

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>
TOWN GENERAL GOVERNMENT & BOARD OF EDUCATION	
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
OTHER SPECIAL REVENUE FUNDS BUDGETS	
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>
OTHER SPECIAL REVENUE FUNDS BUDGETS <i>(Continued)</i>	
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
CAPITAL IMPROVEMENT PLAN	
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 ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714
Equal Opportunity Provider and Employer
Office of the First Selectman

April 10, 2024

Town of Portland:

Enclosed is the Proposed 2024-2025 Fiscal Year Budget, as adopted by the Board of Selectmen on April 3, 2024. The Annual Town Budget Meeting will be held on **Monday May 6** at the Portland Middle School Cafeteria. The Referendum will be held at the Portland Middle School on **Monday May 13** from 6:00 am until 8:00 pm. The following is a summary of the proposed 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.

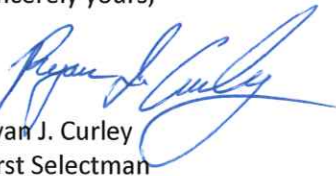
- GZA Geo Environmental Inc. located a new potential water source for the Town in an area just north of the Portland Recreational Complex.
- The remediation of 248 Brownstone Avenue is nearing completion.
- Replaced pumps for gas & diesel at Town Garage and implemented new fuel monitoring system.

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 13th 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.

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

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

	General Government Budget	Board of Education Budget	Total Combined 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 April 3, 2024

General Government & Board of Education Revenue	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Budgeted Revenue	2024-2025 Estimated Revenue
Property Taxes				
00010 Prop taxes - current	\$ 29,169,079	\$ 29,898,398	\$ 31,060,470	\$ 32,068,960
00011 Prop taxes - prior years	269,797	304,377	255,000	270,000
00012 Prop taxes - interest & liens	178,075	187,772	150,000	155,000
00013 Prop taxes - supp motor vehicle	369,631	300,770	325,000	325,000
00014 Prop taxes - prior years accrual	-	-	-	-
Total Property Taxes	<u>29,986,582</u>	<u>30,691,317</u>	<u>31,790,470</u>	32,818,960
State of CT - Education				
00101 Education cost sharing grant	4,526,131	4,548,638	4,563,519	4,775,020
00102 School transportation grant	-	-	-	-
00103 Special education equity grant	-	-	-	-
00104 Miscellaneous education grants	-	-	-	-
Total State of CT - Education	<u>4,526,131</u>	<u>4,548,638</u>	<u>4,563,519</u>	4,775,020
State of CT - General Government				
00201 PILOT - State property/Tiered	25,597	26,066	24,108	26,559
00202 Pequot & Mohegan	2,902	2,902	2,902	2,902
00203 PILOT - property tax relief	-	-	-	-
00204 PILOT - elderly tax relief	-	-	-	-
00205 Boat registration fees	-	-	-	-
00206 PILOT - totally disabled tax relief	623	700	600	550
00207 Emergency management	6,308	37,671	2,250	2,250
00208 PILOT - elderly freeze	-	-	-	-
00210 PILOT - veteran's exemption	3,501	2,711	2,600	1,650
00212 Municipal revenue sharing	-	183,954	-	-
00213 Municipal transition grant	-	233,839	-	97,957
00214 Other revenues - State of CT	19,153	23,308	19,000	19,000
00216 PILOT - machinery & equipment	-	-	-	-
00220 School construction grant	-	-	-	-
Total State of CT - General Governmen	<u>58,084</u>	<u>511,151</u>	<u>51,460</u>	150,868
Investment Income				
00401 Investment income	27,165	469,896	225,000	450,000
Total Investment Income	<u>27,165</u>	<u>469,896</u>	<u>225,000</u>	450,000

Town of Portland, Connecticut
Proposed General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2024-2025
As of April 3, 2024

General Government & Board of Education Revenue		2021-2022 Actual Receipts	2022-2023 Actual Receipts	2023-2024 Budgeted Revenue	2024-2025 Estimated Revenue
Charges for Services					
00301	PILOT - housing authority	\$ 39,011	\$ 41,450	\$ 33,000	\$ 37,500
00302	PILOT - telecommunications	15,749	61,188	45,000	22,000
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	349,000
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 April 3, 2024

General Government & Board of Education Revenue		2021-2022 Actual Receipts	2022-2023 Actual Receipts	2023-2024 Budgeted Revenue	2024-2025 Estimated Revenue
Charges for Services (Continued)					
00332	Miscellaneous Public Works	\$ 1,376	\$ 792	\$ 750	\$ 750
00334	Sale - construction plans	-	-	-	-
00335	Excavation permits	1,330	1,975	1,250	1,250
00336	Zoning permit fees	1,894	1,431	2,000	2,000
00337	P & Z hearings	31,566	15,577	8,000	8,000
00338	ZBA applications	456	760	750	750
00339	IW applications	109	365	500	500
00340	Fines	1,422	1,741	750	1,400
00354	Miscellaneous	44,900	187,695	20,000	20,000
00405	Sale of town property	211,405	-	-	-
Total Charges for Services		<u>1,771,660</u>	<u>1,791,143</u>	<u>1,350,451</u>	<u>1,555,965</u>
Total GG & BOE Revenue		<u>\$ 36,369,622</u>	<u>\$ 38,012,145</u>	<u>\$ 37,980,900</u>	<u>\$ 39,750,813</u>

**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>
		Final	Original	%	Proposed	%
		Budget	Budget	Increase	Budget	Increase
Public Safety		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 Budget 2022-2023	Original Budget 2023-2024	% Increase (Decrease)	Proposed Budget 2024-2025	% Increase (Decrease)
Public Works						
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%
Total Public Works		2,415,700	2,558,250	5.90%	2,617,500	2.32%
		Final Budget 2022-2023	Original Budget 2023-2024	% Increase (Decrease)	Proposed Budget 2024-2025	% Increase (Decrease)
Planning & Development						
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%
Total Planning & Development		202,649	204,039	0.69%	211,509	3.66%
		Final Budget 2022-2023	Original Budget 2023-2024	% Increase (Decrease)	Proposed Budget 2024-2025	% Increase (Decrease)
Health & Human Services						
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%
Total Health & Human Services		372,356	390,255	4.81%	404,405	3.63%

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

	Final Budget 2022-2023	Original Budget 2023-2024	% Increase (Decrease)	Proposed Budget 2024-2025	% Increase (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%
Total General Gov't Budget	\$ 15,294,865	\$ 14,733,583	-3.67%	\$ 15,307,292	3.89%

**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%
	Total Salaries	13,542,830	14,023,012	3.55%	14,318,358	2.11%
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%
	Total Benefits	4,321,916	4,440,510	2.74%	4,814,650	8.43%

**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%
Facility Services		Actual	Original	%	Proposed	%
		Expended	Budget	Increase	Budget	Increase
		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%
Other Services		Actual	Original	%	Proposed	%
		Expended	Budget	Increase	Budget	Increase
		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	Original	%	Proposed	%
		Expended	Budget	Increase	Budget	Increase
		2022-2023	2023-2024	(Decrease)	2024-2025	(Decrease)
Books & Supplies						
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%
Total Books & Supplies		<u>979,805</u>	<u>1,095,679</u>	<u>11.83%</u>	<u>1,077,928</u>	<u>-1.62%</u>
Buildings & Equipment						
		Actual	Original	%	Proposed	%
		Expended	Budget	Increase	Budget	Increase
		2022-2023	2023-2024	(Decrease)	2024-2025	(Decrease)
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%
Total Buildings & Equipment		<u>218,438</u>	<u>281,519</u>	<u>28.88%</u>	<u>250,864</u>	<u>-10.89%</u>
Dues & Fees						
		Actual	Original	%	Proposed	%
		Expended	Budget	Increase	Budget	Increase
		2022-2023	2023-2024	(Decrease)	2024-2025	(Decrease)
81000	Dues & Fees	81,529	80,778	-0.92%	80,216	-0.70%
Total BOE Budget		<u>\$ 22,752,909</u>	<u>\$ 23,547,317</u>	<u>3.49%</u>	<u>\$ 24,743,521</u>	<u>5.08%</u>

Town of Portland, Connecticut
Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025
How Every \$100 Dollars Is Spent
As of April 3, 2024

Town Functions	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
General Government Operating Functions				
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
Total Gen Govt Operating Functions	28.69	28.53	30.87	30.49
Non-Operating Functions				
Debt Service	6.33	5.21	4.16	3.84
Sundry (includes interfund xfers out & contingency)	3.65	5.25	3.46	3.89
Total Non-Operating Functions	9.98	10.46	7.62	7.73
Total General Government Functions	38.68	38.97	38.49	38.22
Board of Education	61.32	61.03	61.51	61.78
Total General Fund	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00

Town of Portland, Connecticut
Proposed General Government Expenditure Budget Organization Detail - Fiscal Year 2024-2025
As of April 3, 2024

General Government Budget	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
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>
Non-Operating Expenditures				
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>
Total General Government	<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>	

	2024-2025 Proposed Budget	% of Proposed Budget
Operating Expenditures		
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>
Non-Operating Expenditures		
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>
Total General Government	<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 April 3, 2024

Board of Education Budget	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
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>
Total Board of Education	<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>	

Operating Expenditures	2024-2025 Proposed Budget	% of Proposed Budget
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>
Total Board of Education	<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 April 3, 2024

Town Budget	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
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
Non-Operating Expenditures				
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
Total Town Budget	\$ 37,286,721	\$ 38,280,900	\$ 40,050,813	\$ 1,769,913
Percentage increase/(decrease)		2.67%	4.62%	

	2024-2025 Proposed Budget	% of Proposed Budget
Operating Expenditures		
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%
Non-Operating Expenditures		
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%
Total Town Budget	\$ 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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Miscellaneous					
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>
01-001	Total Board of Selectmen	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-002	First Selectman	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 162,281	\$ 160,797	\$ 166,000	\$ 170,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>162,281</u>	<u>160,797</u>	<u>166,000</u>	<u>170,500</u>
Contractual Services					
32000	Conferences, meetings, dues	255	519	600	600
	Total Contractual Services	<u>255</u>	<u>519</u>	<u>600</u>	<u>600</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
86003	CT Conf of Municipalities	5,897	5,897	5,897	5,897
86004	CT Council of Small Towns	1,075	1,075	1,075	1,075
86005	Middlesex Chamber	655	655	675	675
88001	Program services	3,024	1,749	2,750	2,750
88010	Safety committee	-	-	-	-
88022	Town report	-	-	150	150
	Total Miscellaneous Expenditures	<u>10,651</u>	<u>9,376</u>	<u>10,547</u>	<u>10,547</u>
01-002	Total First Selectman	<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 April 3, 2024

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

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

Mission & Purpose:

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

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

Goals & Objectives:

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

Accomplishments:

- The merged court system is functional.

Fiscal Notes:

- ☆ The hours of the Probate Court are as follows:

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

Thursday - 8:30 am to 5:00 pm

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

- ☆ 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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-006	Probate Court	Expended	Expended	Budget	Budget
Contractual Services					
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>
Commodities					
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-006	Total Probate Court	<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 #14007 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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-007	Elections	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Commodities					
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>
Miscellaneous					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-007	Total Elections	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-010	Finance Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
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	-	-	-	-
	Total Personnel Expenditures	<u>347,742</u>	<u>341,265</u>	<u>357,300</u>	<u>368,400</u>
Contractual Services					
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
	Total Contractual Services	<u>56,597</u>	<u>60,622</u>	<u>70,750</u>	<u>73,585</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88015	BOE admin life insurance	-	-	-	-
88016	Miscellaneous	5,948	10,911	14,000	14,000
	Total Miscellaneous Expenditures	<u>5,948</u>	<u>10,911</u>	<u>14,000</u>	<u>14,000</u>
01-010	Total Finance Department	<u>\$ 410,287</u>	<u>\$ 412,798</u>	<u>\$ 442,050</u>	<u>\$ 455,985</u>
Percentage increase/(decrease)					<u><u>3.15%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- The collection rate for the fiscal year ending June 30, 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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-011	Collector of Revenue	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-011	Total Collector of Revenue	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-012	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-012	Total Assessor	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
01-013	Total Board of Assessment Appeals	<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 April 3, 2024

01-014 Town Counsel	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
Contractual Services				
- Charter revision	\$ -	\$ -	\$ -	\$ -
- Lawsuits	-	-	-	-
- Pensions	-	-	-	-
- Planning & Zoning matters	-	-	-	-
- Public Works matters	-	-	-	-
- Social Services matters	-	-	-	-
- Tax foreclosure	-	-	-	-
- Zoning Board of Appeals	-	-	-	-
- Zoning enforcement	-	-	-	-
37002 Labor & pension matters	29,165	32,572	38,000	33,000
37006 Freedom of information	368	286	2,000	2,000
37012 Suits & settlements	-	-	-	-
37013 General Town Counsel	18,176	15,945	22,500	22,500
37019 Planning & development matters	23,276	13,889	24,500	24,500
37025 Tax matters	72	-	5,000	5,000
37029 Miscellaneous matters	-	-	-	-
Total Contractual Services	<u>71,057</u>	<u>62,692</u>	<u>92,000</u>	87,000
01-014 Total Town Counsel	<u><u>\$ 71,057</u></u>	<u><u>\$ 62,692</u></u>	<u><u>\$ 92,000</u></u>	<u><u>\$ 87,000</u></u>
			Percentage increase/(decrease)	<u><u>-5.43%</u></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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-015	Town Clerk	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-015	Total Town Clerk	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-016	Central Services	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
Contractual Services					
31000	Service contracts	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
Repairs					
-	Equipment repairs	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
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
Commodities					
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
Equipment					
-	Equipment	-	-	-	-
	Total Equipment	-	-	-	-
01-016	Total Central Services	\$ 78,588	\$ 82,349	\$ 99,750	\$ 99,750
Percentage increase/(decrease)					0.00%

Department Name: Technology Department Department #: 01-017

Mission & Purpose: The Technology Department is responsible for maintaining and enhancing Town-wide (excluding the Board of Education) computer systems and providing technical support to Departments with their software/hardware problems. The Department also maintains the Town's phone systems, alarm systems and two-way radio infrastructure and licensing. 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](https://www.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 Tight & 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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-017	Technology Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
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>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	600	600	600	-
-	Equipment supplies	-	-	-	-
	Total Commodities	<u>600</u>	<u>600</u>	<u>600</u>	<u>-</u>
Equipment					
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>
Miscellaneous					
88016	Miscellaneous	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-017	Total Technology Department	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-020	Fire Departments	Expended	Expended	Budget	Budget
Personnel Expenditures					
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	-	-	-	-
	Total Personnel Expenditures	<u>109,995</u>	<u>120,793</u>	<u>140,225</u>	<u>138,800</u>
Contractual Services					
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
	Total Contractual Services	<u>83,643</u>	<u>83,878</u>	<u>106,925</u>	<u>115,425</u>
Repairs					
44003	Equipment repair/rental	21,574	18,363	21,500	23,000
	Total Repairs	<u>21,574</u>	<u>18,363</u>	<u>21,500</u>	<u>23,000</u>
Utilities					
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
	Total Utilities	<u>14,685</u>	<u>11,889</u>	<u>15,300</u>	<u>15,300</u>
Commodities					
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	-	-	-	-
	Total Commodities	<u>124,542</u>	<u>127,214</u>	<u>140,550</u>	<u>141,650</u>
Miscellaneous					
88002	Tax abatement program	-	-	-	-
88013	Protective operations	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-020	Total Fire Departments	<u><u>\$ 354,439</u></u>	<u><u>\$ 362,137</u></u>	<u><u>\$ 424,500</u></u>	<u><u>\$ 434,175</u></u>

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 April 3, 2024

01-021 Fire Marshal	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
Personnel Expenditures				
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>
Contractual Services				
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>
Utilities				
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>
Commodities				
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>
01-021 Total Fire Marshal	<u><u>\$ 42,320</u></u>	<u><u>\$ 43,465</u></u>	<u><u>\$ 52,850</u></u>	<u><u>\$ 55,650</u></u>
			Percentage increase/(decrease)	<u><u>5.30%</u></u>

Department Name: Emergency Dispatch Department #: 01-022

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Provided quality dispatching services to the Town of Portland.

Fiscal Notes:

- ☆ Budget includes the contractual obligation for the Middletown dispatch agreement, an allocation for fire alarm monitoring, and the regional medic-dispatch agreement.

Town of Portland, Connecticut
Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025
As of April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
Contractual Services					
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>
01-022	Total Emergency Dispatch	<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 13th 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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-023	Police Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
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	1,479,480	1,488,036	1,481,550	1,556,850
Contractual Services					
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	38,769	52,581	72,250	89,175
Repairs					
44003	Equipment repair/rental	430	1,742	6,500	6,500
	Total Repairs	430	1,742	6,500	6,500
Utilities					
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	58,652	54,068	61,250	60,250
Commodities					
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	48,151	44,193	62,865	66,665
Equipment					
73000	Equipment purchases	-	12,235	-	-
	Total Equipment	-	12,235	-	-
Miscellaneous					
88016	Miscellaneous	546	310	1,000	1,000
	Total Miscellaneous Expenditures	546	310	1,000	1,000
01-023	Total Police Department	\$ 1,626,028	\$ 1,653,165	\$ 1,685,415	\$ 1,780,440

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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-024	Emergency Management	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
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>
Commodities					
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>
01-024	Total Emergency Management	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-025	Building Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 115,035	\$ 113,678	\$ 121,000	\$ 123,850
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>115,035</u>	<u>113,678</u>	<u>121,000</u>	<u>123,850</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>905</u>	<u>225</u>	<u>1,000</u>	<u>1,000</u>
	Total Contractual Services	<u>905</u>	<u>225</u>	<u>1,000</u>	<u>1,000</u>
Utilities					
51001	Gas & diesel fuel	<u>1,001</u>	<u>851</u>	<u>1,300</u>	<u>1,300</u>
	Total Utilities	<u>1,001</u>	<u>851</u>	<u>1,300</u>	<u>1,300</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	<u>169</u>	-	<u>1,000</u>	<u>1,000</u>
	Total Commodities	<u>169</u>	-	<u>1,000</u>	<u>1,000</u>
Miscellaneous					
88016	State training fee	-	-	-	-
	Total Miscellaneous Expenditures	-	-	-	-
01-025	Total Building Department	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-031	Public Works Director	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Utilities					
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>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Expenditures					
73000	Equipment purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-031	Total Public Works Director	<u>\$ 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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-032	Highway Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Repairs					
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>
Utilities					
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>
Commodities					
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>
Capital Expenditures					
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>
Miscellaneous					
88016	Miscellaneous fees	275	575	500	500
Total Miscellaneous Expenditures		<u>275</u>	<u>575</u>	<u>500</u>	<u>500</u>
01-032	Total Highway Department	<u>\$ 849,436</u>	<u>\$ 897,052</u>	<u>\$ 961,300</u>	<u>\$ 993,100</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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-033	Vehicle Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
32000	Conferences, meetings, dues	-	-	300	300
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>300</u>	<u>300</u>
Repairs					
44003	Equipment repair/rental	115,972	68,315	128,000	130,000
	Total Repairs	<u>115,972</u>	<u>68,315</u>	<u>128,000</u>	<u>130,000</u>
Utilities					
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>
Commodities					
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>
Capital Expenditures					
73000	Equipment purchases	711	-	2,000	2,500
	Total Capital Expenditures	<u>711</u>	<u>-</u>	<u>2,000</u>	<u>2,500</u>
Miscellaneous					
88016	Miscellaneous	-	-	800	800
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>800</u>	<u>800</u>
01-033	Total Vehicle Maintenance	<u>\$ 260,772</u>	<u>\$ 207,560</u>	<u>\$ 301,300</u>	<u>\$ 303,900</u>
Percentage increase/(decrease)					<u>0.86%</u>

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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-034	Town Engineer	Expended	Expended	Budget	Budget
Contractual Services					
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>
01-034	Total Town Engineer	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-035	Street Lighting	Expended	Expended	Budget	Budget
Commodities					
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>
01-035	Total Street Lighting	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-036	Grounds Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
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	219,768	214,930	287,500	298,500
Contractual Services					
36002	General contract work	5,272	14,489	15,500	15,500
36008	Waste services	32	149	600	600
	Total Contractual Services	5,304	14,638	16,100	16,100
Repairs					
44003	Equipment repair/rental	5,755	10,793	7,500	7,500
	Total Repairs	5,755	10,793	7,500	7,500
Utilities					
51001	Gas & diesel fuel	20,760	20,142	21,000	20,000
	Total Utilities	20,760	20,142	21,000	20,000
Commodities					
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	39,325	51,774	60,650	60,850
Capital Expenditures					
73000	Equipment purchases	-	3,983	3,500	3,500
	Total Capital Expenditures	-	3,983	3,500	3,500
Miscellaneous					
88016	Miscellaneous	265	-	500	500
	Total Miscellaneous Expenditures	265	-	500	500
01-036	Total Grounds Maintenance	\$ 291,177	\$ 316,260	\$ 396,750	\$ 406,950

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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-037	Town Buildings Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Repairs					
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>
Utilities					
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>
Commodities					
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>
Capital Expenditures					
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>
01-037	Total Town Buildings Maintenance	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-038	Snow Removal	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Commodities					
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>
01-038	Total Snow Removal	<u>\$ 146,992</u>	<u>\$ 85,148</u>	<u>\$ 146,000</u>	<u>\$ 146,000</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Planning Department Department #: 01-040

Mission & Purpose:

The Planner is staff to the Planning & Zoning Commission, Zoning Board of Appeals, Inland Wetlands Commission, Aquifer Protection Agency, Economic Development Commission, Conservation Commission, Plan of Conservation and Development Implementation Committee, 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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-040	Planning Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-040	Total Planning Department	<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 April 3, 2024

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

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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Miscellaneous					
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>
01-042	Total Plan & Zoning Commission	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-043	Zoning Board of Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
01-043	Total Zoning Board of Appeals	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-044	Inland Wetlands Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Miscellaneous					
86001	CT Coastal Conservation Dist	1,824	1,824	1,824	1,824
	Total Miscellaneous	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
01-044	Total Inland Wetlands Commission	<u>\$ 3,431</u>	<u>\$ 5,988</u>	<u>\$ 5,574</u>	<u>\$ 5,674</u>
Percentage increase/(decrease)					<u>1.79%</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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-045	Conservation Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
32000	Conferences, meetings, dues	-	75	200	200
	Total Contractual Services	<u>-</u>	<u>75</u>	<u>200</u>	<u>200</u>
Miscellaneous					
86002	Reservoir Trail Project	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-045	Total Conservation Commission	<u>\$ 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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Utilities					
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>
01-046	Total Economic Dev Commission	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-047	Capital Expend Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 240	\$ -	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>240</u>	<u>-</u>	<u>500</u>	<u>500</u>
01-047	Total Capital Expend Commission	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-051	Health Department	Expended	Expended	Budget	Budget
Contractual Services					
-	CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009	Chatham Health District	121,120	125,571	133,100	133,700
	Total Contractual Services	<u>121,120</u>	<u>125,571</u>	<u>133,100</u>	133,700
01-051	Total Health Department	<u>\$ 121,120</u>	<u>\$ 125,571</u>	<u>\$ 133,100</u>	<u>\$ 133,700</u>
Percentage increase/(decrease)					<u>0.45%</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 April 3, 2024

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

Department Name: Social Services Department #: 01-053

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

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

Town of Portland, Connecticut
Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025
As of April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-053	Social Services	Expended	Expended	Budget	Budget
Miscellaneous					
86007	MCSAAC	\$ 500	\$ 500	\$ 500	\$ 500
86008	Community Health Center	-	500	500	500
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	505	505	505	505
86011	Rushford Center	500	500	500	500
86013	Red Cross Dial-a-Ride	28,424	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>
01-053	Total Social Services	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-054 Senior Citizen Center		Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Commodities					
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>
Capital Expenditures					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
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>
01-054 Total Senior Citizen Center		<u>\$ 124,935</u>	<u>\$ 128,098</u>	<u>\$ 159,150</u>	<u>\$ 169,400</u>
Percentage increase/(decrease)					<u>6.44%</u>

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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-055	Municipal Agent for Elderly	Expended	Expended	Budget	Budget
Personnel Expenditures					
14010	Van drivers stipends	\$ 33,236	\$ 36,209	\$ 30,000	\$ 32,000
	Total Personnel Expenditures	<u>33,236</u>	<u>36,209</u>	<u>30,000</u>	<u>32,000</u>
Contractual Services					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	5,163	4,635	5,300	5,300
	Total Utilities	<u>5,163</u>	<u>4,635</u>	<u>5,300</u>	<u>5,300</u>
Miscellaneous					
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-055	Total Munic Agent for the Elderly	<u>\$ 38,399</u>	<u>\$ 40,844</u>	<u>\$ 35,300</u>	<u>\$ 37,300</u>
				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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-065	Portland Library	Expended	Expended	Budget	Budget
Personnel Expenditures					
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>
Contractual Services					
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>
Repairs					
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>
Utilities					
53000	Postage	724	225	600	600
59000	Cataloging	-	-	100	100
	Total Utilities	<u>724</u>	<u>225</u>	<u>700</u>	<u>700</u>
Commodities					
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>
Miscellaneous					
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>
01-065	Total Portland Library	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
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
	Total Personnel Expenditures	<u>3,100,212</u>	<u>3,223,895</u>	<u>3,525,405</u>	<u>3,623,105</u>
Contractual Services					
37029	Collective bargaining	750	7,400	6,000	12,000
	Total Contractual Services	<u>750</u>	<u>7,400</u>	<u>6,000</u>	<u>12,000</u>
01-071	Total Employee Fringe Benefits	<u>\$ 3,100,962</u>	<u>\$ 3,231,295</u>	<u>\$ 3,531,405</u>	<u>\$ 3,635,105</u>
Percentage increase/(decrease)					<u>2.94%</u>

Department Name: Risk Management Department #: 01-073

Mission & Purpose:

The Risk Management Department provides for various types of insurance including general liability, automobile, express umbrella, law enforcement, professional, public employees' blanket, bond, property, and boilers/machinery.

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- ☆ CT Inter-local Management Agency (CIRMA) is estimating an increase in the cost of our coverage.
- ☆ The Air Line Trail agreement with Eversource requires the Town to purchase additional environmental insurance. The annual cost of this insurance is approximately \$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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-073	Risk Management	Expended	Expended	Budget	Budget
Utilities					
-	General liability	\$ -	\$ -	\$ -	\$ -
-	Public officials liability	-	-	-	-
-	Automobile insurance	-	-	-	-
-	Contractors equipment	-	-	-	-
-	Fire/extended coverage	-	-	-	-
-	Machinery & equipment	-	-	-	-
-	Surety bonds	-	-	-	-
-	Crime & theft	-	-	-	-
-	Umbrella	-	-	-	-
-	Volunteer Firemen	-	-	-	-
-	Law enforcement liability	-	-	-	-
-	Self-insured accidents	-	-	-	-
-	Probate Court liability	-	-	-	-
52001	Municipal insurance	181,398	203,122	238,500	246,000
	Total Utilities	181,398	203,122	238,500	246,000
01-073	Total Risk Management	\$ 181,398	\$ 203,122	\$ 238,500	\$ 246,000
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 Principal <u>#83001</u>	Bonds Interest <u>#83002</u>	Cap Lease Principal <u>#83003</u>	Cap Lease Interest <u>#83004</u>
☆ 2012 Refunding BOE \$9.510M H/MS	\$ 450,000	\$ 6,750	\$ 0	\$ 0
☆ 2018 GENOB Town \$10M	550,000	252,188	-	-
☆ Multi-equipment FY2022 lease (4 th 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. costs <u>#83005</u> <u>\$ 1,000</u>

Town of Portland, Connecticut
Proposed General Government Expenditure Budget Detail - Fiscal Year 2024-2025
As of April 3, 2024

01-085 Debt Service	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
Debt Service				
83001 Bonds - principal	\$ 1,535,000	\$ 1,045,000	\$ 1,010,000	\$ 1,000,000
83002 Bonds - interest	392,987	342,788	300,088	258,938
83003 Capital leases - principal	340,050	544,372	269,356	268,649
83004 Capital leases - interest	22,593	10,492	12,855	9,685
83005 Miscellaneous	-	-	1,000	1,000
Total Debt Service	<u>2,290,630</u>	<u>1,942,652</u>	<u>1,593,299</u>	<u>1,538,272</u>
01-085 Total Debt Service	<u>\$ 2,290,630</u>	<u>\$ 1,942,652</u>	<u>\$ 1,593,299</u>	<u>\$ 1,538,272</u>
			Percentage increase/(decrease)	<u>-3.45%</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 – Replace Outboard Motor on M7	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 – Excavator attachments	20,000
DPW/Highway – Replace dump body	72,000
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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
Transfers Out					
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	-	-	-	-
	Total Transfers Out	<u>1,318,755</u>	<u>1,941,830</u>	<u>1,224,868</u>	<u>1,458,789</u>
01-093	Total Interfund Transfers Out	<u><u>\$ 1,318,755</u></u>	<u><u>\$ 1,941,830</u></u>	<u><u>\$ 1,224,868</u></u>	<u><u>\$ 1,458,789</u></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 April 3, 2024

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

This page intentionally left blank.

**TOWN OF PORTLAND,
CONNECTICUT**

OTHER SPECIAL REVENUE FUNDS

SEWER DEPARTMENT

WATER DEPARTMENT

ANIMAL CONTROL DEPARTMENT

TOWN AID ROAD FUND

YOUTH SERVICES DEPARTMENT

RESOURCE RECOVERY DEPARTMENT

BUILDING MAINTENANCE FUND

PARKS & RECREATION DEPARTMENT

PROPOSED BUDGETS

FISCAL YEAR

2024 - 2025

Other Special Revenue Funds

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

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

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

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

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

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

Personnel expenditures for the Animal Control Department include (1) Certified Animal Control Officer plus the limited part-time salary of our weekend/call-in employee. The Town of Portland uses the Facility to impound animals. Middletown left the facility as a tenant effective January 1, 2021. The Town continues to look for other tenants and sources of revenues in order to lessen the burden on General Fund support. The estimated budget for FY 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 April 3, 2024

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

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Sewer Department
As of April 3, 2024

02-139 Sewer Department	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
Personnel Expenditures				
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
Contractual Services				
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
Repairs				
44003 Equipment repair/rental	23,555	46,343	50,000	50,000
Total Repairs	23,555	46,343	50,000	50,000
Utilities				
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 April 3, 2024

02-139 Sewer Department	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
Commodities				
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>
Equipment				
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>
Miscellaneous				
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>
Transfers Out				
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>
02-139 Total Sewer Department	<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)				<u><u>2.94%</u></u>

Town of Portland, Connecticut
Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Water Department
As of April 3, 2024

Water Department	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Budgeted Revenue	2024-2025 Estimated Revenue
Intergovernmental				
00207 Emergency Management	\$ -	\$ -	\$ -	\$ -
Total Intergovernmental	-	-	-	-
Charges for Services				
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	<u>1,644,032</u>	<u>1,760,406</u>	<u>1,643,872</u>	<u>1,721,180</u>
Investment Income				
00401 Investment income	21	136	75	100
Total Investment Income	<u>21</u>	<u>136</u>	<u>75</u>	<u>100</u>
Interfund Transfers In				
00501 Transfer in - General Fund	58,750	58,750	58,750	58,750
00502 Transfer in - Other funds	-	-	-	-
Total Interfund Transfers In	<u>58,750</u>	<u>58,750</u>	<u>58,750</u>	<u>58,750</u>
Total Water Department Revenue	<u><u>\$ 1,702,803</u></u>	<u><u>\$ 1,819,292</u></u>	<u><u>\$ 1,702,697</u></u>	<u><u>\$ 1,780,030</u></u>

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Water Department
As of April 3, 2024

03-135 Water Department	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
Personnel Expenditures				
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	266,139	273,663	294,380	359,500
Contractual Services				
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	853,020	790,859	869,900	871,900
Repairs				
44003 Equipment repair/rental	19,228	3,890	13,000	13,000
Total Repairs	19,228	3,890	13,000	13,000
Utilities				
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	23,643	21,729	27,750	29,000

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Water Department
As of April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
03-135	Water Department	Expended	Expended	Budget	Budget
Commodities					
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>
Equipment					
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>
Miscellaneous					
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>
Transfers Out					
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>
03-135	Total Water Department	<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 April 3, 2024

Animal Control Department		2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Budgeted Revenue	2024-2025 Estimated Revenue
Charges for Services					
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
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	8,987	9,820	18,850	12,800
Interfund Transfers In					
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
	Total Animal Control Dept Revenue	\$ 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 April 3, 2024**

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
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
	Total Personnel Expenditures	74,437	78,989	79,355	81,420
Contractual Services					
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	-	-	-	-
	Total Contractual Services	1,080	1,468	3,500	3,500
Repairs					
44003	Equipment repair/rental	-	-	500	500
	Total Repairs	-	-	500	500
Utilities					
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
	Total Utilities	2,920	2,275	4,600	4,225

Town of Portland, Connecticut

**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Animal Control Department
As of April 3, 2024**

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

Town of Portland, Connecticut
Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Town Aid Road Fund
As of April 3, 2024

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

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Town Aid Road Fund
As of April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
06-030 Town Aid Road Fund		Expended	Expended	Budget	Budget
Commodities					
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>
06-030 Total Town Aid Road Fund		<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 April 3, 2024

Youth Services Department		2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Budgeted Revenue	2024-2025 Estimated Revenue
Intergovernmental					
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>	36,750
Charges for Services					
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>	2,500
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal Operating Income	<u>31,760</u>	<u>44,227</u>	<u>36,750</u>	39,250
Interfund Transfers In					
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>	103,045
	Total Youth Services Dept Revenue	<u>\$ 92,650</u>	<u>\$ 121,262</u>	<u>\$ 138,210</u>	<u>\$ 142,295</u>
	Use of Fund Balance			<u>-</u>	<u>-</u>
	Total Youth Services Dept Revenue and Use of Fund Balance			<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 April 3, 2024**

07-110 Youth Services Department	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
Personnel Expenditures				
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
Total Personnel Expenditures	<u>97,693</u>	<u>89,910</u>	<u>101,535</u>	105,050
Contractual Services				
32000 Conferences, meetings, & dues	807	1,012	900	1,050
Total Contractual Services	<u>807</u>	<u>1,012</u>	<u>900</u>	1,050
Repairs				
44003 Equipment repair/rental	-	-	-	-
Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	-
Utilities				
52001 Municipal insurance	2,748	2,914	3,050	3,200
53000 Postage	-	-	175	175
53001 Telephone	-	-	-	-
Total Utilities	<u>2,748</u>	<u>2,914</u>	<u>3,225</u>	3,375
Commodities				
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
Total Commodities	<u>4,802</u>	<u>3,826</u>	<u>6,250</u>	6,250

Town of Portland, Connecticut

**Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Youth Services Department
As of April 3, 2024**

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
07-110 Youth Services Department		Expended	Expended	Budget	Budget
Programs/Activities					
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>	24,250
Transfers Out					
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>	2,320
07-110 Total Youth Services Department		<u>\$ 124,417</u>	<u>\$ 117,611</u>	<u>\$ 138,210</u>	<u>\$ 142,295</u>
Percentage increase/(decrease)					<u>2.96%</u>

Town of Portland, Connecticut
Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Resource Recovery Department
As of April 3, 2024

Resource Recovery Department	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Budgeted Revenue	2024-2025 Estimated Revenue
Charges for Services				
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
Total Charges for Services	161,180	148,966	181,595	182,195
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	161,180	148,966	181,595	182,195
Interfund Transfers In				
00501 Transfer in - General Fund	180,056	197,496	213,170	228,750
Total Interfund Transfers In	180,056	197,496	213,170	228,750
Total Resource Recovery Dept Rev	\$ 341,236	\$ 346,462	\$ 394,765	\$ 410,945

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Resource Recovery Dept
As of April 3, 2024

09-120 Resource Recovery Dept	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
Personnel Expenditures				
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
Total Personnel Expenditures	<u>213,140</u>	<u>224,252</u>	<u>238,605</u>	<u>245,035</u>
Contractual Services				
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
Total Contractual Services	<u>14,364</u>	<u>21,043</u>	<u>22,650</u>	<u>26,650</u>
Repairs				
44003 Equipment repair/rental	3,581	1,860	4,000	4,000
Total Repairs	<u>3,581</u>	<u>1,860</u>	<u>4,000</u>	<u>4,000</u>
Utilities				
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
Total Utilities	<u>11,505</u>	<u>12,949</u>	<u>12,160</u>	<u>12,370</u>
Commodities				
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
Total Commodities	<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 April 3, 2024

		2021-2022	2022-2023	2023-2024	2024-2025
		Actual	Actual	Original	Proposed
09-120	Resource Recovery Dept	Expended	Expended	Budget	Budget
Equipment					
73000	Equipment purchases	\$ -	\$ -	\$ -	\$ -
	Total Equipment	-	-	-	-
Miscellaneous					
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	80,052	81,923	94,500	98,780
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	-	-
90016	Transfer out - Workers' comp	4,500	4,800	4,800	4,960
	Total Transfers Out	4,500	4,800	4,800	4,960
09-120	Total Resource Recovery Dept	\$ 339,691	\$ 360,304	\$ 394,765	\$ 410,945
Percentage increase/(decrease)					4.10%

Town of Portland, Connecticut
Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Building Maintenance Fund
As of April 3, 2024

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

Town of Portland, Connecticut

Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Building Maintenance Fund

As of April 3, 2024

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

Town of Portland, Connecticut
Proposed Other Funds Revenue Budget Detail - Fiscal Year 2024-2025 - Parks & Recreation Department
As of April 3, 2024

Parks & Recreation Department		2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Budgeted Revenue	2024-2025 Estimated Revenue
Intergovernmental					
00114	Federal grants - misc	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
Charges for Services					
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
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	156,899	166,460	272,350	272,478
Interfund Transfers In					
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
	Total Parks & Rec Dept Revenue	\$ 387,599	\$ 410,100	\$ 523,741	\$ 548,060

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Parks & Rec Department
As of April 3, 2024

12-130 Parks & Recreation Dept	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
Personnel Expenditures				
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	312,044	330,778	371,366	390,900
Contractual Services				
31000 Service contracts	3,700	3,900	5,000	4,875
32000 Conferences, meetings, & dues	890	50	900	930
Total Contractual Services	4,590	3,950	5,900	5,805
Repairs				
44003 Equipment repair/rentals	6,566	5,235	7,500	7,500
Total Repairs	6,566	5,235	7,500	7,500
Utilities				
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	3,074	3,212	4,100	4,230
Commodities				
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	38,839	53,591	54,875	56,875

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2024-2025 - Parks & Rec Department
As of April 3, 2024

12-130 Parks & Recreation Dept	2021-2022 Actual Expended	2022-2023 Actual Expended	2023-2024 Original Budget	2024-2025 Proposed Budget
Equipment				
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>
Miscellaneous				
88001 Program services	162	-	200	200
Total Miscellaneous	<u>162</u>	<u>-</u>	<u>200</u>	<u>200</u>
Programs/Activities				
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>
Transfers Out				
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>
12-130 Total Parks & Rec Department	<u><u>\$ 404,246</u></u>	<u><u>\$ 444,908</u></u>	<u><u>\$ 523,741</u></u>	<u><u>\$ 548,060</u></u>
				Percentage increase/(decrease) <u><u>4.64%</u></u>

**TOWN OF PORTLAND,
CONNECTICUT**

**CAPITAL IMPROVEMENT
PLAN**

Capital Improvement Plan

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

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

The amount identified in the CIP for FY's 2025 through 2029 is **\$120,838,187** with **\$1,276,827** specifically approved for FY 2024-25. Of the **\$1,276,827**, **\$516,500** is estimated to be funded through taxation; **\$630,000** is estimated to be funded through water and sewer usage fees, and **\$130,327** is estimated to be funded through State grants.

The following list details the \$516,500 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 – Replace outboard motor on M7	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 – Excavator attachments	20,000
• DPW/Highway – Replace dump body	72,000
• Town-wide – Computers (includes backup appliances)	<u>21,000</u>
Total Transfer-In – General Fund Town and BOE	<u>\$516,500</u>

Amounts to be funded by State Grants:

• LOCIP – Park & Field Improvements	\$ 25,000
• LOCIP – DPW/Highway – Sidewalk replacement grant	50,327
• LOCIP – DPW/Building Maintenance – Replace carpeting/flooring town buildings	20,000
• LOCIP – DPW/Building Maintenance – Masonry improvements	<u>35,000</u>
Total State Grants	<u>\$130,327</u>

Town of Portland, Connecticut
Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029
As of April 3, 2024

Capital Improvement Plan	Fiscal Years					Total
	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Estimated Revenue Sources						
00114 Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214 State of CT grants	130,327	7,746,393	7,746,393	7,746,393	7,746,393	31,115,899
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	-	16,813,967	18,745,607	15,146,607	21,157,607	71,863,788
00504 Capital lease proceeds	-	1,500,000	-	-	-	1,500,000
00505 Prior approved allocations	-	-	-	-	-	-
Total Estimated Revenue Sources	\$ 1,276,827	\$ 31,110,360	\$ 30,032,000	\$ 26,168,000	\$ 32,251,000	\$ 120,838,187

Town of Portland, Connecticut
Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029
As of April 3, 2024

08-141	Capital Improvement Plan	Fiscal Years					Total
		2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Departmental Expenditure Summary							
89010	Board of Education	\$ -	\$ 20,602,610	\$ 21,776,000	\$ 18,047,000	\$ 19,434,000	\$ 79,859,610
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	829,500	672,000	524,000	4,104,500	6,164,500
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	247,327	3,571,000	3,160,000	3,305,000	5,070,000	15,353,327
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
Total Departmental Summary		\$ 1,276,827	\$ 31,110,360	\$ 30,032,000	\$ 26,168,000	\$ 32,251,000	\$ 120,838,187

Departmental Expenditure Detail

89010	Board of Education						
	Brownstone School						
	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
	Total Brownstone School	-	295,000	2,160,000	270,000	120,000	2,845,000
	Gildersleeve School						
	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 window	-	50,000	-	-	-	50,000
	Total Gildersleeve School	-	725,000	300,000	-	-	1,025,000
	High/Middle School						
	flooring - gym, auditorium	-	65,000	50,000	-	-	115,000
	Automated lighting system		150,000	150,000	-	-	300,000
	Tennis courts	-	575,000	575,000	-	-	1,150,000
	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
	Total High/Middle School	-	1,010,000	1,035,000	230,000	45,000	2,320,000

Town of Portland, Connecticut
Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029
As of April 3, 2024

08-141	Capital Improvement Plan	Fiscal Years					Total
		2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Departmental Expenditure Detail (Continued)							
System Wide BOE							
	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
	Total System Wide	-	3,177,610	1,979,000	2,547,000	4,269,000	11,972,610
Valley View School							
	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
	Total Valley View School	-	15,395,000	16,302,000	15,000,000	15,000,000	61,697,000
	Total Board of Education	-	20,602,610	21,776,000	18,047,000	19,434,000	79,859,610
89020 Building/Planning Depts							
	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
	Total Building/Planning Depts	85,000	240,000	125,000	125,000	125,000	700,000
89030 Emergency Management							
	EOC equipment	-	18,000	16,000	6,000	16,000	56,000
	Total Emergency Management	-	18,000	16,000	6,000	16,000	56,000
89040 Fire/Fire Marshal Department							
	Refurbish/replace apparatus	-	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
	Replace Outboard Motor on M7	13,000	-	-	-	-	13,000
	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
	Total Fire/Fire Marshal Departm	34,500	829,500	672,000	524,000	4,104,500	6,164,500

Town of Portland, Connecticut
Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029
As of April 3, 2024

08-141	Capital Improvement Plan	Fiscal Years					Total
		2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Departmental Expenditure Detail (Continued)							
89050	Grounds Maintenance						
	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
	Total Ground Maintenance	173,000	466,000	117,000	139,000	159,000	1,054,000
89060	Library						
	Computers, printers, laptops, table	\$ -	\$ 17,500	\$ 20,500	\$ 25,000	\$ 20,000	\$ 83,000
	Server replacement	-	-	-	7,500	-	7,500
	Furnishings, lighting, security gate	-	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
	Total Library	3,000	57,500	83,500	87,000	74,500	305,500
89070	Parks & Recreation						
	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
	Total Parks & Recreation	35,000	293,000	750,000	625,000	60,000	1,763,000
89080	Police Department						
	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
	Total Police Department	48,000	233,000	122,500	309,000	125,500	838,000
89090	Public Works						
	Office of the Director						
	Replace director vehicle	-	-	50,000	-	-	50,000
	Total Office of the Director	-	-	50,000	-	-	50,000

Town of Portland, Connecticut
Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029
As of April 3, 2024

08-141	Capital Improvement Plan	Fiscal Years					Total
		2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Departmental Expenditure Detail (Continued)							
Building Maintenance							
	Replace Underground Propane Tank	\$ -	\$ -	\$ 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 improvements	-	50,000	50,000	-	-	100,000
	Masonry Improvements Town-wide	35,000 L	20,000	20,000	10,000	10,000	95,000
	HVAC upgrades - various buildings	10,000	55,000	35,000	35,000	15,000	150,000
	Replace garage - Buck Foreman	-	100,000	100,000	100,000	-	300,000
	Total Building Maintenance	65,000	372,500	280,000	205,000	75,000	997,500
Highway Division/Vehicle Maintenance							
	Truck sensors software	-	7,500	-	-	-	7,500
	Excavator Attachments(Mulcher, Town Garage Lot Sealcoat	20,000	30,000	-	-	-	50,000
	Pick up truck snow plows	-	20,000	-	-	-	20,000
	Lg dump trucks replace w/plows	-	-	15,000	15,000	-	30,000
	Large roller replacement	-	250,000	-	135,000	140,000	525,000
	Sidewalk reconstruction - non grade	-	25,000	25,000	25,000	-	75,000
	Sidewalk reconstruction - non grade	40,000	100,000	100,000	100,000	160,000	500,000
	Sidewalk repair/construction - grade	50,327 L	10,000	10,000	10,000	20,000	100,327
	Replace dump body	72,000	-	-	-	60,000	132,000
	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 Reconstruction	-	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
	Total Highway Division	182,327	3,198,500	2,830,000	3,100,000	4,995,000	14,305,827
	Total Public Works	247,327	3,571,000	3,160,000	3,305,000	5,070,000	15,353,327
89100 Resource Recovery							
	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 improvements	-	50,000	-	-	-	50,000
	Facility improvements	-	10,000	10,000	10,000	10,000	40,000
	Total Resource Recovery	-	135,000	80,000	55,000	255,000	525,000

Town of Portland, Connecticut
Proposed Capital Improvement Plan - Fiscal Years 2025 Through 2029
As of April 3, 2024

08-141	Capital Improvement Plan	Fiscal Years					Total
		2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
89110	Sewer Department						
	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
	Total Sewer Department	380,000	495,000	615,000	555,000	837,000	2,882,000
89120	Town-Wide Improvements						
	Computers incl peripherals/printers (incl replace backup appliance)	21,000	32,500	95,000	26,000	25,500	200,000
	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
	Total Town-Wide Improvements	21,000	314,750	290,000	371,000	180,500	1,177,250
89130	Water Department						
	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
	Total Water Department	250,000	3,855,000	2,225,000	2,020,000	1,810,000	10,160,000
08-141	Total Capital Improvement Plan	\$ 1,276,827	\$ 31,110,360	\$ 30,032,000	\$ 26,168,000	\$ 32,251,000	\$ 120,838,187