393	Unified sports	-	-	-	-
00394	5k race fees	3,013	1,535	6,000	8,000
00395	Trips	-	-	-	-
	Total Charges for Services	40,346	156,899	272,750	272,350
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	40,346	156,899	272,750	272,350
Interfund Transfers In					
00501	Transfer in - General Fund	238,050	230,700	243,640	251,391
	Total Interfund Transfers In	238,050	230,700	243,640	251,391
	Total Parks & Rec Dept Revenue	\$ 278,396	\$ 387,599	\$ 516,390	\$ 523,741

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Parks & Rec Department
As of May 8, 2023

12-130 Parks & Recreation Dept	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 58,007	\$ 64,316	\$ 65,930	\$ 69,950
11002 Clerical payroll	50,558	53,271	56,250	53,250
12000 Temporary payroll		50,920	65,000	67,000
12001 Teen recreation payroll	16,088	71,558	90,000	92,000
12002 Unified sports payroll	-	-	-	-
13002 Overtime	-	6,629	11,000	11,000
14001 Board clerk	500	502	500	500
19002 Longevity	-	-	-	-
19003 Sick pay	-	-	-	-
21001 Medical insurance	38,298	42,385	44,600	46,750
21002 Dental insurance	544	555	600	750
21003 Life insurance	346	376	395	480
21004 Long-term disability insurance	356	396	415	536
22000 FICA/Medicare	8,778	14,115	21,000	21,750
23001 Town pension contribution	6,487	7,021	7,400	7,400
Total Personnel Expenditures	<u>179,962</u>	<u>312,044</u>	<u>363,090</u>	<u>371,366</u>
Contractual Services				
31000 Service contracts	3,555	3,700	4,025	5,000
32000 Conferences, meetings, & dues	555	890	900	900
Total Contractual Services	<u>4,110</u>	<u>4,590</u>	<u>4,925</u>	<u>5,900</u>
Repairs				
44003 Equipment repair/rentals	6,051	6,566	7,000	7,500
Total Repairs	<u>6,051</u>	<u>6,566</u>	<u>7,000</u>	<u>7,500</u>
Utilities				
51001 Gas & diesel fuel	207	197	300	300
52001 Municipal insurance	2,863	2,877	3,100	3,200
53000 Postage	123	-	300	300
53001 Telephone	-	-	300	300
Total Utilities	<u>3,193</u>	<u>3,074</u>	<u>4,000</u>	<u>4,100</u>
Commodities				
61000 Office supplies	366	188	1,000	1,000
61003 Equipment supplies	1,371	1,221	1,250	1,250
62001 Electricity	13,313	16,927	19,500	20,000
62002 Water & sewer	24,268	19,977	32,000	32,000
62004 Heating fuel	603	526	625	625
Total Commodities	<u>39,921</u>	<u>38,839</u>	<u>54,375</u>	<u>54,875</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2023-2024 - Parks & Rec Department
As of May 8, 2023

12-130 Parks & Recreation Dept	2020-2021 Actual Expended	2021-2022 Actual Expended	2022-2023 Original Budget	2023-2024 Adopted Budget
Equipment				
73000 Equipment purchases	\$ 8,340	\$ 2,049	\$ 11,000	\$ 11,000
Total Equipment	<u>8,340</u>	<u>2,049</u>	<u>11,000</u>	<u>11,000</u>
Miscellaneous				
88001 Program services	224	162	200	200
Total Miscellaneous	<u>224</u>	<u>162</u>	<u>200</u>	<u>200</u>
Programs/Activities				
88023 Youth tee ball	-	-	-	-
88024 Youth basketball	-	-	-	-
88025 Unified sports	-	-	-	-
88026 Summer playground	2,614	6,685	16,000	16,000
88027 Youth programs	12,548	12,518	17,000	20,000
88028 Vacation programs	-	-	-	-
88029 Other recreation programs	335	406	1,000	1,000
88030 Adult softball	965	600	6,000	-
88031 Adult fitness/programs	9,099	6,440	6,000	6,000
88032 Holiday tree lighting	-	-	500	500
88033 Town concerts	-	2,001	1,000	1,000
88034 Trips	-	-	-	-
88035 Summer sports camp	1,564	1,719	7,500	7,500
88036 CT Track club	-	-	-	-
88037 Community events	430	161	500	500
88038 Miscellaneous programs	100	70	100	100
88040 Activity funds - Kids Blast	-	2,113	4,500	4,500
88051 5K Road Race	990	909	2,500	2,500
Total Programs/Activities	<u>28,645</u>	<u>33,622</u>	<u>62,600</u>	<u>59,600</u>
Transfers Out				
90016 Transfer out - Workers' comp	3,500	3,300	9,200	9,200
Total Transfers Out	<u>3,500</u>	<u>3,300</u>	<u>9,200</u>	<u>9,200</u>
12-130 Total Parks & Rec Department	<u><u>\$ 273,946</u></u>	<u><u>\$ 404,246</u></u>	<u><u>\$ 516,390</u></u>	<u><u>\$ 523,741</u></u>
				Percentage increase/(decrease) <u><u>1.42%</u></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 2024 through 2028 is **\$52,393,068** with **\$1,026,563** specifically approved for FY 2023-24. Of the **\$1,026,563**, **\$333,000** is estimated to be funded through taxation; **\$630,000** is estimated to be funded through water and sewer usage fees, and **\$63,563** is estimated to be funded through State grants.

The following list details the \$333,000 funded through taxation:

• BOE System wide- Vehicle Purchase	\$ 45,000
• Fire Department – SCBA bottle replacement	10,000
• Fire Department – Replace outboard motor on M7	40,000
• DPW/Highway – Replace trackless mower	205,000
• Town-wide - Computers (includes back-up appliance)	18,000
• Town-wide - Revaluation	<u>15,000</u>

Total Transfer-In – General Fund Town and BOE **\$333,000**

Amounts to be funded by State Grants:

• LOCIP – Park & Field Improvements	\$ 25,000
• LOCIP – DPW/Building Maintenance – Municipal parking lot improvements	18,563
• LOCIP – DPW/Building Maintenance – Masonry repairs	<u>20,000</u>

Total State Grants **\$63,563**

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2024 Through 2028
As of May 8, 2023

Capital Improvement Plan	Fiscal Years					Total
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
Estimated Revenue Sources						
00114 Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214 State of CT grants	63,563	63,563	63,500	63,500	63,500	317,626
00354 Other	-	-	-	-	-	-
00501 Transfer in - General Fund Town	333,000	650,000	650,000	650,000	650,000	2,933,000
00502 Transfer in - Parks & Rec Dept	-	-	-	-	-	-
00502 Transfer in - Res Rec Dept	-	-	-	-	-	-
00502 Transfer in - Sewer Department	380,000	690,000	640,000	580,000	867,000	3,157,000
00502 Transfer in - Water Department	250,000	2,794,000	2,290,000	1,185,000	1,650,000	8,169,000
00503 General obligation bonds	-	7,856,442	8,298,000	7,407,000	12,755,000	36,316,442
00504 Capital lease proceeds	-	-	1,500,000	-	-	1,500,000
00505 Prior approved allocations	-	-	-	-	-	-
Total Estimated Revenue Sources	\$ 1,026,563	\$ 12,054,005	\$ 13,441,500	\$ 9,885,500	\$ 15,985,500	\$ 52,393,068

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2024 Through 2028
As of May 8, 2023

08-141	Capital Improvement Plan	Fiscal Years					Total
		2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
Departmental Expenditure Summary							
89010	Board of Education	\$ 45,000	\$ 1,761,000	\$ 6,050,000	\$ 3,110,000	\$ 7,214,000	\$ 18,180,000
89020	Building/Planning Depts	-	275,000	125,000	125,000	125,000	650,000
89030	Emergency Management	-	18,000	16,000	6,000	16,000	56,000
89040	Fire Department	50,000	1,717,000	157,000	526,000	4,048,000	6,498,000
89050	Grounds Maintenance	-	603,818	97,000	129,000	94,000	923,818
89060	Library	-	68,500	68,500	79,500	82,000	298,500
89070	Parks & Recreation	25,000	315,000	530,000	540,000	35,000	1,445,000
89080	Police Department	-	165,000	221,500	119,000	295,500	801,000
89090	Public Works	243,563	3,271,437	3,045,000	3,244,000	1,190,000	10,994,000
89100	Resource Recovery	-	130,000	40,000	40,000	40,000	250,000
89110	Sewer Department	380,000	690,000	640,000	580,000	867,000	3,157,000
89120	Town-Wide Improvements	33,000	245,250	161,500	202,000	329,000	970,750
89130	Water Department	250,000	2,794,000	2,290,000	1,185,000	1,650,000	8,169,000
Total Departmental Summary		\$ 1,026,563	\$ 12,054,005	\$ 13,441,500	\$ 9,885,500	\$ 15,985,500	\$ 52,393,068

Departmental Expenditure Detail

89010	Board of Education						
	Brownstone School						
	Replace music room carpet	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
	Flooring asbestos		-	85,000	90,000	120,000	295,000
	Generator		75,000	75,000	-	-	150,000
	Intercom	-	35,000	40,000	-	-	75,000
	HVAC minisplits/control system		65,000	-	145,000	75,000	285,000
	Central air conditioner		-	2,000,000	-	-	2,000,000
	Science lab demo	-	-	35,000		-	35,000
	Total Brownstone School	-	175,000	2,260,000	235,000	195,000	2,865,000
	Gildersleeve School						
	Heat Controls System	-	-	100,000	-	-	100,000
	Rooftop AC unit	-	-	75,000	-	-	75,000
	Flooring replacement & abatement			300,000	-	-	300,000
	Roof improvements		-	200,000			200,000
	Replace exterior doors and windows	-	-	50,000	-	-	50,000
	Total Gildersleeve School	-	-	725,000	-	-	725,000
	High/Middle School						
	flooring - gym, auditorium	-	40,000	40,000	-	-	80,000
	Automated lighting system		130,000	130,000	-	-	260,000
	Tennis courts	-	-	-	250,000	-	250,000
	Controller replacement/upgrade	-	-	70,000	-	-	70,000
	Gymnasium equipment		10,000	20,000	-	-	30,000
	Doors		25,000	25,000	15,000	20,000	85,000
	Rooftop units		60,000	80,000	80,000	630,000	850,000
	Baseball field		-	75,000	175,000	-	250,000
	Auditorium sound/speaker		15,000	-	-	-	15,000
	Total High/Middle School	-	280,000	440,000	520,000	650,000	1,890,000

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2024 Through 2028
As of May 8, 2023

08-141	Capital Improvement Plan	Fiscal Years					Total
		2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
Departmental Expenditure Detail (Continued)							
System Wide BOE							
	Painting/Wall Papering	\$ -	\$ 80,000	\$ 110,000	\$ 110,000	\$ 80,000	\$ 380,000
	Security Upgrades(inc doors)	-	180,000	\$ 50,000		\$ 50,000	280,000
	Parking lot improvements		210,000	117,000	300,000	4,900,000	5,527,000
	Custodial Equipment(Scrubbers/e	-	25,000	16,000	18,000	20,000	79,000
	Furniture	-	40,000	20,000	20,000	20,000	100,000
	Vehicle purchase	45,000	-	40,000	-	40,000	125,000
	HVAC upgrades	-	469,000	1,955,000	1,550,000	200,000	4,174,000
	Sidewalks		30,000	35,000	45,000	50,000	160,000
	Food Service equipment	-	12,000	12,000	12,000	24,000	60,000
	Fire Alarm Upgrades		50,000	65,000		85,000	200,000
	Technology Upgrades	-	100,000	50,000	50,000	50,000	250,000
	Total System Wide	45,000	1,196,000	2,470,000	2,105,000	5,519,000	11,335,000
Valley View School							
	Removal/replacement asbestos tilt	-	-	-	250,000	-	250,000
	Heat Controls System	-	110,000	-	-	-	110,000
	Roof replacement with RTU		-	75,000		850,000	925,000
	Chimney improvements	-	-	80,000	-	-	80,000
	Total Valley View School	-	110,000	155,000	250,000	850,000	1,365,000
	Total Board of Education	45,000	1,761,000	6,050,000	3,110,000	7,214,000	18,180,000
89020	Building/Planning Depts						
	Grant match/leverage funds	-	100,000	50,000	50,000	50,000	250,000
	Onsite Document Storage	-	25,000	-	-	-	25,000
	Land acquisition	-	150,000	75,000	75,000	75,000	375,000
	Total Building/Planning Depts	-	275,000	125,000	125,000	125,000	650,000
89030	Emergency Management						
	EOC equipment	-	18,000	16,000	6,000	16,000	56,000
	Total Emergency Management	-	18,000	16,000	6,000	16,000	56,000
89040	Fire/Fire Marshal Department						
	Refurbish/replace apparatus	-	900,000	-	500,000	500,000	1,900,000
	Hurst tool replacement	-	25,000	-	-	-	25,000
	Plan, design & construct CO 3	-	-	45,000	-	3,500,000	3,545,000
	ATV replacement/forest supresssi	-	65,000	-	-	18,000	83,000
	Communication equipment	-	585,000	-	-	-	585,000
	SCBA bottle replacement	10,000	-	12,000	-	15,000	37,000
	MSA - BW Meter replacment	-	5,000	-	6,000	-	11,000
	Generator replacement	-	125,000	100,000	-	15,000	240,000
	Thermal imaging cameras	-	12,000	-	20,000	-	32,000
	Replace Outboard Motor on M7	40,000	-	-	-	-	40,000
	Total Fire/Fire Marshal Departm	50,000	1,717,000	157,000	526,000	4,048,000	6,498,000

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2024 Through 2028
As of May 8, 2023

08-141	Capital Improvement Plan	Fiscal Years					Total
		2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
Departmental Expenditure Detail (Continued)							
89050	Grounds Maintenance						
	Ride on mower replacement	\$ -	\$ 155,000	\$ -	\$ 9,000	\$ 9,000	\$ 173,000
	Paint sprayer replacement	-	-	7,000	-	-	7,000
	Replace L/S trailer	-	10,000	-	-	10,000	20,000
	Miscellaneous grounds equipment	-	-	-	-	10,000	10,000
	Purchase storage addition at Gara	-	125,000	-	-	-	125,000
	Ventrac tractor/attachments	-	20,000	20,000	-	-	40,000
	Replace 1984 loader	-	120,000	40,000	40,000	-	200,000
	Walk behind mower	-	11,000	-	-	15,000	26,000
	Purchase F-550s	-	120,000	-	50,000	50,000	220,000
	Replace Infield Groomer	-	42,818	30,000	30,000	-	102,818
	Total Ground Maintenance	-	603,818	97,000	129,000	94,000	923,818
89060	Library						
	Computers, printers, laptops, table	\$ -	\$ 17,500	\$ 20,500	\$ 25,000	\$ 20,000	\$ 83,000
	Server replacement	-	-	-	-	7,500	7,500
	Furnishings, lighting, security gate	-	28,500	6,500	-	-	35,000
	Sound improvements	-	15,000	41,500	54,500	54,500	165,500
	Bollards on entrance ramp	-	7,500	-	-	-	7,500
	Total Library	-	68,500	68,500	79,500	82,000	298,500
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
	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
	Brownstone Park	-	-	215,000	-	-	215,000
	Middlesex Avenue Renovations	-	65,000	-	475,000	-	540,000
	Park and field improvements	25,000	25,000	25,000	25,000	25,000	125,000
	Total Parks & Recreation	25,000	315,000	530,000	540,000	35,000	1,445,000
89080	Police Department						
	Equipped cruiser replacement	-	\$ 156,000	\$ 162,000	\$ 109,000	\$ 110,000	\$ 537,000
	Cameras - traffic	-	-	50,000	-	-	50,000
	Computer replacement	-	9,000	9,500	10,000	10,500	39,000
	Body/dash cameras/storage	-	-	-	-	175,000	175,000
	Total Police Department	-	165,000	221,500	119,000	295,500	801,000
89090	Public Works						
	Office of the Director						
	Replace director vehicle	-	-	50,000	-	-	50,000
	Total Office of the Director	-	-	50,000	-	-	50,000

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2024 Through 2028
As of May 8, 2023

08-141	Capital Improvement Plan	Fiscal Years					Total
		2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
Departmental Expenditure Detail (Continued)							
Building Maintenance							
	Replace Underground Propane Ta	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
	Overhead doors various buildings	-	10,000	10,000	10,000	10,000	40,000
	Roof replacements	-	100,000	75,000	-	-	175,000
	Municipal parking lot improve	18,563 L	31,437	50,000	-	-	100,000
	Masonry Repairs Town-wide	20,000 L	20,000	20,000	10,000	10,000	80,000
	HVAC upgrades - various buildin	-	65,000	35,000	35,000	15,000	150,000
	Replace garage - Buck Foreman(F	-	-	-	250,000	250,000	500,000
	Total Building Maintenance	38,563	251,437	190,000	305,000	285,000	1,070,000
Highway Division/Vehicle Maintenance							
	Replace Trackless Mower	205,000	-	-	-	-	205,000
	Excavator Forestry Mulcher	-	34,500	-	-	-	34,500
	Town Garage Lot Sealcoat	-	17,500	-	-	-	17,500
	Pick up truck snow plows	-	-	-	9,000	-	9,000
	Lg dump trucks replace w/plows	-	250,000	-	135,000	140,000	525,000
	Large roller replacement	-	25,000	25,000	25,000	-	75,000
	Sidewalk reconstruction - non gra	-	100,000	100,000	100,000	200,000	500,000
	Sidewalk repair/construction - gra	-	10,000	10,000	10,000	20,000	50,000
	Replace dump body	-	50,000	-	-	60,000	110,000
	Triaxle Dump Body Truck(cab/ch	-	-	-	275,000	-	275,000
	Salt shed facility improvements	-	-	-	-	50,000	50,000
	Salt dispensing truck computer	-	14,000	-	-	-	14,000
	Loader replacement	-	115,000	115,000	-	-	230,000
	75' Bucket Truck/Tree removal	-	-	220,000	-	-	220,000
	Hoe Ram for Excavator	-	14,000	-	-	-	14,000
	Replace small masonry dump	-	35,000	35,000	50,000	50,000	170,000
	Replace Gildersleeve School Sign	-	20,000	20,000	-	-	40,000
	Brownstone Ave Road Reconstruc	-	2,000,000	2,000,000	2,000,000	-	6,000,000
	Road construction/drainage	-	300,000	250,000	300,000	350,000	1,200,000
	Storm drainage improvements	-	20,000	15,000	20,000	20,000	75,000
	Repair/replace guardrails	-	15,000	15,000	15,000	15,000	60,000
	Total Highway Division	205,000	3,020,000	2,805,000	2,939,000	905,000	9,874,000
	Total Public Works	243,563	3,271,437	3,045,000	3,244,000	1,190,000	10,994,000
89100	Resource Recovery						
	Purchase compactor/containers	-	30,000	30,000	30,000	-	90,000
	Transfer station software	-	-	-	-	30,000	30,000
	Parking lot/service area improvem	-	50,000	-	-	-	50,000
	Facility improvements	-	50,000	10,000	10,000	10,000	80,000
	Total Resource Recovery	-	130,000	40,000	40,000	40,000	250,000

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2024 Through 2028
As of May 8, 2023

08-141	Capital Improvement Plan	Fiscal Years					Total
		2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
89110	Sewer Department						
	Replace Utility Truck w/ Tail/lift	\$ 55,000	-	-	-	-	\$ 55,000
	Plant and system improvements	220,000	\$ 570,000	\$ 500,000	\$ 500,000	\$ 750,000	\$ 2,540,000
	Pump station improvements	50,000	30,000	-	-	-	80,000
	Blower replacement		25,000	25,000	25,000	30,000	105,000
	SCADA	20,000	20,000	20,000	-	-	60,000
	Pump replacement	20,000		50,000	-	40,000	110,000
	Variable frequency drive improve	-	-	10,000	-	12,000	22,000
	Grit removal system improvements		-	-	10,000	-	10,000
	Manhole improvements	10,000	40,000	35,000	35,000	35,000	155,000
	Replace lab equipment	5,000	5,000	-	10,000	-	20,000
	Total Sewer Department	380,000	690,000	640,000	580,000	867,000	3,157,000
89120	Town-Wide Improvements						
	Computers incl peripherals/printers	18,000	30,500	31,500	95,000	29,000	204,000
	(incl replace backup appliance)	-	-	-	-	-	-
	Financial software replacement	-	-	-	-	220,000	220,000
	Upgrade computers - Police	-	5,000	-	27,000	-	32,000
	Cameras and fiber - water tanks	-	16,500	5,000	-	-	21,500
	GIS Reimplementation	-	20,000	5,000	5,000	5,000	35,000
	Revaluation	15,000	35,000	40,000	40,000	40,000	170,000
	Phone system replacement	-	40,000	45,000	-	-	85,000
	Camera and fire alarm system	-	28,000	20,000	20,000	20,000	88,000
	SCADA telemetry/computers/etc	-	20,000	15,000	15,000	15,000	65,000
	Water & Sewer fixed network ant	-	27,500	-	-	-	27,500
	BOS meeting room upgrades	-	22,750	-	-	-	22,750
	Total Town-Wide Improvements	33,000	245,250	161,500	202,000	329,000	970,750
89130	Water Department						
	Facility & system upgrades	100,000	200,000	300,000	-	-	600,000
	Water main replacement	-	2,000,000	1,500,000	900,000	1,600,000	6,000,000
	Generator - Well	-	100,000	-	-	-	100,000
	Water storage tank improvements	22,000	24,000	-	200,000	-	246,000
	Replace mainline valves	50,000	-	20,000	-	-	70,000
	Remote read meters/reading equip	45,000	450,000	450,000	25,000	30,000	1,000,000
	Reservoir dam repairs	15,000	-	-	-	-	15,000
	Replace fire hydrants	18,000	20,000	20,000	20,000	20,000	98,000
	SCADA system	-	-	-	40,000	-	40,000
	Total Water Department	250,000	2,794,000	2,290,000	1,185,000	1,650,000	8,169,000
08-141	Total Capital Improvement Plan	\$ 1,026,563	\$ 12,054,005	\$ 13,441,500	\$ 9,885,500	\$ 15,985,500	\$ 52,393,068