

# TOWN OF PORTLAND, CONNECTICUT



## PROPOSED BUDGETS

FISCAL YEAR  
2024-2025

# TOWN OF PORTLAND, CONNECTICUT

## ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2025

### TABLE OF CONTENTS

|   | <u>PAGE</u> |
|---|-------------|
| <b>TOWN GENERAL GOVERNMENT &amp; BOARD OF EDUCATION</b>                               |             |
| First Selectman's Transmittal Letter  | 1           |
| Town Mill Rate Calculation – Proposed   | 3           |
| General Government and Board of Education Revenue Budget Detail – By Line Item        | 5           |
| General Government Expenditure Budget Summary – By Department                         | 8           |
| Board of Education Expenditure Budget Summary – By Function                           | 11          |
| How Every \$100 Dollars Is Spent – By Function  | 14          |
| General Government Expenditure Budget Summary – By Organization                       | 15          |
| Board of Education Expenditure Budget Summary – By Organization                       | 16          |
| Total Town Expenditure Budget Summary – By Organization                               | 17          |
| General Government Line Item Expenditure Budget Detail and Narratives – By Department | 18          |
| <b>OTHER SPECIAL REVENUE FUNDS BUDGETS</b>  |             |
| Other Special Revenue Funds Narratives  | 111         |
| Sewer Department Revenue Budget Detail – By Line Item                                 | 113         |
| Sewer Department Expenditure Budget Detail – By Line Item                             | 114         |
| Water Department Revenue Budget Detail – By Line Item                                 | 116         |
| Water Department Expenditure Budget Detail – By Line Item                             | 117         |
| Animal Control Department Revenue Budget Detail – By Line Item                        | 119         |
| Animal Control Department Expenditure Budget Detail – By Line Item                    | 120         |
| Town Aid Road Fund Revenue Budget Detail – By Line Item                               | 122         |
| Town Aid Road Fund Expenditure Budget Detail – By Line Item                           | 123         |

**TOWN OF PORTLAND, CONNECTICUT**

**ANNUAL BUDGET DOCUMENT  
FOR THE YEAR ENDED JUNE 30, 2025**

**TABLE OF CONTENTS (*Continued*)**

|  | <u>PAGE</u> |
|--|-------------|
| <b>OTHER SPECIAL REVENUE FUNDS BUDGETS (<i>Continued</i>)</b>          |             |
| Youth Services Department Revenue Budget Detail – By Line Item         | 124         |
| Youth Services Department Expenditure Budget Detail – By Line Item     | 125         |
| Resource Recovery Department Revenue Budget Detail – By Line Item      | 127         |
| Resource Recovery Department Expenditure Budget Detail – By Line Item  | 128         |
| Building Maintenance Fund Revenue Budget Detail – By Line Item         | 130         |
| Building Maintenance Fund Expenditure Budget Detail – By Line Item     | 131         |
| Parks & Recreation Department Revenue Budget Detail – By Line Item     | 132         |
| Parks & Recreation Department Expenditure Budget Detail – By Line Item | 133         |
| <b>CAPITAL IMPROVEMENT PLAN</b>  |             |
| Capital Improvement Plan Narrative                                     | 135         |
| Capital Improvement Plan Revenue Budget Detail – By Source             | 136         |
| Capital Improvement Plan Expenditure Summary & Detail – By Department  | 137         |



## Town of Portland, Connecticut

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

March 1, 2024

Dear Selectmen:

Enclosed is the First Selectman's Proposed 2024-2025 Fiscal Year Budget.

### **Grand List**

Total Value: \$954,715,670 (an increase of \$4,339,790 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: \$849,552,580, an increase by \$8,823,240.
- Motor Vehicle Grand List Value: \$105,163,090, a decrease by \$4,483,450. 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: \$849,553, an increase of \$8,824 or 1.05%

Value of one Motor Vehicle mill: \$105,163, a decrease of \$4,484 or 4.37%

### **Revenues Needed:**

Taxation: 34.30 mills (+1.03 increase over 2023-2024) \*Motor Vehicle will be capped at 32.46 mills.

All other revenues: \$7,681,853 (+\$761,423 from 2023-2024)

Allocation from Fund Balance: \$300,000 (no change from 2023-2024)

### **Expenditures:**

Total Expenditures: \$40,050,813 (+\$1,769,913) (4.62% increase over 2023-2024 original adopted budget)

General Government increase: +\$573,709 (3.89% increase over FY 2023-2024)

Board of Education increase: +\$1,196,204 (5.08% increase over FY 2023-2024)

### **Accomplishments 2023-2024**

- Portland High School track replacement project was completed. This project was partially funded by a \$500,736 Grant from the Governor's Bond Counsel.
- Senior Center renovation project completed. Project included a full kitchen replacement, HVAC improvements, a new generator, and new security cameras. This project was funded by a \$725,000 Grant from a Community Development Block Grant from the CT Department of Housing.
- Development of Brainerd Place (the former Elmcrest property) continues to make substantial progress and is underway.
- Initiated a town-wide compost pilot program through Blue Earth Compost.
- Completed sidewalk project on Freestone Ave, High St, Rt. 66, Airline Ave and Riverside St. This was funded through a \$525,775 Connectivity Grant.
- Completed design and construction of Freestone Ave and Hilltop Drive road reconstruction projects.
- Took delivery of new 12+ passenger bus for Portland Senior Center.
- The Town was awarded a \$500,000 Small Town Economic Assistance (STEAP) Grant for the replacement of water lines on High Street.
- Fire alarm system installed in Public Works Garage.
- Town Clerk's office completed a long-term goal of scanning and digitalization of all of Portland's Land Records (1841 – present). A project originally started by former Town Clerk, Bernadette Dillon.
- Received a High Risk Rural Road Grant for 2 new radar speed signs.
- GZA Geo Environmental Inc. located a new potential water source for the Town in an area just north of the Portland Recreational Complex.
- The remediation of 248 Brownstone Avenue is nearing completion.
- Replaced pumps for gas & diesel at Town Garage and implemented new fuel monitoring system.

**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 Sidewalk Replacement Projects, including STEAP Grant.
- 3) Complete the next phase of road construction projects.
- 4) Complete the remediation of 248 Brownstone Avenue and secure a developer for the property.
- 5) Work with the Board of Education on School Facility Project.
- 6) Work to implement the 2016 Plan of Conservation and Development and begin work on 2026 POCD.
- 7) Continue to increase economic development.
- 8) Continue improvements at the Middlesex Avenue Park.
- 9) Continue the analysis of the water and sewer systems and town-owned roads.
- 10) Successfully implement Early Voting.
- 11) 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.
- 12) 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.
- 13) New Employment Initiatives
  - a) Police - The budget includes the addition of a 13<sup>th</sup> police officer beginning in January 2025. An additional officer will allow for more police to be on duty at the same time, increasing both public safety and officer safety.
  - b) Senior Center – The budget includes the addition of one part-time, 8 hour per week position at the Senior Center.

Please attend the Public Hearing on the proposed budget on Tuesday, **March 12, 2024 at 7:00 pm** in the Buck-Foreman Community Room. In order to meet the requirements of the Annual Town Budget Meeting on **May 6** and the **May 13** referendum, the Board should adopt the budget by **April 3, 2024**.

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.

Sincerely yours,



Ryan J. Curley  
First Selectman

Email: [rcurley@portlandct.org](mailto:rcurley@portlandct.org)

**TOWN OF PORTLAND, CONNECTICUT  
PROPOSED MILL RATE CALCULATION  
FISCAL YEAR 2024-2025**

|  | General<br>Government<br>Budget | Board of<br>Education<br>Budget | Total<br>Combined<br>Town Budgets |
|--|---------------------------------|---------------------------------|-----------------------------------|
| Proposed 2024-2025 Expenditure Budgets | \$ 15,307,292                   | \$ 24,743,521                   | \$ 40,050,813                     |
| Less: Direct Revenue Estimates         | <u>(2,906,833)</u>              | <u>(4,775,020)</u>              | <u>(7,681,853)</u>                |
| Net Budget                             | 12,400,459                      | 19,968,501                      | 32,368,960                        |
| Appropriation of Fund Balance          | <u>(150,000)</u>                | <u>(150,000)</u>                | <u>(300,000)</u>                  |
|  | 12,250,459                      | 19,818,501                      | 32,068,960                        |
| Plus Adjustment *                      | <u>186,555</u>                  | <u>301,805</u>                  | <u>488,360</u>                    |
| Amount to be Raised                    | \$ 12,437,014                   | \$ 20,120,306                   | \$ 32,557,320                     |
| Amount Raised from MV Taxes -32.46M    | 1,304,004                       | 2,109,587                       | 3,413,591                         |
| Amount to be Raised -Other than MV     | \$ 11,133,010                   | \$ 18,010,719                   | \$ 29,143,729                     |
| Proposed 2024-2025 Mill Rate           | 13.10                           | 21.20                           | 34.30                             |
| Adopted 2023-2024 Mill Rate            | <u>13.10</u>                    | <u>20.17</u>                    | <u>33.27</u>                      |
| Mill Rate (Decrease) Increase          | <u>0.00</u>                     | <u>1.03</u>                     | <u>1.03</u>                       |
| Mill Rate % (Decrease) Increase        | <u>0.00%</u>                    | <u>5.11%</u>                    | <u>3.11%</u>                      |

One Mill = \$ 849,553 Before Board of Assessment Appeals (BAA) Hearings

Mill MV \$ 105,163

Grand List Value Motor Vehicle = \$ 105,163,090

Grand List Value = \$ 849,552,580

\* Adjustment includes reserve for uncollected taxes at 1.5% \*

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

**This page intentionally left blank.**

**Town of Portland, Connecticut**  
**Proposed General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

| <b>General Government &amp;<br/>Board of Education Revenue</b> |  | <b>2021-2022<br/>Actual<br/>Revenue</b> | <b>2022-2023<br/>Actual<br/>Revenue</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|--|--|---|---|---|--|
| <b>Property Taxes</b>  |  |   |   |   |  |
| 00010  | Prop taxes - current                         | \$ 29,169,079                           | \$ 29,898,398                           | \$ 31,060,470                             | <b>\$ 32,068,960</b>                       |
| 00011  | Prop taxes - prior years                     | 269,797                                 | 304,377                                 | 255,000                                   | <b>270,000</b>                             |
| 00012  | Prop taxes - interest & liens                | 178,075                                 | 187,772                                 | 150,000                                   | <b>150,000</b>                             |
| 00013  | Prop taxes - supp motor vehicle              | 369,631                                 | 300,770                                 | 325,000                                   | <b>325,000</b>                             |
| 00014  | Prop taxes - prior years accrual             | -                                       | -                                       | -   | -  |
|  | <b>Total Property Taxes</b>                  | <b>29,986,582</b>                       | <b>30,691,317</b>                       | <b>31,790,470</b>                         | <b>32,813,960</b>                          |
| <b>State of CT - Education</b>                                 |  |   |   |   |  |
| 00101  | Education cost sharing grant                 | 4,526,131                               | 4,548,638                               | 4,563,519                                 | <b>4,775,020</b>                           |
| 00102  | School transportation grant                  | -                                       | -                                       | -   | -  |
| 00103  | Special education equity grant               | -                                       | -                                       | -   | -  |
| 00104  | Miscellaneous education grants               | -                                       | -                                       | -   | -  |
|  | <b>Total State of CT - Education</b>         | <b>4,526,131</b>                        | <b>4,548,638</b>                        | <b>4,563,519</b>                          | <b>4,775,020</b>                           |
| <b>State of CT - General Government</b>                        |  |   |   |   |  |
| 00201  | PILOT - State property/Tiered                | 25,597                                  | 26,066                                  | 24,108                                    | <b>26,559</b>                              |
| 00202  | Pequot & Mohegan                             | 2,902                                   | 2,902                                   | 2,902                                     | <b>2,902</b>                               |
| 00203  | PILOT - property tax relief                  | -                                       | -                                       | -   | -  |
| 00204  | PILOT - elderly tax relief                   | -                                       | -                                       | -   | -  |
| 00205  | Boat registration fees                       | -                                       | -                                       | -   | -  |
| 00206  | PILOT - totally disabled tax relief          | 623                                     | 700                                     | 600                                       | <b>550</b>                                 |
| 00207  | Emergency management                         | 6,308                                   | 37,671                                  | 2,250                                     | <b>2,250</b>                               |
| 00208  | PILOT - elderly freeze                       | -                                       | -                                       | -   | -  |
| 00210  | PILOT - veteran's exemption                  | 3,501                                   | 2,711                                   | 2,600                                     | <b>1,650</b>                               |
| 00212  | Municipal revenue sharing                    | -                                       | 183,954                                 | -   | -  |
| 00213  | Municipal transition grant                   | -                                       | 233,839                                 | -   | <b>97,957</b>                              |
| 00214  | Other revenues - State of CT                 | 19,153                                  | 23,308                                  | 19,000                                    | <b>19,000</b>                              |
| 00216  | PILOT - machinery & equipment                | -                                       | -                                       | -   | -  |
| 00220  | School construction grant                    | -                                       | -                                       | -   | -  |
|  | <b>Total State of CT - General Governmen</b> | <b>58,084</b>                           | <b>511,151</b>                          | <b>51,460</b>                             | <b>150,868</b>                             |
| <b>Investment Income</b>                                       |  |   |   |   |  |
| 00401  | Investment income                            | 27,165                                  | 469,896                                 | 225,000                                   | <b>450,000</b>                             |
|  | <b>Total Investment Income</b>               | <b>27,165</b>                           | <b>469,896</b>                          | <b>225,000</b>                            | <b>450,000</b>                             |



**Town of Portland, Connecticut**  
**Proposed General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

| <b>General Government &amp;<br/>Board of Education Revenue</b> |                             | <b>2021-2022<br/>Actual<br/>Receipts</b> | <b>2022-2023<br/>Actual<br/>Receipts</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|--|-----------------------------|--|--|---|--|
| <b>Charges for Services</b>                                    |                             |  |  |   |  |
| 00301  | PILOT - housing authority   | \$ 39,011                                | \$ 41,450                                | \$ 33,000                                 | \$ 37,500                                  |
| 00302  | PILOT - telecommunications  | 15,749                                   | 61,188                                   | 45,000                                    | 45,000                                     |
| 00303  | Property rental             | 402,759                                  | 421,359                                  | 494,926                                   | 500,240                                    |
| 00304  | Miscellaneous Finance       | 5,540                                    | 2,962                                    | 1,750                                     | 2,000                                      |
| 00305  | Pin ball permits            | -  | -  | 50  | 50   |
| 00306  | Land use fees               | -  | -  | 50  | 50   |
| 00308  | Chatham Health fees         | -  | -  | -   | -  |
| 00309  | Vendor permits              | 880                                      | 705                                      | 500                                       | 500  |
| 00310  | Accident reimbursements     | 11,074                                   | 6,759                                    | 6,000                                     | 6,000                                      |
| 00311  | Workers compensation reimb  | 30,220                                   | 7,546                                    | 12,500                                    | 12,500                                     |
| 00312  | Conveyance tax              | 218,005                                  | 156,884                                  | 175,000                                   | 175,000                                    |
| 00313  | Vital statistics            | 13,768                                   | 14,354                                   | 14,000                                    | 14,000                                     |
| 00314  | Recording fees              | 66,206                                   | 44,319                                   | 55,000                                    | 55,000                                     |
| 00315  | Miscellaneous Town Clerk    | 15,264                                   | 9,010                                    | 10,000                                    | 9,000                                      |
| 00316  | Publication sales           | 310                                      | 310                                      | 200                                       | 200  |
| 00317  | Licenses                    | 2,934                                    | 2,790                                    | 2,200                                     | 2,500                                      |
| 00319  | Fire Marshal revenue        | 625                                      | 670                                      | 650                                       | 650  |
| 00320  | Report copies               | -  | -  | 100                                       | 100  |
| 00321  | Gun permits                 | 4,470                                    | 4,900                                    | 4,000                                     | 4,000                                      |
| 00322  | Raffle permits              | 280                                      | 310                                      | 275                                       | 275  |
| 00323  | Miscellaneous Police        | 785                                      | 1,059                                    | 1,000                                     | 1,000                                      |
| 00324  | Private duty                | 411,226                                  | 356,955                                  | 201,500                                   | 325,000                                    |
| 00325  | Senior Center Program fees  | 2,712                                    | 1,902                                    | 3,250                                     | 3,250                                      |
| 00326  | Demolition permits          | -  | -  | -   | -  |
| 00327  | Miscellaneous Building Dept | 1,340                                    | 1,592                                    | 1,500                                     | 1,500                                      |
| 00328  | Structural permits          | 234,044                                  | 443,783                                  | 254,000                                   | 331,000                                    |
| 00329  | Electrical permits          | -  | -  | -   | -  |
| 00330  | Mechanical permits          | -  | -  | -   | -  |
| 00331  | Plumbing permits            | -  | -  | -   | -  |

**Town of Portland, Connecticut**  
**Proposed General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

| <b>General Government &amp;<br/>Board of Education Revenue</b> |                                   | <b>2021-2022<br/>Actual<br/>Receipts</b> | <b>2022-2023<br/>Actual<br/>Receipts</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|--|-----------------------------------|--|--|---|--|
| <b>Charges for Services (Continued)</b>                        |                                   |  |  |   |  |
| 00332  | Miscellaneous Public Works        | \$ 1,376                                 | \$ 792                                   | \$ 750                                    | <b>\$ 750</b>                              |
| 00334  | Sale - construction plans         | -  | -  | -   | -  |
| 00335  | Excavation permits                | 1,330                                    | 1,975                                    | 1,250                                     | <b>1,250</b>                               |
| 00336  | Zoning permit fees                | 1,894                                    | 1,431                                    | 2,000                                     | <b>2,000</b>                               |
| 00337  | P & Z hearings                    | 31,566                                   | 15,577                                   | 8,000                                     | <b>8,000</b>                               |
| 00338  | ZBA applications                  | 456                                      | 760                                      | 750                                       | <b>750</b>                                 |
| 00339  | IW applications                   | 109                                      | 365                                      | 500                                       | <b>500</b>                                 |
| 00340  | Fines                             | 1,422                                    | 1,741                                    | 750                                       | <b>1,400</b>                               |
| 00354  | Miscellaneous                     | 44,900                                   | 187,695                                  | 20,000                                    | <b>20,000</b>                              |
| 00405  | Sale of town property             | 211,405                                  | -  | -   | -  |
|  | <b>Total Charges for Services</b> | <u>1,771,660</u>                         | <u>1,791,143</u>                         | <u>1,350,451</u>                          | <b><u>1,560,965</u></b>                    |
|  | <b>Total GG &amp; BOE Revenue</b> | <u><u>\$ 36,369,622</u></u>              | <u><u>\$ 38,012,145</u></u>              | <u><u>\$ 37,980,900</u></u>               | <b><u><u>\$ 39,750,813</u></u></b>         |

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

|                          |                             | Final            | Original         | %            | Proposed         | %            |
|--------------------------|-----------------------------|------------------|------------------|--------------|------------------|--------------|
|                          |                             | Budget           | Budget           | Increase     | Budget           | Increase     |
| General Government       |                             | 2022-2023        | 2023-2024        | (Decrease)   | 2024-2025        | (Decrease)   |
| 001                      | Board of Selectmen          | \$ 12,820        | \$ 13,100        | 2.18%        | \$ 14,850        | 13.36%       |
| 002                      | First Selectman             | 171,617          | 177,147          | 3.22%        | 181,647          | 2.54%        |
| 003                      | Ethics Commission           | 650              | 650              | 0.00%        | 700              | 7.69%        |
| 006                      | Probate Court               | 13,908           | 13,720           | -1.35%       | 20,250           | 47.59%       |
| 007                      | Elections                   | 44,038           | 41,550           | -5.65%       | 76,000           | 82.91%       |
| 010                      | Finance Department          | 435,095          | 442,050          | 1.60%        | 455,985          | 3.15%        |
| 011                      | Collector of Revenue        | 94,250           | 99,300           | 5.36%        | 104,025          | 4.76%        |
| 012                      | Assessor                    | 150,585          | 189,600          | 25.91%       | 195,920          | 3.33%        |
| 013                      | Board of Assessment Appeals | 1,365            | 1,365            | 0.00%        | 1,365            | 0.00%        |
| 014                      | Town Counsel                | 85,000           | 92,000           | 8.24%        | 87,000           | -5.43%       |
| 015                      | Town Clerk                  | 161,885          | 163,500          | 1.00%        | 175,500          | 7.34%        |
| 016                      | Central Services            | 99,750           | 99,750           | 0.00%        | 99,750           | 0.00%        |
| 017                      | Technology Department       | 274,470          | 294,450          | 7.28%        | 302,100          | 2.60%        |
| Total General Government |                             | <u>1,545,433</u> | <u>1,628,182</u> | <u>5.35%</u> | <u>1,715,092</u> | <u>5.34%</u> |
| Public Safety            |                             | Final            | Original         | %            | Proposed         | %            |
|                          |                             | Budget           | Budget           | Increase     | Budget           | Increase     |
|                          |                             | 2022-2023        | 2023-2024        | (Decrease)   | 2024-2025        | (Decrease)   |
| 020                      | Fire Departments            | 407,570          | 424,500          | 4.15%        | 434,175          | 2.28%        |
| 021                      | Fire Marshal                | 50,550           | 52,850           | 4.55%        | 55,650           | 5.30%        |
| 022                      | Emergency Dispatch          | 152,350          | 163,370          | 7.23%        | 174,055          | 6.54%        |
| 023                      | Police Department           | 1,675,465        | 1,685,415        | 0.59%        | 1,780,440        | 5.64%        |
| 024                      | Emergency Management        | 13,050           | 13,350           | 2.30%        | 13,350           | 0.00%        |
| 025                      | Building Department         | 128,050          | 124,300          | -2.93%       | 127,150          | 2.29%        |
| Total Public Safety      |                             | <u>2,427,035</u> | <u>2,463,785</u> | <u>1.51%</u> | <u>2,584,820</u> | <u>4.91%</u> |

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

|  |                                 | Final            | Original         | %            | Proposed         | %            |
|--|---------------------------------|------------------|------------------|--------------|------------------|--------------|
|  |                                 | Budget           | Budget           | Increase     | Budget           | Increase     |
|  |                                 | 2022-2023        | 2023-2024        | (Decrease)   | 2024-2025        | (Decrease)   |
| <b>Public Works</b>                      |                                 |                  |                  |              |                  |              |
| 031                                      | Public Works Director           | \$ 184,000       | \$ 190,700       | 3.64%        | \$ 196,650       | 3.12%        |
| 032                                      | Highway Department              | 919,800          | 961,300          | 4.51%        | 993,100          | 3.31%        |
| 033                                      | Vehicle Maintenance             | 292,300          | 301,300          | 3.08%        | 303,900          | 0.86%        |
| 034                                      | Town Engineer                   | 50,750           | 52,700           | 3.84%        | 53,700           | 1.90%        |
| 035                                      | Street Lighting                 | 112,750          | 112,750          | 0.00%        | 115,000          | 2.00%        |
| 036                                      | Grounds Maintenance             | 332,500          | 396,750          | 19.32%       | 406,950          | 2.57%        |
| 037                                      | Town Building Maintenance       | 379,600          | 396,750          | 4.52%        | 402,200          | 1.37%        |
| 038                                      | Snow Removal                    | 144,000          | 146,000          | 1.39%        | 146,000          | 0.00%        |
| <b>Total Public Works</b>                |                                 | <u>2,415,700</u> | <u>2,558,250</u> | <u>5.90%</u> | <u>2,617,500</u> | <u>2.32%</u> |
| <b>Planning &amp; Development</b>        |                                 |                  |                  |              |                  |              |
| 040                                      | Planning Department             | 117,750          | 115,500          | -1.91%       | 120,000          | 3.90%        |
| 041                                      | Zoning Enforcement              | 35,135           | 33,950           | -3.37%       | 36,450           | 7.36%        |
| 042                                      | Planning & Zoning Commission    | 16,450           | 17,040           | 3.59%        | 17,410           | 2.17%        |
| 043                                      | Zoning Board of Appeals         | 1,725            | 1,875            | 8.70%        | 1,875            | 0.00%        |
| 044                                      | Inland Wetlands Commission      | 5,989            | 5,574            | -6.93%       | 5,674            | 1.79%        |
| 045                                      | Conservation Commission         | 600              | 600              | 0.00%        | 600              | 0.00%        |
| 046                                      | Economic Dev Commission         | 24,500           | 29,000           | 18.37%       | 29,000           | 0.00%        |
| 047                                      | Capital Expenditures Commission | 500              | 500              | 0.00%        | 500              | 0.00%        |
| <b>Total Planning &amp; Development</b>  |                                 | <u>202,649</u>   | <u>204,039</u>   | <u>0.69%</u> | <u>211,509</u>   | <u>3.66%</u> |
| <b>Health &amp; Human Services</b>       |                                 |                  |                  |              |                  |              |
| 051                                      | Health Department               | 125,575          | 133,100          | 5.99%        | 133,700          | 0.45%        |
| 052                                      | Environmental Health            | -                | -                |              | -                |              |
| 053                                      | Social Services                 | 61,205           | 62,705           | 2.45%        | 64,005           | 2.07%        |
| 054                                      | Senior Citizen Center           | 144,730          | 159,150          | 9.96%        | 169,400          | 6.44%        |
| 055                                      | Municipal Agent for the Elderly | 40,846           | 35,300           | -13.58%      | 37,300           | 5.67%        |
| <b>Total Health &amp; Human Services</b> |                                 | <u>372,356</u>   | <u>390,255</u>   | <u>4.81%</u> | <u>404,405</u>   | <u>3.63%</u> |

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

|                                   | Final<br>Budget<br>2022-2023 | Original<br>Budget<br>2023-2024 | %<br>Increase<br>(Decrease) | Proposed<br>Budget<br>2024-2025 | %<br>Increase<br>(Decrease) |
|-----------------------------------|------------------------------|---------------------------------|-----------------------------|---------------------------------|-----------------------------|
| Portland Library                  |                              |                                 |                             |                                 |                             |
| 065 Portland Library              | \$ 777,620                   | \$ 801,000                      | 3.01%                       | \$ 795,800                      | -0.65%                      |
| Employee Fringe Benefits          |                              |                                 |                             |                                 |                             |
| 071 Employee Fringe Benefits      | 3,363,470                    | 3,531,405                       | 4.99%                       | 3,635,105                       | 2.94%                       |
| Risk Management                   |                              |                                 |                             |                                 |                             |
| 073 Risk Management               | 226,500                      | 238,500                         | 5.30%                       | 246,000                         | 3.14%                       |
| Debt Service                      |                              |                                 |                             |                                 |                             |
| 085 Debt Service                  | 1,943,654                    | 1,593,299                       | -18.03%                     | 1,538,272                       | -3.45%                      |
| Total Debt Service                | 1,943,654                    | 1,593,299                       | -18.03%                     | 1,538,272                       | -3.45%                      |
| Sundry                            |                              |                                 |                             |                                 |                             |
| 093 Interfund Transfers Out       | 1,941,830                    | 1,224,868                       | -36.92%                     | 1,458,789                       | 19.10%                      |
| 095 Town Contingency              | 78,618                       | 100,000                         | 27.20%                      | 100,000                         | 0.00%                       |
| Total Sundry                      | 2,020,448                    | 1,324,868                       | -34.43%                     | 1,558,789                       | 17.66%                      |
| <b>Total General Gov't Budget</b> | <b>\$ 15,294,865</b>         | <b>\$ 14,733,583</b>            | <b>-3.67%</b>               | <b>\$ 15,307,292</b>            | <b>3.89%</b>                |

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

|          |                          | Actual            | Original          | %            | Proposed          | %            |
|----------|--------------------------|-------------------|-------------------|--------------|-------------------|--------------|
|          |                          | Expended          | Budget            | Increase     | Budget            | Increase     |
| Salaries |                          | 2022-2023         | 2023-2024         | (Decrease)   | 2024-2025         | (Decrease)   |
| 11011    | Certified Salaries       | \$ 10,240,931     | \$ 10,535,978     | 2.88%        | \$ 10,779,648     | 2.31%        |
| 11012    | Non-Certified Salaries   | 2,818,600         | 3,008,460         | 6.74%        | 3,061,868         | 1.78%        |
| 11014    | Coaching Salaries        | 164,294           | 171,326           | 4.28%        | 130,053           | -24.09%      |
| 11015    | Extracurricular Salaries | 94,522            | 118,948           | 25.84%       | 139,596           | 17.36%       |
| 12000    | Temporary Salaries       | 171,523           | 121,300           | -29.28%      | 152,193           | 25.47%       |
| 12022    | Substitute Salaries      | -                 | -                 |              | -                 |              |
| 12023    | Tutor Salaries           | -                 | -                 |              | -                 |              |
| 13002    | Overtime Salaries        | 52,960            | 67,000            | 26.51%       | 55,000            | -17.91%      |
|          | <b>Total Salaries</b>    | <b>13,542,830</b> | <b>14,023,012</b> | <b>3.55%</b> | <b>14,318,358</b> | <b>2.11%</b> |
| Benefits |                          | Actual            | Original          | %            | Proposed          | %            |
|          |                          | Expended          | Budget            | Increase     | Budget            | Increase     |
|          |                          | 2022-2023         | 2023-2024         | (Decrease)   | 2024-2025         | (Decrease)   |
| 21001    | Medical Insurance        | 3,024,580         | 3,163,410         | 4.59%        | \$ 3,517,550      | 11.19%       |
| 21002    | Dental Insurance         | 93,696            | 90,000            | -3.94%       | 90,000            | 0.00%        |
| 21003    | Life Insurance           | 28,885            | 30,000            | 3.86%        | 25,000            | -16.67%      |
| 21004    | Disability               | 26,269            | 28,000            | 6.59%        | 25,000            | -10.71%      |
| 21050    | Tuition Reimbursement    | 22,200            | 20,000            | -9.91%       | 20,000            | 0.00%        |
| 22000    | Social Security/Medicare | 465,521           | 415,000           | -10.85%      | 430,000           | 3.61%        |
| 23001    | Pension                  | 527,408           | 514,000           | -2.54%       | 520,000           | 1.17%        |
| 23004    | Retirements              | 47,409            | 35,000            | -26.17%      | 35,000            | 0.00%        |
| 26000    | Workers' Compensation    | 78,168            | 133,000           | 70.15%       | 140,000           | 5.26%        |
| 28001    | Unemployment             | 5,080             | 10,000            | 96.85%       | 10,000            | 0.00%        |
| 29000    | Longevity-Classified     | 2,700             | 2,100             | -22.22%      | 2,100             | 0.00%        |
|          | <b>Total Benefits</b>    | <b>4,321,916</b>  | <b>4,440,510</b>  | <b>2.74%</b> | <b>4,814,650</b>  | <b>8.43%</b> |

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

|                          |                            | Actual    | Original  | %          | Proposed  | %          |
|--------------------------|----------------------------|-----------|-----------|------------|-----------|------------|
|                          |                            | Expended  | Budget    | Increase   | Budget    | Increase   |
| Purchased Services       |                            | 2022-2023 | 2023-2024 | (Decrease) | 2024-2025 | (Decrease) |
| 30010                    | Legal Services             | \$ 12,485 | \$ 40,000 | 220.38%    | \$ 30,000 | -25.00%    |
| 30012                    | Negotiation Services       | -         | -         | #DIV/0!    | 30,000    | #DIV/0!    |
| 30014                    | Audit Services             | 13,865    | 15,370    | 10.85%     | 15,000    | -2.41%     |
| 30030                    | Purchased Services         | 921,166   | 758,837   | -17.62%    | 805,072   | 6.09%      |
| 33020                    | Curriculum Writing         | -         | -         |            | -         |            |
| 33030                    | Professional Development   | 13,202    | 20,650    | 56.42%     | 28,609    | 38.54%     |
| Total Purchased Services |                            | 960,718   | 834,857   | -13.10%    | 908,681   | 8.84%      |
|                          |                            | Actual    | Original  | %          | Proposed  | %          |
|                          |                            | Expended  | Budget    | Increase   | Budget    | Increase   |
| Facility Services        |                            | 2022-2023 | 2023-2024 | (Decrease) | 2024-2025 | (Decrease) |
| 44003                    | Repairs & Maintenance      | 260,127   | 315,593   | 21.32%     | 285,475   | -9.54%     |
| Total Facility Services  |                            | 260,127   | 315,593   | 21.32%     | 285,475   | -9.54%     |
|                          |                            | Actual    | Original  | %          | Proposed  | %          |
|                          |                            | Expended  | Budget    | Increase   | Budget    | Increase   |
| Other Services           |                            | 2022-2023 | 2023-2024 | (Decrease) | 2024-2025 | (Decrease) |
| 51010                    | Student Transportation     | 1,186,618 | 1,302,159 | 9.74%      | 1,479,598 | 13.63%     |
| 52001                    | Property Insurance         | 209,477   | 215,955   | 3.09%      | 225,082   | 4.23%      |
| 53001                    | Telephone                  | 28,440    | 27,920    | -1.83%     | 29,320    | 5.01%      |
| 54000                    | Advertising                | -         | 100       | #DIV/0!    | -         | -100.00%   |
| 55050                    | Printing/Binding           | 1,779     | 2,853     | 60.37%     | 3,012     | 5.57%      |
| 56001                    | Tuition To LEAs in State   | 324,749   | 226,485   | -30.26%    | 265,267   | 17.12%     |
| 56003                    | Tuition - Private Sources  | 632,467   | 687,047   | 8.63%      | 917,003   | 33.47%     |
| 56004                    | Tuition to Ed Svc Agencies | -         | -         |            | 82,242    | #DIV/0!    |
| 56006                    | Tuition to Magnet Schools  | -         | 8,000     | #DIV/0!    | -         | -100.00%   |
| 58580                    | Travel                     | 4,016     | 4,850     | 20.77%     | 5,825     | 20.10%     |
| Total Other Services     |                            | 2,387,546 | 2,475,369 | 3.68%      | 3,007,349 | 21.49%     |

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

|  | Actual<br>Expended<br>2022-2023 | Original<br>Budget<br>2023-2024 | %<br>Increase<br>(Decrease) | Proposed<br>Budget<br>2024-2025 | %<br>Increase<br>(Decrease) |
|--|---------------------------------|---------------------------------|-----------------------------|---------------------------------|-----------------------------|
| <b>Books &amp; Supplies</b>            |                                 |                                 |                             |                                 |                             |
| 61011 General Supplies                 | \$ 256,013                      | \$ 295,461                      | 15.41%                      | \$ 299,105                      | 1.23%                       |
| 61014 Postage                          | 2,851                           | 6,150                           | 115.71%                     | 6,600                           | 7.32%                       |
| 62001 Electricity                      | 385,856                         | 424,052                         | 9.90%                       | 403,268                         | -4.90%                      |
| 62002 Water & Sewer                    | 24,194                          | 30,065                          | 24.27%                      | 30,836                          | 2.56%                       |
| 62004 Heating Fuel                     | -                               | 10,000                          |                             | -                               | -100.00%                    |
| 62021 Natural Gas                      | 219,397                         | 220,000                         | 0.27%                       | 227,000                         | 3.18%                       |
| 62026 Gasoline Unleaded                | 14,761                          | 25,000                          | 69.37%                      | 25,000                          | 0.00%                       |
| 62027 Diesel                           | 51,974                          | 40,000                          | -23.04%                     | 40,000                          | 0.00%                       |
| 64002 Resource/Media                   | 454                             | 500                             | 10.13%                      | -                               | -100.00%                    |
| 64003 Periodicals                      | 345                             | 1,225                           | 255.07%                     | 1,923                           | 56.98%                      |
| 64041 Textbooks                        | 10,566                          | 19,600                          | 85.50%                      | 20,304                          | 3.59%                       |
| 64043 Library Books                    | 5,642                           | 9,946                           | 76.29%                      | 8,990                           | -9.61%                      |
| 64045 Workbooks                        | 7,752                           | 13,680                          | 76.47%                      | 14,902                          | 8.93%                       |
| <b>Total Books &amp; Supplies</b>      | <b>979,805</b>                  | <b>1,095,679</b>                | <b>11.83%</b>               | <b>1,077,928</b>                | <b>-1.62%</b>               |
|  |                                 |                                 |                             |                                 |                             |
|  |                                 |                                 |                             |                                 |                             |
| <b>Buildings &amp; Equipment</b>       |                                 |                                 |                             |                                 |                             |
| 73011 Equipment - Instructional        | 7,233                           | 10,621                          | 46.84%                      | 12,866                          | 21.14%                      |
| 73012 Equipment - Non-Instructional    | 17,820                          | 21,870                          | 22.73%                      | 9,450                           | -56.79%                     |
| 73014 Technology - Hardware            | 980                             | 48,950                          | 4894.90%                    | 6,500                           | -86.72%                     |
| 73015 Technology - Software            | 192,405                         | 200,078                         | 3.99%                       | 222,048                         | 10.98%                      |
| <b>Total Buildings &amp; Equipment</b> | <b>218,438</b>                  | <b>281,519</b>                  | <b>28.88%</b>               | <b>250,864</b>                  | <b>-10.89%</b>              |
|  |                                 |                                 |                             |                                 |                             |
|  |                                 |                                 |                             |                                 |                             |
| <b>Dues &amp; Fees</b>                 |                                 |                                 |                             |                                 |                             |
| 81000 Dues & Fees                      | 81,529                          | 80,778                          | -0.92%                      | 80,216                          | -0.70%                      |
| <b>Total BOE Budget</b>                | <b>\$ 22,752,909</b>            | <b>\$ 23,547,317</b>            | <b>3.49%</b>                | <b>\$ 24,743,521</b>            | <b>5.08%</b>                |



**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**How Every \$100 Dollars Is Spent**  
**As of March 1, 2024**

| Town Functions                                      | 2021-2022<br>Actual<br>Expended | 2022-2023<br>Actual<br>Expended | 2023-2024<br>Original<br>Budget | 2024-2025<br>Proposed<br>Budget |
|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>General Government Operating Functions</b>       |                                 |                                 |                                 |                                 |
| General Government                                  | \$ 3.82                         | \$ 3.91                         | \$ 4.25                         | \$ 4.28                         |
| Public Safety                                       | 6.31                            | 6.25                            | 6.44                            | 6.45                            |
| Public Works (includes Buildings & Grounds)         | 6.19                            | 5.82                            | 6.68                            | 6.54                            |
| Planning & Development                              | 0.36                            | 0.41                            | 0.53                            | 0.53                            |
| Health & Human Services                             | 0.93                            | 0.95                            | 1.02                            | 1.01                            |
| Portland Library                                    | 2.01                            | 1.98                            | 2.09                            | 1.99                            |
| Employee Fringe Benefits                            | 8.57                            | 8.67                            | 9.23                            | 9.08                            |
| Risk Management                                     | 0.50                            | 0.54                            | 0.62                            | 0.61                            |
| <b>Total Gen Govt Operating Functions</b>           | <u>28.69</u>                    | <u>28.53</u>                    | <u>30.87</u>                    | <u>30.49</u>                    |
| <b>Non-Operating Functions</b>                      |                                 |                                 |                                 |                                 |
| Debt Service  | 6.33                            | 5.21                            | 4.16                            | 3.84                            |
| Sundry (includes interfund xfers out & contingency) | 3.65                            | 5.25                            | 3.46                            | 3.89                            |
| <b>Total Non-Operating Functions</b>                | <u>9.98</u>                     | <u>10.46</u>                    | <u>7.62</u>                     | <u>7.73</u>                     |
| <b>Total General Government Functions</b>           | <u>38.68</u>                    | <u>38.97</u>                    | <u>38.49</u>                    | <u>38.22</u>                    |
| <b>Board of Education</b>                           | <u>61.32</u>                    | <u>61.03</u>                    | <u>61.51</u>                    | <u>61.78</u>                    |
| <b>Total General Fund</b>                           | <u>\$ 100.00</u>                | <u>\$ 100.00</u>                | <u>\$ 100.00</u>                | <u>\$ 100.00</u>                |

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Organization Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

| <b>General Government Budget</b>  | <b>2022-2023<br/>Actual<br/>Expended</b> | <b>2023-2024<br/>Original<br/>Budget</b> | <b>2024-2025<br/>Proposed<br/>Budget</b> | <b>\$ Increase<br/>(Decrease) from<br/>Prior Year</b> |
|-----------------------------------|--|--|--|---|
| <b>Operating Expenditures</b>     |  |  |  |   |
| Personnel Expenditures            | \$ 4,987,015                             | \$ 5,371,065                             | \$ 5,553,340                             | \$ 182,275  |
| Employee Fringe Benefits          | 3,223,895                                | 3,525,405                                | 3,623,105                                | 97,700  |
| Contractual Services              | 967,140                                  | 1,159,965                                | 1,250,135                                | 90,170  |
| Repairs                           | 129,459                                  | 207,500                                  | 212,000                                  | 4,500   |
| Utilities                         | 441,287                                  | 522,750                                  | 526,300                                  | 3,550   |
| Commodities                       | 758,086                                  | 897,165                                  | 908,815                                  | 11,650  |
| Equipment                         | 25,015                                   | 16,500                                   | 17,000                                   | 500   |
| Miscellaneous                     | 102,627                                  | 115,066                                  | 119,536                                  | 4,470   |
| Total Operating Expenditures      | <u>10,634,524</u>                        | <u>11,815,416</u>                        | <u>12,210,231</u>                        | <u>394,815</u>  |
| <b>Non-Operating Expenditures</b> |  |  |  |   |
| Debt Service                      | 1,942,652                                | 1,593,299                                | 1,538,272                                | (55,027)  |
| Interfund Transfers Out           | 1,941,830                                | 1,224,868                                | 1,458,789                                | 233,921   |
| Contingency                       | 14,806                                   | 100,000                                  | 100,000                                  | -   |
| Total Non-Operating Expenditures  | <u>3,899,288</u>                         | <u>2,918,167</u>                         | <u>3,097,061</u>                         | <u>178,894</u>  |
| <b>Total General Government</b>   | <u>\$ 14,533,812</u>                     | <u>\$ 14,733,583</u>                     | <u>\$ 15,307,292</u>                     | <u>\$ 573,709</u>                                     |
| Percentage increase/(decrease)    |  | <u>1.37%</u>                             | <u>3.89%</u>                             |   |

|                                   | <b>2024-2025<br/>Proposed<br/>Budget</b> | <b>% of<br/>Proposed<br/>Budget</b> |
|-----------------------------------|--|-------------------------------------|
| <b>Operating Expenditures</b>     |  |                                     |
| Personnel Expenditures            | \$ 5,553,340                             | 36.28%                              |
| Employee Fringe Benefits          | 3,623,105                                | 23.67%                              |
| Contractual Services              | 1,250,135                                | 8.17%                               |
| Repairs                           | 212,000                                  | 1.38%                               |
| Utilities                         | 526,300                                  | 3.44%                               |
| Commodities                       | 908,815                                  | 5.94%                               |
| Equipment                         | 17,000                                   | 0.11%                               |
| Miscellaneous                     | 119,536                                  | 0.78%                               |
| Total Operating Expenditures      | <u>12,210,231</u>                        | <u>79.77%</u>                       |
| <b>Non-Operating Expenditures</b> |  |                                     |
| Debt Service                      | 1,538,272                                | 10.05%                              |
| Interfund Transfers Out           | 1,458,789                                | 9.53%                               |
| Contingency                       | 100,000                                  | 0.65%                               |
| Total Non-Operating Expenditures  | <u>3,097,061</u>                         | <u>20.23%</u>                       |
| <b>Total General Government</b>   | <u>\$ 15,307,292</u>                     | <u>100.00%</u>                      |

**Town of Portland, Connecticut**  
**Proposed Board of Education Expenditure Budget Organization Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

| <b>Board of Education Budget</b>               | <b>2022-2023<br/>Actual<br/>Expended</b> | <b>2023-2024<br/>Original<br/>Budget</b> | <b>2024-2025<br/>Proposed<br/>Budget</b> | <b>\$ Increase<br/>(Decrease) from<br/>Prior Year</b> |
|--|--|--|--|---|
| <b>Operating Expenditures</b>                  |  |  |  |   |
| Personnel Expenditures                         | \$ 13,542,830                            | \$ 14,023,012                            | \$ 14,318,358                            | \$ 295,346  |
| Employee Fringe Benefits                       | 4,321,916                                | 4,440,510                                | 4,814,650                                | 374,140   |
| Contractual Services                           | 960,718                                  | 834,857                                  | 908,681                                  | 73,824  |
| Repairs  | 260,127                                  | 315,593                                  | 285,475                                  | (30,118)  |
| Utilities (incl. transportation, ins, tuition) | 2,387,546                                | 2,475,369                                | 3,007,349                                | 531,980   |
| Commodities                                    | 979,805                                  | 1,095,679                                | 1,077,928                                | (17,751)  |
| Equipment                                      | 218,438                                  | 281,519                                  | 250,864                                  | (30,655)  |
| Miscellaneous                                  | 81,529                                   | 80,778                                   | 80,216                                   | (562)   |
| Total Operating Expenditures                   | <u>22,752,909</u>                        | <u>23,547,317</u>                        | <u>24,743,521</u>                        | <u>1,196,204</u>                                      |
| <b>Total Board of Education</b>                | <u>\$ 22,752,909</u>                     | <u>\$ 23,547,317</u>                     | <u>\$ 24,743,521</u>                     | <u>\$ 1,196,204</u>                                   |
| Percentage increase/(decrease)                 |  | <u>3.49%</u>                             | <u>5.08%</u>                             |   |

| <b>Operating Expenditures</b>   | <b>2024-2025<br/>Proposed<br/>Budget</b> | <b>% of<br/>Proposed<br/>Budget</b> |
|---------------------------------|--|-------------------------------------|
| Personnel Expenditures          | \$ 14,318,358                            | 57.87%                              |
| Employee Fringe Benefits        | 4,814,650                                | 19.46%                              |
| Contractual Services            | 908,681                                  | 3.67%                               |
| Repairs                         | 285,475                                  | 1.15%                               |
| Utilities                       | 3,007,349                                | 12.15%                              |
| Commodities                     | 1,077,928                                | 4.36%                               |
| Equipment                       | 250,864                                  | 1.01%                               |
| Miscellaneous                   | 80,216                                   | 0.32%                               |
| Total Operating Expenditures    | <u>24,743,521</u>                        | <u>100.00%</u>                      |
| <b>Total Board of Education</b> | <u>\$ 24,743,521</u>                     | <u>100.00%</u>                      |

**Town of Portland, Connecticut**  
**Proposed Town Expenditure Budget Organization Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

| Town Budget                       | 2022-2023<br>Actual<br>Expended | 2023-2024<br>Original<br>Budget | 2024-2025<br>Proposed<br>Budget | \$ Increase<br>(Decrease) from<br>Prior Year |
|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|--|
| <b>Operating Expenditures</b>     |                                 |                                 |                                 |  |
| Personnel Expenditures            | \$ 18,529,845                   | \$ 19,394,077                   | \$ 19,871,698                   | \$ 477,621                                   |
| Employee Fringe Benefits          | 7,545,811                       | 7,965,915                       | 8,437,755                       | 471,840                                      |
| Contractual Services              | 1,927,858                       | 1,994,822                       | 2,158,816                       | 163,994                                      |
| Repairs                           | 389,586                         | 523,093                         | 497,475                         | (25,618)                                     |
| Utilities                         | 2,828,833                       | 2,998,119                       | 3,533,649                       | 535,530                                      |
| Commodities                       | 1,737,891                       | 1,992,844                       | 1,986,743                       | (6,101)                                      |
| Equipment                         | 243,453                         | 298,019                         | 267,864                         | (30,155)                                     |
| Miscellaneous                     | 184,156                         | 195,844                         | 199,752                         | 3,908  |
| Total Operating Expenditures      | 33,387,433                      | 35,362,733                      | 36,953,752                      | 1,591,019                                    |
| <b>Non-Operating Expenditures</b> |                                 |                                 |                                 |  |
| Debt Service                      | 1,942,652                       | 1,593,299                       | 1,538,272                       | (55,027)                                     |
| Interfund Transfers Out           | 1,941,830                       | 1,224,868                       | 1,458,789                       | 233,921                                      |
| Contingency                       | 14,806                          | 100,000                         | 100,000                         | 0  |
| Total Non-Operating Expenditures  | 3,899,288                       | 2,918,167                       | 3,097,061                       | 178,894                                      |
| <b>Total Town Budget</b>          | \$ 37,286,721                   | \$ 38,280,900                   | \$ 40,050,813                   | \$ 1,769,913                                 |
| Percentage increase/(decrease)    |                                 | 2.67%                           | 4.62%                           |  |

|                                   | 2024-2025<br>Proposed<br>Budget | % of<br>Proposed<br>Budget |
|-----------------------------------|---------------------------------|----------------------------|
| <b>Operating Expenditures</b>     |                                 |                            |
| Personnel Expenditures            | \$ 19,871,698                   | 49.62%                     |
| Employee Fringe Benefits          | 8,437,755                       | 21.07%                     |
| Contractual Services              | 2,158,816                       | 5.39%                      |
| Repairs                           | 497,475                         | 1.24%                      |
| Utilities                         | 3,533,649                       | 8.82%                      |
| Commodities                       | 1,986,743                       | 4.96%                      |
| Equipment                         | 267,864                         | 0.67%                      |
| Miscellaneous                     | 199,752                         | 0.50%                      |
| Total Operating Expenditures      | 36,953,752                      | 92.27%                     |
| <b>Non-Operating Expenditures</b> |                                 |                            |
| Debt Service                      | 1,538,272                       | 3.84%                      |
| Interfund Transfers Out           | 1,458,789                       | 3.64%                      |
| Contingency                       | 100,000                         | 0.25%                      |
| Total Non-Operating Expenditures  | 3,097,061                       | 7.73%                      |
| <b>Total Town Budget</b>          | \$ 40,050,813                   | 100.00%                    |

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:**

- Authorized American Rescue Plan funding to install a backup generator at Company #3 Firehouse.
- Updated and revised the Town's Policy on Fixing Real Property Assessments.
- Initiated a town-wide compost pilot program through Blue Earth Compost.

**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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                  | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025        |
|--------------------------------|----------------------------------|------------------|------------------|------------------|------------------|
|                                |                                  | Actual           | Actual           | Original         | Proposed         |
| 01-001                         | Board of Selectmen               | Expended         | Expended         | Budget           | Budget           |
| <b>Personnel Expenditures</b>  |                                  |                  |                  |                  |                  |
| 14001                          | Board clerk payroll              | \$ 2,184         | \$ 2,196         | \$ 3,100         | \$ 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>8,184</u>     | <u>8,196</u>     | <u>9,100</u>     | <u>9,100</u>     |
| <b>Miscellaneous</b>           |                                  |                  |                  |                  |                  |
| 88001                          | Program services                 | 2,535            | 3,623            | 3,000            | 4,750            |
| 88004                          | Project graduation               | 1,000            | 1,000            | 1,000            | 1,000            |
| 88021                          | Charter revision commission      | -                | -                | -                | -                |
|                                | Total Miscellaneous Expenditures | <u>3,535</u>     | <u>4,623</u>     | <u>4,000</u>     | <u>5,750</u>     |
| <b>01-001</b>                  | <b>Total Board of Selectmen</b>  | <u>\$ 11,719</u> | <u>\$ 12,819</u> | <u>\$ 13,100</u> | <u>\$ 14,850</u> |
| Percentage increase/(decrease) |                                  |                  |                  |                  | <u>13.36%</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:**

- Oversaw the grant administration of the renovation project at the Portland Senior Center. kitchen 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 \$500,000 Small Town Economic Assistance (STEAP) Grant for the replacement of water lines on High Street.
- Oversaw the grant administration for the Portland High School Track replacement.
- Oversaw the administration of the Shelter Diversion Grant from the CT Department of Housing.
- Oversaw the Brownfields Remediation Project at 248 Brownstone Avenue and received a conditional award from DECD for an additional \$500,000 to complete remediation.
- Received High Risk Rural Road Grant for 2 new radar speed signs.
- 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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |   | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  | <b>2024-2025</b>  |
|--------------------------------|---|-------------------|-------------------|-------------------|-------------------|
|                                |   | <b>Actual</b>     | <b>Actual</b>     | <b>Original</b>   | <b>Proposed</b>   |
| <b>01-002</b>                  | <b>First Selectman</b>                  | <b>Expended</b>   | <b>Expended</b>   | <b>Budget</b>     | <b>Budget</b>     |
| <b>Personnel Expenditures</b>  |   |                   |                   |                   |                   |
| 11001                          | Regular payroll                         | \$ 162,281        | \$ 160,797        | \$ 166,000        | \$ 170,500        |
| 19002                          | Longevity                               | -                 | -                 | -                 | -                 |
| 21001                          | Medical insurance                       | -                 | -                 | -                 | -                 |
| 22000                          | FICA/Medicare                           | -                 | -                 | -                 | -                 |
|                                | <b>Total Personnel Expenditures</b>     | <u>162,281</u>    | <u>160,797</u>    | <u>166,000</u>    | <u>170,500</u>    |
| <b>Contractual Services</b>    |   |                   |                   |                   |                   |
| 32000                          | Conferences, meetings, dues             | 255               | 519               | 600               | 600               |
|                                | <b>Total Contractual Services</b>       | <u>255</u>        | <u>519</u>        | <u>600</u>        | <u>600</u>        |
| <b>Commodities</b>             |   |                   |                   |                   |                   |
| 54000                          | Advertising & publications              | -                 | -                 | -                 | -                 |
| 61000                          | Office supplies                         | -                 | -                 | -                 | -                 |
|                                | <b>Total Commodities</b>                | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          |
| <b>Miscellaneous</b>           |   |                   |                   |                   |                   |
| 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             | 1,749             | 2,750             | 2,750             |
| 88010                          | Safety committee                        | -                 | -                 | -                 | -                 |
| 88022                          | Town report                             | -                 | -                 | 150               | 150               |
|                                | <b>Total Miscellaneous Expenditures</b> | <u>10,651</u>     | <u>9,376</u>      | <u>10,547</u>     | <u>10,547</u>     |
| <b>01-002</b>                  | <b>Total First Selectman</b>            | <u>\$ 173,187</u> | <u>\$ 170,692</u> | <u>\$ 177,147</u> | <u>\$ 181,647</u> |
| Percentage increase/(decrease) |   |                   |                   |                   | <u>2.54%</u>      |



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

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

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

**Fiscal Notes:**

- ☆ No changes recommended.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                | 2021-2022     | 2022-2023     | 2023-2024     | 2024-2025     |
|--------------------------------|--------------------------------|---------------|---------------|---------------|---------------|
|                                |                                | Actual        | Actual        | Original      | Proposed      |
| 01-003                         | Ethics Commission              | Expended      | Expended      | Budget        | Budget        |
| <b>Personnel Expenditures</b>  |                                |               |               |               |               |
| 14001                          | Board clerk payroll            | \$ 46         | \$ -          | \$ 400        | \$ 400        |
| 22000                          | FICA/Medicare                  | -             | -             | -             | -             |
|                                | Total Personnel Expenditures   | <u>46</u>     | <u>-</u>      | <u>400</u>    | <u>400</u>    |
| <b>Miscellaneous</b>           |                                |               |               |               |               |
| 88016                          | Miscellaneous                  | <u>118</u>    | <u>194</u>    | <u>250</u>    | <u>300</u>    |
|                                | Total Miscellaneous            | <u>118</u>    | <u>194</u>    | <u>250</u>    | <u>300</u>    |
| <b>01-003</b>                  | <b>Total Ethics Commission</b> | <u>\$ 164</u> | <u>\$ 194</u> | <u>\$ 650</u> | <u>\$ 700</u> |
| Percentage increase/(decrease) |                                |               |               |               | <u>7.69%</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.**

- ☆ The probate court needs four new fire proof filing cabinets and additional rental space for storage of wills.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                             | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025            |
|--------------------------------|-----------------------------|------------------|------------------|------------------|----------------------|
|                                |                             | Actual           | Actual           | Original         | Proposed             |
| 01-006                         | Probate Court               | Expended         | Expended         | Budget           | Budget               |
| <b>Contractual Services</b>    |                             |                  |                  |                  |                      |
| 31000                          | Service contracts           | \$ 13,673        | \$ 13,908        | \$ 13,720        | \$ 20,250            |
| 31001                          | Office equip repair & maint | -                | -                | -                | -                    |
| 33002                          | Indexing and recording      | -                | -                | -                | -                    |
|                                | Total Contractual Services  | <u>13,673</u>    | <u>13,908</u>    | <u>13,720</u>    | <u>20,250</u>        |
| <b>Commodities</b>             |                             |                  |                  |                  |                      |
| 61000                          | Office supplies             | -                | -                | -                | -                    |
|                                | Total Commodities           | <u>-</u>         | <u>-</u>         | <u>-</u>         | <u>-</u>             |
| <b>01-006</b>                  | <b>Total Probate Court</b>  | <u>\$ 13,673</u> | <u>\$ 13,908</u> | <u>\$ 13,720</u> | <u>\$ 20,250</u>     |
| Percentage increase/(decrease) |                             |                  |                  |                  | <u><u>47.59%</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, early voting, and referendums in the Town of Portland.

**Goals & Objectives:**

1. Implement early voting in 2024.
2. Conduct the annual canvas of registered voters.
3. Implement a record retention program in accordance with State requirements.
4. Attend Middlesex County Registrars' meetings to share ideas and information concerning legislation and issues regarding changes to voting laws, etc.
5. Obtain necessary training and certifications as required by State law.

**Accomplishments:**

- Supervised one (1) municipal election and one (1) budget referendum.
- A one-time state grant of \$10,500 has been awarded to Portland to help offset the costs of implementing early voting.

**Fiscal Notes:**

- ☆ Increase to account #14006 due to significant staffing requirements of early voting. Early voting is (4) days for a Presidential Preference Primary, (7) days for a Primary, & (14) days for an Election.
- ☆ Budget details the costs for (1) presidential 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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                              | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025            |
|--------------------------------|------------------------------|------------------|------------------|------------------|----------------------|
|                                |                              | Actual           | Actual           | Original         | Proposed             |
| 01-007                         | Elections                    | Expended         | Expended         | Budget           | Budget               |
| <b>Personnel Expenditures</b>  |                              |                  |                  |                  |                      |
| 11003                          | Part-time payroll            | \$ 14,400        | \$ 15,418        | \$ 16,800        | \$ 19,500            |
| 14006                          | Voter canvassing             | 1,104            | 1,131            | 2,500            | 2,500                |
| 14007                          | Election workers stipends    | 8,175            | 13,387           | 10,500           | 39,000               |
| 22000                          | FICA/Medicare                | -                | -                | -                | -                    |
|                                | Total Personnel Expenditures | <u>23,679</u>    | <u>29,936</u>    | <u>29,800</u>    | <u>61,000</u>        |
| <b>Contractual Services</b>    |                              |                  |                  |                  |                      |
| 31003                          | Voting machine maint         | 1,456            | 2,563            | 2,500            | 2,750                |
| 32000                          | Conferences, meetings, dues  | 1,056            | 2,130            | 2,000            | 2,250                |
|                                | Total Contractual Services   | <u>2,512</u>     | <u>4,693</u>     | <u>4,500</u>     | <u>5,000</u>         |
| <b>Commodities</b>             |                              |                  |                  |                  |                      |
| 61007                          | Voting mach supplies         | -                | -                | -                | -                    |
| 69000                          | Election supplies            | 6,712            | 9,405            | 7,250            | 10,000               |
|                                | Total Commodities            | <u>6,712</u>     | <u>9,405</u>     | <u>7,250</u>     | <u>10,000</u>        |
| <b>Miscellaneous</b>           |                              |                  |                  |                  |                      |
| -                              | Voter canvassing             | -                | -                | -                | -                    |
|                                | Total Miscellaneous          | <u>-</u>         | <u>-</u>         | <u>-</u>         | <u>-</u>             |
| <b>01-007</b>                  | <b>Total Elections</b>       | <u>\$ 32,903</u> | <u>\$ 44,034</u> | <u>\$ 41,550</u> | <u>\$ 76,000</u>     |
| Percentage increase/(decrease) |                              |                  |                  |                  | <u><u>82.91%</u></u> |

Department Name: Finance Department Department #: 01-010

**Mission & Purpose:**

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

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

**Goals & Objectives:**

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

**Accomplishments:**

- Issued financial statements with an unqualified opinion for the fiscal year ending June 30, 2023.
- 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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |   | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|--------------------------------|---|-------------------|-------------------|-------------------|-------------------|
|                                |   | Actual            | Actual            | Original          | Proposed          |
| 01-010                         | Finance Department                      | Expended          | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b>  |   |                   |                   |                   |                   |
| 11001                          | Regular payroll                         | \$ 289,325        | \$ 279,550        | \$ 296,050        | \$ 305,200        |
| 11003                          | Part-time payroll                       | 46,571            | 47,853            | 49,500            | 51,000            |
| 14020                          | Rental use of buildings                 | 11,846            | 13,862            | 11,750            | 12,200            |
| 19002                          | Longevity                               | -                 | -                 | -                 | -                 |
| 21001                          | Medical insurance                       | -                 | -                 | -                 | -                 |
| 22000                          | FICA/Medicare                           | -                 | -                 | -                 | -                 |
|                                | <b>Total Personnel Expenditures</b>     | <u>347,742</u>    | <u>341,265</u>    | <u>357,300</u>    | <u>368,400</u>    |
| <b>Contractual Services</b>    |   |                   |                   |                   |                   |
| 31000                          | Service contracts                       | 33,795            | 37,369            | 42,000            | 44,085            |
| 32000                          | Conferences, meetings, dues             | 1,318             | 1,358             | 4,000             | 4,000             |
| 33001                          | Audit fees                              | 13,671            | 14,671            | 15,000            | 15,500            |
| 33005                          | Bank fees                               | 2,292             | 883               | 2,500             | 2,500             |
| 34001                          | Data processing                         | 5,521             | 6,341             | 7,250             | 7,500             |
|                                | <b>Total Contractual Services</b>       | <u>56,597</u>     | <u>60,622</u>     | <u>70,750</u>     | <u>73,585</u>     |
| <b>Commodities</b>             |   |                   |                   |                   |                   |
| 54000                          | Advertising & publications              | -                 | -                 | -                 | -                 |
| 61000                          | Office supplies                         | -                 | -                 | -                 | -                 |
|                                | <b>Total Commodities</b>                | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          |
| <b>Miscellaneous</b>           |   |                   |                   |                   |                   |
| 88015                          | BOE admin life insurance                | -                 | -                 | -                 | -                 |
| 88016                          | Miscellaneous                           | 5,948             | 10,911            | 14,000            | 14,000            |
|                                | <b>Total Miscellaneous Expenditures</b> | <u>5,948</u>      | <u>10,911</u>     | <u>14,000</u>     | <u>14,000</u>     |
| <b>01-010</b>                  | <b>Total Finance Department</b>         | <u>\$ 410,287</u> | <u>\$ 412,798</u> | <u>\$ 442,050</u> | <u>\$ 455,985</u> |
| Percentage increase/(decrease) |   |                   |                   |                   | <u>3.15%</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, 2023 was 98.1%.

**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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                   | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025         |
|--------------------------------|-----------------------------------|------------------|------------------|------------------|-------------------|
|                                |                                   | Actual           | Actual           | Original         | Proposed          |
| 01-011                         | Collector of Revenue              | Expended         | Expended         | Budget           | Budget            |
| <b>Personnel Expenditures</b>  |                                   |                  |                  |                  |                   |
| 11001                          | Regular payroll                   | \$ 67,242        | \$ 67,242        | \$ 74,800        | \$ 78,750         |
| 11003                          | Part-time payroll                 | -                | -                | -                | -                 |
| 19002                          | Longevity                         | -                | -                | -                | -                 |
| 21001                          | Medical insurance                 | -                | -                | -                | -                 |
| 22000                          | FICA/Medicare                     | -                | -                | -                | -                 |
|                                | Total Personnel Expenditures      | <u>67,242</u>    | <u>67,242</u>    | <u>74,800</u>    | <u>78,750</u>     |
| <b>Contractual Services</b>    |                                   |                  |                  |                  |                   |
| 31000                          | Service contracts                 | 18,814           | 18,814           | 22,000           | 22,775            |
| 32000                          | Conferences, meetings, dues       | 400              | 400              | 2,500            | 2,500             |
| 34001                          | Data processing                   | -                | -                | -                | -                 |
| 36005                          | DMV delinquent charge             | -                | -                | -                | -                 |
|                                | Total Contractual Services        | <u>19,214</u>    | <u>19,214</u>    | <u>24,500</u>    | <u>25,275</u>     |
| <b>Commodities</b>             |                                   |                  |                  |                  |                   |
| 54000                          | Advertising & publications        | -                | -                | -                | -                 |
| 61000                          | Office supplies                   | -                | -                | -                | -                 |
|                                | Total Commodities                 | <u>-</u>         | <u>-</u>         | <u>-</u>         | <u>-</u>          |
| <b>01-011</b>                  | <b>Total Collector of Revenue</b> | <u>\$ 86,456</u> | <u>\$ 86,456</u> | <u>\$ 99,300</u> | <u>\$ 104,025</u> |
| Percentage increase/(decrease) |                                   |                  |                  |                  | <u>4.76%</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. Establish the Assessor's role within the new GIS team for maintaining parcel identity while linking current assessment field card data and current ownership into the new proposed GIS system.
3. Oversee the fair and equitable appraisal of the Brainerd Place development project including conditions set forth with the fixed assessment agreement.
4. 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.
5. Digitize historic prior assessment records for official and public use.
6. The Assessor will continue to be active within various sub-committees in the CT Assessors Association Organization (CAAO) including attending Executive Board meetings in order to stay on top of changing legislation and state policies.

**Accomplishments:**

- Filed the October 1, 2023 Grand List timely by the statutory deadline.
- Assisted Board of Selectmen in updating Policy on Fixing Real Property Assessments.
- 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.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                              | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|--------------------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                |                              | Actual            | Actual            | Original          | Proposed          |
| 01-012                         | Assessor                     | Expended          | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b>  |                              |                   |                   |                   |                   |
| 11001                          | Regular payroll              | \$ 121,792        | \$ 125,922        | \$ 162,450        | \$ 167,500        |
| 11003                          | Part-time payroll            | -                 | -                 | -                 | -                 |
| 19002                          | Longevity                    | -                 | -                 | -                 | -                 |
| 21001                          | Medical insurance            | -                 | -                 | -                 | -                 |
| 22000                          | FICA/Medicare                | -                 | -                 | -                 | -                 |
|                                | Total Personnel Expenditures | <u>121,792</u>    | <u>125,922</u>    | <u>162,450</u>    | <u>167,500</u>    |
| <b>Contractual Services</b>    |                              |                   |                   |                   |                   |
| 31000                          | Service contracts            | 20,895            | 22,164            | 24,650            | 25,820            |
| 32000                          | Conferences, meetings, dues  | 912               | 835               | 2,500             | 2,600             |
| 33001                          | Audit fees                   | -                 | -                 | -                 | -                 |
| 34001                          | Data processing              | -                 | -                 | -                 | -                 |
|                                | Total Contractual Services   | <u>21,807</u>     | <u>22,999</u>     | <u>27,150</u>     | <u>28,420</u>     |
| <b>Commodities</b>             |                              |                   |                   |                   |                   |
| 54000                          | Advertising & publications   | -                 | -                 | -                 | -                 |
| 61000                          | Office supplies              | -                 | -                 | -                 | -                 |
|                                | Total Commodities            | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          |
| <b>01-012</b>                  | <b>Total Assessor</b>        | <u>\$ 143,599</u> | <u>\$ 148,921</u> | <u>\$ 189,600</u> | <u>\$ 195,920</u> |
| Percentage increase/(decrease) |                              |                   |                   |                   | <u>3.33%</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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |  | 2021-2022       | 2022-2023       | 2023-2024       | 2024-2025       |
|--------------------------------|--|-----------------|-----------------|-----------------|-----------------|
|                                |  | Actual          | Actual          | Original        | Proposed        |
| 01-013                         | Board of Assessment Appeals              | Expended        | Expended        | Budget          | Budget          |
| <b>Personnel Expenditures</b>  |  |                 |                 |                 |                 |
| 14001                          | Board clerk payroll                      | \$ -            | \$ -            | \$ 250          | \$ 250          |
| 14011                          | Member stipends                          | 1,376           | 1,115           | 1,115           | 1,115           |
|                                | Total Personnel Expenditures             | <u>1,376</u>    | <u>1,115</u>    | <u>1,365</u>    | <u>1,365</u>    |
| <b>01-013</b>                  | <b>Total Board of Assessment Appeals</b> | <u>\$ 1,376</u> | <u>\$ 1,115</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:**

- ☆ Decrease in account (#37002) Labor & pension matters due to union contracts being negotiated and renewed in FY24.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025            |
|--------------------------------|--------------------------------|------------------|------------------|------------------|----------------------|
|                                |                                | Actual           | Actual           | Original         | Proposed             |
| 01-014                         | Town Counsel                   | Expended         | Expended         | Budget           | Budget               |
| <b>Contractual Services</b>    |                                |                  |                  |                  |                      |
| -                              | 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        | 29,165           | 32,572           | 38,000           | <b>33,000</b>        |
| 37006                          | Freedom of information         | 368              | 286              | 2,000            | <b>2,000</b>         |
| 37012                          | Suits & settlements            | -                | -                | -                | -                    |
| 37013                          | General Town Counsel           | 18,176           | 15,945           | 22,500           | <b>22,500</b>        |
| 37019                          | Planning & development matters | 23,276           | 13,889           | 24,500           | <b>24,500</b>        |
| 37025                          | Tax matters                    | 72               | -                | 5,000            | <b>5,000</b>         |
| 37029                          | Miscellaneous matters          | -                | -                | -                | -                    |
|                                | Total Contractual Services     | <u>71,057</u>    | <u>62,692</u>    | <u>92,000</u>    | <b>87,000</b>        |
| <b>01-014</b>                  | <b>Total Town Counsel</b>      | <u>\$ 71,057</u> | <u>\$ 62,692</u> | <u>\$ 92,000</u> | <u>\$ 87,000</u>     |
| Percentage increase/(decrease) |                                |                  |                  |                  | <u><b>-5.43%</b></u> |



Department Name: Town Clerk Department #: 01-015

**Mission & Purpose:**

The Town Clerk's Office serves as the official records manager for the Town while maintaining and distributing all land records, liquor permits, dog licenses, sportsmen licenses, trade names, military service discharges, minutes of various boards and commissions, election and voter records, notary public records, and law suit notices.

**Goals & Objectives:**

1. Continue to serve the public in an efficient and effective manner.
2. Continue scanning and digitizing of town records.
3. Successfully implement key objectives for the rollout of early voting.

**Accomplishments:**

- Completed a long-term goal of scanning and digitalization of all Portland's Land Records. This was a project originally started by Town Clerk Bernadette Dillon. Land records are accessible online from 1841 to current day.
- Town Clerk and Assistant Town Clerk sworn in for new terms effective January 2024.

**Fiscal Notes:**

- ☆ Personnel expenditures cover one (1) elected full-time Town Clerk and one (1) full-time Assistant Town Clerk.
- ☆ Line #33002 Indexing & Recording is expected to rise due to ending of the current land record system contract.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                              | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|--------------------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                |                              | Actual            | Actual            | Original          | Proposed          |
| 01-015                         | Town Clerk                   | Expended          | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b>  |                              |                   |                   |                   |                   |
| 11001                          | Regular payroll              | \$ 117,765        | \$ 122,474        | \$ 133,750        | \$ 139,250        |
| 13002                          | Overtime                     | 534               | 381               | 750               | 750               |
| 19002                          | Longevity                    | -                 | -                 | -                 | -                 |
| 21001                          | Medical insurance            | -                 | -                 | -                 | -                 |
| 22000                          | FICA/Medicare                | -                 | -                 | -                 | -                 |
|                                | Total Personnel Expenditures | <u>118,299</u>    | <u>122,855</u>    | <u>134,500</u>    | <u>140,000</u>    |
| <b>Contractual Services</b>    |                              |                   |                   |                   |                   |
| 31000                          | Service contracts            | 775               | 775               | 1,000             | 1,000             |
| 32000                          | Conferences, meetings, dues  | 1,259             | 1,292             | 1,500             | 1,500             |
| 33002                          | Indexing & recording         | 19,766            | 21,420            | 26,000            | 32,500            |
| -                              | Ordinance preparation        | -                 | -                 | -                 | -                 |
| 34001                          | Data processing              | -                 | -                 | -                 | -                 |
| 35000                          | Vital statistics             | 184               | 108               | 500               | 500               |
|                                | Total Contractual Services   | <u>21,984</u>     | <u>23,595</u>     | <u>29,000</u>     | <u>35,500</u>     |
| <b>Commodities</b>             |                              |                   |                   |                   |                   |
| 54000                          | Advertising & publications   | -                 | -                 | -                 | -                 |
| 61000                          | Office supplies              | -                 | -                 | -                 | -                 |
|                                | Total Commodities            | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          |
| <b>01-015</b>                  | <b>Total Town Clerk</b>      | <u>\$ 140,283</u> | <u>\$ 146,450</u> | <u>\$ 163,500</u> | <u>\$ 175,500</u> |
| Percentage increase/(decrease) |                              |                   |                   |                   | <u>7.34%</u>      |

Department Name: Central Services Department #: 01-016

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

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

**Fiscal Notes:**

- ☆ Increase of \$500 in Advertising, printing & publications (#54000) due to increases in legal notices and printing fees during fiscal year 2024.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                      | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025        |
|--------------------------------|--------------------------------------|------------------|------------------|------------------|------------------|
|                                |                                      | Actual           | Actual           | Original         | Proposed         |
| 01-016                         | Central Services                     | Expended         | Expended         | Budget           | Budget           |
| <b>Personnel Expenditures</b>  |                                      |                  |                  |                  |                  |
| 11003                          | Part-time payroll                    | \$ -             | \$ -             | \$ -             | \$ -             |
| 22000                          | FICA/Medicare                        | -                | -                | -                | -                |
|                                | Total Personnel Expenditures         | -                | -                | -                | -                |
| <b>Contractual Services</b>    |                                      |                  |                  |                  |                  |
| 31000                          | Service contracts                    | 24,645           | 27,010           | 32,500           | 32,500           |
| 31001                          | Office equip repair & maint          | 373              | 572              | 2,000            | 2,000            |
| 34001                          | Data processing supplies             | 1,538            | 2,372            | 2,500            | 2,500            |
| -                              | Publication costs                    | -                | -                | -                | -                |
|                                | Total Contractual Services           | 26,556           | 29,954           | 37,000           | 37,000           |
| <b>Repairs</b>                 |                                      |                  |                  |                  |                  |
| -                              | Equipment repairs                    | -                | -                | -                | -                |
|                                | Total Repairs                        | -                | -                | -                | -                |
| <b>Utilities</b>               |                                      |                  |                  |                  |                  |
| 53000                          | Postage                              | 16,045           | 12,233           | 16,500           | 16,500           |
| 54000                          | Advertising, printing & publications | 16,686           | 18,169           | 20,000           | 20,500           |
| -                              | Printing                             | -                | -                | -                | -                |
| 58580                          | Travel and mileage expense           | 917              | 990              | 3,750            | 3,250            |
|                                | Total Utilities                      | 33,648           | 31,392           | 40,250           | 40,250           |
| <b>Commodities</b>             |                                      |                  |                  |                  |                  |
| 61000                          | Office supplies                      | 12,201           | 14,934           | 15,500           | 15,500           |
| 61005                          | Copier/printing supplies             | 6,183            | 6,069            | 7,000            | 7,000            |
| -                              | Subscriptions & publications         | -                | -                | -                | -                |
|                                | Total Commodities                    | 18,384           | 21,003           | 22,500           | 22,500           |
| <b>Equipment</b>               |                                      |                  |                  |                  |                  |
| -                              | Equipment                            | -                | -                | -                | -                |
|                                | Total Equipment                      | -                | -                | -                | -                |
| <b>01-016</b>                  | <b>Total Central Services</b>        | <b>\$ 78,588</b> | <b>\$ 82,349</b> | <b>\$ 99,750</b> | <b>\$ 99,750</b> |
| Percentage increase/(decrease) |                                      |                  |                  |                  | <b>0.00%</b>     |

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. 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 maintained and updated daily and Selectmen's meetings are live on Zoom and also uploaded to Portland's YouTube Channel.

**Goals & Objectives:**

1. Continue to upgrade hardware and software in Town Departments.
2. Improve security initiatives for all platforms.
3. Develop fiber conductivity to the Waste Water Treatment Facility and the Animal Shelter.
4. Assist with the implementation of new SCADA network for Water Department.
5. Continue implementation migrating to Windows 11 via PC replacement initiatives.
6. Continue to work to implement credit card processing for town residents across all departments.
7. Continue to conduct auctions of surplus Town equipment and vehicles.
8. Work with the Fire Marshal's office in their assessing the needs for monitoring town buildings for fire and burglar alarm protection.
9. Hire an Assistant Technology Coordinator.

**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)
- Assisted the Town Finance Department in running successful online auctions.
- Rolled out new computers to multiple staff to enhance performance & reliability.
- MFA implemented for town staff.
- Fire alarm system in Public Works Facility has been installed and is being monitored.
- Hired new Technology Director.

**Fiscal Notes:**

- ☆ Personnel expenditures cover two (2) full time employees, one (1) part time employee, and the cost of Town Tech.
- ☆ Computer network maintenance, (#36050) allows the Town to investigate and resolve levels 2 and 3 computer issues and review and implement computer related security and back-up procedures.
- ☆ Licensing software (#31008) – Increase in current year budget relates to \$6,000 for laserfiche license, \$9,000 permitting license, and \$3,500 Tigh & Bond GIS license.
- ☆ Overtime (#13002) – Decrease expected due to change in personnel and change in alarm call in sheet.
- ☆ David Kuzminski has retired. Thank you to Dave for your many years of service to the Town!

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |                                    | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|-------------------------------|------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                               |                                    | Actual            | Actual            | Original          | Proposed          |
| 01-017                        | Technology Department              | Expended          | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b> |                                    |                   |                   |                   |                   |
| 11001                         | Regular payroll                    | \$ 91,023         | \$ 134,152        | \$ 161,000        | \$ 152,500        |
| 11003                         | Part-time payroll                  | 23,230            | 26,726            | 28,000            | 28,750            |
| 13002                         | Overtime                           | 24,291            | 22,732            | 17,000            | 12,250            |
| 19002                         | Longevity                          | -                 | -                 | -                 | -                 |
| 21001                         | Medical insurance                  | -                 | -                 | -                 | -                 |
| 22000                         | FICA/Medicare                      | -                 | -                 | -                 | -                 |
|                               | Total Personnel Expenditures       | <u>138,544</u>    | <u>183,610</u>    | <u>206,000</u>    | <u>193,500</u>    |
| <b>Contractual Services</b>   |                                    |                   |                   |                   |                   |
| 31000                         | Service contracts                  | 480               | 480               | 1,000             | 1,000             |
| 31001                         | Office equip repair & maint        | 68                | 39                | 1,000             | 1,000             |
| 31008                         | Licensing software                 | 14,673            | 28,846            | 30,500            | 50,500            |
| 32000                         | Conferences, meetings, dues        | 637               | 605               | 1,000             | 1,000             |
| 34001                         | Data processing supplies           | 3,913             | 2,035             | 5,000             | 5,000             |
| 36004                         | Telecommunications                 | 3,471             | 3,328             | 6,100             | 6,100             |
| 36050                         | Computer network maintenance       | 57,665            | 53,628            | 40,000            | 41,000            |
|                               | Total Contractual Services         | <u>80,907</u>     | <u>88,961</u>     | <u>84,600</u>     | <u>105,600</u>    |
| <b>Repairs</b>                |                                    |                   |                   |                   |                   |
| 44003                         | Equipment repair/rental            | -                 | -                 | -                 | -                 |
|                               | Total Repairs                      | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          |
| <b>Utilities</b>              |                                    |                   |                   |                   |                   |
| 51001                         | Gas & diesel fuel                  | 948               | 806               | 1,250             | 1,000             |
|                               | Total Utilities                    | <u>948</u>        | <u>806</u>        | <u>1,250</u>      | <u>1,000</u>      |
| <b>Commodities</b>            |                                    |                   |                   |                   |                   |
| 61000                         | Office supplies                    | -                 | -                 | -                 | -                 |
| 61001                         | Uniforms                           | 600               | 600               | 600               | -                 |
| -                             | Equipment supplies                 | -                 | -                 | -                 | -                 |
|                               | Total Commodities                  | <u>600</u>        | <u>600</u>        | <u>600</u>        | <u>-</u>          |
| <b>Equipment</b>              |                                    |                   |                   |                   |                   |
| 73000                         | Equipment purchases                | 1,214             | 489               | 2,000             | 2,000             |
|                               | Total Equipment                    | <u>1,214</u>      | <u>489</u>        | <u>2,000</u>      | <u>2,000</u>      |
| <b>Miscellaneous</b>          |                                    |                   |                   |                   |                   |
| 88016                         | Miscellaneous                      | -                 | -                 | -                 | -                 |
|                               | Total Miscellaneous Expenditures   | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          |
| <b>01-017</b>                 | <b>Total Technology Department</b> | <u>\$ 222,213</u> | <u>\$ 274,466</u> | <u>\$ 294,450</u> | <u>\$ 302,100</u> |

Percentage increase/(decrease) 2.60%

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 777 calls for service in 2023. 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. 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 five (5) New Interior Firefighters and three (3) new EMS personnel in 2023.
- Continued to recruit younger members through the explorers program. Four (4) new explorers joined in 2023.
- Engine 2 replacement approved by the Town. Expected to be delivered in 2025.
- Engine 3 replacement approved at a Special Town Meeting. Expected to be delivered in 2024.

**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) – Increase in various service contracts, including HVAC & communication service contracts.
- ☆ Medical Supplies (#35001) – Increased due to requirement of the fire dept. to carry EpiPen.
- ☆ Equipment Repair/Rental (#44003) – Repairs to the apparatus are more costly in recent years.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |   | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|-------------------------------|---|-------------------|-------------------|-------------------|-------------------|
|                               |   | Actual            | Actual            | Original          | Proposed          |
| 01-020                        | Fire Departments                        | Expended          | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b> |   |                   |                   |                   |                   |
| 11001                         | Regular payroll                         | \$ 6,955          | \$ 7,127          | \$ 7,475          | \$ 7,750          |
| 11002                         | Clerical payroll                        | 1,140             | 760               | 2,250             | 2,250             |
| 11003                         | Part-time payroll                       | 101,900           | 112,906           | 130,500           | 128,800           |
| -                             | Watchmen                                | -                 | -                 | -                 | -                 |
| 21001                         | Medical insurance                       | -                 | -                 | -                 | -                 |
| 22000                         | FICA/Medicare                           | -                 | -                 | -                 | -                 |
|                               | <b>Total Personnel Expenditures</b>     | <b>109,995</b>    | <b>120,793</b>    | <b>140,225</b>    | <b>138,800</b>    |
| <b>Contractual Services</b>   |   |                   |                   |                   |                   |
| 30000                         | Training                                | 12,874            | 13,759            | 17,000            | 18,000            |
| 31000                         | Service contracts                       | 17,470            | 22,016            | 18,000            | 22,000            |
| 31008                         | Licensing software                      | 12,422            | 14,571            | 17,000            | 18,000            |
| 32000                         | Conferences, meetings, dues             | 1,690             | 4,115             | 2,250             | 2,250             |
| 34000                         | Equipment testing                       | 17,225            | 11,397            | 19,500            | 19,500            |
| 34001                         | Data processing supplies                | 238               | 232               | 1,000             | 1,000             |
| 35001                         | Medical exams & supplies                | 17,794            | 13,420            | 27,000            | 29,500            |
| 36004                         | Telecommunications                      | 3,930             | 4,368             | 5,175             | 5,175             |
|                               | <b>Total Contractual Services</b>       | <b>83,643</b>     | <b>83,878</b>     | <b>106,925</b>    | <b>115,425</b>    |
| <b>Repairs</b>                |   |                   |                   |                   |                   |
| 44003                         | Equipment repair/rental                 | 21,574            | 18,363            | 21,500            | 23,000            |
|                               | <b>Total Repairs</b>                    | <b>21,574</b>     | <b>18,363</b>     | <b>21,500</b>     | <b>23,000</b>     |
| <b>Utilities</b>              |   |                   |                   |                   |                   |
| 51001                         | Gas & diesel fuel                       | 7,361             | 7,809             | 7,800             | 7,800             |
| 54000                         | Advertising & publications              | -                 | -                 | -                 | -                 |
| 57000                         | Firefighters banquet                    | 7,324             | 4,080             | 7,500             | 7,500             |
|                               | <b>Total Utilities</b>                  | <b>14,685</b>     | <b>11,889</b>     | <b>15,300</b>     | <b>15,300</b>     |
| <b>Commodities</b>            |   |                   |                   |                   |                   |
| 61000                         | Office supplies                         | -                 | -                 | -                 | -                 |
| 61001                         | Uniforms                                | 2,791             | 3,226             | 3,600             | 4,200             |
| 61003                         | Equipment supplies                      | 71,996            | 77,719            | 83,000            | 83,000            |
| 62001                         | Electricity                             | 29,420            | 26,135            | 29,700            | 30,200            |
| 62002                         | Water & sewer                           | 2,347             | 2,261             | 3,750             | 3,750             |
| 62004                         | Heating fuel                            | 17,096            | 17,231            | 18,500            | 18,500            |
| 63001                         | Emergency food fund                     | 892               | 642               | 2,000             | 2,000             |
| 67000                         | Small tools                             | -                 | -                 | -                 | -                 |
|                               | <b>Total Commodities</b>                | <b>124,542</b>    | <b>127,214</b>    | <b>140,550</b>    | <b>141,650</b>    |
| <b>Miscellaneous</b>          |   |                   |                   |                   |                   |
| 88002                         | Tax abatement program                   | -                 | -                 | -                 | -                 |
| 88013                         | Protective operations                   | -                 | -                 | -                 | -                 |
|                               | <b>Total Miscellaneous Expenditures</b> | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          |
| <b>01-020</b>                 | <b>Total Fire Departments</b>           | <b>\$ 354,439</b> | <b>\$ 362,137</b> | <b>\$ 424,500</b> | <b>\$ 434,175</b> |

Percentage increase/(decrease) 2.28%



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 and other large scale projects.

**Accomplishments:**

- Received a \$250 Seminar Stipend grant from the Anti 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.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                              | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025        |
|--------------------------------|------------------------------|------------------|------------------|------------------|------------------|
|                                |                              | Actual           | Actual           | Original         | Proposed         |
| 01-021                         | Fire Marshal                 | Expended         | Expended         | Budget           | Budget           |
| <b>Personnel Expenditures</b>  |                              |                  |                  |                  |                  |
| 11003                          | Part-time payroll            | \$ 39,015        | \$ 40,335        | \$ 48,500        | \$ 51,000        |
| 22000                          | FICA/Medicare                | -                | -                | -                | -                |
|                                | Total Personnel Expenditures | <u>39,015</u>    | <u>40,335</u>    | <u>48,500</u>    | <u>51,000</u>    |
| <b>Contractual Services</b>    |                              |                  |                  |                  |                  |
| 32000                          | Conferences, meetings, dues  | <u>1,138</u>     | <u>970</u>       | <u>1,500</u>     | <u>1,500</u>     |
|                                | Total Contractual Services   | <u>1,138</u>     | <u>970</u>       | <u>1,500</u>     | <u>1,500</u>     |
| <b>Utilities</b>               |                              |                  |                  |                  |                  |
| 51001                          | Gas & diesel fuel            | 347              | 384              | 450              | 750              |
| 55000                          | Fire prevention week         | <u>429</u>       | <u>583</u>       | <u>800</u>       | <u>800</u>       |
|                                | Total Utilities              | <u>776</u>       | <u>967</u>       | <u>1,250</u>     | <u>1,550</u>     |
| <b>Commodities</b>             |                              |                  |                  |                  |                  |
| 61000                          | Office supplies              | -                | -                | -                | -                |
| 61001                          | Uniforms                     | 156              | 634              | 600              | 600              |
| 61003                          | Equipment supplies           | <u>1,235</u>     | <u>559</u>       | <u>1,000</u>     | <u>1,000</u>     |
|                                | Total Commodities            | <u>1,391</u>     | <u>1,193</u>     | <u>1,600</u>     | <u>1,600</u>     |
| <b>01-021</b>                  | <b>Total Fire Marshal</b>    | <u>\$ 42,320</u> | <u>\$ 43,465</u> | <u>\$ 52,850</u> | <u>\$ 55,650</u> |
| Percentage increase/(decrease) |                              |                  |                  |                  | <u>5.30%</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.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                 | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|--------------------------------|---------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                |                                 | Actual            | Actual            | Original          | Proposed          |
| 01-022                         | Emergency Dispatch              | Expended          | Expended          | Budget            | Budget            |
| <b>Contractual Services</b>    |                                 |                   |                   |                   |                   |
| 31000                          | Service contract                | \$ 136,520        | \$ 149,034        | \$ 163,370        | \$ 174,055        |
|                                | Total Contractual Services      | <u>136,520</u>    | <u>149,034</u>    | <u>163,370</u>    | <u>174,055</u>    |
| <b>01-022</b>                  | <b>Total Emergency Dispatch</b> | <u>\$ 136,520</u> | <u>\$ 149,034</u> | <u>\$ 163,370</u> | <u>\$ 174,055</u> |
| Percentage increase/(decrease) |                                 |                   |                   |                   | <u>6.54%</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 5,648 calls during calendar year 2023. 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:**

- ☆ Currently there are 12 funded 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 13<sup>th</sup> officer is requested for staffing (half year).
- ☆ 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).
- ☆ Licensing software (#31008) is up due to Police Accountability Act software and electronic evidence software license.
- ☆ Uniforms (#61001) is up \$2,500 based on increase in new officers and higher cost of uniforms.
- ☆ Examination Services (#36012) was increased by \$1,500 in expectation of exam services for new officers to be slightly higher than expected.
- ☆ Service Contracts (#31000) is up \$9,750 of which \$7,700 is for storage and wireless connections for new traffic cameras that are in capital.
- ☆ Regular Payroll (#11001) was adjusted to reflect several retirements including longtime Police Captain, Ron Milardo. Thank you Ron for your years of service!

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

| 01-023 Police Department              | 2021-2022<br>Actual<br>Expended | 2022-2023<br>Actual<br>Expended | 2023-2024<br>Original<br>Budget | 2024-2025<br>Proposed<br>Budget |
|---------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>Personnel Expenditures</b>         |                                 |                                 |                                 |                                 |
| 11001 Regular payroll                 | \$ 998,023                      | \$ 1,030,634                    | \$ 1,119,800                    | \$ 1,091,000                    |
| 11002 Clerical payroll                | 62,591                          | 64,145                          | 67,250                          | 68,250                          |
| 11003 Part-time payroll               | -                               | 1,000                           | 1,500                           | 1,600                           |
| 13002 Overtime                        | 126,359                         | 142,678                         | 143,000                         | 146,000                         |
| 14014 Private Police duty             | 292,507                         | 249,579                         | 150,000                         | 250,000                         |
| - Holiday payroll                     | -                               | -                               | -                               | -                               |
| 19002 Longevity                       | -                               | -                               | -                               | -                               |
| 21001 Medical insurance               | -                               | -                               | -                               | -                               |
| 22000 FICA/Medicare                   | -                               | -                               | -                               | -                               |
| Total Personnel Expenditures          | <u>1,479,480</u>                | <u>1,488,036</u>                | <u>1,481,550</u>                | <u>1,556,850</u>                |
| <b>Contractual Services</b>           |                                 |                                 |                                 |                                 |
| 31000 Service contracts               | 15,851                          | 12,672                          | 18,500                          | 28,250                          |
| 31008 Licensing software              | 5,781                           | 21,094                          | 24,500                          | 28,675                          |
| 32000 Conferences, meetings, dues     | 8,080                           | 7,865                           | 9,000                           | 10,500                          |
| 34002 Cruiser computer support        | 7,057                           | 9,600                           | 10,250                          | 10,250                          |
| 36004 Telecommunications              | -                               | -                               | -                               | -                               |
| 36012 Examination services            | 2,000                           | 1,350                           | 10,000                          | 11,500                          |
| Total Contractual Services            | <u>38,769</u>                   | <u>52,581</u>                   | <u>72,250</u>                   | <u>89,175</u>                   |
| <b>Repairs</b>                        |                                 |                                 |                                 |                                 |
| 44003 Equipment repair/rental         | 430                             | 1,742                           | 6,500                           | 6,500                           |
| Total Repairs                         | <u>430</u>                      | <u>1,742</u>                    | <u>6,500</u>                    | <u>6,500</u>                    |
| <b>Utilities</b>                      |                                 |                                 |                                 |                                 |
| 51001 Gas & diesel fuel               | 56,486                          | 51,065                          | 58,000                          | 56,500                          |
| 59002 Canine program                  | 2,166                           | 3,003                           | 3,250                           | 3,750                           |
| Total Utilities                       | <u>58,652</u>                   | <u>54,068</u>                   | <u>61,250</u>                   | <u>60,250</u>                   |
| <b>Commodities</b>                    |                                 |                                 |                                 |                                 |
| 61000 Office supplies                 | -                               | -                               | -                               | -                               |
| 61001 Uniforms                        | 25,492                          | 23,205                          | 34,000                          | 36,500                          |
| 61003 Equipment supplies              | 7,986                           | 7,435                           | 10,500                          | 11,500                          |
| 62001 Electricity                     | 12,236                          | 10,511                          | 15,000                          | 15,000                          |
| 62002 Water & sewer                   | 991                             | 985                             | 1,265                           | 1,265                           |
| 62004 Heating fuel                    | 1,446                           | 2,057                           | 2,100                           | 2,400                           |
| Total Commodities                     | <u>48,151</u>                   | <u>44,193</u>                   | <u>62,865</u>                   | <u>66,665</u>                   |
| <b>Equipment</b>                      |                                 |                                 |                                 |                                 |
| 73000 Equipment purchases             | -                               | 12,235                          | -                               | -                               |
| Total Equipment                       | <u>-</u>                        | <u>12,235</u>                   | <u>-</u>                        | <u>-</u>                        |
| <b>Miscellaneous</b>                  |                                 |                                 |                                 |                                 |
| 88016 Miscellaneous                   | 546                             | 310                             | 1,000                           | 1,000                           |
| Total Miscellaneous Expenditures      | <u>546</u>                      | <u>310</u>                      | <u>1,000</u>                    | <u>1,000</u>                    |
| <b>01-023 Total Police Department</b> | <b><u>\$ 1,626,028</u></b>      | <b><u>\$ 1,653,165</u></b>      | <b><u>\$ 1,685,415</u></b>      | <b><u>\$ 1,780,440</u></b>      |

Percentage increase/(decrease) 5.64%

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 recruit and train new volunteers
2. Pursue grant funds available to offset increased cost in providing a safe community for our residents.
3. Continue to support and guide the Community Emergency Response Team (CERT).
4. Continue to pursue funding for CERT Members clothing and materials through State funding.
5. Continue to improve the operation of the Emergency Operation Center (EOC).
6. 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.
7. Work on the procedures and physical layout of our emergency shelter to accommodate residents' pets.
8. 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.
- Members organized and operated two semi-annual mock shelter training exercised to provide residents and pet emergency accommodations.
- The Portland CERT Members assisted the Chatham Health District operate a flu clinic for Portland residents & visitors.
- Members furthered their training in Emergency Preparedness in areas including CPR, Stop-the-Bleed, Traffic Control, School safety, and power line safety,
- In July and August, the CERT Members provided traffic control for vehicle parking at our Park & Rec summer concert events and in September traffic control and route support for their 5K race.
- CERT members increased collaboration with other Town Emergency Services by assisting the Portland Fire Department Personnel with "eyes on the ground" coverage during the Portland Fair event.

**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.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                   | 2021-2022       | 2022-2023       | 2023-2024        | 2024-2025        |
|--------------------------------|-----------------------------------|-----------------|-----------------|------------------|------------------|
|                                |                                   | Actual          | Actual          | Original         | Proposed         |
| 01-024                         | Emergency Management              | Expended        | Expended        | Budget           | Budget           |
| <b>Personnel Expenditures</b>  |                                   |                 |                 |                  |                  |
| 14005                          | Emergency man stipend             | \$ 5,063        | \$ 5,054        | \$ 6,000         | \$ 6,000         |
| 22000                          | FICA/Medicare                     | -               | -               | -                | -                |
|                                | Total Personnel Expenditures      | <u>5,063</u>    | <u>5,054</u>    | <u>6,000</u>     | <u>6,000</u>     |
| <b>Contractual Services</b>    |                                   |                 |                 |                  |                  |
| 30000                          | Training                          | -               | 60              | 500              | 500              |
| 32000                          | Conferences, meetings, dues       | -               | -               | 350              | 350              |
| 34001                          | Data processing                   | -               | -               | -                | -                |
|                                | Total Contractual Services        | <u>-</u>        | <u>60</u>       | <u>850</u>       | <u>850</u>       |
| <b>Repairs</b>                 |                                   |                 |                 |                  |                  |
| 44003                          | Equipment repair/rental           | -               | -               | -                | -                |
|                                | Total Repairs                     | <u>-</u>        | <u>-</u>        | <u>-</u>         | <u>-</u>         |
| <b>Utilities</b>               |                                   |                 |                 |                  |                  |
| 53001                          | Telephone                         | -               | -               | -                | -                |
| 53003                          | Cell phones                       | 879             | 978             | 2,000            | 2,000            |
| 57001                          | Emergency drill                   | -               | -               | 550              | 550              |
|                                | Total Utilities                   | <u>879</u>      | <u>978</u>      | <u>2,550</u>     | <u>2,550</u>     |
| <b>Commodities</b>             |                                   |                 |                 |                  |                  |
| 61001                          | Uniforms                          | -               | -               | -                | -                |
| 61003                          | Equipment supplies                | 243             | 485             | 2,900            | 2,900            |
| 63001                          | Emergency food fund               | -               | -               | 1,050            | 1,050            |
|                                | Total Commodities                 | <u>243</u>      | <u>485</u>      | <u>3,950</u>     | <u>3,950</u>     |
| <b>01-024</b>                  | <b>Total Emergency Management</b> | <u>\$ 6,185</u> | <u>\$ 6,577</u> | <u>\$ 13,350</u> | <u>\$ 13,350</u> |
| Percentage increase/(decrease) |                                   |                 |                 |                  | <u>0.00%</u>     |



Department Name: Building Department Department #: 01-025

**Mission & Purpose:**

The Building Department is responsible for the administration and enforcement of the Connecticut State Building Code as adopted by the State Legislature. The responsibilities range from providing guidance and administration services to the general public relative to the mode, manner of construction or materials to be used in the construction or alteration of buildings and structures. The Building Departments main tasks are receiving applications, issuing permits, conducting inspections, enforcing compliance, issuing certificates of use and occupancy, and examining unsafe 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 and other major construction.
3. Review and inspect other new building initiatives and existing building alterations and renovations.
4. Respond to and 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.
- The Building Official has approved 465 Building Permits, collected over \$346,000 in permit fees, and completed 466 inspections plus the Portland Fair and Brainerd Place inspections during the first 6 months of the 2023-2024 Fiscal Year.
- During the first 6 months of the 2022-2023 Fiscal Year, the Building Official has approved 454 Building Permits and collected over \$101,000 in permit fees.
- During the first 6 months of the 2023-2024 Fiscal Year, reviewed drawings and specifications for 9 new houses and 4 commercial buildings being built.
- Issued 4 residential Certificate of Occupancy for new homes and 4 commercial Certificate of Occupancy notices during the first 6 months of the 2023-2024 Fiscal Year.
- Made numerous visits to the Brainerd Place construction site to review and discuss issues with the management on site.
- The Building Official has responded to 3 written blight complaints during the first 6 months of the 2023-2024 Fiscal Year, sending out letters to correct the issues. After receiving the letters, 2 locations abated the conditions and 1 was not considered blight.

**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.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |   | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025                                   |
|-------------------------------|---|-------------------|-------------------|-------------------|---|
|                               |   | Actual            | Actual            | Original          | Proposed                                    |
| 01-025                        | Building Department                     | Expended          | Expended          | Budget            | Budget                                      |
| <b>Personnel Expenditures</b> |   |                   |                   |                   |   |
| 11001                         | Regular payroll                         | \$ 115,035        | \$ 113,678        | \$ 121,000        | \$ 123,850                                  |
| 11003                         | Part-time payroll                       | -                 | -                 | -                 | -   |
| 19002                         | Longevity                               | -                 | -                 | -                 | -   |
| 21001                         | Medical insurance                       | -                 | -                 | -                 | -   |
| 22000                         | FICA/Medicare                           | -                 | -                 | -                 | -   |
|                               | <b>Total Personnel Expenditures</b>     | <u>115,035</u>    | <u>113,678</u>    | <u>121,000</u>    | <u>123,850</u>                              |
| <b>Contractual Services</b>   |   |                   |                   |                   |   |
| 32000                         | Conferences, meetings, dues             | <u>905</u>        | <u>225</u>        | <u>1,000</u>      | <u>1,000</u>                                |
|                               | <b>Total Contractual Services</b>       | <u>905</u>        | <u>225</u>        | <u>1,000</u>      | <u>1,000</u>                                |
| <b>Utilities</b>              |   |                   |                   |                   |   |
| 51001                         | Gas & diesel fuel                       | <u>1,001</u>      | <u>851</u>        | <u>1,300</u>      | <u>1,300</u>                                |
|                               | <b>Total Utilities</b>                  | <u>1,001</u>      | <u>851</u>        | <u>1,300</u>      | <u>1,300</u>                                |
| <b>Commodities</b>            |   |                   |                   |                   |   |
| 54000                         | Advertising & publications              | -                 | -                 | -                 | -   |
| 61000                         | Office supplies                         | -                 | -                 | -                 | -   |
| 61003                         | Equipment supplies                      | <u>169</u>        | -                 | <u>1,000</u>      | <u>1,000</u>                                |
|                               | <b>Total Commodities</b>                | <u>169</u>        | -                 | <u>1,000</u>      | <u>1,000</u>                                |
| <b>Miscellaneous</b>          |   |                   |                   |                   |   |
| 88016                         | State training fee                      | -                 | -                 | -                 | -   |
|                               | <b>Total Miscellaneous Expenditures</b> | -                 | -                 | -                 | -   |
| <b>01-025</b>                 | <b>Total Building Department</b>        | <u>\$ 117,110</u> | <u>\$ 114,754</u> | <u>\$ 124,300</u> | <u>\$ 127,150</u>                           |
|                               |   |                   |                   |                   | Percentage increase/(decrease) <u>2.29%</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 implement 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. Start design on several road reconstruction projects.

**Accomplishments:**

- Continued oversight and coordination of each public works department.
- Completed design and construction of Freestone Ave road reconstruction project.
- Completed design and construction of Hilltop Drive road reconstruction and water main replacement project.
- Completed design and construction of Connectivity Grant sidewalk improvements from Freestone Ave to Riverside Street.
- Completed development of two test wells for potential new town water source.
- Completed design for Main Street sidewalk improvements to 510 Main Street.
- Completed design on the Wastewater Plant Control Facility clarifier upgrades and Coe Ave pump station improvements.
- Completed design on Russell Ave water main replacement and road reconstruction.
- Started design of High Street drainage improvements and road reconstruction.
- Started design of High Street 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. Support annual training.
- Performed safety and code improvements at the water and sewer facilities.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |                                    | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025                                   |
|-------------------------------|------------------------------------|-------------------|-------------------|-------------------|---|
|                               |                                    | Actual            | Actual            | Original          | Proposed                                    |
| 01-031                        | Public Works Director              | Expended          | Expended          | Budget            | Budget                                      |
| <b>Personnel Expenditures</b> |                                    |                   |                   |                   |   |
| 11001                         | Regular payroll                    | \$ 167,302        | \$ 159,810        | \$ 173,800        | \$ 177,250                                  |
| 13002                         | Overtime                           | -                 | -                 | -                 | -   |
| 19002                         | Longevity                          | -                 | -                 | -                 | -   |
| 21001                         | Medical insurance                  | -                 | -                 | -                 | -   |
| 22000                         | FICA/Medicare                      | -                 | -                 | -                 | -   |
|                               | Total Personnel Expenditures       | <u>167,302</u>    | <u>159,810</u>    | <u>173,800</u>    | <u>177,250</u>                              |
| <b>Contractual Services</b>   |                                    |                   |                   |                   |   |
| 31000                         | Service contracts                  | -                 | -                 | -                 | -   |
| 32000                         | Conferences, meetings, dues        | 240               | 394               | 500               | 500   |
| 36013                         | Hazardous waste                    | 8,360             | 13,754            | 15,000            | 17,500                                      |
|                               | Total Contractual Services         | <u>8,600</u>      | <u>14,148</u>     | <u>15,500</u>     | <u>18,000</u>                               |
| <b>Utilities</b>              |                                    |                   |                   |                   |   |
| 51001                         | Gas & diesel fuel                  | 752               | 445               | 1,400             | 1,400                                       |
|                               | Total Utilities                    | <u>752</u>        | <u>445</u>        | <u>1,400</u>      | <u>1,400</u>                                |
| <b>Commodities</b>            |                                    |                   |                   |                   |   |
| 61000                         | Office supplies                    | -                 | -                 | -                 | -   |
| 61001                         | Uniforms                           | -                 | -                 | -                 | -   |
|                               | Total Commodities                  | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>                                    |
| <b>Capital Expenditures</b>   |                                    |                   |                   |                   |   |
| 73000                         | Equipment purchases                | -                 | -                 | -                 | -   |
|                               | Total Capital Expenditures         | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>                                    |
| <b>01-031</b>                 | <b>Total Public Works Director</b> | <u>\$ 176,654</u> | <u>\$ 174,403</u> | <u>\$ 190,700</u> | <u>\$ 196,650</u>                           |
|                               |                                    |                   |                   |                   | Percentage increase/(decrease) <u>3.12%</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, bi-annual 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. Maintain all town roads to keep them safe for the traveling public.
2. Replace aging equipment with more efficient and safe designs.
3. Provide manpower for Water & Sewer emergencies.
4. Review safety procedures with operators for all equipment. Hold safety training sessions.
5. Continue crack sealing roads prior to chip sealing as weather permits.
6. Adjust sewer manholes and catch basins to the correct pavement grades.
7. Continue to install new, up to date signage and guiderail system.
8. Continue with roadside shoulder improvements and curb repairs.
9. Continue town-owned tree trimming/removal and support of tree removal contractors. Work with the Grounds Division to plant new trees as recommended by the town Arborist/Consultant.
10. Continue to monitor new speed detection signs on High Street, Ames Hollow Road, Main St and Bartlett Street.
11. Continue to maintain the aquafer protection areas and our salt shed operations.

**Accomplishments:**

- Completed drainage upgrades and supported road work on Freestone Ave and Hilltop Drive
- Completed paving sections of Bartlett St, William Street & Cox Rd to fix drainage issues.
- Completed improvements to the town retention pond on Sage Hollow Road.
- Continued roadside mowing, tree trimming and cutting throughout the town and on the Airline Trail.
- Continued to make erosion improvements to the Air Line trail access road and parking lot.
- Continued to repair/replace guiderails at various locations.
- Continued support of tree removal contractor to lessen impacts of dead trees on the power grid.
- Assisted in tree removal and cleanup from storm damage during multiple storm events.
- Cleaned 920 storm drain basins and repaired grates and tops as needed.
- Completed line painting on Freestone Ave, High Street and Airline Ave.
- Continue to make repairs as necessary to the Isinglass Hill Road and Cox Road culverts clogged by beaver dams.
- Continue to re-grade and make access improvements to Riverfront Park.

**Fiscal Notes:**

- ☆ Personnel expenditures allow for nine (9) full-time employees.
- ☆ Tree removal/replacement (#36003) – State contract rate increased on tree removal services.
- ☆ Gas & Diesel (#51001) – less usage than previously budgeted likely due to less snow events.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |                                  | 2021-2022                | 2022-2023                | 2023-2024                | 2024-2025                |
|-------------------------------|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                               |                                  | Actual                   | Actual                   | Original                 | Proposed                 |
| 01-032                        | Highway Department               | Expended                 | Expended                 | Budget                   | Budget                   |
| <b>Personnel Expenditures</b> |                                  |                          |                          |                          |                          |
| 11001                         | Regular payroll                  | \$ 566,946               | \$ 607,230               | \$ 636,100               | \$ 665,000               |
| 13002                         | Overtime                         | 11,523                   | 22,208                   | 12,000                   | 15,000                   |
| 19002                         | Longevity                        | -                        | -                        | -                        | -                        |
| 21001                         | Medical insurance                | -                        | -                        | -                        | -                        |
| 22000                         | FICA/Medicare                    | -                        | -                        | -                        | -                        |
|                               | Total Personnel Expenditures     | <u>578,469</u>           | <u>629,438</u>           | <u>648,100</u>           | <u>680,000</u>           |
| <b>Contractual Services</b>   |                                  |                          |                          |                          |                          |
| 31000                         | Service contracts                | 8,714                    | 7,774                    | 9,500                    | 9,500                    |
| 32000                         | Conferences, meetings, dues      | 560                      | 440                      | 500                      | 500                      |
| 36001                         | Traffic signals                  | 9,776                    | 2,019                    | 3,500                    | 3,500                    |
| 36003                         | Tree removal/replacement         | 11,674                   | 13,850                   | 19,000                   | 21,000                   |
| 36004                         | Telecommunications               | 2,966                    | 3,489                    | 4,000                    | 4,000                    |
| 36006                         | Line painting contract           | -                        | 4,964                    | 9,500                    | 9,500                    |
| 36007                         | Storm water monitoring           | 2,874                    | 315                      | 6,000                    | 4,000                    |
| 36008                         | Waste services                   | 296                      | 1,064                    | 500                      | 1,000                    |
|                               | Total Contractual Services       | <u>36,860</u>            | <u>33,915</u>            | <u>52,500</u>            | <u>53,000</u>            |
| <b>Repairs</b>                |                                  |                          |                          |                          |                          |
| 44003                         | Equipment repair/rental          | 7,839                    | 1,907                    | 13,000                   | 13,000                   |
| 44005                         | Storm drain cleaning             | 18,510                   | 19,247                   | 22,000                   | 23,000                   |
|                               | Total Repairs                    | <u>26,349</u>            | <u>21,154</u>            | <u>35,000</u>            | <u>36,000</u>            |
| <b>Utilities</b>              |                                  |                          |                          |                          |                          |
| 51001                         | Gas & diesel fuel                | 50,111                   | 52,058                   | 58,500                   | 55,500                   |
| 53001                         | Telephone                        | 612                      | 291                      | 1,000                    | 1,000                    |
|                               | Total Utilities                  | <u>50,723</u>            | <u>52,349</u>            | <u>59,500</u>            | <u>56,500</u>            |
| <b>Commodities</b>            |                                  |                          |                          |                          |                          |
| 61001                         | Uniforms                         | 5,485                    | 5,134                    | 5,400                    | 5,850                    |
| 61003                         | Equipment supplies               | 19,091                   | 19,537                   | 19,000                   | 20,000                   |
| 62001                         | Electricity                      | 8,273                    | 8,268                    | 11,550                   | 10,500                   |
| 62002                         | Water & sewer                    | 1,838                    | 1,386                    | 2,750                    | 2,750                    |
| 62004                         | Heating fuel                     | 32,526                   | 27,429                   | 30,000                   | 30,000                   |
| 65001                         | Road materials                   | 80,000                   | 85,218                   | 86,000                   | 86,000                   |
| 67000                         | Small tools                      | 680                      | 1,275                    | 1,000                    | 1,000                    |
| 69001                         | Street signs                     | 2,657                    | 4,963                    | 4,000                    | 5,000                    |
|                               | Total Commodities                | <u>150,550</u>           | <u>153,210</u>           | <u>159,700</u>           | <u>161,100</u>           |
| <b>Capital Expenditures</b>   |                                  |                          |                          |                          |                          |
| 73000                         | Equipment purchases              | 6,210                    | 6,411                    | 6,000                    | 6,000                    |
|                               | Total Capital Expenditures       | <u>6,210</u>             | <u>6,411</u>             | <u>6,000</u>             | <u>6,000</u>             |
| <b>Miscellaneous</b>          |                                  |                          |                          |                          |                          |
| 88016                         | Miscellaneous fees               | 275                      | 575                      | 500                      | 500                      |
|                               | Total Miscellaneous Expenditures | <u>275</u>               | <u>575</u>               | <u>500</u>               | <u>500</u>               |
| <b>01-032</b>                 | <b>Total Highway Department</b>  | <u><u>\$ 849,436</u></u> | <u><u>\$ 897,052</u></u> | <u><u>\$ 961,300</u></u> | <u><u>\$ 993,100</u></u> |

Percentage increase/(decrease) 3.31%

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:**

- Promoted the assistant mechanic to head mechanic and hired a new assistant mechanic.
- 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.
- Replaced pumps for gas & diesel and implemented new fuel monitoring system.

**Fiscal Notes:**

- ☆ Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |                                  | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|-------------------------------|----------------------------------|-------------------|-------------------|-------------------|-------------------|
|                               |                                  | Actual            | Actual            | Original          | Proposed          |
| 01-033                        | Vehicle Maintenance              | Expended          | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b> |                                  |                   |                   |                   |                   |
| 11001                         | Regular payroll                  | \$ 128,498        | \$ 126,303        | \$ 144,250        | \$ 144,250        |
| 13002                         | Overtime                         | 665               | 973               | 5,000             | 5,000             |
| 19002                         | Longevity                        | -                 | -                 | -                 | -                 |
| 21001                         | Medical insurance                | -                 | -                 | -                 | -                 |
| 22000                         | FICA/Medicare                    | -                 | -                 | -                 | -                 |
|                               | Total Personnel Expenditures     | <u>129,163</u>    | <u>127,276</u>    | <u>149,250</u>    | <u>149,250</u>    |
| <b>Contractual Services</b>   |                                  |                   |                   |                   |                   |
| 32000                         | Conferences, meetings, dues      | -                 | -                 | 300               | 300               |
|                               | Total Contractual Services       | <u>-</u>          | <u>-</u>          | <u>300</u>        | <u>300</u>        |
| <b>Repairs</b>                |                                  |                   |                   |                   |                   |
| 44003                         | Equipment repair/rental          | 115,972           | 68,315            | 128,000           | 130,000           |
|                               | Total Repairs                    | <u>115,972</u>    | <u>68,315</u>     | <u>128,000</u>    | <u>130,000</u>    |
| <b>Utilities</b>              |                                  |                   |                   |                   |                   |
| 51001                         | Gas & diesel fuel                | 2,096             | 2,463             | 2,250             | 2,250             |
| 51003                         | Fuel additives                   | 386               | -                 | 1,000             | 1,000             |
| 51004                         | Motor vehicle oil                | 4,130             | 2,530             | 5,500             | 5,500             |
|                               | Total Utilities                  | <u>6,612</u>      | <u>4,993</u>      | <u>8,750</u>      | <u>8,750</u>      |
| <b>Commodities</b>            |                                  |                   |                   |                   |                   |
| 61001                         | Uniforms                         | 1,200             | 600               | 1,200             | 1,300             |
| 61003                         | Equipment supplies               | 6,573             | 4,848             | 9,000             | 9,000             |
| 67000                         | Small tools                      | 541               | 1,528             | 2,000             | 2,000             |
|                               | Total Commodities                | <u>8,314</u>      | <u>6,976</u>      | <u>12,200</u>     | <u>12,300</u>     |
| <b>Capital Expenditures</b>   |                                  |                   |                   |                   |                   |
| 73000                         | Equipment purchases              | 711               | -                 | 2,000             | 2,500             |
|                               | Total Capital Expenditures       | <u>711</u>        | <u>-</u>          | <u>2,000</u>      | <u>2,500</u>      |
| <b>Miscellaneous</b>          |                                  |                   |                   |                   |                   |
| 88016                         | Miscellaneous                    | -                 | -                 | 800               | 800               |
|                               | Total Miscellaneous Expenditures | <u>-</u>          | <u>-</u>          | <u>800</u>        | <u>800</u>        |
| <b>01-033</b>                 | <b>Total Vehicle Maintenance</b> | <u>\$ 260,772</u> | <u>\$ 207,560</u> | <u>\$ 301,300</u> | <u>\$ 303,900</u> |

Percentage increase/(decrease) 0.86%



Department Name: Town Engineer Department #: 01-034

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- Provided on-going assistance with general town development and special grant projects.
- Completed design and inspection of the sidewalk project as part of the Connectivity Grant.
- 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 engineering plans and design for replacement sidewalks on Main Street.
- Provided inspection and oversight for the infrastructure improvements on Perry Ave and Hilltop Drive
- 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.

**Fiscal Notes:**

- ☆ The Town staff engages the engineering services as needed.
- ☆ Public Safety engineering (#38011) – Increased by \$2,000 due to dam inspection in FY25.
- ☆ Road Drainage (#38005) was lowered by \$3,000 as it is believed that the line item did not require those funds. \$1,500 was moved to Public Works Engineering (#38003) and \$1,500 was moved to Public Safety Engineering (#38011).

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                 | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025        |
|--------------------------------|---------------------------------|------------------|------------------|------------------|------------------|
|                                |                                 | Actual           | Actual           | Original         | Proposed         |
| 01-034                         | Town Engineer                   | Expended         | Expended         | Budget           | Budget           |
| <b>Contractual Services</b>    |                                 |                  |                  |                  |                  |
| 38001                          | Residential plan review/inspect | \$ 119           | \$ 170           | \$ 1,000         | \$ 1,000         |
| 38002                          | Subdivision inspection/review   | 2,688            | 5,106            | 6,200            | 6,200            |
| 38003                          | Public Works engineering        | 7,700            | 9,425            | 10,000           | 11,500           |
| 38004                          | Site plan review                | 17,070           | 15,308           | 12,000           | 12,000           |
| 38005                          | Road drainage                   | 4,764            | 1,221            | 10,000           | 7,000            |
| 38006                          | Mapping services                | 203              | 3,927            | 500              | 500              |
| 38007                          | General services                | 1,801            | 184              | 1,000            | 1,000            |
| 38008                          | Plan & Zoning/Inland Wetlands   | 13,917           | 2,696            | 8,000            | 8,000            |
| 38009                          | Erosion/sedimentation review    | 2,881            | 245              | 500              | 500              |
| 38010                          | Miscellaneous                   | 2,166            | 4,409            | 2,000            | 2,500            |
| 38011                          | Public safety engineering       | 2,047            | -                | 1,500            | 3,500            |
|                                | Total Contractual Services      | <u>55,356</u>    | <u>42,691</u>    | <u>52,700</u>    | <u>53,700</u>    |
| <b>01-034</b>                  | <b>Total Town Engineer</b>      | <u>\$ 55,356</u> | <u>\$ 42,691</u> | <u>\$ 52,700</u> | <u>\$ 53,700</u> |
| Percentage increase/(decrease) |                                 |                  |                  |                  | <u>1.90%</u>     |

Department Name: Street Lighting Department #: 01-035

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- As authorized by the Town, Eversource installed all new LED energy efficient streetlights throughout Portland.
- The state updated the traffic signals and crosswalk signals along Main Street in 2022 into 2023 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:**

- ☆ Electricity (#62001) increased by \$2,000 as Eversource's distribution charge is expected to increase.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                              | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|--------------------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                |                              | Actual            | Actual            | Original          | Proposed          |
| 01-035                         | Street Lighting              | Expended          | Expended          | Budget            | Budget            |
| <b>Commodities</b>             |                              |                   |                   |                   |                   |
| 62001                          | Electricity                  | \$ 101,432        | \$ 100,824        | \$ 112,750        | \$ 115,000        |
|                                | Total Commodities            | <u>101,432</u>    | <u>100,824</u>    | <u>112,750</u>    | <u>115,000</u>    |
| <b>01-035</b>                  | <b>Total Street Lighting</b> | <u>\$ 101,432</u> | <u>\$ 100,824</u> | <u>\$ 112,750</u> | <u>\$ 115,000</u> |
| Percentage increase/(decrease) |                              |                   |                   |                   | <u>2.00%</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. Grounds maintenance also performs snow removal and maintenance of all town owned parking lots and sidewalks.

**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 Portland Recreational Complex.
6. Continue improvements to all athletic fields.
7. Assist with the planning of a new storage building.

**Accomplishments:**

- Successfully maintained town and BOE properties – landscaping/mowing of approximately 90 acres of lawns and athletic fields.
- Assisted with tree removal, fence installation and other park improvement projects.
- Continued to make improvements to all athletic fields as needed.
- Continued to assist with storm cleanup at schools, town buildings and parks.
- Assisted with the improvements to the Riverfront Park lawn areas and trails.
- Continued to maintain the irrigation and splash pad at the new Portland Rec Complex.
- Continue to make fencing repairs as needed.
- Purchased new Ventrec attachments for use all year.
- Purchased new zero turn lawn mower and trailer replacing aged equipment.

**Fiscal Notes:**

- 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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |                                  | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|-------------------------------|----------------------------------|-------------------|-------------------|-------------------|-------------------|
|                               |                                  | Actual            | Actual            | Original          | Proposed          |
| 01-036                        | Grounds Maintenance              | Expended          | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b> |                                  |                   |                   |                   |                   |
| 11001                         | Regular payroll                  | \$ 194,283        | \$ 202,451        | \$ 272,500        | \$ 283,500        |
| 11003                         | Part-time payroll                | 11,058            | 7,476             | -                 | -                 |
| 13002                         | Overtime                         | 14,427            | 5,003             | 15,000            | 15,000            |
| 19002                         | Longevity                        | -                 | -                 | -                 | -                 |
| 21001                         | Medical insurance                | -                 | -                 | -                 | -                 |
| 22000                         | FICA/Medicare                    | -                 | -                 | -                 | -                 |
|                               | Total Personnel Expenditures     | <u>219,768</u>    | <u>214,930</u>    | <u>287,500</u>    | <u>298,500</u>    |
| <b>Contractual Services</b>   |                                  |                   |                   |                   |                   |
| 36002                         | General contract work            | 5,272             | 14,489            | 15,500            | 15,500            |
| 36008                         | Waste services                   | 32                | 149               | 600               | 600               |
|                               | Total Contractual Services       | <u>5,304</u>      | <u>14,638</u>     | <u>16,100</u>     | <u>16,100</u>     |
| <b>Repairs</b>                |                                  |                   |                   |                   |                   |
| 44003                         | Equipment repair/rental          | 5,755             | 10,793            | 7,500             | 7,500             |
|                               | Total Repairs                    | <u>5,755</u>      | <u>10,793</u>     | <u>7,500</u>      | <u>7,500</u>      |
| <b>Utilities</b>              |                                  |                   |                   |                   |                   |
| 51001                         | Gas & diesel fuel                | 20,760            | 20,142            | 21,000            | 20,000            |
|                               | Total Utilities                  | <u>20,760</u>     | <u>20,142</u>     | <u>21,000</u>     | <u>20,000</u>     |
| <b>Commodities</b>            |                                  |                   |                   |                   |                   |
| 61001                         | Uniforms                         | 1,723             | 1,708             | 2,400             | 2,600             |
| 61003                         | Equipment supplies               | 5,338             | 8,649             | 8,000             | 8,000             |
| 61004                         | Ground supplies                  | 31,111            | 40,768            | 49,000            | 49,000            |
| 67000                         | Small tools                      | 1,153             | 649               | 1,250             | 1,250             |
|                               | Total Commodities                | <u>39,325</u>     | <u>51,774</u>     | <u>60,650</u>     | <u>60,850</u>     |
| <b>Capital Expenditures</b>   |                                  |                   |                   |                   |                   |
| 73000                         | Equipment purchases              | -                 | 3,983             | 3,500             | 3,500             |
|                               | Total Capital Expenditures       | <u>-</u>          | <u>3,983</u>      | <u>3,500</u>      | <u>3,500</u>      |
| <b>Miscellaneous</b>          |                                  |                   |                   |                   |                   |
| 88016                         | Miscellaneous                    | 265               | -                 | 500               | 500               |
|                               | Total Miscellaneous Expenditures | <u>265</u>        | <u>-</u>          | <u>500</u>        | <u>500</u>        |
| <b>01-036</b>                 | <b>Total Grounds Maintenance</b> | <u>\$ 291,177</u> | <u>\$ 316,260</u> | <u>\$ 396,750</u> | <u>\$ 406,950</u> |

Percentage increase/(decrease) 2.57%

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 daily cleaning and building repair projects, 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 masonry improvements 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:**

- Completed carpet replacement project at Town Hall.
- Completed window replacement project at Buck Foreman Community Center.
- Completed the replacement of flooring @ Fire Company #3.
- Provided necessary PPE for all employees and buildings.
- Completed the installation of LED lighting at the town highway garage, transfer station and Company #3 Firehouse.
- Repaired/replaced heating/AC units in the Town Hall, Police Station, Highway Garage and firehouses.
- Continue to maintain gutters, roof drainage and sewer system at all buildings.
- Continue to assist in summer and winter storm clean-up.
- HAZ COM Program updated. SDS sheets reviewed and new hangers installed in buildings.
- Repaired overhead doors and installed LED lighting at various buildings.
- Installed a new furnace at Company #3.
- Electrical improvements made at Company #1 and #2 firehouses, DPW garage and library.
- Stained the new fences at the Waverly Center and Firehouse Company #2.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |   | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|-------------------------------|---|-------------------|-------------------|-------------------|-------------------|
|                               |   | Actual            | Actual            | Original          | Proposed          |
| 01-037                        | Town Buildings Maintenance              | Expended          | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b> |   |                   |                   |                   |                   |
| 11001                         | Regular payroll                         | \$ 185,049        | \$ 193,219        | \$ 201,200        | \$ 208,000        |
| 11003                         | Part-time payroll                       | -                 | -                 | -                 | -                 |
| 13002                         | Overtime                                | 3,257             | 6,507             | 6,000             | 6,000             |
| 19002                         | Longevity                               | -                 | -                 | -                 | -                 |
| 21001                         | Medical insurance                       | -                 | -                 | -                 | -                 |
| 22000                         | FICA/Medicare                           | -                 | -                 | -                 | -                 |
|                               | Total Personnel Expenditures            | <u>188,306</u>    | <u>199,726</u>    | <u>207,200</u>    | <u>214,000</u>    |
| <b>Contractual Services</b>   |   |                   |                   |                   |                   |
| 31000                         | Service contracts                       | 40,469            | 23,748            | 37,500            | 37,500            |
| 36008                         | Waste services                          | 836               | 547               | 750               | 750               |
|                               | Total Contractual Services              | <u>41,305</u>     | <u>24,295</u>     | <u>38,250</u>     | <u>38,250</u>     |
| <b>Repairs</b>                |   |                   |                   |                   |                   |
| 44003                         | Equipment repair/rental                 | 3,530             | 8,438             | 7,000             | 7,000             |
|                               | Total Repairs                           | <u>3,530</u>      | <u>8,438</u>      | <u>7,000</u>      | <u>7,000</u>      |
| <b>Utilities</b>              |   |                   |                   |                   |                   |
| 51001                         | Gas & diesel fuel                       | 5,487             | 4,974             | 5,500             | 5,000             |
| 53001                         | Telephone                               | 42,024            | 43,270            | 46,500            | 48,000            |
| 53002                         | Pagers                                  | -                 | -                 | -                 | -                 |
| 53003                         | Cell phones                             | 6,783             | 5,899             | 8,750             | 8,750             |
|                               | Total Utilities                         | <u>54,294</u>     | <u>54,143</u>     | <u>60,750</u>     | <u>61,750</u>     |
| <b>Commodities</b>            |   |                   |                   |                   |                   |
| 61001                         | Uniforms                                | 1,631             | 1,471             | 1,800             | 1,950             |
| 61003                         | Equipment supplies                      | 321               | 1,482             | 1,250             | 1,250             |
| 61004                         | Ground supplies                         | -                 | -                 | -                 | -                 |
| 61006                         | Building supplies                       | 14,596            | 8,962             | 17,000            | 17,000            |
| 62001                         | Electricity                             | 29,821            | 25,829            | 35,000            | 32,500            |
| 62002                         | Water & sewer                           | 2,194             | 2,255             | 3,000             | 3,000             |
| 62004                         | Heating fuel                            | 5,137             | 5,210             | 5,750             | 5,750             |
| 67000                         | Small tools                             | 771               | 872               | 750               | 750               |
| 68000                         | Custodial supplies                      | 14,354            | 11,712            | 16,000            | 16,000            |
|                               | Total Commodities                       | <u>68,825</u>     | <u>57,793</u>     | <u>80,550</u>     | <u>78,200</u>     |
| <b>Capital Expenditures</b>   |   |                   |                   |                   |                   |
| 73000                         | Equipment purchases                     | -                 | 1,897             | 3,000             | 3,000             |
|                               | Total Capital Expenditures              | <u>-</u>          | <u>1,897</u>      | <u>3,000</u>      | <u>3,000</u>      |
| <b>01-037</b>                 | <b>Total Town Buildings Maintenance</b> | <u>\$ 356,260</u> | <u>\$ 346,292</u> | <u>\$ 396,750</u> | <u>\$ 402,200</u> |

Percentage increase/(decrease) 1.37%



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 as safe as possible for residents and emergency personnel.
- Made improvements to our plows and spreaders to be more efficient.
- Delivered and placed in to operation a new dump truck with wing plow.

**Fiscal Notes:**

- ☆ Climate plays a major role in the use of road materials and overtime.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                              | 2021-2022         | 2022-2023        | 2023-2024         | 2024-2025         |
|--------------------------------|------------------------------|-------------------|------------------|-------------------|-------------------|
|                                |                              | Actual            | Actual           | Original          | Proposed          |
| 01-038                         | Snow Removal                 | Expended          | Expended         | Budget            | Budget            |
| <b>Personnel Expenditures</b>  |                              |                   |                  |                   |                   |
| 13002                          | Overtime                     | \$ 80,408         | \$ 34,521        | \$ 63,000         | \$ 63,000         |
|                                | Total Personnel Expenditures | <u>80,408</u>     | <u>34,521</u>    | <u>63,000</u>     | <u>63,000</u>     |
| <b>Commodities</b>             |                              |                   |                  |                   |                   |
| 65001                          | Road materials               | 66,584            | 50,627           | 83,000            | 83,000            |
|                                | Total Commodities            | <u>66,584</u>     | <u>50,627</u>    | <u>83,000</u>     | <u>83,000</u>     |
| <b>01-038</b>                  | <b>Total Snow Removal</b>    | <u>\$ 146,992</u> | <u>\$ 85,148</u> | <u>\$ 146,000</u> | <u>\$ 146,000</u> |
| Percentage increase/(decrease) |                              |                   |                  |                   | <u>0.00%</u>      |

**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, Air Line Trail Steering 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 and begin preparing for the 2026 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 and properties.
5. Continue the implementation of the Brownstone Avenue Brownfield Remediation Project and prepare for the issuance of an RFP for redevelopment of the site.
6. Finish all pending project for digitization of the Land Use files, GIS update and website and online permitting by end of 2024.

**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.
- Awarded the “Climate Leader” designation by Sustainable CT.
- 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.
- Awarded the Land Use digitization project to UBEO and are under way with the project to digitize The Town’s Land Use Files which is about 75% complete.
- Awarded and begun working with Tighe and Bond on updating The Town’s parcel database and implementing a new public online GIS system.
- RFQ for online permitting is out and will be followed by an RFP to implement an Online Permitting System for The Town.

**Fiscal Notes:**

- ☆ The budget consists of the Planner and the Administrative Assistant shared with the building department.
- ☆ Planning Consultant (#31002) increased \$2,000 due to a new contract with Tighe & Bond for parcel updates.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                  | 2021-2022        | 2022-2023         | 2023-2024         | 2024-2025         |
|--------------------------------|----------------------------------|------------------|-------------------|-------------------|-------------------|
|                                |                                  | Actual           | Actual            | Original          | Proposed          |
| 01-040                         | Planning Department              | Expended         | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b>  |                                  |                  |                   |                   |                   |
| 11001                          | Regular payroll                  | \$ 73,934        | \$ 105,955        | \$ 109,000        | \$ 111,500        |
| 11003                          | Part-time payroll                | -                | -                 | -                 | -                 |
| 19002                          | Longevity                        | -                | -                 | -                 | -                 |
| 21001                          | Medical insurance                | -                | -                 | -                 | -                 |
| 22000                          | FICA/Medicare                    | -                | -                 | -                 | -                 |
|                                | Total Personnel Expenditures     | <u>73,934</u>    | <u>105,955</u>    | <u>109,000</u>    | <u>111,500</u>    |
| <b>Contractual Services</b>    |                                  |                  |                   |                   |                   |
| 31002                          | Plan consultant                  | 10,500           | 4,598             | 6,000             | 8,000             |
| 32000                          | Conferences, meetings, dues      | -                | 279               | 500               | 500               |
|                                | Total Contractual Services       | <u>10,500</u>    | <u>4,877</u>      | <u>6,500</u>      | <u>8,500</u>      |
| <b>Commodities</b>             |                                  |                  |                   |                   |                   |
| 54000                          | Advertising & publications       | -                | -                 | -                 | -                 |
| 61000                          | Office supplies                  | -                | -                 | -                 | -                 |
|                                | Total Commodities                | <u>-</u>         | <u>-</u>          | <u>-</u>          | <u>-</u>          |
| <b>01-040</b>                  | <b>Total Planning Department</b> | <u>\$ 84,434</u> | <u>\$ 110,832</u> | <u>\$ 115,500</u> | <u>\$ 120,000</u> |
| Percentage increase/(decrease) |                                  |                  |                   |                   | <u>3.90%</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:**

- Collaborated with multiple Town Departments and Chatham Health District to address issues relative to zoning violations.
- 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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

| <b>01-041 Zoning Enforce Department</b>       | <b>2021-2022<br/>Actual<br/>Expended</b> | <b>2022-2023<br/>Actual<br/>Expended</b> | <b>2023-2024<br/>Original<br/>Budget</b> | <b>2024-2025<br/>Proposed<br/>Budget</b> |
|---|--|--|--|--|
| <b>Personnel Expenditures</b>                 |  |  |  |  |
| 11001 Regular payroll                         | \$ 24,908                                | \$ -                                     | \$ 32,500                                | <b>\$ 35,000</b>                         |
| 19002 Longevity                               | -  | -  | -  | -  |
| 21001 Medical insurance                       | -  | -  | -  | -  |
| 22000 FICA/Medicare                           | -  | -  | -  | -  |
| Total Personnel Expenditures                  | <u>24,908</u>                            | <u>-</u>                                 | <u>32,500</u>                            | <b>35,000</b>                            |
| <b>Contractual Services</b>                   |  |  |  |  |
| 32000 Conferences, meetings, dues             | -  | -  | 1,250                                    | <b>1,250</b>                             |
| Total Contractual Services                    | <u>-</u>                                 | <u>-</u>                                 | <u>1,250</u>                             | <b>1,250</b>                             |
| <b>Utilities</b>                              |  |  |  |  |
| 51001 Gas & diesel fuel                       | -  | -  | 200                                      | <b>200</b>                               |
| Total Utilities                               | <u>-</u>                                 | <u>-</u>                                 | <u>200</u>                               | <b>200</b>                               |
| <b>Commodities</b>                            |  |  |  |  |
| 61003 Equipment supplies                      | -  | -  | -  | -  |
| Total Commodities                             | <u>-</u>                                 | <u>-</u>                                 | <u>-</u>                                 | -  |
| <b>01-041 Total Zoning Enforce Department</b> | <b><u>\$ 24,908</u></b>                  | <b><u>\$ -</u></b>                       | <b><u>\$ 33,950</u></b>                  | <b><u>\$ 36,450</u></b>                  |

Percentage increase/(decrease) **7.36%**

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.
4. Start work on the upcoming POCD for completion by March 2026. First steps would be to hire qualified consultant to assist in writing and public outreach through an issuance of an RFP/RFQ.

**Accomplishments:**

- Reviewed and approved commercial, industrial and subdivision development proposals.
- The PZC has updated the Zoning Regulations and Zoning map.

**Fiscal Notes:**

- ☆ No significant changes requested for Fiscal Year 2024-2025

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |   | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025        |
|--------------------------------|---|------------------|------------------|------------------|------------------|
|                                |   | Actual           | Actual           | Original         | Proposed         |
| 01-042                         | Plan & Zoning Commission                  | Expended         | Expended         | Budget           | Budget           |
| <b>Personnel Expenditures</b>  |   |                  |                  |                  |                  |
| 14001                          | Board clerk                               | \$ 2,613         | \$ 1,440         | \$ 3,000         | \$ 3,000         |
| 22000                          | FICA/Medicare                             | -                | -                | -                | -                |
|                                | Total Personnel Expenditures              | <u>2,613</u>     | <u>1,440</u>     | <u>3,000</u>     | <u>3,000</u>     |
| <b>Contractual Services</b>    |   |                  |                  |                  |                  |
| 31002                          | Plan consultant                           | -                | -                | -                | -                |
| 31004                          | Court transcriptions                      | -                | -                | 500              | 500              |
| 32000                          | Conferences, meetings, dues               | 110              | -                | 1,200            | 1,200            |
| -                              | Outside services                          | -                | -                | -                | -                |
|                                | Total Contractual Services                | <u>110</u>       | <u>-</u>         | <u>1,700</u>     | <u>1,700</u>     |
| <b>Miscellaneous</b>           |   |                  |                  |                  |                  |
| 86015                          | Midstate Reg, Plan Agency/LCOG            | 11,975           | 12,281           | 12,340           | 12,710           |
| 86016                          | CT River Assembly                         | -                | -                | -                | -                |
|                                | Total Miscellaneous                       | <u>11,975</u>    | <u>12,281</u>    | <u>12,340</u>    | <u>12,710</u>    |
| <b>01-042</b>                  | <b>Total Plan &amp; Zoning Commission</b> | <u>\$ 14,698</u> | <u>\$ 13,721</u> | <u>\$ 17,040</u> | <u>\$ 17,410</u> |
| Percentage increase/(decrease) |   |                  |                  |                  | <u>2.17%</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:**

☆ No significant changes requested for Fiscal Year 2024-2025

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                      | 2021-2022     | 2022-2023     | 2023-2024       | 2024-2025       |
|--------------------------------|--------------------------------------|---------------|---------------|-----------------|-----------------|
|                                |                                      | Actual        | Actual        | Original        | Proposed        |
| 01-043                         | Zoning Board of Appeals              | Expended      | Expended      | Budget          | Budget          |
| <b>Personnel Expenditures</b>  |                                      |               |               |                 |                 |
| 14001                          | Board clerk                          | \$ 423        | \$ 495        | \$ 875          | \$ 875          |
| 22000                          | FICA/Medicare                        | -             | -             | -               | -               |
|                                | Total Personnel Expenditures         | <u>423</u>    | <u>495</u>    | <u>875</u>      | <u>875</u>      |
| <b>Contractual Services</b>    |                                      |               |               |                 |                 |
| 31004                          | Court transcriptions                 | -             | -             | 500             | 500             |
| 32000                          | Conferences, meetings, dues          | 110           | -             | 500             | 500             |
| -                              | Outside services                     | -             | -             | -               | -               |
|                                | Total Contractual Services           | <u>110</u>    | <u>-</u>      | <u>1,000</u>    | <u>1,000</u>    |
| <b>01-043</b>                  | <b>Total Zoning Board of Appeals</b> | <u>\$ 533</u> | <u>\$ 495</u> | <u>\$ 1,875</u> | <u>\$ 1,875</u> |
| Percentage increase/(decrease) |                                      |               |               |                 | <u>0.00%</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.

**Fiscal Notes:**

- ☆ No significant changes requested for Fiscal Year 2024-2025

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |   | 2021-2022              | 2022-2023              | 2023-2024              | 2024-2025              |
|--------------------------------|---|------------------------|------------------------|------------------------|------------------------|
|                                |   | Actual                 | Actual                 | Original               | Proposed               |
| 01-044                         | Inland Wetlands Commission              | Expended               | Expended               | Budget                 | Budget                 |
| <b>Personnel Expenditures</b>  |   |                        |                        |                        |                        |
| 14001                          | Board clerk                             | \$ 272                 | \$ 699                 | \$ 550                 | \$ 550                 |
| 22000                          | FICA/Medicare                           | -                      | -                      | -                      | -                      |
|                                | Total Personnel Expenditures            | <u>272</u>             | <u>699</u>             | <u>550</u>             | <u>550</u>             |
| <b>Contractual Services</b>    |   |                        |                        |                        |                        |
| 31011                          | Enforcement officer                     | 1,335                  | 3,390                  | 2,800                  | 2,900                  |
| 32000                          | Conferences, meetings, dues             | -                      | 75                     | 400                    | 400                    |
|                                | Total Contractual Services              | <u>1,335</u>           | <u>3,465</u>           | <u>3,200</u>           | <u>3,300</u>           |
| <b>Miscellaneous</b>           |   |                        |                        |                        |                        |
| 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>           |
| <b>01-044</b>                  | <b>Total Inland Wetlands Commission</b> | <u><u>\$ 3,431</u></u> | <u><u>\$ 5,988</u></u> | <u><u>\$ 5,574</u></u> | <u><u>\$ 5,674</u></u> |
| Percentage increase/(decrease) |   |                        |                        |                        | <u><u>1.79%</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 significant changes requested for Fiscal Year 2024-2025

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |                                      | 2021-2022    | 2022-2023     | 2023-2024     | 2024-2025     |
|-------------------------------|--------------------------------------|--------------|---------------|---------------|---------------|
|                               |                                      | Actual       | Actual        | Original      | Proposed      |
| 01-045                        | Conservation Commission              | Expended     | Expended      | Budget        | Budget        |
| <b>Personnel Expenditures</b> |                                      |              |               |               |               |
| 14001                         | Board clerk                          | \$ 47        | \$ 43         | \$ 400        | \$ 400        |
| 22000                         | FICA/Medicare                        | -            | -             | -             | -             |
|                               | Total Personnel Expenditures         | <u>47</u>    | <u>43</u>     | <u>400</u>    | <u>400</u>    |
| <b>Contractual Services</b>   |                                      |              |               |               |               |
| 32000                         | Conferences, meetings, dues          | -            | 75            | 200           | 200           |
|                               | Total Contractual Services           | <u>-</u>     | <u>75</u>     | <u>200</u>    | <u>200</u>    |
| <b>Miscellaneous</b>          |                                      |              |               |               |               |
| 86002                         | Reservoir Trail Project              | -            | -             | -             | -             |
|                               | Total Miscellaneous                  | <u>-</u>     | <u>-</u>      | <u>-</u>      | <u>-</u>      |
| <b>01-045</b>                 | <b>Total Conservation Commission</b> | <u>\$ 47</u> | <u>\$ 118</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.
6. Improve business contact list.

**Accomplishments:**

- Portland Business of the quarter program up and running with winners such as Chris Cote Golf Shop and Gotta's Farm.
- Compiled comprehensive list of Portland business with email contact information for future EDC work.
- Expanded role in town events and actively engaged business community to participate.

**Fiscal Notes:**

- ☆ No significant changes requested for Fiscal Year 2024-2025.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                      | 2021-2022     | 2022-2023        | 2023-2024        | 2024-2025        |
|--------------------------------|--------------------------------------|---------------|------------------|------------------|------------------|
|                                |                                      | Actual        | Actual           | Original         | Proposed         |
| 01-046                         | Economic Dev Commission              | Expended      | Expended         | Budget           | Budget           |
| <b>Personnel Expenditures</b>  |                                      |               |                  |                  |                  |
| 14001                          | Board clerk                          | \$ 925        | \$ 527           | \$ 1,000         | \$ 1,000         |
| 22000                          | FICA/Medicare                        | -             | -                | -                | -                |
|                                | Total Personnel Expenditures         | <u>925</u>    | <u>527</u>       | <u>1,000</u>     | <u>1,000</u>     |
| <b>Contractual Services</b>    |                                      |               |                  |                  |                  |
| 31005                          | Grants consultant contract           | -             | 20,000           | 24,000           | 24,000           |
| 32000                          | Conferences, meetings, dues          | -             | -                | 500              | 500              |
|                                | Total Contractual Services           | <u>-</u>      | <u>20,000</u>    | <u>24,500</u>    | <u>24,500</u>    |
| <b>Utilities</b>               |                                      |               |                  |                  |                  |
| 59001                          | Marketing program                    | 32            | 282              | 3,500            | 3,500            |
|                                | Total Utilities                      | <u>32</u>     | <u>282</u>       | <u>3,500</u>     | <u>3,500</u>     |
| <b>01-046</b>                  | <b>Total Economic Dev Commission</b> | <u>\$ 957</u> | <u>\$ 20,809</u> | <u>\$ 29,000</u> | <u>\$ 29,000</u> |
| Percentage increase/(decrease) |                                      |               |                  |                  | <u>0.00%</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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |  | 2021-2022     | 2022-2023   | 2023-2024     | 2024-2025     |
|--------------------------------|--|---------------|-------------|---------------|---------------|
|                                |  | Actual        | Actual      | Original      | Proposed      |
| 01-047                         | Capital Expend Commission              | Expended      | Expended    | Budget        | Budget        |
| <b>Personnel Expenditures</b>  |  |               |             |               |               |
| 14001                          | Board clerk                            | \$ 240        | \$ -        | \$ 500        | \$ 500        |
| 22000                          | FICA/Medicare                          | -             | -           | -             | -             |
|                                | Total Personnel Expenditures           | <u>240</u>    | <u>-</u>    | <u>500</u>    | <u>500</u>    |
| <b>01-047</b>                  | <b>Total Capital Expend Commission</b> | <u>\$ 240</u> | <u>\$ -</u> | <u>\$ 500</u> | <u>\$ 500</u> |
| Percentage increase/(decrease) |  |               |             |               | <u>0.00%</u>  |

Department Name: Health Department Department #: 01-051

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- 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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                | <b>2021-2022</b>  | <b>2022-2023</b>  | <b>2023-2024</b>  | <b>2024-2025</b>    |
|--------------------------------|--------------------------------|-------------------|-------------------|-------------------|---------------------|
|                                |                                | <b>Actual</b>     | <b>Actual</b>     | <b>Original</b>   | <b>Proposed</b>     |
| <b>01-051</b>                  | <b>Health Department</b>       | <b>Expended</b>   | <b>Expended</b>   | <b>Budget</b>     | <b>Budget</b>       |
| <b>Contractual Services</b>    |                                |                   |                   |                   |                     |
| -                              | CT Visiting Nurses Assoc       | \$ -              | \$ -              | \$ -              | \$ -                |
| 36009                          | Chatham Health District        | 121,120           | 125,571           | 133,100           | <b>133,700</b>      |
|                                | Total Contractual Services     | <u>121,120</u>    | <u>125,571</u>    | <u>133,100</u>    | <b>133,700</b>      |
| <b>01-051</b>                  | <b>Total Health Department</b> | <u>\$ 121,120</u> | <u>\$ 125,571</u> | <u>\$ 133,100</u> | <u>\$ 133,700</u>   |
| Percentage increase/(decrease) |                                |                   |                   |                   | <u><b>0.45%</b></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 and continued 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 until his retirement from the Chatham Health District.

**Goals & Objectives:**

N/A

**Accomplishments:**

- N/A

**Fiscal Notes:**

☆ The Department is not funded in Fiscal Year 2025.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                   | 2021-2022   | 2022-2023   | 2023-2024   | 2024-2025           |
|--------------------------------|-----------------------------------|-------------|-------------|-------------|---------------------|
|                                |                                   | Actual      | Actual      | Original    | Proposed            |
| 01-052                         | Environmental Health              | Expended    | Expended    | Budget      | Budget              |
| <b>Personnel Expenditures</b>  |                                   |             |             |             |                     |
| 11001                          | Regular payroll                   | \$ -        | \$ -        | \$ -        | \$ -                |
| 19002                          | Longevity                         | -           | -           | -           | -                   |
| 22000                          | FICA/Medicare                     | -           | -           | -           | -                   |
|                                | Total Personnel Expenditures      | -           | -           | -           | -                   |
| <b>01-052</b>                  | <b>Total Environmental Health</b> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u>         |
| Percentage increase/(decrease) |                                   |             |             |             | <u><u>0.00%</u></u> |



**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                      |                                 | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025        |
|----------------------|---------------------------------|------------------|------------------|------------------|------------------|
|                      |                                 | Actual           | Actual           | Original         | Proposed         |
| 01-053               | Social Services                 | Expended         | Expended         | Budget           | Budget           |
| <b>Miscellaneous</b> |                                 |                  |                  |                  |                  |
| 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           | 29,275           | 30,300           | 31,300           |
| 86014                | Rural Transit Program           | 10,944           | 11,275           | 11,700           | 12,000           |
| 86017                | Sexual Assault Crisis Center    | 500              | 500              | 500              | 500              |
| 86019                | Fam Access/Middlesex Behavioral | 500              | -                | 500              | 500              |
| 86029                | Brownstone Quorum               | 500              | 500              | 500              | 500              |
| 87004                | Emergency Shelter               | -                | -                | 2,000            | 2,000            |
| 87005                | Clinical social worker          | -                | -                | -                | -                |
| 87006                | Connection Emergency Shelter    | 2,200            | 2,200            | 2,200            | 2,200            |
| 88001                | Program services                | -                | -                | -                | -                |
| 88005                | Memorial Day parade             | 5,000            | 5,500            | 5,500            | 5,500            |
| 88007                | Veteran's activities            | 2,912            | 3,958            | 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>53,485</u>    | <u>58,713</u>    | <u>62,705</u>    | <u>64,005</u>    |
| <b>01-053</b>        | <b>Total Social Services</b>    | <u>\$ 53,485</u> | <u>\$ 58,713</u> | <u>\$ 62,705</u> | <u>\$ 64,005</u> |

Percentage increase/(decrease) 2.07%



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:**

- New director, administrative assistant, and part-time employee hired in FY2024.
- Implemented the free UCONN Nutritional Program/ Cooking Classes every other Thursday.
- Meals on Wheels will run Monday-Friday 5 days a week now. (We added an additional day)
- Recruitment of additional volunteers for the Meals on Wheels Program to accommodate the extra day (increased our volunteer base)
- Congregate meals are now offered every Tuesday and Thursday.
- Collaboration with the Portland Board of Education with the transition students for vocational skill training on Tuesdays and Thursdays.
- Established the Portland Senior Walking Club in collaboration with Bartlett Hill, and the Air Line Trail Committee.

**Fiscal Notes:**

- ☆ Regular Payroll (#11001) covers a full time Director and an Administrative Assistant.
- ☆ Part-time Payroll (#11003) covers 1 part time employee that works 8 hours per week.
- ☆ Service contracts (#31000) increased by \$2,000 due to additional HVAC & generator service contracts after installation of new equipment from CDBG grant.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |                                    | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|-------------------------------|------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                               |                                    | Actual            | Actual            | Original          | Proposed          |
| 01-054                        | Senior Citizen Center              | Expended          | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b> |                                    |                   |                   |                   |                   |
| 11001                         | Regular payroll                    | \$ 90,236         | \$ 101,726        | \$ 119,900        | \$ 119,000        |
| 11003                         | Part-time payroll                  | 2,665             | -                 | 1,000             | 10,000            |
| 19002                         | Longevity                          | -                 | -                 | -                 | -                 |
| 21001                         | Medical insurance                  | -                 | -                 | -                 | -                 |
| 22000                         | FICA/Medicare                      | -                 | -                 | -                 | -                 |
| Total Personnel Expenditures  |                                    | <u>92,901</u>     | <u>101,726</u>    | <u>120,900</u>    | <u>129,000</u>    |
| <b>Contractual Services</b>   |                                    |                   |                   |                   |                   |
| 31000                         | Service contracts                  | 9,778             | 6,037             | 10,500            | 12,500            |
| 31006                         | Instructor fees                    | 3,286             | 2,710             | 2,100             | 2,250             |
| 32000                         | Conferences, meetings, dues        | 162               | -                 | 600               | 600               |
| 36004                         | Telecommunications                 | 1,010             | 1,054             | 1,250             | 1,250             |
| Total Contractual Services    |                                    | <u>14,236</u>     | <u>9,801</u>      | <u>14,450</u>     | <u>16,600</u>     |
| <b>Commodities</b>            |                                    |                   |                   |                   |                   |
| 61000                         | Office supplies                    | -                 | -                 | -                 | -                 |
| 62001                         | Electricity                        | 8,409             | 8,856             | 12,000            | 11,000            |
| 62002                         | Water & sewer                      | 1,025             | 1,001             | 1,300             | 1,300             |
| 62004                         | Heating fuel                       | 5,111             | 4,215             | 5,500             | 5,500             |
| Total Commodities             |                                    | <u>14,545</u>     | <u>14,072</u>     | <u>18,800</u>     | <u>17,800</u>     |
| <b>Capital Expenditures</b>   |                                    |                   |                   |                   |                   |
| 73000                         | Capital purchases                  | -                 | -                 | -                 | -                 |
| Total Capital Expenditures    |                                    | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          |
| <b>Miscellaneous</b>          |                                    |                   |                   |                   |                   |
| 88001                         | Program services                   | 3,253             | 2,499             | 5,000             | 6,000             |
| Total Miscellaneous           |                                    | <u>3,253</u>      | <u>2,499</u>      | <u>5,000</u>      | <u>6,000</u>      |
| <b>01-054</b>                 | <b>Total Senior Citizen Center</b> | <u>\$ 124,935</u> | <u>\$ 128,098</u> | <u>\$ 159,150</u> | <u>\$ 169,400</u> |

Percentage increase/(decrease) 6.44%

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.
- Took ownership of new 12+ passenger bus to provide rides to seniors.
- Acquired a \$25,135 ARPA Grant to purchase a new Chrysler Pacifica to provide rides for seniors.

**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**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |  | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025        |
|--------------------------------|--|------------------|------------------|------------------|------------------|
|                                |  | Actual           | Actual           | Original         | Proposed         |
| 01-055                         | Municipal Agent for Elderly              | Expended         | Expended         | Budget           | Budget           |
| <b>Personnel Expenditures</b>  |  |                  |                  |                  |                  |
| 14010                          | Van drivers stipends                     | \$ 33,236        | \$ 36,209        | \$ 30,000        | \$ 32,000        |
|                                | Total Personnel Expenditures             | 33,236           | 36,209           | 30,000           | 32,000           |
| <b>Contractual Services</b>    |  |                  |                  |                  |                  |
| 31007                          | Tax incentive program                    | -                | -                | -                | -                |
|                                | Total Contractual Services               | -                | -                | -                | -                |
| <b>Utilities</b>               |  |                  |                  |                  |                  |
| 51001                          | Gas & diesel fuel                        | 5,163            | 4,635            | 5,300            | 5,300            |
|                                | Total Utilities                          | 5,163            | 4,635            | 5,300            | 5,300            |
| <b>Miscellaneous</b>           |  |                  |                  |                  |                  |
| 88011                          | Veteran's relief                         | -                | -                | -                | -                |
|                                | Total Miscellaneous                      | -                | -                | -                | -                |
| <b>01-055</b>                  | <b>Total Munic Agent for the Elderly</b> | <b>\$ 38,399</b> | <b>\$ 40,844</b> | <b>\$ 35,300</b> | <b>\$ 37,300</b> |
| Percentage increase/(decrease) |  |                  |                  |                  | <u>5.67%</u>     |

Department Name: Portland Library Department #: 01-065

**Mission & Purpose:** The Portland Public Library is dedicated to serving the informational, educational, cultural, and recreational needs of the community.

**Goals & Objectives:**

1. To create inclusive spaces and places that serve all members of our community, and opportunities to gather and connect with one another.
2. To ensure all members of our community are aware of the breadth and depth of library services.
3. To provide all members of our community with services to help them flourish.

**Accomplishments:**

- Successfully transitioned in leadership between Directors Janet Nocek and Jennifer Billingsley.
- The circulation (count of items) borrowed was 105,230, including 12,390 of e-resources, approximately 11.16 borrows per capita.
- The number of Portland residents holding library cards was 3,145 at year end.
- Saw a 737 user increase in the number of computer sessions, and over 1000 additional reference transactions above what was provided by staff in 2022.
- Staff produced a variety of programs for all age groups with 240 programs with an attendance of 6,247 in 2023 (186 events with 2,475 attending in 2022).
- Selected to participate in the Connecticut Library Consortium's very first Strategic Planning Cohort. Alongside seven other Connecticut libraries doing the same work in their communities, we created our new 2024-2027 Portland Public Library Strategic Plan under the guidance of nationally renowned consultant Maureen Sullivan and CLC's Ellen Paul.

**Fiscal Notes:**

- ☆ Regular Payroll (#11001) – Personnel changes resulted in savings in this line item
- ☆ Service Contracts (#31000) – increased by \$2,000 for hotspots to support outreach and HVAC & electric door service contracts.
- ☆ Increase to Heating Fuel (#62004) of \$2,000 is due to increased usage by the dehumidification system.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |                                      | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|-------------------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                               |                                      | Actual            | Actual            | Original          | Proposed          |
| 01-065                        | Portland Library                     | Expended          | Expended          | Budget            | Budget            |
| <b>Personnel Expenditures</b> |                                      |                   |                   |                   |                   |
| 11001                         | Regular payroll                      | \$ 494,408        | \$ 510,579        | \$ 496,000        | \$ 482,000        |
| 11003                         | Part-time payroll                    | 61,910            | 54,151            | 107,500           | 107,500           |
| 14001                         | Board clerk                          | 914               | 656               | 1,000             | 1,000             |
| 19002                         | Longevity                            | -                 | -                 | -                 | -                 |
| 21001                         | Medical insurance                    | -                 | -                 | -                 | -                 |
| 22000                         | FICA/Medicare                        | -                 | -                 | -                 | -                 |
|                               | Total Personnel Expenditures         | <u>557,232</u>    | <u>565,386</u>    | <u>604,500</u>    | <u>590,500</u>    |
| <b>Contractual Services</b>   |                                      |                   |                   |                   |                   |
| 31000                         | Service contracts                    | 7,150             | 7,465             | 15,000            | 17,000            |
| 32000                         | Conferences, meetings, dues          | 1,831             | 2,036             | 2,000             | 3,000             |
| 36010                         | Contract - data bases                | 4,544             | 4,945             | 7,200             | 8,000             |
| 36011                         | Data processing - Library Connection | 37,582            | 37,913            | 38,800            | 39,800            |
|                               | Total Contractual Services           | <u>51,107</u>     | <u>52,359</u>     | <u>63,000</u>     | <u>67,800</u>     |
| <b>Repairs</b>                |                                      |                   |                   |                   |                   |
| 44003                         | Equipment repair/rental              | 1,583             | 654               | 2,000             | 2,000             |
|                               | Total Repairs                        | <u>1,583</u>      | <u>654</u>        | <u>2,000</u>      | <u>2,000</u>      |
| <b>Utilities</b>              |                                      |                   |                   |                   |                   |
| 53000                         | Postage                              | 724               | 225               | 600               | 600               |
| 59000                         | Cataloging                           | -                 | -                 | 100               | 100               |
|                               | Total Utilities                      | <u>724</u>        | <u>225</u>        | <u>700</u>        | <u>700</u>        |
| <b>Commodities</b>            |                                      |                   |                   |                   |                   |
| 61000                         | Office supplies                      | 5,976             | 6,651             | 7,200             | 7,700             |
| 62001                         | Electricity                          | 37,179            | 34,940            | 40,000            | 39,500            |
| 62002                         | Water & sewer                        | 553               | 591               | 1,250             | 1,000             |
| 62004                         | Heating fuel                         | 11,420            | 13,956            | 12,500            | 14,500            |
| 64001                         | Books                                | 45,648            | 47,102            | 49,500            | 49,500            |
| 64002                         | Discs, videos, digital media         | 10,742            | 9,919             | 12,750            | 15,000            |
| 64003                         | Periodicals                          | 5,706             | 5,558             | 6,000             | 6,000             |
|                               | Total Commodities                    | <u>117,224</u>    | <u>118,717</u>    | <u>129,200</u>    | <u>133,200</u>    |
| <b>Miscellaneous</b>          |                                      |                   |                   |                   |                   |
| 88001                         | Program services                     | 452               | 1,321             | 1,600             | 1,600             |
|                               | Total Miscellaneous Expenditures     | <u>452</u>        | <u>1,321</u>      | <u>1,600</u>      | <u>1,600</u>      |
| <b>01-065</b>                 | <b>Total Portland Library</b>        | <u>\$ 728,322</u> | <u>\$ 738,662</u> | <u>\$ 801,000</u> | <u>\$ 795,800</u> |

Percentage increase/(decrease) -0.65%

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, the required contribution has increased by 6%, or approximately \$37,000. Based on the defined benefit valuation, the police pension plan's required contributions dropped by 2.5% or \$6,640.
- ☆ The Volunteer Fire Department's pension plans required contribution increase by \$3,424.
- ☆ Medical premiums are expected to increase by 9.9% as medical claim history has risen over previous periods. Medical trend does continue to increase as inflation rises.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                               |                                       | 2021-2022           | 2022-2023           | 2023-2024           | 2024-2025           |
|-------------------------------|---------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                               |                                       | Actual              | Actual              | Original            | Proposed            |
| 01-071                        | Employee Fringe Benefits              | Expended            | Expended            | Budget              | Budget              |
| <b>Personnel Expenditures</b> |                                       |                     |                     |                     |                     |
| 19001                         | Vacation pay                          | \$ 87,824           | \$ 98,499           | \$ 90,000           | \$ 90,000           |
| 19002                         | Longevity                             | 14,050              | 12,950              | 12,500              | 13,000              |
| 19003                         | Sick pay                              | 118,816             | 104,732             | 120,000             | 120,000             |
| 19004                         | Termination benefits pay              | 54,642              | 123,465             | 152,000             | 80,000              |
| 21001                         | Medical insurance                     | 1,214,470           | 1,235,991           | 1,380,000           | 1,487,450           |
| 21002                         | Dental insurance                      | 21,827              | 22,463              | 25,125              | 26,250              |
| 21003                         | Life insurance                        | 18,840              | 19,238              | 22,000              | 19,500              |
| 21004                         | Long-term disability insurance        | 13,807              | 15,291              | 17,500              | 15,000              |
| 22000                         | FICA/Medicare                         | 371,488             | 391,956             | 416,750             | 428,000             |
| 23001                         | Town pension contributions            | 656,641             | 669,401             | 765,200             | 815,980             |
| 23002                         | Police pension contribution           | 279,215             | 269,740             | 260,440             | 253,800             |
| 23003                         | Volunteer Fire pension contribution   | 74,290              | 92,830              | 103,140             | 106,570             |
| 26000                         | Workers' compensation                 | 157,600             | 157,000             | 157,750             | 160,055             |
| 28001                         | Unemployment compensation             | 16,702              | 10,339              | 3,000               | 7,500               |
|                               | <b>Total Personnel Expenditures</b>   | <u>3,100,212</u>    | <u>3,223,895</u>    | <u>3,525,405</u>    | <u>3,623,105</u>    |
| <b>Contractual Services</b>   |                                       |                     |                     |                     |                     |
| 37029                         | Collective bargaining                 | 750                 | 7,400               | 6,000               | 12,000              |
|                               | <b>Total Contractual Services</b>     | <u>750</u>          | <u>7,400</u>        | <u>6,000</u>        | <u>12,000</u>       |
| <b>01-071</b>                 | <b>Total Employee Fringe Benefits</b> | <u>\$ 3,100,962</u> | <u>\$ 3,231,295</u> | <u>\$ 3,531,405</u> | <u>\$ 3,635,105</u> |

Percentage increase/(decrease) 2.94%



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 a high rate.

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                              | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025         |
|--------------------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                |                              | Actual            | Actual            | Original          | Proposed          |
| 01-073                         | Risk Management              | Expended          | Expended          | Budget            | Budget            |
| <b>Utilities</b>               |                              |                   |                   |                   |                   |
| -                              | 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          | 181,398           | 203,122           | 238,500           | 246,000           |
|                                | Total Utilities              | <u>181,398</u>    | <u>203,122</u>    | <u>238,500</u>    | <u>246,000</u>    |
| <b>01-073</b>                  | <b>Total Risk Management</b> | <u>\$ 181,398</u> | <u>\$ 203,122</u> | <u>\$ 238,500</u> | <u>\$ 246,000</u> |
| Percentage increase/(decrease) |                              |                   |                   |                   | <u>3.14%</u>      |

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<br>Principal<br><u>#83001</u> | Bonds<br>Interest<br><u>#83002</u> | Cap Lease<br>Principal<br><u>#83003</u> | Cap Lease<br>Interest<br><u>#83004</u>             |
|--|-------------------------------------|------------------------------------|---|--|
| ☆ 2012 Refunding BOE \$9.510M H/MS                                       | \$ 450,000                          | \$ 6,750                           | \$ 0                                    | \$ 0   |
| ☆ 2018 GENOB Town \$10M  | 550,000                             | 252,188                            | -                                       | -  |
| ☆ Multi-equipment FY2022 lease<br>(4 <sup>th</sup> of 7 annual payments) |                                     |                                    | 268,649                                 | 9,685  |
|  | <u>\$ 1,000,000</u>                 | <u>\$ 258,938</u>                  | <u>\$ 268,649</u>                       | <u>\$ 9,685</u>                                    |
|  |                                     |                                    |   | Misc.<br>costs<br><u>#83005</u><br><u>\$ 1,000</u> |

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                            | 2021-2022                  | 2022-2023                  | 2023-2024                  | 2024-2025                  |
|--------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
|                                |                            | Actual                     | Actual                     | Original                   | Proposed                   |
| 01-085                         | Debt Service               | Expended                   | Expended                   | Budget                     | Budget                     |
| <b>Debt Service</b>            |                            |                            |                            |                            |                            |
| 83001                          | Bonds - principal          | \$ 1,535,000               | \$ 1,045,000               | \$ 1,010,000               | <b>\$ 1,000,000</b>        |
| 83002                          | Bonds - interest           | 392,987                    | 342,788                    | 300,088                    | <b>258,938</b>             |
| 83003                          | Capital leases - principal | 340,050                    | 544,372                    | 269,356                    | <b>268,649</b>             |
| 83004                          | Capital leases - interest  | 22,593                     | 10,492                     | 12,855                     | <b>9,685</b>               |
| 83005                          | Miscellaneous              | -                          | -                          | 1,000                      | <b>1,000</b>               |
| Total Debt Service             |                            | <u>2,290,630</u>           | <u>1,942,652</u>           | <u>1,593,299</u>           | <b><u>1,538,272</u></b>    |
| <b>01-085</b>                  | <b>Total Debt Service</b>  | <b><u>\$ 2,290,630</u></b> | <b><u>\$ 1,942,652</u></b> | <b><u>\$ 1,593,299</u></b> | <b><u>\$ 1,538,272</u></b> |
| Percentage increase/(decrease) |                            |                            |                            |                            | <u><b>-3.45%</b></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 \$8,065, as the Town did not rent the facility on a temporary basis as was expected. 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 \$2,000 to be transferred to Fund 84 for the Solidarity Committee.
- ☆ Transfer to – Youth Services (90002) – increased by \$1,585 to cover operational costs.
- ☆ Transfer to Resource Recovery (90005) – increased by \$15,580 to cover operational costs.
- ☆ Details of Capital Non-recurring BOE (# 90013) & Town (#90012) are as follows:

**Line #90012**

|  |                  |
|--|------------------|
| Building/Planning Departments – grant match leverage funds         | \$ 10,000        |
| Building/Planning Departments – Plan of Conservation & Development | 75,000           |
| Fire Department – SCBA bottle replacement                          | 16,000           |
| Fire Department – Thermal Imaging Cameras                          | 13,000           |
| Fire Departments – AED replacement                                 | 5,500            |
| Grounds Maintenance – Ride on Mower Replacement                    | 165,000          |
| Grounds Maintenance – Ventrac Tractor Attachments                  | 8,000            |
| Library – AED replacement  | 3,000            |
| Parks & Recreation - Monument restoration                          | 10,000           |
| Police Department – Cameras – Traffic                              | 48,000           |
| DPW/Highway – Sidewalk reconstruction – non grant                  | 40,000           |
| DPW/Highway – Replace pickups                                      | 92,000           |
| DPW/Building Maintenance – HVAC upgrades                           | 10,000           |
| Town-wide – Computers (includes backup appliances)                 | <u>21,000</u>    |
| Transfer out – Capital Non-recurring Town                          | <u>\$516,500</u> |

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

|                                |                                      | <b>2021-2022</b>    | <b>2022-2023</b>    | <b>2023-2024</b>    | <b>2024-2025</b>     |
|--------------------------------|--------------------------------------|---------------------|---------------------|---------------------|----------------------|
|                                |                                      | <b>Actual</b>       | <b>Actual</b>       | <b>Original</b>     | <b>Proposed</b>      |
| <b>01-093</b>                  | <b>Interfund Transfers Out</b>       | <b>Expended</b>     | <b>Expended</b>     | <b>Budget</b>       | <b>Budget</b>        |
| <b>Transfers Out</b>           |                                      |                     |                     |                     |                      |
| 90001                          | Transfer out - Animal Control        | \$ 67,359           | \$ 69,909           | \$ 84,097           | \$ 92,162            |
| 90002                          | Transfer out - Youth Services        | 60,890              | 77,035              | 101,460             | 103,045              |
| 90003                          | Transfer out - Bldg Maintenance      | 82,000              | 82,000              | 82,000              | 82,000               |
| 90004                          | Transfer out - Town Aid Road         | -                   | -                   | -                   | -                    |
| 90005                          | Transfer out - Resource Recov        | 180,056             | 197,496             | 213,170             | 228,750              |
| 90006                          | Transfer out - Other                 | 323,750             | 758,750             | 109,750             | 110,750              |
| 90007                          | Transfer out - Park & Rec            | 230,700             | 243,640             | 251,391             | 275,582              |
| 90008                          | Transfer out - Open Space            | 50,000              | 50,000              | 50,000              | 50,000               |
| 90012                          | Transfer out - Cap Non rec Town      | 274,000             | 371,000             | 288,000             | 516,500              |
| 90013                          | Transfer out - Cap Non rec BOE       | 50,000              | 92,000              | 45,000              | -                    |
| 90014                          | Transfer out - Renewable Energy      | -                   | -                   | -                   | -                    |
|                                | <b>Total Transfers Out</b>           | <u>1,318,755</u>    | <u>1,941,830</u>    | <u>1,224,868</u>    | <u>1,458,789</u>     |
| <b>01-093</b>                  | <b>Total Interfund Transfers Out</b> | <u>\$ 1,318,755</u> | <u>\$ 1,941,830</u> | <u>\$ 1,224,868</u> | <u>\$ 1,458,789</u>  |
| Percentage increase/(decrease) |                                      |                     |                     |                     | <u><u>19.10%</u></u> |

Department Name: Town Contingency Department #: 01-095

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025**  
**As of March 1, 2024**

| <b>01-095 Town Contingency</b>       | <b>2021-2022<br/>Actual<br/>Expended</b> | <b>2022-2023<br/>Actual<br/>Expended</b> | <b>2023-2024<br/>Original<br/>Budget</b> | <b>2024-2025<br/>Proposed<br/>Budget</b> |
|--------------------------------------|--|--|--|--|
| <b>Miscellaneous</b>                 |  |  |  |  |
| 84001 Contingency                    | \$ 2,434                                 | \$ 14,806                                | \$ 100,000                               | \$ 100,000                               |
| Total Miscellaneous                  | <u>2,434</u>                             | <u>14,806</u>                            | <u>100,000</u>                           | <u>100,000</u>                           |
| <b>01-095 Total Town Contingency</b> | <u>\$ 2,434</u>                          | <u>\$ 14,806</u>                         | <u>\$ 100,000</u>                        | <u>\$ 100,000</u>                        |
| Percentage increase/(decrease)       |  |  |  | <u><u>0.00%</u></u>                      |



**This page intentionally left blank.**

## *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 1<sup>st</sup> 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 2024-25 shows a General Fund contribution of \$92,162, or approximately 88% 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 \$239,813 for Fiscal Year 2024-2025.

*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 2024-25 shows State of CT inter-governmental revenues of \$36,750, with a minor portion funded by user charges of \$2,500 or approximately 2% of the total budget; and a contribution from the General Fund of \$103,045, or approximately 72% 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 \$228,750 or 56% 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 2024-25 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 2024-25 is \$275,582, or approximately 50% of the total budget.

**Town of Portland, Connecticut**  
**Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Sewer Department**  
**As of March 1, 2024**

| <b>Sewer Department</b>                   | <b>2021-2022<br/>Actual<br/>Revenue</b> | <b>2022-2023<br/>Actual<br/>Revenue</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|---|---|---|---|--|
| <b>Charges for Services</b>               |   |   |   |  |
| 00350 User charges                        | \$ 1,202,822                            | \$ 1,275,251                            | \$ 1,217,050                              | <b>\$ 1,248,170</b>                        |
| 00351 User charges - interest & lien fees | 30,730                                  | 48,332                                  | 29,500                                    | <b>35,000</b>                              |
| 00352 Sale of nitrogen credits            | 159                                     | 37                                      | -   | -  |
| 00353 Process material                    | 300                                     | 50                                      | 50  | <b>50</b>                                  |
| 00354 Other revenue sources               | 150                                     | 31,746                                  | 250                                       | <b>250</b>                                 |
| 00355 PILOT payment                       | -                                       | -                                       | -   | -  |
| 00406 Demand Response                     | -                                       | -                                       | -   | -  |
| Total Charges for Services                | <u>1,234,161</u>                        | <u>1,355,416</u>                        | <u>1,246,850</u>                          | <b>1,283,470</b>                           |
| <b>Investment Income</b>                  |   |   |   |  |
| 00401 Investment income                   | 15                                      | 100                                     | 75  | <b>100</b>                                 |
| Total Investment Income                   | <u>15</u>                               | <u>100</u>                              | <u>75</u>                                 | <b>100</b>                                 |
| <b>Interfund Transfers In</b>             |   |   |   |  |
| 00502 Transfer in - Other funds           | -                                       | -                                       | -   | -  |
| Total Interfund Transfers In              | <u>-</u>                                | <u>-</u>                                | <u>-</u>                                  | <b>-</b>                                   |
| <b>Total Sewer Department Revenue</b>     | <u><u>\$ 1,234,176</u></u>              | <u><u>\$ 1,355,516</u></u>              | <u><u>\$ 1,246,925</u></u>                | <b><u>\$ 1,283,570</u></b>                 |

**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Sewer Department**  
**As of March 1, 2024**

| 02-139 Sewer Department              | 2021-2022<br>Actual<br>Expended | 2022-2023<br>Actual<br>Expended | 2023-2024<br>Original<br>Budget | 2024-2025<br>Proposed<br>Budget |
|--------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>Personnel Expenditures</b>        |                                 |                                 |                                 |                                 |
| 11001 Regular payroll                | \$ 243,500                      | \$ 257,673                      | \$ 272,850                      | \$ 277,500                      |
| 13002 Overtime                       | 18,183                          | 20,723                          | 23,000                          | 24,000                          |
| 14001 Board clerk                    | 261                             | 188                             | 500                             | 500                             |
| 19001 Unused vacation pay            | 7,681                           | 5,598                           | 9,500                           | 9,500                           |
| 19002 Longevity                      | 1,000                           | 1,100                           | 1,100                           | 1,400                           |
| 19003 Sick pay                       | 9,115                           | 9,466                           | 14,000                          | 14,000                          |
| 21001 Medical insurance              | 59,235                          | 61,673                          | 64,500                          | 86,000                          |
| 21002 Dental insurance               | 1,178                           | 1,247                           | 1,675                           | 1,675                           |
| 21003 Life insurance                 | 759                             | 816                             | 925                             | 925                             |
| 21004 Long-term disability insurance | 384                             | 556                             | 775                             | 775                             |
| 22000 FICA/Medicare                  | 19,199                          | 20,590                          | 23,000                          | 24,175                          |
| 23001 Town pension contribution      | 15,965                          | 16,891                          | 18,100                          | 18,620                          |
| Total Personnel Expenditures         | 376,460                         | 396,521                         | 429,925                         | 459,070                         |
| <b>Contractual Services</b>          |                                 |                                 |                                 |                                 |
| 31000 Service contracts              | 93,775                          | 105,518                         | 109,000                         | 111,000                         |
| 32000 Conferences, meetings, dues    | 741                             | 897                             | 1,500                           | 1,500                           |
| 33001 Audit services                 | 6,249                           | 6,249                           | 6,400                           | 6,400                           |
| 34001 Data processing                | 401                             | 120                             | 1,000                           | 1,000                           |
| 36008 Waste services                 | 26                              | -                               | 300                             | 300                             |
| 37013 Legal fees                     | -                               | 575                             | 2,000                           | 2,000                           |
| 38010 Miscellaneous engineering      | -                               | 1,556                           | 5,000                           | 5,000                           |
| Total Contractual Services           | 101,192                         | 114,915                         | 125,200                         | 127,200                         |
| <b>Repairs</b>                       |                                 |                                 |                                 |                                 |
| 44003 Equipment repair/rental        | 23,555                          | 46,343                          | 50,000                          | 50,000                          |
| Total Repairs                        | 23,555                          | 46,343                          | 50,000                          | 50,000                          |
| <b>Utilities</b>                     |                                 |                                 |                                 |                                 |
| 51001 Gas & diesel fuel              | 3,491                           | 3,430                           | 4,950                           | 4,950                           |
| 52001 Municipal insurance            | 25,576                          | 27,119                          | 28,000                          | 29,550                          |
| 53000 Postage                        | 3,467                           | 1,600                           | 4,500                           | 4,500                           |
| 53001 Telephone                      | 5,868                           | 6,164                           | 6,500                           | 7,200                           |
| Total Utilities                      | 38,402                          | 38,313                          | 43,950                          | 46,200                          |

**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Sewer Department**  
**As of March 1, 2024**

| <b>02-139 Sewer Department</b>        | <b>2021-2022<br/>Actual<br/>Expended</b> | <b>2022-2023<br/>Actual<br/>Expended</b> | <b>2023-2024<br/>Original<br/>Budget</b> | <b>2024-2025<br/>Proposed<br/>Budget</b> |
|---------------------------------------|--|--|--|--|
| <b>Commodities</b>                    |  |  |  |  |
| 61000 Office supplies                 | \$ 409                                   | \$ 132                                   | \$ 500                                   | \$ 500                                   |
| 61001 Uniforms                        | 1,630                                    | 1,449                                    | 1,700                                    | 1,700                                    |
| 62001 Electricity                     | 118,593                                  | 111,529                                  | 133,000                                  | 133,000                                  |
| 62002 Water & sewer                   | 12,998                                   | 13,719                                   | 17,000                                   | 17,000                                   |
| 62004 Heating fuel                    | 19,410                                   | 20,553                                   | 21,000                                   | 22,000                                   |
| 65002 Sewer supplies                  | 11,955                                   | 19,088                                   | 18,000                                   | 20,000                                   |
| 68000 Custodial supplies              | 12                                       | 51                                       | 150                                      | 150                                      |
| 69002 Chemicals                       | -  | 558                                      | 500                                      | 500                                      |
| Total Commodities                     | <u>165,007</u>                           | <u>167,079</u>                           | <u>191,850</u>                           | <u>194,850</u>                           |
| <b>Equipment</b>                      |  |  |  |  |
| 73000 Equipment purchases             | 7,006                                    | 3,227                                    | 13,000                                   | 13,000                                   |
| Total Equipment                       | <u>7,006</u>                             | <u>3,227</u>                             | <u>13,000</u>                            | <u>13,000</u>                            |
| <b>Miscellaneous</b>                  |  |  |  |  |
| 83006 CWF notes - principal           | -  | -  | -  | -  |
| 83007 CWF notes - interest            | -  | -  | -  | -  |
| 88016 Miscellaneous                   | 4,387                                    | 6,436                                    | 4,500                                    | 4,500                                    |
| Total Miscellaneous                   | <u>4,387</u>                             | <u>6,436</u>                             | <u>4,500</u>                             | <u>4,500</u>                             |
| <b>Transfers Out</b>                  |  |  |  |  |
| 90015 Transfer out - Cap Non rec Town | 357,300                                  | 380,000                                  | 380,000                                  | 380,000                                  |
| 90016 Transfer out - Workers' comp    | 10,000                                   | 8,500                                    | 8,500                                    | 8,750                                    |
| Total Transfers Out                   | <u>367,300</u>                           | <u>388,500</u>                           | <u>388,500</u>                           | <u>388,750</u>                           |
| <b>02-139 Total Sewer Department</b>  | <u><u>\$ 1,083,309</u></u>               | <u><u>\$ 1,161,334</u></u>               | <u><u>\$ 1,246,925</u></u>               | <u><u>\$ 1,283,570</u></u>               |

Percentage increase/(decrease) 2.94%

**Town of Portland, Connecticut**  
**Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Water Department**  
**As of March 1, 2024**

| <b>Water Department</b>               |                                     | <b>2021-2022<br/>Actual<br/>Revenue</b> | <b>2022-2023<br/>Actual<br/>Revenue</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|---------------------------------------|-------------------------------------|---|---|---|--|
| <b>Intergovernmental</b>              |                                     |   |   |   |  |
| 00207                                 | Emergency Management                | \$ -                                    | \$ -                                    | \$ -                                      | \$ -                                       |
|                                       | Total Intergovernmental             | -                                       | -                                       | -   | -  |
| <b>Charges for Services</b>           |                                     |   |   |   |  |
| 00351                                 | User charges - interest & lien fees | \$ 32,160                               | \$ 55,062                               | \$ 32,000                                 | \$ 34,000                                  |
| 00354                                 | Miscellaneous                       | 15,164                                  | 4,905                                   | 5,000                                     | 5,000                                      |
| 00356                                 | Meter charges                       | 418,504                                 | 427,170                                 | 412,000                                   | 425,000                                    |
| 00357                                 | Unmetered sales                     | 116,404                                 | 91,231                                  | 91,975                                    | 91,975                                     |
| 00358                                 | Metered sales                       | 960,979                                 | 1,081,312                               | 989,497                                   | 1,051,305                                  |
| 00359                                 | Private fire protection             | 11,380                                  | 11,380                                  | 11,400                                    | 11,900                                     |
| 00360                                 | Service connections                 | 50                                      | -                                       | 4,000                                     | 4,000                                      |
| 00361                                 | Sales to public authorities         | 84,661                                  | 85,096                                  | 91,000                                    | 91,000                                     |
| 00362                                 | Cross connection fees               | 4,730                                   | 4,250                                   | 7,000                                     | 7,000                                      |
|                                       | Total Charges for Services          | 1,644,032                               | 1,760,406                               | 1,643,872                                 | 1,721,180                                  |
| <b>Investment Income</b>              |                                     |   |   |   |  |
| 00401                                 | Investment income                   | 21                                      | 136                                     | 75  | 100  |
|                                       | Total Investment Income             | 21                                      | 136                                     | 75  | 100  |
| <b>Interfund Transfers In</b>         |                                     |   |   |   |  |
| 00501                                 | Transfer in - General Fund          | 58,750                                  | 58,750                                  | 58,750                                    | 58,750                                     |
| 00502                                 | Transfer in - Other funds           | -                                       | -                                       | -   | -  |
|                                       | Total Interfund Transfers In        | 58,750                                  | 58,750                                  | 58,750                                    | 58,750                                     |
| <b>Total Water Department Revenue</b> |                                     | <b>\$ 1,702,803</b>                     | <b>\$ 1,819,292</b>                     | <b>\$ 1,702,697</b>                       | <b>\$ 1,780,030</b>                        |

**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Water Department**  
**As of March 1, 2024**

|                               |                                | 2021-2022      | 2022-2023      | 2023-2024      | 2024-2025      |
|-------------------------------|--------------------------------|----------------|----------------|----------------|----------------|
|                               |                                | Actual         | Actual         | Original       | Proposed       |
| 03-135                        | Water Department               | Expended       | Expended       | Budget         | Budget         |
| <b>Personnel Expenditures</b> |                                |                |                |                |                |
| 11001                         | Regular payroll                | \$ 173,381     | \$ 180,213     | \$ 190,500     | \$ 229,500     |
| 13002                         | Overtime                       | 28,003         | 25,830         | 27,000         | 27,000         |
| 14001                         | Board clerk                    | 261            | 274            | 500            | 500            |
| 19001                         | Unused vacation pay            | 4,049          | 3,660          | 5,500          | 5,500          |
| 19002                         | Longevity                      | 450            | 550            | 550            | 700            |
| 19003                         | Sick pay                       | 2,048          | 3,499          | 6,500          | 6,500          |
| 21001                         | Medical insurance              | 30,377         | 30,940         | 33,000         | 49,000         |
| 21002                         | Dental insurance               | 832            | 832            | 930            | 1,300          |
| 21003                         | Life insurance                 | 544            | 574            | 650            | 800            |
| 21004                         | Long-term disability insurance | 583            | 643            | 750            | 900            |
| 22000                         | FICA/Medicare                  | 15,261         | 15,676         | 17,000         | 24,000         |
| 23001                         | Town pension contribution      | 10,350         | 10,972         | 11,500         | 13,800         |
|                               | Total Personnel Expenditures   | <u>266,139</u> | <u>273,663</u> | <u>294,380</u> | <u>359,500</u> |
| <b>Contractual Services</b>   |                                |                |                |                |                |
| 31000                         | Service contracts              | 31,039         | 20,179         | 30,000         | 32,000         |
| 32000                         | Conferences, meetings, dues    | 2,585          | 2,209          | 3,000          | 3,000          |
| 33001                         | Audit services                 | 7,715          | 7,715          | 7,900          | 7,900          |
| 34001                         | Data processing                | 401            | 120            | 1,500          | 1,500          |
| 37013                         | Legal fees                     | -              | -              | 2,500          | 2,500          |
| 38010                         | Miscellaneous engineering      | 13,852         | 3,865          | 10,000         | 10,000         |
| 38012                         | MDC water contract             | 797,428        | 756,771        | 815,000        | 815,000        |
|                               | Total Contractual Services     | <u>853,020</u> | <u>790,859</u> | <u>869,900</u> | <u>871,900</u> |
| <b>Repairs</b>                |                                |                |                |                |                |
| 44003                         | Equipment repair/rental        | 19,228         | 3,890          | 13,000         | 13,000         |
|                               | Total Repairs                  | <u>19,228</u>  | <u>3,890</u>   | <u>13,000</u>  | <u>13,000</u>  |
| <b>Utilities</b>              |                                |                |                |                |                |
| 51001                         | Gas & diesel fuel              | 5,785          | 5,408          | 6,500          | 6,500          |
| 52001                         | Municipal insurance            | 11,616         | 12,316         | 12,750         | 14,000         |
| 53000                         | Postage                        | 4,424          | 2,144          | 6,000          | 6,000          |
| 53001                         | Telephone                      | 1,818          | 1,861          | 2,500          | 2,500          |
|                               | Total Utilities                | <u>23,643</u>  | <u>21,729</u>  | <u>27,750</u>  | <u>29,000</u>  |



**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Water Department**  
**As of March 1, 2024**

| <b>03-135 Water Department</b>        | <b>2021-2022<br/>Actual<br/>Expended</b> | <b>2022-2023<br/>Actual<br/>Expended</b> | <b>2023-2024<br/>Original<br/>Budget</b> | <b>2024-2025<br/>Proposed<br/>Budget</b> |
|---------------------------------------|--|--|--|--|
| <b>Commodities</b>                    |  |  |  |  |
| 61000 Office supplies                 | \$ -                                     | \$ 297                                   | \$ 850                                   | \$ 850                                   |
| 61001 Uniforms                        | 1,086                                    | 1,054                                    | 1,100                                    | 1,950                                    |
| 62001 Electricity                     | 39,221                                   | 35,960                                   | 44,500                                   | 44,500                                   |
| 62004 Heating fuel                    | 4,144                                    | 3,560                                    | 5,450                                    | 5,450                                    |
| 65001 Road materials                  | 6,592                                    | 11,372                                   | 15,000                                   | 20,000                                   |
| 65003 Water supplies                  | 31,654                                   | 34,444                                   | 42,000                                   | 44,000                                   |
| 69002 Chemicals                       | 3,223                                    | 2,251                                    | 5,000                                    | 6,000                                    |
| Total Commodities                     | <u>85,920</u>                            | <u>88,938</u>                            | <u>113,900</u>                           | <u>122,750</u>                           |
| <b>Equipment</b>                      |  |  |  |  |
| 73000 Equipment purchases             | 3,394                                    | 3,944                                    | 7,500                                    | 7,500                                    |
| Total Equipment                       | <u>3,394</u>                             | <u>3,944</u>                             | <u>7,500</u>                             | <u>7,500</u>                             |
| <b>Miscellaneous</b>                  |  |  |  |  |
| 83001 Bonds - principal               | -  | -  | -  | -  |
| 83002 Bonds - interest                | -  | -  | -  | -  |
| 83006 CWF notes - principal           | 89,393                                   | 91,198                                   | 93,039                                   | 94,917                                   |
| 83007 CWF notes - interest            | 18,872                                   | 17,068                                   | 15,228                                   | 13,338                                   |
| 88016 Miscellaneous                   | 2,000                                    | 2,288                                    | 12,000                                   | 12,000                                   |
| Total Miscellaneous                   | <u>110,265</u>                           | <u>110,554</u>                           | <u>120,267</u>                           | <u>120,255</u>                           |
| <b>Transfers Out</b>                  |  |  |  |  |
| 90006 Transfer out - Other            | -  | -  | -  | -  |
| 90015 Transfer out - Cap Non rec Town | 220,000                                  | 235,000                                  | 250,000                                  | 250,000                                  |
| 90016 Transfer out - Workers' comp    | 7,000                                    | 6,000                                    | 6,000                                    | 6,125                                    |
| Total Transfers Out                   | <u>227,000</u>                           | <u>241,000</u>                           | <u>256,000</u>                           | <u>256,125</u>                           |
| <b>03-135 Total Water Department</b>  | <u><u>\$ 1,588,609</u></u>               | <u><u>\$ 1,534,577</u></u>               | <u><u>\$ 1,702,697</u></u>               | <u><u>\$ 1,780,030</u></u>               |

Percentage increase/(decrease) 4.54%

**Town of Portland, Connecticut**  
**Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Animal Control Department**  
**As of March 1, 2024**

| <b>Animal Control Department</b>         | <b>2021-2022<br/>Actual<br/>Revenue</b> | <b>2022-2023<br/>Actual<br/>Revenue</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|--|---|---|---|--|
| <b>Charges for Services</b>              |   |   |   |  |
| 00303 Property rental                    | \$ -                                    | \$ -                                    | \$ 10,000                                 | \$ 3,000                                   |
| 00307 Donations                          | 805                                     | 902                                     | 600                                       | 900  |
| 00317 Sale of dog licenses               | 5,406                                   | 5,872                                   | 6,000                                     | 6,000                                      |
| 00354 Miscellaneous                      | 996                                     | 1,114                                   | 500                                       | 1,000                                      |
| 00363 Dog surcharge                      | 1,780                                   | 1,932                                   | 1,750                                     | 1,900                                      |
| Total Charges for Services               | 8,987                                   | 9,820                                   | 18,850                                    | 12,800                                     |
| <b>Investment Income</b>                 |   |   |   |  |
| 00401 Investment income                  | -                                       | -                                       | -   | -  |
| Total Investment Income                  | -                                       | -                                       | -   | -  |
| Subtotal Operating Income                | 8,987                                   | 9,820                                   | 18,850                                    | 12,800                                     |
| <b>Interfund Transfers In</b>            |   |   |   |  |
| 00501 Transfer in - General Fund         | 67,359                                  | 69,909                                  | 84,097                                    | 92,162                                     |
| Total Interfund Transfers In             | 67,359                                  | 69,909                                  | 84,097                                    | 92,162                                     |
| <b>Total Animal Control Dept Revenue</b> | \$ 76,346                               | \$ 79,729                               | \$ 102,947                                | \$ 104,962                                 |

**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Animal Control Department**  
**As of March 1, 2024**

|                               |                                     | 2021-2022     | 2022-2023     | 2023-2024     | 2024-2025     |
|-------------------------------|-------------------------------------|---------------|---------------|---------------|---------------|
|                               |                                     | Actual        | Actual        | Original      | Proposed      |
| 04-140                        | Animal Control Department           | Expended      | Expended      | Budget        | Budget        |
| <b>Personnel Expenditures</b> |                                     |               |               |               |               |
| 11001                         | Regular payroll                     | \$ 59,314     | \$ 53,865     | \$ 58,950     | \$ 60,250     |
| 11003                         | Part-time payroll                   | -             | 2,870         | 3,500         | 4,000         |
| 13002                         | Overtime                            | 3,483         | 10,693        | 3,500         | 3,500         |
| 19002                         | Longevity                           | -             | -             | -             | -             |
| 19003                         | Sick pay                            | 2,769         | 2,838         | 3,250         | 3,250         |
| 21001                         | Medical insurance                   | 500           | -             | 500           | 500           |
| 21002                         | Dental insurance                    | 277           | 268           | 340           | 340           |
| 21003                         | Life insurance                      | 175           | 181           | 215           | 215           |
| 21004                         | Long-term disability insurance      | 182           | 203           | 250           | 250           |
| 22000                         | FICA/Medicare                       | 4,416         | 4,601         | 5,250         | 5,500         |
| 23001                         | Town pension contribution           | 3,321         | 3,470         | 3,600         | 3,615         |
|                               | <b>Total Personnel Expenditures</b> | <b>74,437</b> | <b>78,989</b> | <b>79,355</b> | <b>81,420</b> |
| <b>Contractual Services</b>   |                                     |               |               |               |               |
| 31000                         | Service contracts                   | 144           | 835           | 1,500         | 1,500         |
| 32000                         | Conferences, meetings, dues         | -             | -             | 500           | 500           |
| 33001                         | Audit services                      | -             | -             | -             | -             |
| 33004                         | Veterinarian fees                   | 936           | 633           | 1,500         | 1,500         |
| -                             | Data processing                     | -             | -             | -             | -             |
|                               | <b>Total Contractual Services</b>   | <b>1,080</b>  | <b>1,468</b>  | <b>3,500</b>  | <b>3,500</b>  |
| <b>Repairs</b>                |                                     |               |               |               |               |
| 44003                         | Equipment repair/rental             | -             | -             | 500           | 500           |
|                               | <b>Total Repairs</b>                | <b>-</b>      | <b>-</b>      | <b>500</b>    | <b>500</b>    |
| <b>Utilities</b>              |                                     |               |               |               |               |
| 51001                         | Gas & diesel fuel                   | 524           | 454           | 600           | 600           |
| 52001                         | Municipal insurance                 | 1,260         | 1,336         | 1,400         | 1,475         |
| 53000                         | Postage                             | -             | -             | 600           | 400           |
| 53001                         | Telephone                           | 1,114         | 485           | 1,500         | 1,250         |
| 54000                         | Advertising & publications          | 22            | -             | 500           | 500           |
|                               | <b>Total Utilities</b>              | <b>2,920</b>  | <b>2,275</b>  | <b>4,600</b>  | <b>4,225</b>  |

**Town of Portland, Connecticut**

**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Animal Control Department  
As of March 1, 2024**

| <b>04-140 Animal Control Department</b>       | <b>2021-2022<br/>Actual<br/>Expended</b> | <b>2022-2023<br/>Actual<br/>Expended</b> | <b>2023-2024<br/>Original<br/>Budget</b> | <b>2024-2025<br/>Proposed<br/>Budget</b> |
|---|--|--|--|--|
| <b>Commodities</b>                            |  |  |  |  |
| 61000 Office supplies                         | \$ -                                     | \$ -                                     | \$ 350                                   | <b>\$ 350</b>                            |
| 61001 Uniforms                                | 225                                      | 125                                      | 750                                      | <b>750</b>                               |
| 61003 Equipment supplies                      | 162                                      | 1,000                                    | 500                                      | <b>500</b>                               |
| 62001 Electricity                             | 2,286                                    | 2,260                                    | 2,992                                    | <b>2,992</b>                             |
| 62002 Water & sewer                           | 358                                      | 1,080                                    | 600                                      | <b>600</b>                               |
| 62004 Heating fuel                            | 1,633                                    | 1,658                                    | 1,750                                    | <b>1,750</b>                             |
| 63002 Dog food                                | 417                                      | 854                                      | 1,500                                    | <b>1,500</b>                             |
| 68000 Custodial supplies                      | 28                                       | 7  | 500                                      | <b>500</b>                               |
| Total Commodities                             | 5,109                                    | 6,984                                    | 8,942                                    | <b>8,942</b>                             |
| <b>Miscellaneous</b>                          |  |  |  |  |
| 88052 Fee share to State                      | 4,079                                    | 4,436                                    | 4,250                                    | <b>4,500</b>                             |
| - Miscellaneous                               | -  | -  | -  | <b>-</b>                                 |
| Total Miscellaneous                           | 4,079                                    | 4,436                                    | 4,250                                    | <b>4,500</b>                             |
| <b>Transfers Out</b>                          |  |  |  |  |
| 90016 Transfer out - Workers' comp            | 2,500                                    | 1,800                                    | 1,800                                    | <b>1,875</b>                             |
| Total Transfers Out                           | 2,500                                    | 1,800                                    | 1,800                                    | <b>1,875</b>                             |
| <b>04-140 Total Animal Control Department</b> | <b>\$ 90,125</b>                         | <b>\$ 95,952</b>                         | <b>\$ 102,947</b>                        | <b>\$ 104,962</b>                        |
|   |  |  | Percentage increase/(decrease)           | <b>1.96%</b>                             |

**Town of Portland, Connecticut**  
**Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Town Aid Road Fund**  
**As of March 1, 2024**

| <b>Town Aid Road Fund</b>               | <b>2021-2022<br/>Actual<br/>Revenue</b> | <b>2022-2023<br/>Actual<br/>Revenue</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|---|---|---|---|--|
| <b>Charges for Services</b>             |   |   |   |  |
| 00354 Miscellaneous                     | -                                       | -                                       | -   | -  |
| Total Charges for Services              | -                                       | -                                       | -   | -  |
| <b>Intergovernmental</b>                |   |   |   |  |
| 00221 State of CT - TAR                 | \$ 248,131                              | \$ 117,972                              | \$ 239,070                                | \$ 239,813                                 |
| Total Intergovernmental                 | 248,131                                 | 117,972                                 | 239,070                                   | 239,813                                    |
| <b>Investment Income</b>                |   |   |   |  |
| 00401 Investment income                 | -                                       | -                                       | -   | -  |
| Total Investment Income                 | -                                       | -                                       | -   | -  |
| Subtotal Operating Income               | 248,131                                 | 117,972                                 | 239,070                                   | 239,813                                    |
| <b>Interfund Transfers In</b>           |   |   |   |  |
| 00501 Transfer in - General Fund        | -                                       | -                                       | -   | -  |
| Total Interfund Transfers In            | -                                       | -                                       | -   | -  |
| <b>Total Town Aid Road Fund Revenue</b> | <b>\$ 248,131</b>                       | <b>\$ 117,972</b>                       | <b>\$ 239,070</b>                         | <b>\$ 239,813</b>                          |

**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Town Aid Road Fund**  
**As of March 1, 2024**

| <b>06-030 Town Aid Road Fund</b>       | <b>2021-2022<br/>Actual<br/>Expended</b> | <b>2022-2023<br/>Actual<br/>Expended</b> | <b>2023-2024<br/>Original<br/>Budget</b> | <b>2024-2025<br/>Proposed<br/>Budget</b> |
|--|--|--|--|--|
| <b>Commodities</b>                     |  |  |  |  |
| 65001 Road materials                   | \$ 248,131                               | \$ 117,972                               | \$ 239,070                               | \$ 239,813                               |
| Total Commodities                      | <u>248,131</u>                           | <u>117,972</u>                           | <u>239,070</u>                           | <u>239,813</u>                           |
| <b>06-030 Total Town Aid Road Fund</b> | <u>\$ 248,131</u>                        | <u>\$ 117,972</u>                        | <u>\$ 239,070</u>                        | <u>\$ 239,813</u>                        |
|  |  |  | Percentage increase/(decrease)           | <u>0.31%</u>                             |

**Town of Portland, Connecticut**  
**Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Youth Services Department**  
**As of March 1, 2024**

| <b>Youth Services Department</b>                                 | <b>2021-2022<br/>Actual<br/>Revenue</b> | <b>2022-2023<br/>Actual<br/>Revenue</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|--|---|---|---|--|
| <b>Intergovernmental</b>   |   |   |   |  |
| 00214 State of CT - Misc   | \$ -                                    | \$ -                                    | \$ -                                      | \$ -                                       |
| 00222 State of CT - YSB  | 22,879                                  | 35,004                                  | 29,750                                    | 29,750                                     |
| 00223 State of CT - DSS  | 5,808                                   | 7,303                                   | 5,500                                     | 7,000                                      |
| Total Intergovernmental  | <u>28,687</u>                           | <u>42,307</u>                           | <u>35,250</u>                             | <u>36,750</u>                              |
| <b>Charges for Services</b>                                      |   |   |   |  |
| 00354 Miscellaneous  | -                                       | -                                       | -   | -  |
| 00364 Program fees - school year                                 | 453                                     | -                                       | -   | -  |
| 00365 Resource center fees                                       | 2,225                                   | 1,183                                   | 1,000                                     | 2,000                                      |
| 00366 Contributions/donations                                    | 395                                     | 737                                     | 500                                       | 500  |
| Total Charges for Services                                       | <u>3,073</u>                            | <u>1,920</u>                            | <u>1,500</u>                              | <u>2,500</u>                               |
| <b>Investment Income</b>   |   |   |   |  |
| 00401 Investment income  | -                                       | -                                       | -   | -  |
| Total Investment Income  | -                                       | -                                       | -   | -  |
| Subtotal Operating Income  | <u>31,760</u>                           | <u>44,227</u>                           | <u>36,750</u>                             | <u>39,250</u>                              |
| <b>Interfund Transfers In</b>                                    |   |   |   |  |
| 00501 Transfer in - General Fund                                 | 60,890                                  | 77,035                                  | 101,460                                   | 103,045                                    |
| Total Interfund Transfers In                                     | <u>60,890</u>                           | <u>77,035</u>                           | <u>101,460</u>                            | <u>103,045</u>                             |
| <b>Total Youth Services Dept Revenue</b>                         | <u>\$ 92,650</u>                        | <u>\$ 121,262</u>                       | <u>\$ 138,210</u>                         | <u>\$ 142,295</u>                          |
| <b>Use of Fund Balance</b>                                       |   |   | -   | -  |
| <b>Total Youth Services Dept Revenue and Use of Fund Balance</b> |   |   | <u>\$ 138,210</u>                         | <u>\$ 142,295</u>                          |

**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Youth Services Department**  
**As of March 1, 2024**

|                               |                                     | 2021-2022     | 2022-2023     | 2023-2024      | 2024-2025      |
|-------------------------------|-------------------------------------|---------------|---------------|----------------|----------------|
|                               |                                     | Actual        | Actual        | Original       | Proposed       |
| 07-110                        | Youth Services Department           | Expended      | Expended      | Budget         | Budget         |
| <b>Personnel Expenditures</b> |                                     |               |               |                |                |
| 11001                         | Regular payroll                     | \$ 57,309     | \$ 56,726     | \$ 65,250      | \$ 66,900      |
| 11002                         | Clerical payroll                    | -             | -             | -              | -              |
| 12000                         | Temporary payroll                   | 13,605        | -             | -              | -              |
| 19002                         | Longevity                           | -             | -             | -              | -              |
| 19003                         | Sick pay                            | -             | -             | -              | -              |
| 21001                         | Medical insurance                   | 18,510        | 25,084        | 26,250         | 28,100         |
| 21002                         | Dental insurance                    | 208           | 277           | 315            | 315            |
| 21003                         | Life insurance                      | 131           | 181           | 250            | 250            |
| 21004                         | Long-term disability insurance      | 93            | 135           | 250            | 250            |
| 22000                         | FICA/Medicare                       | 5,186         | 3,998         | 5,220          | 5,220          |
| 23001                         | Town pension contribution           | 2,651         | 3,509         | 4,000          | 4,015          |
|                               | <b>Total Personnel Expenditures</b> | <b>97,693</b> | <b>89,910</b> | <b>101,535</b> | <b>105,050</b> |
| <b>Contractual Services</b>   |                                     |               |               |                |                |
| 32000                         | Conferences, meetings, & dues       | 807           | 1,012         | 900            | 1,050          |
|                               | <b>Total Contractual Services</b>   | <b>807</b>    | <b>1,012</b>  | <b>900</b>     | <b>1,050</b>   |
| <b>Repairs</b>                |                                     |               |               |                |                |
| 44003                         | Equipment repair/rental             | -             | -             | -              | -              |
|                               | <b>Total Repairs</b>                | <b>-</b>      | <b>-</b>      | <b>-</b>       | <b>-</b>       |
| <b>Utilities</b>              |                                     |               |               |                |                |
| 52001                         | Municipal insurance                 | 2,748         | 2,914         | 3,050          | 3,200          |
| 53000                         | Postage                             | -             | -             | 175            | 175            |
| 53001                         | Telephone                           | -             | -             | -              | -              |
|                               | <b>Total Utilities</b>              | <b>2,748</b>  | <b>2,914</b>  | <b>3,225</b>   | <b>3,375</b>   |
| <b>Commodities</b>            |                                     |               |               |                |                |
| 61000                         | Office supplies                     | 107           | -             | 500            | 500            |
| 61006                         | Building supplies                   | -             | -             | -              | -              |
| 62001                         | Electricity                         | 3,545         | 3,045         | 4,250          | 4,250          |
| 62002                         | Water & sewer                       | 255           | 253           | 400            | 400            |
| 62004                         | Heating fuel                        | 895           | 528           | 1,100          | 1,100          |
|                               | <b>Total Commodities</b>            | <b>4,802</b>  | <b>3,826</b>  | <b>6,250</b>   | <b>6,250</b>   |



**Town of Portland, Connecticut**

**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Youth Services Department  
As of March 1, 2024**

|                                |  | 2021-2022                | 2022-2023                | 2023-2024                | 2024-2025                |
|--------------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|
|                                |  | Actual                   | Actual                   | Original                 | Proposed                 |
| 07-110                         | Youth Services Department              | Expended                 | Expended                 | Budget                   | Budget                   |
| <b>Programs/Activities</b>     |  |                          |                          |                          |                          |
| 88038                          | Miscellaneous programs                 | \$ -                     | \$ 4,360                 | \$ 2,000                 | \$ 2,250                 |
| 88039                          | CRC/ECC consulting                     | 13,455                   | 8,320                    | 20,000                   | 20,000                   |
| 88040                          | Activity funds                         | -                        | -                        | -                        | -                        |
| 88041                          | Activity supplies                      | 812                      | 4,969                    | 2,000                    | 2,000                    |
|                                | Total Programs/Activities              | <u>14,267</u>            | <u>17,649</u>            | <u>24,000</u>            | <u>24,250</u>            |
| <b>Transfers Out</b>           |  |                          |                          |                          |                          |
| 90016                          | Transfer out - Workers' comp           | 4,100                    | 2,300                    | 2,300                    | 2,320                    |
|                                | Total Transfers Out                    | <u>4,100</u>             | <u>2,300</u>             | <u>2,300</u>             | <u>2,320</u>             |
| <b>07-110</b>                  | <b>Total Youth Services Department</b> | <u><u>\$ 124,417</u></u> | <u><u>\$ 117,611</u></u> | <u><u>\$ 138,210</u></u> | <u><u>\$ 142,295</u></u> |
| Percentage increase/(decrease) |  |                          |                          |                          | <u><u>2.96%</u></u>      |

**Town of Portland, Connecticut**  
**Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Resource Recovery Department**  
**As of March 1, 2024**

| <b>Resource Recovery Department</b>     | <b>2021-2022<br/>Actual<br/>Revenue</b> | <b>2022-2023<br/>Actual<br/>Revenue</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|---|---|---|---|--|
| <b>Charges for Services</b>             |   |   |   |  |
| 00354 Miscellaneous                     | \$ 2,400                                | \$ 2,400                                | \$ 2,400                                  | \$ 2,400                                   |
| 00367 Tire fees                         | 535                                     | 660                                     | 900                                       | 900  |
| 00368 Sale of newsprint                 | -                                       | -                                       | -   | -  |
| 00369 Battery recycling                 | 450                                     | -                                       | 100                                       | 500  |
| 00370 Sale of metal                     | 21,775                                  | 11,357                                  | 17,500                                    | 17,500                                     |
| 00371 Facility use permits              | 32,711                                  | 34,200                                  | 34,500                                    | 34,500                                     |
| 00372 Freon appliance permits           | 960                                     | 620                                     | 1,000                                     | 1,000                                      |
| 00373 15 gallon bags to residents       | 5,154                                   | 5,253                                   | 5,250                                     | 5,250                                      |
| 00374 30 gallon bags to residents       | 4,310                                   | 4,439                                   | 5,500                                     | 5,500                                      |
| 00375 45 gallon bags to residents       | 12,705                                  | 12,900                                  | 15,500                                    | 15,500                                     |
| 00376 15 gallon bags to distributors    | 3,580                                   | 4,000                                   | 5,000                                     | 5,000                                      |
| 00377 30 gallon bags to distributors    | 3,000                                   | 4,000                                   | 3,000                                     | 3,000                                      |
| 00378 45 gallon bags to distributors    | 7,200                                   | 7,200                                   | 8,000                                     | 8,000                                      |
| 00379 Bulky waste                       | 62,092                                  | 57,825                                  | 76,000                                    | 76,000                                     |
| 00380 Anti-freeze disposal              | 3                                       | 21                                      | 50  | 50   |
| 00381 Brush                             | 1,967                                   | 1,051                                   | 4,300                                     | 4,300                                      |
| 00382 Cardboard sales                   | -                                       | -                                       | -   | -  |
| 00383 Town demolition                   | 1,482                                   | 2,456                                   | 1,550                                     | 1,750                                      |
| 00384 Propane tank disposal             | 240                                     | 120                                     | 250                                       | 250  |
| 00399 Single stream recyclables         | 616                                     | 464                                     | 795                                       | 795  |
| <b>Total Charges for Services</b>       | <b>161,180</b>                          | <b>148,966</b>                          | <b>181,595</b>                            | <b>182,195</b>                             |
| <b>Investment Income</b>                |   |   |   |  |
| 00401 Investment income                 | -                                       | -                                       | -   | -  |
| <b>Total Investment Income</b>          | <b>-</b>                                | <b>-</b>                                | <b>-</b>                                  | <b>-</b>                                   |
| <b>Subtotal Operating Income</b>        | <b>161,180</b>                          | <b>148,966</b>                          | <b>181,595</b>                            | <b>182,195</b>                             |
| <b>Interfund Transfers In</b>           |   |   |   |  |
| 00501 Transfer in - General Fund        | 180,056                                 | 197,496                                 | 213,170                                   | 228,750                                    |
| <b>Total Interfund Transfers In</b>     | <b>180,056</b>                          | <b>197,496</b>                          | <b>213,170</b>                            | <b>228,750</b>                             |
| <b>Total Resource Recovery Dept Rev</b> | <b>\$ 341,236</b>                       | <b>\$ 346,462</b>                       | <b>\$ 394,765</b>                         | <b>\$ 410,945</b>                          |

**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Resource Recovery Dept**  
**As of March 1, 2024**

| 09-120                        | Resource Recovery Dept              | 2021-2022<br>Actual<br>Expended | 2022-2023<br>Actual<br>Expended | 2023-2024<br>Original<br>Budget | 2024-2025<br>Proposed<br>Budget |
|-------------------------------|-------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>Personnel Expenditures</b> |                                     |                                 |                                 |                                 |                                 |
| 11001                         | Regular payroll                     | \$ 141,131                      | \$ 145,509                      | \$ 151,780                      | \$ 155,450                      |
| 12000                         | Temporary payroll                   | -                               | -                               | -                               | -                               |
| 13002                         | Overtime                            | 5,614                           | 8,034                           | 9,000                           | 9,000                           |
| 19002                         | Longevity                           | 550                             | 550                             | 550                             | 700                             |
| 19003                         | Sick pay                            | 7,752                           | 8,330                           | 9,000                           | 9,000                           |
| 21001                         | Medical insurance                   | 34,471                          | 37,380                          | 41,000                          | 42,200                          |
| 21002                         | Dental insurance                    | 818                             | 818                             | 1,350                           | 1,350                           |
| 21003                         | Life insurance                      | 448                             | 467                             | 500                             | 500                             |
| 21004                         | Long-term disability insurance      | 473                             | 521                             | 525                             | 535                             |
| 22000                         | FICA/Medicare                       | 10,976                          | 11,442                          | 13,000                          | 13,800                          |
| 23001                         | Town pension contribution           | 10,907                          | 11,201                          | 11,900                          | 12,500                          |
|                               | <b>Total Personnel Expenditures</b> | <u>213,140</u>                  | <u>224,252</u>                  | <u>238,605</u>                  | <u>245,035</u>                  |
| <b>Contractual Services</b>   |                                     |                                 |                                 |                                 |                                 |
| 31000                         | Service contracts                   | 13,140                          | 17,552                          | 20,000                          | 24,000                          |
| 34001                         | Data processing                     | -                               | 2,175                           | 1,000                           | 1,000                           |
| 36004                         | Telecommunications                  | 1,224                           | 1,316                           | 1,650                           | 1,650                           |
|                               | <b>Total Contractual Services</b>   | <u>14,364</u>                   | <u>21,043</u>                   | <u>22,650</u>                   | <u>26,650</u>                   |
| <b>Repairs</b>                |                                     |                                 |                                 |                                 |                                 |
| 44003                         | Equipment repair/rental             | 3,581                           | 1,860                           | 4,000                           | 4,000                           |
|                               | <b>Total Repairs</b>                | <u>3,581</u>                    | <u>1,860</u>                    | <u>4,000</u>                    | <u>4,000</u>                    |
| <b>Utilities</b>              |                                     |                                 |                                 |                                 |                                 |
| 51001                         | Gas & diesel fuel                   | 8,296                           | 9,546                           | 8,350                           | 8,350                           |
| 52001                         | Municipal insurance                 | 3,209                           | 3,403                           | 3,510                           | 3,720                           |
| 53001                         | Telephone                           | -                               | -                               | 300                             | 300                             |
|                               | <b>Total Utilities</b>              | <u>11,505</u>                   | <u>12,949</u>                   | <u>12,160</u>                   | <u>12,370</u>                   |
| <b>Commodities</b>            |                                     |                                 |                                 |                                 |                                 |
| 61001                         | Uniforms                            | 1,168                           | 1,113                           | 1,200                           | 1,300                           |
| 61003                         | Equipment supplies                  | 365                             | 2,973                           | 2,000                           | 2,000                           |
| 61006                         | Building supplies                   | 914                             | -                               | 1,200                           | 1,200                           |
| 62001                         | Electricity                         | 2,569                           | 2,494                           | 3,000                           | 3,000                           |
| 62002                         | Water & sewer                       | 177                             | 190                             | 700                             | 700                             |
| 62004                         | Heating fuel                        | 629                             | 892                             | 950                             | 950                             |
| 69003                         | Bags and stickers                   | 6,727                           | 5,815                           | 9,000                           | 10,000                          |
|                               | <b>Total Commodities</b>            | <u>12,549</u>                   | <u>13,477</u>                   | <u>18,050</u>                   | <u>19,150</u>                   |

**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Resource Recovery Dept**  
**As of March 1, 2024**

|                      |                                     | 2021-2022         | 2022-2023         | 2023-2024         | 2024-2025                                   |
|----------------------|-------------------------------------|-------------------|-------------------|-------------------|---|
|                      |                                     | Actual            | Actual            | Original          | Proposed                                    |
| 09-120               | Resource Recovery Dept              | Expended          | Expended          | Budget            | Budget                                      |
| <b>Equipment</b>     |                                     |                   |                   |                   |   |
| 73000                | Equipment purchases                 | \$ -              | \$ -              | \$ -              | \$ -  |
|                      | Total Equipment                     | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>                                    |
| <b>Miscellaneous</b> |                                     |                   |                   |                   |   |
| 88001                | Program services                    | -                 | -                 | 500               | 500   |
| 88003                | Permits - State of CT               | 1,660             | 275               | 2,000             | 2,000                                       |
| 88012                | MSW disposal fees                   | 31,767            | 28,514            | 34,000            | 35,530                                      |
| 88014                | BW disposal fees                    | 45,621            | 50,057            | 55,500            | 58,000                                      |
| 88017                | Hauling expense                     | -                 | -                 | -                 | -   |
| 88018                | Recycling                           | 1,004             | 3,077             | 2,500             | 2,750                                       |
|                      | Total Miscellaneous                 | <u>80,052</u>     | <u>81,923</u>     | <u>94,500</u>     | <u>98,780</u>                               |
| <b>Transfers Out</b> |                                     |                   |                   |                   |   |
| 90015                | Transfer out - Cap Non rec Town     | -                 | -                 | -                 | -   |
| 90016                | Transfer out - Workers' comp        | 4,500             | 4,800             | 4,800             | 4,960                                       |
|                      | Total Transfers Out                 | <u>4,500</u>      | <u>4,800</u>      | <u>4,800</u>      | <u>4,960</u>                                |
| <b>09-120</b>        | <b>Total Resource Recovery Dept</b> | <u>\$ 339,691</u> | <u>\$ 360,304</u> | <u>\$ 394,765</u> | <u>\$ 410,945</u>                           |
|                      |                                     |                   |                   |                   | Percentage increase/(decrease) <u>4.10%</u> |

**Town of Portland, Connecticut**  
**Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Building Maintenance Fund**  
**As of March 1, 2024**

| <b>Building Maintenance Fund</b>         | <b>2021-2022<br/>Actual<br/>Revenue</b> | <b>2022-2023<br/>Actual<br/>Revenue</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|--|---|---|---|--|
| <b>Intergovernmental</b>                 |   |   |   |  |
| 00207 Emergency Management               | \$ -                                    | \$ -                                    | \$ -                                      | \$ -                                       |
| Total Intergovernmental                  | -                                       | -                                       | -   | -  |
| <b>Miscellaneous</b>                     |   |   |   |  |
| 00354 Miscellaneous                      | \$ -                                    | \$ -                                    | \$ -                                      | \$ -                                       |
| 00366 Contributions/donations            | -                                       | -                                       | -   | -  |
| Total Miscellaneous                      | -                                       | -                                       | -   | -  |
| <b>Investment Income</b>                 |   |   |   |  |
| 00401 Investment income                  | -                                       | -                                       | -   | -  |
| Total Investment Income                  | -                                       | -                                       | -   | -  |
| Subtotal Operating Income                | -                                       | -                                       | -   | -  |
| <b>Interfund Transfers In</b>            |   |   |   |  |
| 00501 Transfer in - General Fund         | 182,000                                 | 82,000                                  | 82,000                                    | <b>82,000</b>                              |
| Total Interfund Transfers In             | 182,000                                 | 82,000                                  | 82,000                                    | <b>82,000</b>                              |
| <b>Total Building Maint Fund Revenue</b> | <b>\$ 182,000</b>                       | <b>\$ 82,000</b>                        | <b>\$ 82,000</b>                          | <b>\$ 82,000</b>                           |

**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Building Maintenance Fund**  
**As of March 1, 2024**

|                                |  | 2021-2022<br>Actual<br>Expended | 2022-2023<br>Actual<br>Expended | 2023-2024<br>Original<br>Budget | 2024-2025<br>Proposed<br>Budget |
|--------------------------------|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>11-037</b>                  | <b>Building Maintenance Fund</b>       |                                 |                                 |                                 |                                 |
| <b>Repairs</b>                 |  |                                 |                                 |                                 |                                 |
| 44006                          | Town maintenance                       | \$ 650                          | \$ 11,205                       | \$ 41,000                       | \$ 41,000                       |
| 44007                          | BOE maintenance                        | -                               | 163,969                         | 41,000                          | 41,000                          |
|                                | Total Repairs                          | <u>650</u>                      | <u>175,174</u>                  | <u>82,000</u>                   | <u>82,000</u>                   |
| <b>Transfers Out</b>           |  |                                 |                                 |                                 |                                 |
| 90015                          | Transfer out - Cap Non rec Town        | -                               | -                               | -                               | -                               |
|                                | Total Transfers Out                    | <u>-</u>                        | <u>-</u>                        | <u>-</u>                        | <u>-</u>                        |
| <b>11-037</b>                  | <b>Total Building Maintenance Fund</b> | <u>\$ 650</u>                   | <u>\$ 175,174</u>               | <u>\$ 82,000</u>                | <u>\$ 82,000</u>                |
| Percentage increase/(decrease) |  |                                 |                                 |                                 | <u>0.00%</u>                    |

**Town of Portland, Connecticut**  
**Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Parks & Recreation Department**  
**As of March 1, 2024**

| <b>Parks &amp; Recreation Department</b>  | <b>2021-2022<br/>Actual<br/>Revenue</b> | <b>2022-2023<br/>Actual<br/>Revenue</b> | <b>2023-2024<br/>Budgeted<br/>Revenue</b> | <b>2024-2025<br/>Estimated<br/>Revenue</b> |
|---|---|---|---|--|
| <b>Intergovernmental</b>                  |   |   |   |  |
| 00114 Federal grants - misc               | \$ -                                    | \$ -                                    | \$ -                                      | \$ -                                       |
| Total Intergovernmental                   | -                                       | -                                       | -   | -  |
| <b>Charges for Services</b>               |   |   |   |  |
| 00303 Property rental fees                | \$ 8,060                                | \$ 6,355                                | \$ 10,600                                 | \$ 18,000                                  |
| 00354 Miscellaneous                       | 3,829                                   | 1,000                                   | 2,000                                     | 2,000                                      |
| 00364 Program fees - school year          | 48,604                                  | 55,642                                  | 99,000                                    | 87,423                                     |
| 00385 Program fees - adult                | 7,754                                   | 6,886                                   | 11,000                                    | 7,000                                      |
| 00386 Program fees - youth                | 27,609                                  | 31,324                                  | 34,000                                    | 40,000                                     |
| 00387 Tee ball fees                       | -                                       | -                                       | -   | -  |
| 00388 Adult softball fees                 | 680                                     | -                                       | -   | -  |
| 00389 Summer playground fees              | 56,185                                  | 57,558                                  | 95,750                                    | 100,055                                    |
| 00390 Program fees - vacation             | -                                       | -                                       | -   | -  |
| 00391 Summer sports camp                  | 2,643                                   | 5,400                                   | 12,000                                    | 12,000                                     |
| 00392 CT Track club                       | -                                       | -                                       | -   | -  |
| 00393 Unified sports                      | -                                       | -                                       | -   | -  |
| 00394 5k race fees                        | 1,535                                   | 2,295                                   | 8,000                                     | 6,000                                      |
| 00395 Trips                               | -                                       | -                                       | -   | -  |
| Total Charges for Services                | 156,899                                 | 166,460                                 | 272,350                                   | 272,478                                    |
| <b>Investment Income</b>                  |   |   |   |  |
| 00401 Investment income                   | -                                       | -                                       | -   | -  |
| Total Investment Income                   | -                                       | -                                       | -   | -  |
| Subtotal Operating Income                 | 156,899                                 | 166,460                                 | 272,350                                   | 272,478                                    |
| <b>Interfund Transfers In</b>             |   |   |   |  |
| 00501 Transfer in - General Fund          | 230,700                                 | 243,640                                 | 251,391                                   | 275,582                                    |
| Total Interfund Transfers In              | 230,700                                 | 243,640                                 | 251,391                                   | 275,582                                    |
| <b>Total Parks &amp; Rec Dept Revenue</b> | <b>\$ 387,599</b>                       | <b>\$ 410,100</b>                       | <b>\$ 523,741</b>                         | <b>\$ 548,060</b>                          |

**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Parks & Rec Department**  
**As of March 1, 2024**

| 12-130 Parks & Recreation Dept       | 2021-2022<br>Actual<br>Expended | 2022-2023<br>Actual<br>Expended | 2023-2024<br>Original<br>Budget | 2024-2025<br>Proposed<br>Budget |
|--------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>Personnel Expenditures</b>        |                                 |                                 |                                 |                                 |
| 11001 Regular payroll                | \$ 64,316                       | \$ 64,545                       | \$ 69,950                       | \$ 71,500                       |
| 11002 Clerical payroll               | 53,271                          | 41,633                          | 53,250                          | 56,000                          |
| 12000 Temporary payroll              | 50,920                          | 52,930                          | 67,000                          | 72,500                          |
| 12001 Teen recreation payroll        | 71,558                          | 96,188                          | 92,000                          | 99,500                          |
| 12002 Unified sports payroll         | -                               | -                               | -                               | -                               |
| 13002 Overtime                       | 6,629                           | 9,509                           | 11,000                          | 11,000                          |
| 14001 Board clerk                    | 502                             | 269                             | 500                             | 500                             |
| 19002 Longevity                      | -                               | -                               | -                               | -                               |
| 19003 Sick pay                       | -                               | -                               | -                               | -                               |
| 21001 Medical insurance              | 42,385                          | 40,849                          | 46,750                          | 48,500                          |
| 21002 Dental insurance               | 555                             | 462                             | 750                             | 750                             |
| 21003 Life insurance                 | 376                             | 339                             | 480                             | 450                             |
| 21004 Long-term disability insurance | 396                             | 318                             | 536                             | 500                             |
| 22000 FICA/Medicare                  | 14,115                          | 17,310                          | 21,750                          | 22,000                          |
| 23001 Town pension contribution      | 7,021                           | 6,426                           | 7,400                           | 7,700                           |
| Total Personnel Expenditures         | <u>312,044</u>                  | <u>330,778</u>                  | <u>371,366</u>                  | <u>390,900</u>                  |
| <b>Contractual Services</b>          |                                 |                                 |                                 |                                 |
| 31000 Service contracts              | 3,700                           | 3,900                           | 5,000                           | 4,875                           |
| 32000 Conferences, meetings, & dues  | 890                             | 50                              | 900                             | 930                             |
| Total Contractual Services           | <u>4,590</u>                    | <u>3,950</u>                    | <u>5,900</u>                    | <u>5,805</u>                    |
| <b>Repairs</b>                       |                                 |                                 |                                 |                                 |
| 44003 Equipment repair/rentals       | 6,566                           | 5,235                           | 7,500                           | 7,500                           |
| Total Repairs                        | <u>6,566</u>                    | <u>5,235</u>                    | <u>7,500</u>                    | <u>7,500</u>                    |
| <b>Utilities</b>                     |                                 |                                 |                                 |                                 |
| 51001 Gas & diesel fuel              | 197                             | 161                             | 300                             | 300                             |
| 52001 Municipal insurance            | 2,877                           | 3,051                           | 3,200                           | 3,330                           |
| 53000 Postage                        | -                               | -                               | 300                             | 300                             |
| 53001 Telephone                      | -                               | -                               | 300                             | 300                             |
| Total Utilities                      | <u>3,074</u>                    | <u>3,212</u>                    | <u>4,100</u>                    | <u>4,230</u>                    |
| <b>Commodities</b>                   |                                 |                                 |                                 |                                 |
| 61000 Office supplies                | 188                             | 214                             | 1,000                           | 1,000                           |
| 61003 Equipment supplies             | 1,221                           | 1,252                           | 1,250                           | 1,250                           |
| 62001 Electricity                    | 16,927                          | 15,435                          | 20,000                          | 20,000                          |
| 62002 Water & sewer                  | 19,977                          | 36,162                          | 32,000                          | 34,000                          |
| 62004 Heating fuel                   | 526                             | 528                             | 625                             | 625                             |
| Total Commodities                    | <u>38,839</u>                   | <u>53,591</u>                   | <u>54,875</u>                   | <u>56,875</u>                   |



**Town of Portland, Connecticut**  
**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Parks & Rec Department**  
**As of March 1, 2024**

| 12-130 Parks & Recreation Dept                 | 2021-2022<br>Actual<br>Expended | 2022-2023<br>Actual<br>Expended | 2023-2024<br>Original<br>Budget | 2024-2025<br>Proposed<br>Budget |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>Equipment</b>                               |                                 |                                 |                                 |                                 |
| 73000 Equipment purchases                      | \$ 2,049                        | \$ 1,235                        | \$ 11,000                       | \$ 11,000                       |
| Total Equipment                                | <u>2,049</u>                    | <u>1,235</u>                    | <u>11,000</u>                   | <u>11,000</u>                   |
| <b>Miscellaneous</b>                           |                                 |                                 |                                 |                                 |
| 88001 Program services                         | 162                             | -                               | 200                             | 200                             |
| Total Miscellaneous                            | <u>162</u>                      | <u>-</u>                        | <u>200</u>                      | <u>200</u>                      |
| <b>Programs/Activities</b>                     |                                 |                                 |                                 |                                 |
| 88023 Youth tee ball                           | -                               | -                               | -                               | -                               |
| 88024 Youth basketball                         | -                               | -                               | -                               | -                               |
| 88025 Unified sports                           | -                               | -                               | -                               | -                               |
| 88026 Summer playground                        | 6,685                           | 8,410                           | 16,000                          | 16,000                          |
| 88027 Youth programs                           | 12,518                          | 14,622                          | 20,000                          | 23,000                          |
| 88028 Vacation programs                        | -                               | -                               | -                               | -                               |
| 88029 Other recreation programs                | 406                             | 85                              | 1,000                           | 750                             |
| 88030 Adult softball                           | 600                             | -                               | -                               | -                               |
| 88031 Adult fitness/programs                   | 6,440                           | 5,690                           | 6,000                           | 6,000                           |
| 88032 Holiday tree lighting                    | -                               | -                               | 500                             | 500                             |
| 88033 Town concerts                            | 2,001                           | 362                             | 1,000                           | 750                             |
| 88034 Trips                                    | -                               | -                               | -                               | -                               |
| 88035 Summer sports camp                       | 1,719                           | 4,320                           | 7,500                           | 7,500                           |
| 88036 CT Track club                            | -                               | -                               | -                               | -                               |
| 88037 Community events                         | 161                             | 164                             | 500                             | 500                             |
| 88038 Miscellaneous programs                   | 70                              | -                               | 100                             | 100                             |
| 88040 Activity funds - Kids Blast              | 2,113                           | 3,163                           | 4,500                           | 4,500                           |
| 88051 5K Road Race                             | 909                             | 891                             | 2,500                           | 2,500                           |
| Total Programs/Activities                      | <u>33,622</u>                   | <u>37,707</u>                   | <u>59,600</u>                   | <u>62,100</u>                   |
| <b>Transfers Out</b>                           |                                 |                                 |                                 |                                 |
| 90016 Transfer out - Workers' comp             | 3,300                           | 9,200                           | 9,200                           | 9,450                           |
| Total Transfers Out                            | <u>3,300</u>                    | <u>9,200</u>                    | <u>9,200</u>                    | <u>9,450</u>                    |
| <b>12-130 Total Parks &amp; Rec Department</b> | <u>\$ 404,246</u>               | <u>\$ 444,908</u>               | <u>\$ 523,741</u>               | <u>\$ 548,060</u>               |
|  |                                 |                                 | Percentage increase/(decrease)  | <u>4.64%</u>                    |

## *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 2025 through 2029 is **\$120,153,034** with **\$1,276,674** specifically approved for FY 2024-25. Of the **\$1,276,674**, **\$516,500** is estimated to be funded through taxation; **\$630,000** is estimated to be funded through water and sewer usage fees, and **\$130,174** is estimated to be funded through State grants.

The following list details the \$506,500 funded through taxation:

|  |               |
|--|---------------|
| • Building/Planning Departments – grant match/leverage funds         | \$ 10,000     |
| • Building/Planning Departments – Plan of Conservation & Development | 75,000        |
| • Fire Department – SCBA bottle replacement                          | 16,000        |
| • Fire Department – Thermal Imaging Cameras                          | 13,000        |
| • Fire Departments – AED replacement                                 | 5,500         |
| • Grounds Maintenance – Ride on Mower Replacement                    | 165,000       |
| • Grounds Maintenance – Ventrac Tractor Attachments                  | 8,000         |
| • Library – AED replacement  | 3,000         |
| • Parks & Recreation - Monument restoration                          | 10,000        |
| • Police Department – Cameras – Traffic                              | 48,000        |
| • DPW/Highway – Sidewalk reconstruction– non grant                   | 40,000        |
| • DPW/Building Maintenance – HVAC upgrades                           | 10,000        |
| • DPW/Highway – Replace pickups                                      | 92,000        |
| • Town-wide – Computers (includes backup appliances)                 | <u>21,000</u> |

**Total Transfer-In – General Fund Town and BOE** **\$516,500**

Amounts to be funded by State Grants:

|  |               |
|--|---------------|
| • LOCIP – Park & Field Improvements  | \$ 25,000     |
| • LOCIP – DPW/Highway – Sidewalk replacement grant                             | 50,174        |
| • LOCIP – DPW/Building Maintenance – Replace carpeting/flooring town buildings | 20,000        |
| • LOCIP – DPW/Building Maintenance – Masonry improvements                      | <u>35,000</u> |

**Total State Grants** **\$130,174**

**Town of Portland, Connecticut**  
**Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029**  
**As of March 1, 2024**

| Capital Improvement Plan               | Fiscal Years        |                      |                      |                      |                      | Total                 |
|--|---------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
|  | 2024-2025           | 2025-2026            | 2026-2027            | 2027-2028            | 2028-2029            |                       |
| <b>Estimated Revenue Sources</b>       |                     |                      |                      |                      |                      |                       |
| 00114 Federal grants                   | \$ -                | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                  |
| 00214 State of CT grants               | 130,174             | 7,746,393            | 7,746,393            | 7,746,393            | 7,746,393            | 31,115,746            |
| 00354 Other                            | -                   | -                    | -                    | -                    | -                    | -                     |
| 00501 Transfer in - General Fund Town  | 516,500             | 700,000              | 700,000              | 700,000              | 700,000              | 3,316,500             |
| 00502 Transfer in - Parks & Rec Dept   | -                   | -                    | -                    | -                    | -                    | -                     |
| 00502 Transfer in - Res Rec Dept       | -                   | -                    | -                    | -                    | -                    | -                     |
| 00502 Transfer in - Sewer Department   | 380,000             | 495,000              | 615,000              | 555,000              | 837,000              | 2,882,000             |
| 00502 Transfer in - Water Department   | 250,000             | 3,855,000            | 2,225,000            | 2,020,000            | 1,810,000            | 10,160,000            |
| 00503 General obligation bonds         | -                   | 16,188,967           | 18,435,607           | 15,396,607           | 21,157,607           | 71,178,788            |
| 00504 Capital lease proceeds           | -                   | 1,500,000            | -                    | -                    | -                    | 1,500,000             |
| 00505 Prior approved allocations       | -                   | -                    | -                    | -                    | -                    | -                     |
| <b>Total Estimated Revenue Sources</b> | <b>\$ 1,276,674</b> | <b>\$ 30,485,360</b> | <b>\$ 29,722,000</b> | <b>\$ 26,418,000</b> | <b>\$ 32,251,000</b> | <b>\$ 120,153,034</b> |

**Town of Portland, Connecticut**  
**Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029**  
**As of March 1, 2024**

| 08-141                                  | Capital Improvement Plan | Fiscal Years        |                      |                      |                      |                      | Total                 |
|---|--------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
|   |                          | 2024-2025           | 2025-2026            | 2026-2027            | 2027-2028            | 2028-2029            |                       |
| <b>Departmental Expenditure Summary</b> |                          |                     |                      |                      |                      |                      |                       |
| 89010                                   | Board of Education       | \$ -                | \$ 20,027,610        | \$ 21,451,000        | \$ 18,297,000        | \$ 19,434,000        | \$ 79,209,610         |
| 89020                                   | Building/Planning Depts  | 85,000              | 240,000              | 125,000              | 125,000              | 125,000              | 700,000               |
| 89030                                   | Emergency Management     | -                   | 18,000               | 16,000               | 6,000                | 16,000               | 56,000                |
| 89040                                   | Fire Department          | 34,500              | 816,500              | 672,000              | 524,000              | 4,104,500            | 6,151,500             |
| 89050                                   | Grounds Maintenance      | 173,000             | 466,000              | 117,000              | 139,000              | 159,000              | 1,054,000             |
| 89060                                   | Library                  | 3,000               | 57,500               | 83,500               | 87,000               | 74,500               | 305,500               |
| 89070                                   | Parks & Recreation       | 35,000              | 293,000              | 750,000              | 625,000              | 60,000               | 1,763,000             |
| 89080                                   | Police Department        | 48,000              | 233,000              | 122,500              | 309,000              | 125,500              | 838,000               |
| 89090                                   | Public Works             | 247,174             | 3,534,000            | 3,175,000            | 3,305,000            | 5,070,000            | 15,331,174            |
| 89100                                   | Resource Recovery        | -                   | 135,000              | 80,000               | 55,000               | 255,000              | 525,000               |
| 89110                                   | Sewer Department         | 380,000             | 495,000              | 615,000              | 555,000              | 837,000              | 2,882,000             |
| 89120                                   | Town-Wide Improvements   | 21,000              | 314,750              | 290,000              | 371,000              | 180,500              | 1,177,250             |
| 89130                                   | Water Department         | 250,000             | 3,855,000            | 2,225,000            | 2,020,000            | 1,810,000            | 10,160,000            |
| <b>Total Departmental Summary</b>       |                          | <b>\$ 1,276,674</b> | <b>\$ 30,485,360</b> | <b>\$ 29,722,000</b> | <b>\$ 26,418,000</b> | <b>\$ 32,251,000</b> | <b>\$ 120,153,034</b> |

**Departmental Expenditure Detail**

|              |                                    |          |                |                  |                |                |                  |
|--------------|------------------------------------|----------|----------------|------------------|----------------|----------------|------------------|
| <b>89010</b> | <b>Board of Education</b>          |          |                |                  |                |                |                  |
|              | <b>Brownstone School</b>           |          |                |                  |                |                |                  |
|              | Replace music room carpet          | \$ -     | \$ -           | \$ 30,000        | \$ -           | \$ -           | \$ 30,000        |
|              | Flooring asbestos                  |          | 85,000         | 90,000           | 120,000        | 120,000        | 415,000          |
|              | Generator                          |          | 100,000        | -                | -              | -              | 100,000          |
|              | Intercom                           | -        | 75,000         | 40,000           | -              | -              | 115,000          |
|              | HVAC minisplits/control system     |          | -              | -                | 150,000        | -              | 150,000          |
|              | Central air conditioner            |          | -              | 2,000,000        | -              | -              | 2,000,000        |
|              | Science lab demo                   | -        | 35,000         | -                | -              | -              | 35,000           |
|              | <b>Total Brownstone School</b>     | <b>-</b> | <b>295,000</b> | <b>2,160,000</b> | <b>270,000</b> | <b>120,000</b> | <b>2,845,000</b> |
|              | <b>Gildersleeve School</b>         |          |                |                  |                |                |                  |
|              | Heat Controls System               | -        | 100,000        | -                | -              | -              | 100,000          |
|              | Rooftop AC unit                    | -        | 75,000         | -                | -              | -              | 75,000           |
|              | Flooring replacement & abatement   |          | 300,000        | -                | -              | -              | 300,000          |
|              | Gym exterior overhang              |          |                | 100,000          | -              | -              | 100,000          |
|              | Roof improvements                  |          | 200,000        | -                | -              | -              | 200,000          |
|              | Gym floor refinish                 | -        | -              | 200,000          | -              | -              | 200,000          |
|              | Replace exterior doors and windows | -        | 50,000         | -                | -              | -              | 50,000           |
|              | <b>Total Gildersleeve School</b>   | <b>-</b> | <b>725,000</b> | <b>300,000</b>   | <b>-</b>       | <b>-</b>       | <b>1,025,000</b> |
|              | <b>High/Middle School</b>          |          |                |                  |                |                |                  |
|              | flooring - gym, auditorium         | -        | 65,000         | 50,000           | -              | -              | 115,000          |
|              | Automated lighting system          |          | 150,000        | 150,000          | -              | -              | 300,000          |
|              | Tennis courts                      | -        | -              | 250,000          | 250,000        | -              | 500,000          |
|              | Controller replacement/upgrade     | -        | -              | 35,000           | 25,000         | 25,000         | 85,000           |
|              | Gymnasium equipment                |          | 20,000         | 25,000           | 15,000         | -              | 60,000           |
|              | Doors                              |          | 25,000         | 25,000           | 15,000         | 20,000         | 85,000           |
|              | Baseball field                     |          | 75,000         | 175,000          | 175,000        | -              | 425,000          |
|              | Auditorium sound/speaker           |          | 100,000        | -                | -              | -              | 100,000          |
|              | <b>Total High/Middle School</b>    | <b>-</b> | <b>435,000</b> | <b>710,000</b>   | <b>480,000</b> | <b>45,000</b>  | <b>1,670,000</b> |

**Town of Portland, Connecticut**  
**Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029**  
**As of March 1, 2024**

| 08-141   | Capital Improvement Plan               | Fiscal Years  |                   |                   |                   |                   | Total             |
|--|--|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|  |  | 2024-2025     | 2025-2026         | 2026-2027         | 2027-2028         | 2028-2029         |                   |
| <b>Departmental Expenditure Detail (Continued)</b> |  |               |                   |                   |                   |                   |                   |
| <b>System Wide BOE</b>                             |  |               |                   |                   |                   |                   |                   |
|  | Painting/Wall Papering                 | \$ -          | \$ 105,000        | \$ 140,000        | \$ 160,000        | \$ 80,000         | \$ 485,000        |
|  | Security Upgrades(inc doors)           | -             | 100,000           | \$ 50,000         | \$ 50,000         | \$ 50,000         | 250,000           |
|  | Parking lot improvements               | -             | 877,000           | 417,000           | 1,100,000         | 3,500,000         | 5,894,000         |
|  | Custodial Equipment(Scrubbers/e        | -             | 25,000            | 25,000            | -                 | 25,000            | 75,000            |
|  | Furniture                              | -             | 40,000            | 25,000            | 25,000            | 30,000            | 120,000           |
|  | Vehicle purchase                       | -             | 40,000            | -                 | 40,000            | -                 | 80,000            |
|  | HVAC upgrades                          | -             | 1,605,000         | 1,160,000         | 1,065,000         | 375,000           | 4,205,000         |
|  | 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                    | -             | 65,000            | 65,000            | -                 | 85,000            | 215,000           |
|  | Technology Upgrades                    | -             | 278,610           | 50,000            | 50,000            | 50,000            | 428,610           |
|  | <b>Total System Wide</b>               | <b>-</b>      | <b>3,177,610</b>  | <b>1,979,000</b>  | <b>2,547,000</b>  | <b>4,269,000</b>  | <b>11,972,610</b> |
| <b>Valley View School</b>                          |  |               |                   |                   |                   |                   |                   |
|  | Removal/replacement asbestos til       | -             | 200,000           | -                 | -                 | -                 | 200,000           |
|  | Heat Air Compressors                   | -             | -                 | 22,000            | -                 | -                 | 22,000            |
|  | Heat Controls System                   | -             | 115,000           | -                 | -                 | -                 | 115,000           |
|  | Roof replacement with RTU              | -             | -                 | 1,200,000         | -                 | -                 | 1,200,000         |
|  | Chimney improvements                   | -             | 80,000            | 80,000            | -                 | -                 | 160,000           |
|  | Valley View New School                 | -             | 15,000,000        | 15,000,000        | 15,000,000        | 15,000,000        | 60,000,000        |
|  | <b>Total Valley View School</b>        | <b>-</b>      | <b>15,395,000</b> | <b>16,302,000</b> | <b>15,000,000</b> | <b>15,000,000</b> | <b>61,697,000</b> |
|  | <b>Total Board of Education</b>        | <b>-</b>      | <b>20,027,610</b> | <b>21,451,000</b> | <b>18,297,000</b> | <b>19,434,000</b> | <b>79,209,610</b> |
| <b>89020</b>                                       | <b>Building/Planning Depts</b>         |               |                   |                   |                   |                   |                   |
|  | Grant match/leverage funds             | 10,000        | 90,000            | 50,000            | 50,000            | 50,000            | 250,000           |
|  | POCD                                   | 75,000        | -                 | -                 | -                 | -                 | 75,000            |
|  | Land acquisition                       | -             | 150,000           | 75,000            | 75,000            | 75,000            | 375,000           |
|  | <b>Total Building/Planning Depts</b>   | <b>85,000</b> | <b>240,000</b>    | <b>125,000</b>    | <b>125,000</b>    | <b>125,000</b>    | <b>700,000</b>    |
| <b>89030</b>                                       | <b>Emergency Management</b>            |               |                   |                   |                   |                   |                   |
|  | EOC equipment                          | -             | 18,000            | 16,000            | 6,000             | 16,000            | 56,000            |
|  | <b>Total Emergency Management</b>      | <b>-</b>      | <b>18,000</b>     | <b>16,000</b>     | <b>6,000</b>      | <b>16,000</b>     | <b>56,000</b>     |
| <b>89040</b>                                       | <b>Fire/Fire Marshal Department</b>    |               |                   |                   |                   |                   |                   |
|  | Refurbish/replace apparatus            | -             | 50,000            | 500,000           | 500,000           | 500,000           | 1,550,000         |
|  | Hurst tool replacement                 | -             | 25,000            | -                 | -                 | 50,000            | 75,000            |
|  | Plan, design & construct CO 3          | -             | -                 | 45,000            | -                 | 3,500,000         | 3,545,000         |
|  | ATV replacement/forest suppressi       | -             | 65,000            | -                 | 18,000            | -                 | 83,000            |
|  | Communication equipment                | -             | 550,000           | -                 | -                 | 25,000            | 575,000           |
|  | SCBA bottle replacement                | 16,000        | 16,000            | 12,000            | -                 | 15,000            | 59,000            |
|  | MSA - BW Meter replacement             | -             | 5,000             | -                 | 6,000             | 6,500             | 17,500            |
|  | Generator replacement                  | -             | 100,000           | 100,000           | -                 | -                 | 200,000           |
|  | Thermal imaging cameras                | 13,000        | -                 | 15,000            | -                 | -                 | 28,000            |
|  | AED replacement                        | 5,500         | 5,500             | -                 | -                 | 8,000             | 19,000            |
|  | <b>Total Fire/Fire Marshal Departm</b> | <b>34,500</b> | <b>816,500</b>    | <b>672,000</b>    | <b>524,000</b>    | <b>4,104,500</b>  | <b>6,151,500</b>  |

**Town of Portland, Connecticut**  
**Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029**  
**As of March 1, 2024**

| 08-141   | Capital Improvement Plan             | Fiscal Years   |                |                |                |                | Total            |
|--|--------------------------------------|----------------|----------------|----------------|----------------|----------------|------------------|
|  |                                      | 2024-2025      | 2025-2026      | 2026-2027      | 2027-2028      | 2028-2029      |                  |
| <b>Departmental Expenditure Detail (Continued)</b> |                                      |                |                |                |                |                |                  |
| <b>89050</b>                                       | <b>Grounds Maintenance</b>           |                |                |                |                |                |                  |
|  | Ride on mower replacement            | \$ 165,000     | \$ -           | \$ -           | \$ 9,000       | \$ 9,000       | \$ 183,000       |
|  | 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          | 8,000          | 32,000         | 40,000         | -              | -              | 80,000           |
|  | 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        | -              | 60,000         | 60,000         | 240,000          |
|  | Purchase F-350 4X4 Pickup            | -              | -              | -              | -              | 55,000         | 55,000           |
|  | Replace Infield Groomer              | -              | 48,000         | 30,000         | 30,000         | -              | 108,000          |
|  | <b>Total Ground Maintenance</b>      | <b>173,000</b> | <b>466,000</b> | <b>117,000</b> | <b>139,000</b> | <b>159,000</b> | <b>1,054,000</b> |
| <b>89060</b>                                       | <b>Library</b>                       |                |                |                |                |                |                  |
|  | Computers, printers, laptops, table  | \$ -           | \$ 17,500      | \$ 20,500      | \$ 25,000      | \$ 20,000      | \$ 83,000        |
|  | Server replacement                   | -              | -              | -              | 7,500          | -              | 7,500            |
|  | Furnishings, lighting, security gate | -              | 16,500         | 12,000         | -              | -              | 28,500           |
|  | Sound improvements                   | -              | 15,000         | 41,500         | 54,500         | 54,500         | 165,500          |
|  | AED Replacement                      | 3,000          | -              | -              | -              | -              | 3,000            |
|  | Public Copier                        | -              | 4,500          | 4,500          | -              | -              | 9,000            |
|  | Hybrid meeting equipment             | -              | 4,000          | 5,000          | -              | -              | 9,000            |
|  | <b>Total Library</b>                 | <b>3,000</b>   | <b>57,500</b>  | <b>83,500</b>  | <b>87,000</b>  | <b>74,500</b>  | <b>305,500</b>   |
| <b>89070</b>                                       | <b>Parks &amp; Recreation</b>        |                |                |                |                |                |                  |
|  | Riverfront park                      | -              | -              | 85,000         | -              | -              | 85,000           |
|  | Monument Restoration                 | 10,000         | 15,000         | 15,000         | -              | 25,000         | 65,000           |
|  | Airline Trail Improvements           | -              | 20,000         | 10,000         | 10,000         | 10,000         | 50,000           |
|  | Bransfield Park Renovation           | -              | 38,000         | 275,000        | -              | -              | 313,000          |
|  | Portland Reservoir                   | -              | 15,000         | -              | -              | -              | 15,000           |
|  | Kayak and Canoe Launch               | -              | 20,000         | -              | -              | -              | 20,000           |
|  | Veteran's Park                       | -              | -              | 75,000         | -              | -              | 75,000           |
|  | Main Street play area                | -              | 80,000         | -              | -              | -              | 80,000           |
|  | Brownstone Park                      | -              | -              | 265,000        | -              | -              | 265,000          |
|  | Middlesex Avenue Renovations         | -              | 80,000         | -              | 590,000        | -              | 670,000          |
|  | Park and field improvements          | 25,000         | 25,000         | 25,000         | 25,000         | 25,000         | 125,000          |
|  | <b>Total Parks &amp; Recreation</b>  | <b>35,000</b>  | <b>293,000</b> | <b>750,000</b> | <b>625,000</b> | <b>60,000</b>  | <b>1,763,000</b> |
| <b>89080</b>                                       | <b>Police Department</b>             |                |                |                |                |                |                  |
|  | Equipped cruiser replacement         | -              | \$ 224,000     | \$ 113,000     | \$ 114,000     | \$ 115,000     | \$ 566,000       |
|  | Cameras - traffic                    | 48,000         | -              | -              | -              | -              | 48,000           |
|  | Computer replacement                 | -              | 9,000          | 9,500          | 10,000         | 10,500         | 39,000           |
|  | Body/dash cameras/storage            | -              | -              | -              | 185,000        | -              | 185,000          |
|  | <b>Total Police Department</b>       | <b>48,000</b>  | <b>233,000</b> | <b>122,500</b> | <b>309,000</b> | <b>125,500</b> | <b>838,000</b>   |
| <b>89090</b>                                       | <b>Public Works</b>                  |                |                |                |                |                |                  |
|  | <b>Office of the Director</b>        |                |                |                |                |                |                  |
|  | Replace director vehicle             | -              | -              | 50,000         | -              | -              | 50,000           |
|  | <b>Total Office of the Director</b>  | <b>-</b>       | <b>-</b>       | <b>50,000</b>  | <b>-</b>       | <b>-</b>       | <b>50,000</b>    |

**Town of Portland, Connecticut**  
**Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029**  
**As of March 1, 2024**

| 08-141   | Capital Improvement Plan           | Fiscal Years   |                  |                  |                  |                  | Total             |
|--|------------------------------------|----------------|------------------|------------------|------------------|------------------|-------------------|
|  |                                    | 2024-2025      | 2025-2026        | 2026-2027        | 2027-2028        | 2028-2029        |                   |
| <b>Departmental Expenditure Detail (Continued)</b> |                                    |                |                  |                  |                  |                  |                   |
| <b>Building Maintenance</b>                        |                                    |                |                  |                  |                  |                  |                   |
|  | Replace Underground Propane Ta     | \$ -           | \$ -             | \$ 25,000        | \$ -             | \$ -             | \$ 25,000         |
|  | Replace carpeting/flooring - town  | 20,000 L       | 20,000           | -                | -                | -                | 40,000            |
|  | Fire alarm upgrades town building  | -              | 17,500           | -                | -                | -                | 17,500            |
|  | Overhead doors various buildings   | -              | 10,000           | -                | 10,000           | -                | 20,000            |
|  | Roof replacements                  | -              | 100,000          | 50,000           | 50,000           | 50,000           | 250,000           |
|  | Municipal parking lot improve:     | -              | 50,000           | 50,000           | -                | -                | 100,000           |
|  | Masonry Improvements Town-wic      | 35,000 L       | 20,000           | 20,000           | 10,000           | 10,000           | 95,000            |
|  | HVAC upgrades - various buildin    | 10,000         | 55,000           | 35,000           | 35,000           | 15,000           | 150,000           |
|  | Replace garage - Buck Foreman(E    | -              | 100,000          | 100,000          | 100,000          | -                | 300,000           |
|  | <b>Total Building Maintenance</b>  | <b>65,000</b>  | <b>372,500</b>   | <b>280,000</b>   | <b>205,000</b>   | <b>75,000</b>    | <b>997,500</b>    |
| <b>Highway Division/Vehicle Maintenance</b>        |                                    |                |                  |                  |                  |                  |                   |
|  | Truck sensors software             | -              | 7,500            | -                | -                | -                | 7,500             |
|  | Excavator Attachments(Mulcher,     | -              | 35,000           | 15,000           | -                | -                | 50,000            |
|  | Town Garage Lot Sealcoat           | -              | 20,000           | -                | -                | -                | 20,000            |
|  | Pick up truck snow plows           | -              | -                | 15,000           | 15,000           | -                | 30,000            |
|  | 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  | 40,000         | 100,000          | 100,000          | 100,000          | 160,000          | 500,000           |
|  | Sidewalk repair/construction - gra | 50,174 L       | 10,000           | 10,000           | 10,000           | 20,000           | 100,174           |
|  | Replace dump body                  | -              | 50,000           | -                | -                | 60,000           | 110,000           |
|  | Bridges/Retaining Walls            | -              | 30,000           | 30,000           | 30,000           | 30,000           | 120,000           |
|  | Triaxle Dump Body Truck(cab/ch     | -              | -                | -                | 300,000          | -                | 300,000           |
|  | Salt shed facility improvements    | -              | -                | -                | -                | 50,000           | 50,000            |
|  | Salt dispensing truck computer     | -              | 14,000           | -                | -                | -                | 14,000            |
|  | Loader replacement                 | -              | 230,000          | -                | -                | -                | 230,000           |
|  | 75' Bucket Truck/Tree removal      | -              | -                | 220,000          | -                | -                | 220,000           |
|  | Replace pick ups                   | 92,000         | -                | -                | -                | -                | 92,000            |
|  | Replace small masonry dump         | -              | 35,000           | -                | 50,000           | 50,000           | 135,000           |
|  | Replace Gildersleeve School Sign   | -              | 20,000           | 20,000           | -                | -                | 40,000            |
|  | Brownstone Ave Road Reconstruc     | -              | 2,000,000        | 2,000,000        | 2,000,000        | 4,000,000        | 10,000,000        |
|  | Road construction/drainage         | -              | 300,000          | 380,000          | 400,000          | 450,000          | 1,530,000         |
|  | 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            |
|  | <b>Total Highway Division</b>      | <b>182,174</b> | <b>3,161,500</b> | <b>2,845,000</b> | <b>3,100,000</b> | <b>4,995,000</b> | <b>14,283,674</b> |
|  | <b>Total Public Works</b>          | <b>247,174</b> | <b>3,534,000</b> | <b>3,175,000</b> | <b>3,305,000</b> | <b>5,070,000</b> | <b>15,331,174</b> |
| <b>89100</b>                                       | <b>Resource Recovery</b>           |                |                  |                  |                  |                  |                   |
|  | Purchase compactor/containers      | -              | 75,000           | 40,000           | 45,000           | 45,000           | 205,000           |
|  | Transfer station software          | -              | -                | 30,000           | -                | -                | 30,000            |
|  | Replace Backhoe                    | -              | -                | -                | -                | 200,000          | 200,000           |
|  | Parking lot/service area improver  | -              | 50,000           | -                | -                | -                | 50,000            |
|  | Facility improvements              | -              | 10,000           | 10,000           | 10,000           | 10,000           | 40,000            |
|  | <b>Total Resource Recovery</b>     | <b>-</b>       | <b>135,000</b>   | <b>80,000</b>    | <b>55,000</b>    | <b>255,000</b>   | <b>525,000</b>    |

**Town of Portland, Connecticut**  
**Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029**  
**As of March 1, 2024**

| 08-141        | Capital Improvement Plan              | Fiscal Years        |                      |                      |                      |                      | Total                 |
|---------------|---------------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
|               |                                       | 2024-2025           | 2025-2026            | 2026-2027            | 2027-2028            | 2028-2029            |                       |
| <b>89110</b>  | <b>Sewer Department</b>               |                     |                      |                      |                      |                      |                       |
|               | Plant and system improvements         | \$ 360,000          | \$ 400,000           | \$ 500,000           | \$ 500,000           | \$ 750,000           | \$ 2,510,000          |
|               | Pump station improvements             | -                   | 30,000               | -                    | -                    | -                    | 30,000                |
|               | SCADA                                 | 20,000              | 20,000               | 20,000               | -                    | -                    | 60,000                |
|               | Pump replacement                      | -                   | -                    | 50,000               | -                    | 40,000               | 90,000                |
|               | Variable frequency drive improve      | -                   | -                    | 10,000               | -                    | 12,000               | 22,000                |
|               | Grit removal system improvements      | -                   | -                    | -                    | 10,000               | -                    | 10,000                |
|               | Manhole improvements                  | -                   | 40,000               | 35,000               | 35,000               | 35,000               | 145,000               |
|               | Replace lab equipment                 | -                   | 5,000                | -                    | 10,000               | -                    | 15,000                |
|               | <b>Total Sewer Department</b>         | <b>380,000</b>      | <b>495,000</b>       | <b>615,000</b>       | <b>555,000</b>       | <b>837,000</b>       | <b>2,882,000</b>      |
| <b>89120</b>  | <b>Town-Wide Improvements</b>         |                     |                      |                      |                      |                      |                       |
|               | Computers incl peripherals/printers   | 21,000              | 32,500               | 95,000               | 26,000               | 25,500               | 200,000               |
|               | (incl replace backup appliance)       | -                   | -                    | -                    | -                    | -                    | -                     |
|               | Financial software replacement        | -                   | -                    | -                    | 220,000              | -                    | 220,000               |
|               | Upgrade computers/etc - Police        | -                   | 31,000               | 10,000               | 10,000               | -                    | 51,000                |
|               | Cameras and fiber - water tanks       | -                   | 17,500               | 5,000                | -                    | -                    | 22,500                |
|               | GIS Reimplementation                  | -                   | 20,000               | 5,000                | 5,000                | 5,000                | 35,000                |
|               | Revaluation                           | -                   | 40,000               | 40,000               | 40,000               | 80,000               | 200,000               |
|               | Phone system replacement              | -                   | 48,500               | 45,000               | -                    | -                    | 93,500                |
|               | Camera and fire alarm system          | -                   | 55,000               | 20,000               | 20,000               | 20,000               | 115,000               |
|               | SCADA telemetry/computers/etc         | -                   | 20,000               | 20,000               | -                    | -                    | 40,000                |
|               | Water & Sewer fixed network ant       | -                   | 27,500               | -                    | -                    | -                    | 27,500                |
|               | BOS meeting room upgrades             | -                   | 22,750               | 50,000               | 50,000               | 50,000               | 172,750               |
|               | <b>Total Town-Wide Improvements</b>   | <b>21,000</b>       | <b>314,750</b>       | <b>290,000</b>       | <b>371,000</b>       | <b>180,500</b>       | <b>1,177,250</b>      |
| <b>89130</b>  | <b>Water Department</b>               |                     |                      |                      |                      |                      |                       |
|               | Facility & system upgrades            | 100,000             | 200,000              | 200,000              | 200,000              | 200,000              | 900,000               |
|               | Water main replacement                | -                   | 3,000,000            | 1,500,000            | 1,500,000            | 1,500,000            | 7,500,000             |
|               | Generator - Well                      | -                   | 100,000              | -                    | -                    | -                    | 100,000               |
|               | Water storage tank improvements       | -                   | 50,000               | -                    | 200,000              | -                    | 250,000               |
|               | Full System Survey                    | 75,000              | 25,000               | 25,000               | 25,000               | 25,000               | 175,000               |
|               | Cross Connection Software Upgra       | 20,000              | -                    | -                    | -                    | -                    | 20,000                |
|               | Replace mainline valves               | 25,000              | -                    | 20,000               | -                    | -                    | 45,000                |
|               | Remote read meters/reading equip      | 25,000              | 450,000              | 450,000              | 25,000               | 30,000               | 980,000               |
|               | Reservoir dam repairs                 | -                   | 10,000               | 10,000               | 10,000               | 20,000               | 50,000                |
|               | Replace fire hydrants                 | 5,000               | 20,000               | 20,000               | 20,000               | 35,000               | 100,000               |
|               | SCADA system - chart readers          | -                   | -                    | -                    | 40,000               | -                    | 40,000                |
|               | <b>Total Water Department</b>         | <b>250,000</b>      | <b>3,855,000</b>     | <b>2,225,000</b>     | <b>2,020,000</b>     | <b>1,810,000</b>     | <b>10,160,000</b>     |
| <b>08-141</b> | <b>Total Capital Improvement Plan</b> | <b>\$ 1,276,674</b> | <b>\$ 30,485,360</b> | <b>\$ 29,722,000</b> | <b>\$ 26,418,000</b> | <b>\$ 32,251,000</b> | <b>\$ 120,153,034</b> |