

TOWN OF CANTON  
FISCAL YEAR 2015-2016  
CAO PROPOSED BUDGET

February 9, 2015

TOWN OF CANTON  
FISCAL YEAR 2015-2016 BUDGET  
CAO BUDGET MESSAGE

**February 9, 2015**

Dear Board of Selectmen:

The following is the 2015/2016 CAO's Preliminary Budget for general government operations in accordance with Town Charter Section 7.04(A). The budget was drafted with an emphasis on keeping operating costs low and increase funding for capital expenditures such as pavement management. In addition, there still is a recognition that although the economy has improved for some, overall the revenues collected by the Town has remained, and are forecast to continue, to be relatively flat. The total budget is \$10,123,880 which represents an increased of 4.8% or \$463,268 over last year's budget. The majority of the increase is in the Capital Improvement Plan which is a total of \$1,180,500 or an increase of \$270,147 or 29.7%. The operating budget is \$8,943,380 which represents an increase of 2.2% or \$193,121.

By far the greatest emphasis in this budget is on road maintenance. Over 1.9 million dollars or 19% of the total Board of Selectmen budget is dedicated to maintaining town roads. This includes pavement management (\$600,000); Department of Public Works highway operations (\$1,092,840); a new Public Works truck (\$162,500); capital repairs to current Public Works facility (\$25,000) and general facility costs associated with keeping the Public Works Facility operational (\$37,443). The dedicated staff at Public Works, including the Director, Robert Martin and the Project Administrator, George Wallace completed almost 22 miles of road improvements with a value of over three million dollars during the 2014 construction season. Next year the Department of Public Works will be concentrating on several large road projects including East Hill Road, Case Street, Indian Hill Road and Powder Mill Road. Once these projects are complete the six million dollars which was approved for bonding in 2013 will have been expended. For a complete list of road projects completed over the past several years you can visit the Town Web Page at <http://www.townofcantonct.org/content/19178/19240/19707/default.aspx>.

Not only does Public Works oversee road maintenance but the Department is also responsible for field maintenance for both the Parks & Recreation Department and the School's recreational fields. They also oversee all facility maintenance and the Transfer Station. In total the Director of Public Works supervises 15 employees. The Director is responsible for everything from entering the payroll to making sure the invoices from three million dollars of road work gets processed and paid on time. The Director does this with the assistance of a 20 hour a week Administrative Assistant. That is why in order to further assist the Director the Administrative Assistant's hours are recommended to go from 20 to 25 hours a week. The Director had requested that the Administrative Assistant be full time. This is the only non-seasonal position that was increased in this budget and there were no new non-seasonal positions added.

Town officials are constantly looking for ways that existing resources can be used more efficiently. One area that the Town has analyzed is Transfer Station operations. Currently the transfer station is open five days a week. Although this is a convenience to a

limited group of people it is not consistent with other municipal transfer stations. Most other similar towns have their transfer stations open three days a week or less (see the Director of Public Works memo attached in the Appendices). The budget proposes that the Transfer Station be open three days a week, including evening hours one day a week during daylight savings time. This will be more convenient for people who work and should decrease the slow periods at the Transfer Station. It also allows the current full time employee at the Transfer Station to be shifted to other Public Works operations during the days the Transfer Station is closed. This will help the Parks Department to maintain the grounds and recreation fields. Although part of the proposal is to reduce the Transfer Station permit fee, the expenses for the Transfer Station will not change significantly because the amount of waste will remain the same and therefore the cost to transport and dispose of the waste will remain the same.

There are some areas where operating expenses have fallen. For many years two of the largest drivers of the budget have been pension contributions and health insurance. For the first time in recent memory both the amount budgeted for pensions and health insurance has actually decreased. There are a number of reasons why the health insurance is down. One is that compared to prior years town employee health experience is better. Also, the Town adopted changes to the health insurance plan and in particular the adoption of high deductible health savings accounts which resulted in savings. The Town's pension contribution has decreased because with a better market, the income raised by the pension fund has increased.

The final CAO proposed budget totals \$10,123,880, an increase of 4.8% over Fiscal Year 2014/2015 approved budget.

	<b>Fiscal Year 2014-2015</b>	<b>Fiscal Year 2015-2016</b>	<b>% Change</b>	<b>\$ Change</b>
Board of Selectmen Operations	\$8,750,259	\$8,943,380	2.21%	193,121
Capital Improvements	\$910,353	\$1,180,500	29.7%	270,147
<b>TOTAL</b>	<b>\$9,660,612</b>	<b>\$10,123,880</b>	<b>4.8%</b>	<b>\$463,268</b>

## **ASSUMPTIONS**

The Fiscal Year 2015/2016 Preliminary Budget encompasses a number of basic fixed expenditures affecting operations. Some items are purchased at market price and are indicated as being purchased as "trend". The assumptions upon which certain expenditures are based are detailed below:

<b>FACTOR</b>	<b>Assumption</b>	<b>Total Amount</b>
Pension Contribution – Defined Benefit Plan (General Fund portion=573,152)	100% as recommended	592,321
Defined Contribution Plan (General Fund portion= 245,911)		260,000
Vehicle Fuel – Regular	1.8509 per gallon	
Vehicle Fuel – Diesel	3.0697 per gallon	
Heating Fuel – #2 Oil	3.0570 per gallon	
Heating Fuel – Natural Gas	Trend	
Electricity – Light & Power	Trend	

Water	Trend	
Mileage Reimbursement	0.575	
Workers Compensation Insurance (General Fund portion = 117,212)		124,857
Property & Casualty Insurance (General Fund portion = 147,429)		173,378
Employee Health Benefits – Medical (General Fund portion = 719,417)	100% of recommendation	774,704

### STAFFING:

There are no significant staff changes. As previously mentioned the DPW Administrative Assistant's hours were increased from 20 to 25 per week. Considering there are 15 employees in the Public Works Department and that they are responsible for well over one million dollars in expenses annually this should be a full time position. Unfortunately, current budget restrictions prevent me from recommending full time at this time. This should be strongly considered in future budgets if possible.

There were several additional seasonal employees added to the Park & Recreation Special Revenue fund. These seasonal employees will support new recreation programs including an enhanced summer camp program and additional pool programs. These employee costs will be off-set by the revenue brought in through these additional programs.

There were several position changes during the current fiscal year that are reflected in this budget. The Fire Marshal went from 40 hours per week to 25 hours a week. The Assistant Town Clerk position went from 35 hours a week to 25 hours a week. During the fiscal year there were some additional positions created; a nine hour a week Animal Control Officer was hired and a ten hour a week Technical Support Specialist employee was created for the IT Department. All total there are less full time employees than budgeted last year but more part-time employees, primarily because of the additional Park & Recreation seasonal employees. A summary of full time and part time employees is listed in the Appendices.

Compensation – In order to retain quality employees Canton must maintain competitive salaries. As last year's salary survey indicated many of Canton's employees are compensated below their peers. The rate of pay increase recommended for non-union employees in the 2015/2016 budget 2.75%.

Union Contracts – The negotiated wage increases for the Town's three Unions are:

- Public Works – 2.9%
- Police – 3%
- Dispatchers – 2.75%

The Police and Dispatch Union contracts expire on June 30, 2016 and therefore negotiations will begin in the Spring of 2016.

**TRANSFER STATION:**

Pursuant to vote of the Board of Selectmen and approval of the Board of Finance, the Transfer Station is now a Special Revenue Fund similar to the Water Pollution Control Facility and Emergency Medical Services. The revenue and expenses for the Transfer Station are accounted for in a special account which is not part of the general fund. This is appropriate since the goal of the Transfer Station is that it be self-supporting. The CIP budget proposes to fund construction of a roof over the bulky waste container thereby keeping water out of the container and decreasing the weight resulting in decreased transportation costs. The Transfer Station CIP projects will be paid from the Special Revenue Fund. As previously stated, this budget proposes that the transfer Station be open three days a week, with one day being open during the evening during daylight savings hours. Below is a comparison of expenses and revenues:

**Transfer Station Analysis**

	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budgeted</b>	<b>2015-2016 Proposed</b>
Expenses	264,791	232,906	229,394	218,806	234,335	223,592
Permit Fee & Token Revenue	228,636	232,718	226,612	221,746	227,000	204,500
CRRA Hauling Offset	21,930	20,938	7,668	10,027	7,500	7,500
Metal Payments	4,134	15,524	12,598	13,750	12,000	12,000
Operating (Deficit)/Surplus	(10,091)	36,274	17,484	26,717	12,165	408

**CAPITAL IMPROVEMENT PLAN:**

The Capital Improvement Plan (CIP) represents a financial plan that identifies capital needs, establishes priorities and identifies potential funding sources. Comprehensive in scope, it includes projects that are funded through the Town's operating budget, state and federal grants and other sources. Department Heads requested over 2.6 million dollars in new capital expenditures. The Board of Finance traditionally approves around \$900,000 for the Capital Improvement Plan.

Over half the funds budgeted in the CIP will be utilized on pavement management. The total amount budgeted for pavement management, including state funds that the Town receives through the LoCIP program, is \$600,000. A recent study on Town roads performed by engineering consultants indicated that the Town should be spending between \$600,000 and \$700,000 a year on pavement management. The \$600,000 budgeted this year is \$100,000 greater than what was budgeted in the fiscal year 2014/2015 budget and is one reason why the CIP has increased by 29.7%. The \$6,000,000 which was approved at a referendum several years ago for road maintenance is anticipated to be expended by the end of the 2015/2016 fiscal year. During the 2015 construction season the Town funded over three million dollars of road work on over 22 miles of local roads.

The other largest portion of the CIP is spent on vehicles, including a DPW truck (\$162,500), Fire Dept apparatus (\$135,000) Ambulance (\$40,000) and Police vehicles (\$54,000).

A complete list of CIP projects is supplied in the CIP section of the budget. Included in the CIP section of the budget is a spreadsheet indicating all the requests made by Department Heads and those projects that are recommended to be funded by the CAO. Also

included is a list of projects to be funded over the next five years, including those projects which are likely to be funded under the current funding levels and which projects which will not be funded unless current funding levels are increased.

The capital expenditures listed below are recommended for funding.

<b>Projects to be funded in the 2015-2016 CIP Budget</b>	<b>Amount</b>	<b>Source</b>
<b>FACILITIES – TOWN HALL</b>		
Town Clerk & Tax Dept. Carpet Replacement	25,000	Operating
Town Hall-Lead Abatement & Repaint Exterior Trim	35,000	Operating
<b>FACILITIES – COMMUNITY CENTER</b>		
Community Center Video Equipment	20,000	Operating
<b>FACILITIES – COLLINSVILLE FIRE STATION</b>		
Collinsville Fire Station Study	25,000	Operating
<b>FACILITIES – PUBLIC WORKS GARAGE</b>		
DPW Garage Boiler Replacement	10,000	Operating
DPW – Roof Replacement	15,000	Operating
<b>PUBLIC WORKS</b>		
Pavement Management – Road Projects	527,000	Operating
Pavement Management – Road Projects	73,000	LoCIP
<b>PUBLIC SAFETY - POLICE</b>		
Portable Radio Repeaters for Vehicles	10,000	Operating
<b>PUBLIC SAFETY – FIRE/EMS</b>		
Fire - SCBA-Air Pack Bottle Replacements	15,000	Operating
Fire/EMS - Hose Replacements	10,000	Operating
AED Replacements	10,000	Operating
<b>LAND USE</b>		
Subdivision Regulation Update	20,000	Operating
<b>RECREATION/SENIOR &amp; SOCIAL SVS</b>		
All Terrain Outdoor Event Stage	12,000	Operating
<b>DPW – TRANSFER STATION</b>		
Facilities Transfer Station (canopy & roof over bulky waste containers)	30,000	Transfer Station SR Fund
Facilities Transfer Station - Cement Pad for Metal Container	15,000	Transfer Station SR Fund
<b>WATER POLLUTION CONTROL AUTHORITY</b>		
UV Disinfection Upgrade	300,000	WPCA Cap. Fund
<b>EQUIPMENT VEHICLE PURCHASE</b>		
Highway - Truck # 2 Replacement	162,500	Operating
Highway - Hustler Field Mower	55,000	Operating
Police - Patrol Vehicle Replacement	54,000	Operating
EMS - New Ambulance	40,000	Operating
Fire - New Apparatus	135,000	Operating

## **SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for the proceeds of special revenue sources that are legally restricted to expenditures for specific purposes. Except for the Emergency Medical Services Funds, these funds do not usually directly affect the mill rate. The Special Revenue Funds are listed below:

The ***Parks and Recreation Special Revenue Fund*** accounts for all the fees collected for recreation programs and the expenditures needed to operate the program. The revenue projected from programs has been adjusted based upon historical trend. As previously mentioned the programs under the fund are expanding and therefore both the expenses and revenues within the fund will be increasing.

The ***Water Pollution Control Fund*** accounts for all the user fees collected and expenditures needed to operate the Town's Water Pollution Control Facility.

The ***Emergency Medical Services Fund*** accounts for all user fees collected and expenditures needed to operate the Town's emergency medical services program (ambulance). Over the past several years, the Town has operated this fund at a deficit. It is projected to operate at a deficit of \$42,692 next year.

One important issue that Town Officials will have to address this fiscal year is the change in level of emergency medical service. Currently the Town provides an Advance EMT level service or AEMT. This allows responders to provide an extra level of care. In circumstances where an even higher level of care is required a Paramedic will respond from the UCONN Health Center in Farmington. Starting in July of 2016 the AEMT level service will be phased out by the state and the Town will either have to go to a basic level EMT service with Paramedics still coming from UCONN or change the local ambulance service to a paramedic level service and have paramedics locally available to respond. This will significantly increase the deficit for the emergency medical services. There was a request by the Canton Fire/EMS Department to budget for capital expenditures associated with the Town providing paramedic services, such as a paramedic response vehicle, but since Town Officials have not determined the future level of emergency medical services, or what form that service will take, those requests have not been included in the budget. If the Town approves a local paramedic level service those additional capital expenditures along with additional operational costs will have to be approved at that time.

## **GENERAL FUND REVENUES AND TAXES**

The total revenue necessary to finance the Fiscal Year 2015/2016 budget comes from a variety of sources including taxes, state grants and local fees. Since Governor Malloy's 2015/2016 budget will not be announced until February 18<sup>th</sup>, it is too early to determine what changes there will be in State revenues to the Town.

The grand list increased 0.6%. The total amount of anticipated tax collections is increasing 0.3%. For the most part, the trend over the past few years of revenue remaining flat will continue. There has been a slight increase in building fees which is anticipated to bring in an additional \$5,000 next year.

## **CONCLUSION**

This year's budget continues services while still trying to address necessary capital expenditures such as Pavement Management. It offers few new initiatives. It does continue to address infrastructure needs, in particular road maintenance. It also makes efficient use of existing resources. One example is limiting the hours of the Transfer Station and reallocating available man-hours to the Parks Department. Although the operating budget is only increasing 2.2%, the increased funding for road maintenance along with other capital costs have resulted in an overall budget increase of 4.8%.

As always I look forward to working with the Board of Selectmen to adopt a budget proposal that meets the many challenges facing the Town.

Respectfully,

Robert H. Skinner  
Chief Administrative Officer

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
BOARD OF SELECTMEN	49,762.95	52,542.38	45,308.39	31,153.18	43,020.00	46,431.00	7.9%
CHIEF ADMINISTRATIVE O	300,400.83	289,396.59	298,377.29	132,240.17	242,889.00	245,386.00	1.0%
ELECTIONS	19,402.73	22,368.69	23,035.82	15,479.51	26,849.00	29,725.00	10.7%
PROBATE COURT	1,792.00	2,439.00	2,627.00	2,719.00	2,719.00	2,801.00	3.0%
TOWN COUNSEL	58,405.14	77,066.17	59,985.57	36,175.25	80,000.00	74,000.00	-7.5%
TOWN CLERK	115,982.10	118,525.12	119,696.40	78,692.09	123,961.00	124,141.00	.1%
CONTINGENCY	.00	.00	.00	.00	75,798.00	122,038.00	61.0%
INFORMATION TECHNOLOGI	40,204.20	61,726.10	55,998.64	74,924.56	103,126.00	123,456.00	19.7%
ASSESSMENT	127,460.43	126,570.38	126,301.96	72,602.80	129,935.00	119,905.00	-7.7%
BOARD OF ASSESSMENT AP	49.30	45.00	.00	.00	.00	.00	.0%
TAX COLLECTOR	84,059.96	88,275.01	85,081.60	52,993.80	91,216.00	85,203.00	-6.6%
FINANCE OFFICER	212,491.99	193,583.16	194,205.40	132,970.98	204,341.00	204,075.00	-.1%
POLICE DEPT - ADMIN	271,264.46	281,163.13	293,749.05	198,426.86	292,838.00	304,771.00	4.1%
POLICE DEPT - PATROL	1,021,885.95	989,156.13	980,616.63	598,814.51	1,046,203.00	1,068,682.00	2.1%
POLICE DEPT - DETECTIV	78,322.99	77,051.41	81,853.49	58,101.76	87,086.00	92,835.00	6.6%
POLICE DEPT - COMMUN/D	280,380.58	265,966.22	265,893.94	169,885.30	286,263.00	302,665.00	5.7%
POLICE DEPT - VEHICLE	50,108.09	55,191.52	63,717.85	32,629.44	62,000.00	61,000.00	-1.6%
POLICE - ANIMAL CONTRO	22,300.00	23,000.00	24,150.00	20.00	28,855.00	24,893.00	-13.7%
POLICE DEPT - FACILITI	43,896.64	41,533.26	55,018.17	24,830.64	41,293.00	41,293.00	.0%
SERVICE INCENTIVE	31,214.94	29,900.00	33,900.00	33,900.00	34,100.00	23,785.00	-30.2%
FIRE SERVICES	280,968.82	289,606.17	250,383.45	131,677.22	279,082.00	275,138.00	-1.4%
EMERGENCY SERVICES	54,852.88	71,075.54	119,707.17	37,135.65	73,802.00	81,091.00	9.9%
FIRE MARSHAL/EMERGENCY	77,999.08	76,801.22	80,425.03	41,362.63	83,352.00	65,904.00	-20.9%
TOWN HALL	246,925.58	253,013.65	286,341.90	162,138.22	276,586.00	280,303.00	1.3%
PARKS DEPARTMENT	85,410.14	92,784.66	85,323.76	52,939.19	91,112.00	106,899.00	17.3%

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**TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON**
**P 2**  
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**PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET**
**FOR PERIOD 13**
**ACCOUNTS FOR:**

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
GENERAL HIGHWAY	998,595.90	909,836.61	1,091,130.25	776,277.01	1,025,559.00	1,092,840.00	6.6%
TOWN GARAGE	35,824.08	41,643.29	38,228.60	19,308.38	33,880.00	37,443.00	10.5%
GRANGE	.00	.00	200.00	2,822.77	5,880.00	6,480.00	10.2%
TRANSFER STATION	232,905.94	.00	.00	.00	.00	.00	.0%
UTILITIES	191,569.09	195,262.56	196,424.15	101,112.51	207,000.00	209,000.00	1.0%
COMMUNITY CENTER	97,609.40	93,246.16	91,408.90	57,131.01	99,303.00	96,944.00	-2.4%
COMMUNITY AGENCIES	71,788.55	69,445.40	78,341.44	76,647.75	92,844.00	94,668.00	2.0%
SENIOR/SOCIAL SERVICES	127,554.75	124,681.35	139,519.95	112,112.61	159,787.00	162,758.00	1.9%
PARK AND RECREATION	196,876.69	212,840.11	174,994.95	124,773.39	203,992.00	211,535.00	3.7%
BUILDING OFFICIAL	45,245.88	44,437.17	44,499.52	27,019.89	57,385.00	58,454.00	1.9%
TOWN PLANNER	228,922.98	229,271.45	237,463.95	144,804.15	269,204.00	259,215.00	-3.7%
INSURANCE	264,193.61	322,662.68	296,354.55	263,485.87	266,566.00	278,141.00	4.3%
EMPLOYEE BENEFITS & IN	1,770,161.01	1,912,261.13	1,939,927.34	1,498,862.80	1,935,135.00	1,940,175.00	.3%
LIBRARY	548,546.75	535,039.39	569,969.02	370,032.41	587,298.00	589,307.00	.3%
CIP/CAPITAL & NonRECUR	853,355.00	1,539,750.00	1,111,747.00	951,944.34	951,944.34	1,180,500.00	24.0%
TOTAL GENERAL FUND	9,218,691.41	9,809,157.81	9,641,908.13	6,698,147.65	9,702,203.34	10,123,880.00	4.3%
GRAND TOTAL	9,218,691.41	9,809,157.81	9,641,908.13	6,698,147.65	9,702,203.34	10,123,880.00	4.3%

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1001010 BOARD OF SELECTMEN						
1001010 51120 SEL.SALARY	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
1001010 56950 MTG/DUES	20,970.00	16,920.00	16,920.00	18,131.00	18,131.00	
1001010 57200 PRINTING	1,143.40	1,100.00	1,100.00	1,100.00	1,100.00	
1001010 57500 ADVERTISIN	411.77	1,000.00	1,000.00	1,000.00	1,000.00	
1001010 59900 MISC.	650.00	.00	.00	500.00	.00	
1001010 60050 NEWSLETTER	7,133.22	9,000.00	9,000.00	11,200.00	11,200.00	
1001010 60060 PUB ACCESS	.00	.00	.00	.00	.00	
TOTAL BOARD OF SELECTMEN	45,308.39	43,020.00	43,020.00	46,931.00	46,431.00	
1001020 CHIEF ADMINISTRATIVE OFFICER						
1001020 51000 F/T SALARI	121,481.90	54,000.00	54,000.00	54,000.00	54,000.00	
1001020 51110 SUPER.SAL.	122,775.49	122,286.00	122,286.00	130,363.00	130,363.00	
1001020 51200 PART TIME	1,204.02	24,275.00	24,275.00	24,268.00	24,068.00	
1001020 51301 F/T HOURLY	16,084.66	.00	.00	.00	.00	
1001020 52100 BONDS	.00	.00	.00	.00	.00	
1001020 53000 EQUIP.PURC	1,723.93	300.00	300.00	300.00	300.00	
1001020 53700 POST.RENT.	1,790.76	1,800.00	1,800.00	1,800.00	1,800.00	
1001020 55200 MILEAGE	2,899.13	2,550.00	2,550.00	2,500.00	2,500.00	
1001020 56100 POSTAGE	1,329.56	900.00	900.00	900.00	900.00	
1001020 56205 CELL PHONE	340.00	.00	.00	.00	.00	
1001020 56820 MED.DOCTOR	3,270.00	1,300.00	1,300.00	2,390.00	2,390.00	
1001020 56910 REF/TEXTS	.00	300.00	300.00	300.00	300.00	
1001020 56920 CONSULTANT	19,983.88	25,000.00	25,000.00	25,000.00	20,000.00	
1001020 56950 MTG/DUES	1,404.63	1,678.00	1,678.00	1,765.00	1,765.00	
1001020 57100 OFF.SUPPL.	2,629.45	3,400.00	3,400.00	3,400.00	3,400.00	
1001020 57105 POSTG SPLS	294.75	700.00	700.00	700.00	700.00	
1001020 57500 ADVERTISIN	1,092.00	4,000.00	4,000.00	3,000.00	2,500.00	
1001020 57600 COMP.SUPPL	73.13	400.00	400.00	400.00	400.00	
TOTAL CHIEF ADMINISTRATIVE O	298,377.29	242,889.00	242,889.00	251,086.00	245,386.00	
1001030 ELECTIONS						
1001030 51130 REGIST.SAL	14,076.88	14,000.00	14,000.00	14,000.00	16,000.00	
1001030 51140 DEPUTY SAL	4,999.80	5,000.00	5,000.00	6,000.00	6,000.00	
1001030 52020 ELECT.WRKS	1,728.50	3,500.00	3,500.00	3,500.00	3,500.00	
1001030 55000 MC CODING	90.00	1,174.00	1,174.00	1,200.00	1,200.00	
1001030 55200 MILEAGE	135.60	300.00	300.00	300.00	300.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

P 2  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1001030	56090	CANVASSING	65.00	125.00	125.00	125.00	.00	
1001030	56100	POSTAGE	421.77	650.00	650.00	525.00	625.00	
1001030	56720	MEALS	298.53	500.00	500.00	500.00	500.00	
1001030	56950	MTG/DUES	1,025.00	1,300.00	1,300.00	1,440.00	1,300.00	
1001030	57100	OFF.SUPPL.	194.74	300.00	300.00	550.00	300.00	
1001030	59900	MISC.	.00	.00	.00	200.00	.00	
TOTAL ELECTIONS			23,035.82	26,849.00	26,849.00	28,340.00	29,725.00	
1001050	PROBATE COURT							
1001050	59100	DEPT.EXP.	2,627.00	2,719.00	2,719.00	2,801.00	2,801.00	
TOTAL PROBATE COURT			2,627.00	2,719.00	2,719.00	2,801.00	2,801.00	
1001100	TOWN COUNSEL							
1001100	52160	GENERAL	28,553.04	35,000.00	35,000.00	35,000.00	32,000.00	
1001100	52170	LABOR	15,124.15	20,000.00	20,000.00	20,000.00	20,000.00	
1001100	52210	LAND USE	16,308.38	25,000.00	25,000.00	22,000.00	22,000.00	
TOTAL TOWN COUNSEL			59,985.57	80,000.00	80,000.00	77,000.00	74,000.00	
1001110	TOWN CLERK							
1001110	51110	SUPER.SAL.	61,484.52	61,243.00	61,243.00	61,243.00	61,243.00	
1001110	51200	PART TIME	297.00	307.00	307.00	29,971.00	29,971.00	
1001110	51301	FT HOURLY	29,875.74	29,485.00	29,485.00	.00	.00	
1001110	51400	OVERTIME	181.44	250.00	250.00	.00	.00	
1001110	55200	MILEAGE	237.17	300.00	300.00	275.00	275.00	
1001110	55860	COPIER CON	247.10	525.00	525.00	525.00	525.00	
1001110	55950	VITAL STAT	493.38	250.00	250.00	700.00	700.00	
1001110	56100	POSTAGE	970.66	1,272.00	1,272.00	1,272.00	1,272.00	
1001110	56205	CELL PHONE	480.00	480.00	480.00	480.00	480.00	
1001110	56950	MTG/DUES	906.96	785.00	785.00	735.00	735.00	
1001110	57100	OFF.SUPPL.	1,090.54	1,140.00	1,140.00	1,040.00	1,040.00	
1001110	57200	BALLOTS	2,717.29	6,400.00	6,400.00	6,400.00	6,400.00	
1001110	57500	ADVERTISIN	847.08	950.00	950.00	950.00	950.00	
1001110	57600	COMP.SUPPL	661.75	720.00	720.00	720.00	720.00	
1001110	57700	PHOTO/BIND	311.44	350.00	350.00	350.00	350.00	
1001110	57900	MICRO/INDE	18,011.85	18,604.00	18,604.00	18,580.00	18,580.00	
1001110	60040	COPY LEASE	882.48	900.00	900.00	900.00	900.00	
TOTAL TOWN CLERK			119,696.40	123,961.00	123,961.00	124,141.00	124,141.00	
1001585	CONTINGENCY							
1001585	59914	WAGE INC	.00	45,000.00	45,000.00	46,240.00	122,038.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1001585	59916	WAGE ADJ	.00	30,798.00	30,798.00	.00	.00	
1001585	59919	BOS CNTNGY	.00	.00	.00	.00	.00	
TOTAL CONTINGENCY			.00	75,798.00	75,798.00	46,240.00	122,038.00	
1001901 INFORMATION TECHNOLOGIES								
1001901	51300	F/T SALARY	.00	.00	14,600.00	15,102.00	14,500.00	
1001901	53100	COMP.EQUIP	11,442.61	16,090.00	16,090.00	17,000.00	16,000.00	
1001901	53120	SOFT.PURCH	664.09	600.00	600.00	1,000.00	1,000.00	
1001901	55200	MILEAGE	.00	.00	.00	200.00	200.00	
1001901	55830	SOFT.SPPRT	1,476.35	2,395.00	2,395.00	2,395.00	4,330.00	
1001901	55840	HARD.SUPP.	79.99	.00	.00	.00	2,200.00	
1001901	56340	CABLE/WEB	6,763.87	9,495.00	9,495.00	10,000.00	7,000.00	
1001901	56920	CONSULTANT	31,027.51	40,000.00	25,400.00	45,000.00	43,680.00	
1001901	60030	VOIP/WAN	4,544.22	34,546.00	34,546.00	34,546.00	34,546.00	
TOTAL INFORMATION TECHNOLOGI			55,998.64	103,126.00	103,126.00	125,243.00	123,456.00	
1002060 ASSESSMENT								
1002060	51200	PART TIME	.00	300.00	300.00	500.00	300.00	
1002060	51301	F/T HOURLY	58,136.51	58,208.00	58,208.00	46,412.00	46,412.00	
1002060	55200	MILEAGE	1,091.12	1,120.00	1,120.00	1,400.00	1,120.00	
1002060	55830	SOFT.SUPPO	6,950.00	7,000.00	7,000.00	7,000.00	9,500.00	
1002060	56100	POSTAGE	918.83	1,125.00	1,125.00	1,035.00	1,035.00	
1002060	56910	REF/TEXTS	444.95	500.00	500.00	500.00	500.00	
1002060	56920	CONSULTANT	54,564.00	55,932.00	55,932.00	54,210.00	55,488.00	
1002060	56930	APPRAISALS	.00	.00	.00	.00	.00	
1002060	56950	MTG/DUES	.00	100.00	100.00	100.00	100.00	
1002060	57100	OFF.SUPPL.	444.50	700.00	700.00	600.00	600.00	
1002060	57200	PRINTING	295.55	650.00	650.00	650.00	650.00	
1002060	57210	GRAND LIST	569.00	600.00	600.00	600.00	600.00	
1002060	57220	MAPPING	2,400.00	3,200.00	3,200.00	3,000.00	3,200.00	
1002060	57500	ADVERTISIN	.00	100.00	100.00	.00	.00	
1002060	57600	COMP.SUPPL	487.50	400.00	400.00	400.00	400.00	
TOTAL ASSESSMENT			126,301.96	129,935.00	129,935.00	116,407.00	119,905.00	
1002070 BOARD OF ASSESSMENT APPEALS								
1002070	51200	PART TIME	.00	.00	.00	.00	.00	
1002070	57100	OFF.SUPPL.	.00	.00	.00	.00	.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
TOTAL BOARD OF ASSESSMENT AP	.00	.00	.00	.00	.00	
1002080 TAX COLLECTOR						
1002080 51110 SUPER.SAL.	51,620.85	51,413.00	51,413.00	71,621.00	51,413.00	
1002080 51200 PART TIME	20,085.34	21,553.00	21,553.00	18,102.00	18,102.00	
1002080 51301 F/T HOURLY	.00	.00	.00	.00	.00	
1002080 52100 BONDS	284.00	403.00	403.00	284.00	284.00	
1002080 53400 COLL.SERV.	250.00	250.00	250.00	250.00	250.00	
1002080 53401 STATE FEES	2,469.71	2,476.00	2,476.00	.00	.00	
1002080 55200 MILEAGE	438.28	460.00	460.00	460.00	460.00	
1002080 56100 POSTAGE	3,027.29	7,467.00	7,467.00	11,750.00	8,250.00	
1002080 56950 MTG/DUES	976.00	1,400.00	1,400.00	1,400.00	1,250.00	
1002080 57100 OFF.SUPPL.	699.15	638.00	638.00	638.00	638.00	
1002080 57110 BUS.FORMS	4,606.72	4,000.00	4,000.00	3,200.00	3,200.00	
1002080 57120 BIND.BOOKS	232.00	496.00	496.00	406.00	406.00	
1002080 57500 ADVERTISIN	357.19	360.00	360.00	350.00	350.00	
1002080 57600 COMP.SUPPL	35.07	300.00	300.00	600.00	600.00	
TOTAL TAX COLLECTOR	85,081.60	91,216.00	91,216.00	109,061.00	85,203.00	
1002090 FINANCE OFFICER						
1002090 51000 F/T SALARI	16,335.08	16,688.00	16,688.00	16,688.00	16,688.00	
1002090 51110 SUPER.SAL.	69,200.11	71,664.00	71,664.00	71,664.00	71,664.00	
1002090 51200 PART TIME	24,836.70	37,885.00	37,885.00	39,015.00	39,015.00	
1002090 51301 F/T HOURLY	44,917.47	35,072.00	35,072.00	34,388.00	34,388.00	
1002090 51400 OVERTIME	2,235.17	3,732.00	3,732.00	2,000.00	2,000.00	
1002090 55200 MILEAGE	809.78	775.00	775.00	775.00	775.00	
1002090 55830 SOFT.SUPPO	28,267.15	29,625.00	29,625.00	30,825.00	30,825.00	
1002090 55860 COPIER CON	116.14	600.00	600.00	420.00	420.00	
1002090 56100 POSTAGE	1,763.87	1,900.00	1,900.00	1,900.00	1,900.00	
1002090 56950 MTG/DUES	3,044.04	3,000.00	3,000.00	3,000.00	3,000.00	
1002090 57100 OFF.SUPPL.	2,372.33	3,000.00	3,000.00	3,000.00	3,000.00	
1002090 57600 COMP.SUPPL	307.56	400.00	400.00	400.00	400.00	
TOTAL FINANCE OFFICER	194,205.40	204,341.00	204,341.00	204,075.00	204,075.00	
1003170 POLICE DEPT - ADMIN						
1003170 51110 SUPER.SAL.	194,385.83	193,641.00	193,641.00	203,119.00	203,119.00	
1003170 51200 PART TIME	3,575.82	3,732.00	3,732.00	3,732.00	3,732.00	

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1003170	51301	F/T HOURLY	46,586.70	46,417.00	46,417.00	46,417.00	46,417.00	
1003170	51400	OT-ADMIN	.00	1,500.00	1,500.00	1,500.00	1,500.00	
1003170	51495	PRIVATEDUTY	.00	.00	.00	.00	.00	
1003170	51660	ED.INCENT.	.00	.00	.00	.00	.00	
1003170	53100	COMP.EQUIP	1,480.99	.00	.00	.00	.00	
1003170	53120	COMP.SOFT.	333.62	575.00	575.00	720.00	.00	
1003170	55810	OFF.MAINT.	80.00	3,180.00	3,180.00	3,790.00	3,790.00	
1003170	55830	SOFT.SUPPO	12,500.00	13,000.00	13,000.00	14,000.00	14,000.00	
1003170	55860	COPIER CON	127.57	1,275.00	1,275.00	1,260.00	1,260.00	
1003170	56100	POSTAGE	610.85	800.00	800.00	800.00	800.00	
1003170	56205	CELL PHONE	940.68	960.00	960.00	960.00	960.00	
1003170	56240	REG PROG.	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
1003170	56700	UNIFORMS	1,871.74	2,216.00	2,216.00	2,216.00	2,216.00	
1003170	56820	MED.DOCTOR	1,875.82	1,940.00	1,940.00	1,915.00	1,915.00	
1003170	56950	MTG/DUES	1,281.15	2,435.00	2,435.00	3,570.00	3,570.00	
1003170	56951	TRAINING	1,500.00	1,000.00	1,000.00	1,500.00	1,500.00	
1003170	57100	OFF.SUPPL.	2,564.09	3,400.00	3,400.00	2,550.00	2,550.00	
1003170	57400	EQUIP PURC	.00	.00	.00	.00	.00	
1003170	57430	LEASE/PURC	5,712.88	475.00	475.00	.00	.00	
1003170	59910	EXP.PERSON	1,993.30	400.00	400.00	500.00	500.00	
1003170	59920	EXP. DEPT.	2,156.15	2,000.00	2,000.00	2,000.00	2,000.00	
1003170	60000	EMERG MGMT	.00	.00	.00	1,050.00	1,050.00	
1003170	60040	LEASED EQU	9,171.86	8,892.00	8,892.00	8,892.00	8,892.00	
TOTAL POLICE DEPT - ADMIN			293,749.05	292,838.00	292,838.00	305,491.00	304,771.00	
1003171	POLICE DEPT - PATROL							
1003171	51303	F/T AFSCME	849,380.32	894,500.00	894,500.00	927,531.00	927,531.00	
1003171	51310	HBENAFSCME	46,281.64	45,000.00	45,000.00	46,000.00	46,000.00	
1003171	51400	OVERTIME	61,891.57	75,000.00	75,000.00	75,000.00	60,000.00	
1003171	51650	LONGEVITY	.00	.00	.00	.00	.00	
1003171	51660	ED.INCENT.	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	
1003171	55800	DEPT.MAINT	3,459.68	4,437.00	4,437.00	8,437.00	8,437.00	
1003171	56700	UNIFORMS	10,185.52	12,096.00	12,096.00	12,096.00	12,096.00	
1003171	56710	WEAPONS/AM	2,884.46	2,920.00	2,920.00	5,868.00	5,868.00	
1003171	56951	TRAINING	1,205.02	3,750.00	3,750.00	2,250.00	2,250.00	
1003171	57800	EDUC REIMB	828.42	4,000.00	4,000.00	4,000.00	2,000.00	
TOTAL POLICE DEPT - PATROL			980,616.63	1,046,203.00	1,046,203.00	1,085,682.00	1,068,682.00	
1003172	POLICE DEPT - DETECTIVE							
1003172	51303	F/T AFSCME	70,670.64	78,811.00	78,811.00	81,224.00	81,224.00	

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TOWN OF CANTON  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1003172	51310	HBENAFSCME	342.80	847.00	847.00	933.00	933.00	
1003172	51400	OVERTIME	6,438.12	3,000.00	3,000.00	4,500.00	6,000.00	
1003172	51660	ED. INCENT.	2,000.00	750.00	750.00	750.00	750.00	
1003172	56205	CELL PHONE	406.27	420.00	420.00	420.00	420.00	
1003172	56230	CRIME LAB.	1,442.46	2,000.00	2,000.00	2,000.00	2,000.00	
1003172	56700	UNIFORMS	553.20	1,008.00	1,008.00	1,008.00	1,008.00	
1003172	56951	TRAINING	.00	250.00	250.00	500.00	500.00	
1003172	57800	EDUC REIMB	.00	.00	.00	.00	.00	
TOTAL POLICE DEPT - DETECTIV			81,853.49	87,086.00	87,086.00	91,335.00	92,835.00	
1003173	POLICE DEPT - COMMUN/DISPATCH							
1003173	51200	PART TIME	8,353.96	11,000.00	11,000.00	11,578.00	11,578.00	
1003173	51302	F/T CILU	198,036.20	204,674.00	204,674.00	219,445.00	219,445.00	
1003173	51311	H.BEN.CILU	11,742.52	9,968.00	9,968.00	10,845.00	10,845.00	
1003173	51321	O/T DISPAT	28,713.41	35,000.00	35,000.00	35,000.00	35,000.00	
1003173	55020	RADIO MAIN	17,082.61	20,115.00	20,115.00	20,291.00	20,291.00	
1003173	56250	COLLECT	.00	2,826.00	2,826.00	2,826.00	2,826.00	
1003173	56700	UNIFORMS	1,431.10	1,680.00	1,680.00	1,680.00	1,680.00	
1003173	56951	TRAINING	534.14	1,000.00	1,000.00	1,500.00	1,000.00	
1003173	57800	EDUC REIMB	.00	.00	.00	.00	.00	
TOTAL POLICE DEPT - COMMUN/D			265,893.94	286,263.00	286,263.00	303,165.00	302,665.00	
1003174	POLICE DEPT - VEHICLE MAINT							
1003174	54100	TIRES	4,093.13	4,500.00	4,500.00	4,500.00	4,500.00	
1003174	54200	VEHIC.FUEL	45,406.40	41,000.00	41,000.00	47,000.00	41,000.00	
1003174	55010	VEH.MAINT.	14,218.32	16,500.00	16,500.00	17,000.00	15,500.00	
TOTAL POLICE DEPT - VEHICLE			63,717.85	62,000.00	62,000.00	68,500.00	61,000.00	
1003175	POLICE - ANIMAL CONTROL							
1003175	51200	PART TIME	.00	.00	18,000.00	14,508.00	14,508.00	
1003175	53570	ANIMAL CTL	24,150.00	.00	.00	.00	.00	
1003175	54543	ANIMAL C/O	.00	20,000.00	2,000.00	.00	.00	
1003175	55700	POUND MAIN	.00	2,200.00	2,200.00	3,000.00	3,000.00	
1003175	56900	POUND SUPP	.00	300.00	300.00	500.00	500.00	
1003175	56950	MTG/DUES	.00	30.00	30.00	65.00	65.00	
1003175	57500	ADVERTISIN	.00	20.00	20.00	120.00	120.00	
1003175	57950	LIC -ST CT	.00	5,805.00	5,805.00	6,700.00	6,700.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1003175	59920	EXP. DEPT.	.00	500.00	500.00	.00	.00	
TOTAL POLICE - ANIMAL CONTRO			24,150.00	28,855.00	28,855.00	24,893.00	24,893.00	
1003179	POLICE DEPT - FACILITIES							
1003179	55000	REP/MAINT	6,908.00	.00	.00	.00	.00	
1003179	55100	MAIN/CLEAN	4,232.89	7,333.00	7,333.00	7,333.00	7,333.00	
1003179	55300	H/C REPAIR	7,803.00	4,000.00	4,000.00	4,000.00	4,000.00	
1003179	55310	H/C CONTRA	1,087.35	1,320.00	1,320.00	1,320.00	1,320.00	
1003179	55500	LIGHT/POWE	19,345.70	20,000.00	20,000.00	20,000.00	20,000.00	
1003179	56200	TELEPHONE	6,273.07	.00	.00	5,950.00	.00	
1003179	56340	CABLE/WEB	350.98	360.00	360.00	360.00	360.00	
1003179	56500	FUEL/HEAT	7,416.27	6,800.00	6,800.00	6,800.00	6,800.00	
1003179	56750	WATER	1,280.91	1,125.00	1,125.00	1,125.00	1,125.00	
1003179	56760	SEWER USE	320.00	355.00	355.00	355.00	355.00	
TOTAL POLICE DEPT - FACILITI			55,018.17	41,293.00	41,293.00	47,243.00	41,293.00	
1004157	SERVICE INCENTIVE							
1004157	52050	FIRE DB/DC	33,900.00	34,100.00	34,100.00	23,785.00	23,785.00	
TOTAL SERVICE INCENTIVE			33,900.00	34,100.00	34,100.00	23,785.00	23,785.00	
1004158	FIRE SERVICES							
1004158	51200	STIPENDS	9,949.88	11,200.00	11,200.00	11,200.00	11,450.00	
1004158	51220	PT ADMIN	.00	.00	.00	.00	.00	
1004158	51230	PAY / CALL	23,415.00	23,400.00	23,400.00	23,400.00	23,400.00	
1004158	51301	F/T HOURLY	4,559.71	4,721.00	4,721.00	4,541.00	4,541.00	
1004158	53000	EQUIP.PURC	43,015.42	53,103.00	53,103.00	53,103.00	53,103.00	
1004158	53100	COMP.EQUIP	.00	4,380.00	4,380.00	4,380.00	1,000.00	
1004158	53630	SVC AWARDS	.00	1,600.00	1,600.00	1,600.00	1,600.00	
1004158	54100	TIRES	889.48	4,500.00	4,500.00	6,000.00	6,000.00	
1004158	54200	VEHIC.FUEL	8,740.86	9,800.00	9,800.00	9,800.00	9,000.00	
1004158	55010	VEH.MAINT.	44,375.78	42,050.00	42,050.00	50,000.00	45,000.00	
1004158	55020	RADIO MAIN	721.17	1,000.00	1,000.00	1,500.00	1,000.00	
1004158	55030	EQUIP.MAIN	3,856.56	4,000.00	4,000.00	4,000.00	4,000.00	
1004158	55100	MAIN/CLEAN	26,520.20	21,400.00	21,400.00	21,400.00	19,000.00	
1004158	55500	LIGHT/POWE	15,311.82	18,500.00	18,500.00	18,500.00	15,500.00	
1004158	55830	SOFT.SUPPO	550.00	594.00	594.00	594.00	720.00	
1004158	56200	TELEPHONE	6,274.55	4,200.00	4,200.00	4,200.00	2,880.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1004158	56205	CELL PHONE	1,425.91	4,280.00	4,280.00	4,280.00	4,280.00	
1004158	56340	CABLE/WEB	2,701.44	2,800.00	2,800.00	2,800.00	2,800.00	
1004158	56500	FUEL/HEAT	17,189.57	13,000.00	13,000.00	13,000.00	16,500.00	
1004158	56750	WATER	666.68	600.00	600.00	600.00	600.00	
1004158	56760	SEWER USE	603.84	604.00	604.00	764.00	764.00	
1004158	56820	PHYSICALS	10,133.50	11,000.00	11,000.00	11,000.00	11,000.00	
1004158	56950	MTG/DUES	1,139.00	1,200.00	1,200.00	1,200.00	1,200.00	
1004158	57100	OFF.SUPPL.	467.80	900.00	900.00	450.00	450.00	
1004158	57550	RECRUITMNT	439.61	900.00	900.00	900.00	900.00	
1004158	57800	TRAIN/EDUC	10,427.60	12,000.00	12,000.00	12,000.00	12,000.00	
1004158	57820	BSA CHARTE	304.00	350.00	350.00	350.00	350.00	
1004158	59930	NFPA COMPL	12,025.31	20,900.00	20,900.00	20,900.00	20,900.00	
1004158	59950	CONSUMABLE	1,804.56	2,500.00	2,500.00	2,500.00	2,000.00	
1004158	59980	RETENTION	2,874.20	3,600.00	3,600.00	3,600.00	3,200.00	
TOTAL FIRE SERVICES			250,383.45	279,082.00	279,082.00	288,562.00	275,138.00	
1004162 EMERGENCY SERVICES								
1004162	53480	EMS DEFICT	83,478.17	36,666.00	36,666.00	37,000.00	42,691.00	
1004162	53490	PARAMEDICS	16,144.00	16,951.00	16,951.00	15,600.00	17,799.00	
1004162	53500	C-MED	20,085.00	20,185.00	20,185.00	20,085.00	20,601.00	
TOTAL EMERGENCY SERVICES			119,707.17	73,802.00	73,802.00	72,685.00	81,091.00	
1004440 FIRE MARSHAL/EMERGENCY MGM'T								
1004440	51000	F/T SALARI	59,789.11	59,555.00	59,555.00	.00	.00	
1004440	51110	SUPER.SAL.	.00	.00	.00	41,600.00	43,200.00	
1004440	51200	PART TIME	668.25	2,000.00	2,000.00	2,000.00	2,000.00	
1004440	51301	F/T HOURLY	12,435.47	12,389.00	12,389.00	12,384.00	12,384.00	
1004440	53000	EQUIP.PURC	312.97	800.00	800.00	800.00	300.00	
1004440	55200	MILEAGE	1,565.03	1,500.00	1,500.00	1,500.00	1,500.00	
1004440	55800	DEPT.MAINT	107.48	350.00	350.00	350.00	350.00	
1004440	55830	SOFT.SUPPO	1,100.00	1,188.00	1,188.00	1,100.00	1,700.00	
1004440	56100	POSTAGE	84.35	100.00	100.00	100.00	100.00	
1004440	56205	CELL PHONE	720.00	720.00	720.00	720.00	720.00	
1004440	56700	UNIFORMS	104.55	150.00	150.00	150.00	150.00	
1004440	56910	REF/TEXTS	1,165.50	1,500.00	1,500.00	1,500.00	1,200.00	
1004440	56950	MTG/DUES	1,055.00	1,000.00	1,000.00	1,000.00	1,000.00	
1004440	57100	OFF.SUPPL.	147.31	200.00	200.00	200.00	200.00	
1004440	59900	MISC.	.00	.00	.00	.00	.00	
1004440	59940	FIRE PREV.	841.21	1,100.00	1,100.00	1,100.00	1,100.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1004440	60000	EMERG MGMT	328.80	800.00	800.00	.00	.00	
TOTAL FIRE MARSHAL/EMERGENCY			80,425.03	83,352.00	83,352.00	64,504.00	65,904.00	
1005120 TOWN HALL								
1005120	51200	PART TIME	15,830.41	12,000.00	12,000.00	12,000.00	9,000.00	
1005120	51304	F/T NAGE	123,620.47	149,843.00	149,843.00	149,339.00	149,339.00	
1005120	51400	OVERTIME	15,314.62	13,500.00	13,500.00	13,500.00	12,000.00	
1005120	53000	EQUIP. PURC	.00	.00	.00	.00	.00	
1005120	55000	REP/MAINT	16,638.93	17,000.00	17,000.00	17,000.00	17,000.00	
1005120	55100	MAIN/CLEAN	15,107.36	15,000.00	15,000.00	15,000.00	15,000.00	
1005120	55200	MILEAGE	219.75	200.00	200.00	1,800.00	200.00	
1005120	55300	H/C REPAIR	2,943.68	4,000.00	4,000.00	4,000.00	3,500.00	
1005120	55310	H/C CONTRA	1,450.00	2,900.00	2,900.00	2,900.00	2,900.00	
1005120	55500	LIGHT/POWE	35,829.93	36,500.00	36,500.00	36,000.00	36,500.00	
1005120	55600	ELEV. CONT.	2,179.86	2,163.00	2,163.00	2,163.00	2,304.00	
1005120	56200	TELEPHONE	18,877.10	3,360.00	3,360.00	3,360.00	6,240.00	
1005120	56205	CELL PHONE	1,625.19	1,300.00	1,300.00	1,300.00	1,300.00	
1005120	56500	FUEL/HEAT	27,000.24	16,000.00	16,000.00	20,000.00	20,000.00	
1005120	56750	WATER	1,830.11	2,000.00	2,000.00	2,000.00	2,000.00	
1005120	56760	SEWER USE	657.09	670.00	670.00	670.00	670.00	
1005120	57100	OFF. SUPPL.	244.25	150.00	150.00	300.00	150.00	
1005120	57400	PURC. MAJOR	.00	.00	.00	2,200.00	2,200.00	
1005120	59920	MISC TWNHL	6,972.91	.00	.00	.00	.00	
TOTAL TOWN HALL			286,341.90	276,586.00	276,586.00	283,532.00	280,303.00	
1005200 PARKS DEPARTMENT								
1005200	51304	F/T NAGE	56,964.72	58,157.00	58,157.00	70,294.00	70,294.00	
1005200	51400	OVERTIME	2,111.08	3,000.00	3,000.00	3,000.00	3,000.00	
1005200	53610	DYER CEMET	550.00	700.00	700.00	700.00	700.00	
1005200	55000	REP/MAINT	7,257.10	6,500.00	6,500.00	6,500.00	6,500.00	
1005200	55500	LIGHT/POWE	678.86	800.00	800.00	750.00	750.00	
1005200	56500	FUEL/HEAT	2,205.90	1,900.00	1,900.00	2,100.00	2,100.00	
1005200	56750	WATER	859.51	5,200.00	5,200.00	5,200.00	4,700.00	
1005200	56760	SEWER USE	320.00	355.00	355.00	355.00	355.00	
1005200	57400	EQUIP PURC	.00	.00	.00	5,000.00	4,000.00	
1005200	58310	FIELD MAIN	14,376.59	14,500.00	14,500.00	14,500.00	14,500.00	
TOTAL PARKS DEPARTMENT			85,323.76	91,112.00	91,112.00	108,399.00	106,899.00	
1005210 GENERAL HIGHWAY								
1005210	51000	F/T SALARI	1,671.43	72,000.00	72,000.00	72,000.00	72,000.00	

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TOWN OF CANTON  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2014	2015	2015	2016	2016	COMMENT
GENERAL FUND			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	
1005210	51110	SUPER.SAL.	82,292.62	86,000.00	86,000.00	86,000.00	86,000.00	
1005210	51200	PART TIME	15,743.76	26,080.00	26,080.00	24,100.00	28,874.00	
1005210	51304	F/T NAGE	421,276.75	432,791.00	432,791.00	434,338.00	434,338.00	
1005210	51400	OVERTIME	96,179.26	62,000.00	62,000.00	75,000.00	75,000.00	
1005210	51650	LONGEVITY	400.00	400.00	400.00	.00	.00	
1005210	53710	EQUIP.RENT	9,874.75	1,500.00	1,500.00	1,500.00	1,500.00	
1005210	54100	TIRES	5,621.40	5,500.00	5,500.00	5,225.00	5,225.00	
1005210	54200	VEHIC.FUEL	6,703.01	5,000.00	5,000.00	4,750.00	4,750.00	
1005210	54210	DIESEL FUE	61,808.44	40,000.00	40,000.00	45,000.00	45,000.00	
1005210	54220	OIL	2,521.21	3,800.00	3,800.00	3,800.00	3,800.00	
1005210	54230	TREE CARE	18,700.00	24,000.00	24,000.00	24,000.00	24,000.00	
1005210	54500	SNOW REMOV	233,756.27	123,843.00	123,843.00	155,998.00	155,998.00	
1005210	55000	REP/MAINT	39,271.01	45,000.00	45,000.00	45,000.00	45,000.00	
1005210	55020	RADIO MAIN	2,100.00	2,425.00	2,425.00	2,425.00	2,425.00	
1005210	55110	TN.MAINT.	15,397.73	15,500.00	15,500.00	16,000.00	16,000.00	
1005210	55120	CATCH BASI	.00	8,000.00	8,000.00	8,000.00	8,000.00	
1005210	55130	SWEEPING	4,945.02	5,000.00	5,000.00	5,000.00	5,000.00	
1005210	55140	ST.PAINT.	270.00	1,500.00	1,500.00	2,000.00	2,000.00	
1005210	55200	MILEAGE	.00	550.00	550.00	550.00	2,050.00	
1005210	55510	ROAD MAINT	30,048.91	33,000.00	33,000.00	35,000.00	34,000.00	
1005210	56100	POSTAGE	.00	200.00	200.00	200.00	200.00	
1005210	56205	CELL PHONE	1,200.00	2,080.00	2,080.00	2,080.00	2,160.00	
1005210	56340	CABLE/WEB	1,020.68	1,020.00	1,020.00	1,020.00	1,020.00	
1005210	56910	REF/TEXTS	.00	300.00	300.00	300.00	300.00	
1005210	56920	PLOW ROUTE	38,543.50	25,000.00	25,000.00	34,600.00	30,000.00	
1005210	56950	MTG/DUES	1,784.50	2,270.00	2,270.00	2,500.00	2,500.00	
1005210	57220	MAPPING	.00	800.00	800.00	800.00	800.00	
1005210	57400	PURC.MAJOR	.00	.00	.00	9,400.00	4,900.00	
TOTAL GENERAL HIGHWAY			1,091,130.25	1,025,559.00	1,025,559.00	1,096,586.00	1,092,840.00	
1005260	TOWN GARAGE							
1005260	55000	REP/MAINT	5,470.93	4,000.00	4,000.00	15,000.00	10,000.00	
1005260	55100	MAIN/CLEAN	436.80	400.00	400.00	400.00	400.00	
1005260	55500	LIGHT/POWE	4,517.17	4,500.00	4,500.00	4,500.00	4,500.00	
1005260	56500	FUEL/HEAT	10,273.26	7,800.00	7,800.00	7,800.00	7,800.00	
1005260	56700	UNIFORMS	13,224.85	12,500.00	12,500.00	9,963.00	9,963.00	
1005260	56720	MEALS	2,925.00	2,925.00	2,925.00	2,925.00	2,925.00	
1005260	56750	WATER	-9.77	800.00	800.00	800.00	800.00	
1005260	56760	SEWER USE	320.00	355.00	355.00	355.00	355.00	
1005260	56950	MTG/DUES	.00	.00	.00	.00	.00	
1005260	57100	OFF.SUPPL.	1,070.36	600.00	600.00	600.00	700.00	

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
TOTAL TOWN GARAGE	38,228.60	33,880.00	33,880.00	42,343.00	37,443.00	
1005270 GRANGE						
1005270 55000 REP/MAINT	200.00	1,000.00	1,000.00	2,000.00	2,000.00	
1005270 55100 MAIN/CLEAN	.00	.00	.00	.00	.00	
1005270 55500 LIGHT/POWE	.00	600.00	600.00	600.00	1,000.00	
1005270 56200 TELEPHONE	.00	480.00	480.00	480.00	480.00	
1005270 56500 FUEL/HEAT	.00	3,800.00	3,800.00	3,800.00	3,000.00	
TOTAL GRANGE	200.00	5,880.00	5,880.00	6,880.00	6,480.00	
1005290 TRANSFER STATION						
1005290 51200 PART TIME	.00	.00	.00	.00	.00	
1005290 51304 F/T NAGE	.00	.00	.00	.00	.00	
1005290 51650 LONGEVITY	.00	.00	.00	.00	.00	
1005290 55000 REP/MAINT	.00	.00	.00	.00	.00	
1005290 55500 LIGHT/POWE	.00	.00	.00	.00	.00	
1005290 56750 WATER	.00	.00	.00	.00	.00	
1005290 57100 OFF.SUPPL.	.00	.00	.00	.00	.00	
1005290 59900 MISC.	.00	.00	.00	.00	.00	
1005290 59920 PERMIT FEE	.00	.00	.00	.00	.00	
1005290 59960 HAULING	.00	.00	.00	.00	.00	
1005290 59970 TPNG XFR S	.00	.00	.00	.00	.00	
TOTAL TRANSFER STATION	.00	.00	.00	.00	.00	
1005470 UTILITIES						
1005470 55500 LIGHT/POWE	26,578.73	28,500.00	28,500.00	29,000.00	29,000.00	
1005470 56750 WATER	169,845.42	178,500.00	178,500.00	180,000.00	180,000.00	
TOTAL UTILITIES	196,424.15	207,000.00	207,000.00	209,000.00	209,000.00	
1005550 COMMUNITY CENTER						
1005550 55000 REP/MAINT	4,319.09	5,500.00	5,500.00	5,500.00	15,500.00	
1005550 55100 MAIN/CLEAN	11,581.75	20,000.00	20,000.00	20,000.00	10,000.00	
1005550 55200 MILEAGE	.00	.00	.00	.00	.00	
1005550 55300 H/C REPAIR	4,128.21	2,500.00	2,500.00	2,500.00	2,500.00	
1005550 55310 H/C CONTRA	2,037.25	3,240.00	3,240.00	3,240.00	3,240.00	

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TOWN OF CANTON  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1005550	55500	LIGHT/POWE	36,406.65	41,500.00	41,500.00	42,500.00	39,000.00	
1005550	55600	ELEV.CONT.	2,248.54	2,163.00	2,163.00	2,163.00	2,304.00	
1005550	56200	TELEPHONE	5,428.71	.00	.00	5,000.00	.00	
1005550	56500	FUEL/HEAT	21,505.20	20,000.00	20,000.00	20,000.00	20,000.00	
1005550	56750	WATER	2,945.42	3,500.00	3,500.00	3,500.00	3,500.00	
1005550	56760	SEWER USE	808.08	900.00	900.00	900.00	900.00	
1005550	57100	OFF.SUPPL.	.00	.00	.00	100.00	.00	
TOTAL COMMUNITY CENTER			91,408.90	99,303.00	99,303.00	105,403.00	96,944.00	
1006340 COMMUNITY AGENCIES								
1006340	53575	YSB	8,800.00	14,300.00	14,300.00	14,300.00	14,300.00	
1006340	53580	MEMOR.DAY	70.44	905.00	905.00	905.00	905.00	
1006340	53585	HEALTH DIS	51,500.00	52,015.00	52,015.00	53,339.00	53,339.00	
1006340	53595	FV VNA	17,971.00	19,625.00	19,625.00	19,625.00	19,625.00	
1006340	53600	HIST MUSEU	.00	1,000.00	1,000.00	1,000.00	1,000.00	
1006340	53605	CT MAIN ST	.00	750.00	750.00	750.00	750.00	
1006340	53615	SAM COLLIN	.00	.00	.00	.00	500.00	
1006340	53620	MEN.HEALTH	.00	720.00	720.00	720.00	720.00	
1006340	58520	WATERSHED	.00	1,029.00	1,029.00	1,029.00	1,029.00	
1006340	58530	NAT.CENTER	.00	1,500.00	1,500.00	1,500.00	1,500.00	
1006340	60011	INT.HOUSE	.00	1,000.00	1,000.00	1,000.00	1,000.00	
TOTAL COMMUNITY AGENCIES			78,341.44	92,844.00	92,844.00	94,168.00	94,668.00	
1006380 SENIOR/SOCIAL SERVICES								
1006380	51000	F/T SALARI	.00	.00	.00	.00	.00	
1006380	51110	SUPER.SAL.	52,340.82	52,217.00	52,217.00	52,217.00	52,217.00	
1006380	51200	PART TIME	22,662.65	39,267.00	39,267.00	40,445.00	40,445.00	
1006380	54420	DIAL-RIDE	46,779.10	49,361.00	49,361.00	59,736.00	51,384.00	
1006380	55200	MILEAGE	79.11	175.00	175.00	350.00	225.00	
1006380	55860	COPIER MAI	414.60	500.00	500.00	500.00	500.00	
1006380	56100	POSTAGE	1,583.13	1,600.00	1,600.00	1,600.00	1,600.00	
1006380	56205	CELL PHONE	399.96	480.00	480.00	480.00	480.00	
1006380	56720	MEALS	3,462.36	3,819.00	3,819.00	3,934.00	3,934.00	
1006380	56950	MTG/DUES	480.00	618.00	618.00	618.00	618.00	
1006380	57100	OFF.SUPPL.	355.12	800.00	800.00	800.00	800.00	
1006380	57200	PRINTING	1,579.03	2,450.00	2,450.00	2,300.00	1,800.00	
1006380	57600	COMP.SUPPL	143.98	200.00	200.00	455.00	455.00	
1006380	59030	SENIOR ACT	1,326.72	1,300.00	1,300.00	1,300.00	1,300.00	
1006380	59050	MEALS WHEE	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1006380	59100	GEN ASST	4,413.37	3,500.00	3,500.00	3,500.00	3,500.00	
1006380	60011	INT.HOUSE	.00	.00	.00	.00	.00	
TOTAL SENIOR/SOCIAL SERVICES			139,519.95	159,787.00	159,787.00	171,735.00	162,758.00	
1006450 PARK AND RECREATION								
1006450	51000	F/T SALARI	.00	28,370.00	28,370.00	28,370.00	28,370.00	
1006450	51110	SUPER.SAL.	40,501.80	49,712.00	49,712.00	56,000.00	56,000.00	
1006450	51150	P/T SEASON	45,911.92	44,597.00	44,597.00	47,917.00	44,917.00	
1006450	51200	PART TIME	17,007.68	.00	.00	.00	.00	
1006450	55100	MAIN/CLEAN	3,436.44	5,810.00	5,810.00	5,810.00	5,810.00	
1006450	55200	MILEAGE	117.15	100.00	100.00	300.00	300.00	
1006450	55500	LIGHT/POWE	7,017.65	7,000.00	7,000.00	7,000.00	7,000.00	
1006450	55800	REP/MAINT	8,713.56	13,400.00	13,400.00	11,600.00	11,600.00	
1006450	55860	COPIER CON	.00	.00	.00	.00	.00	
1006450	56100	POSTAGE	33.14	100.00	100.00	50.00	50.00	
1006450	56200	TELEPHONE	.00	120.00	120.00	100.00	100.00	
1006450	56340	CABLE/WEB	107.46	.00	.00	.00	.00	
1006450	56440	SPEC.EVENT	6,761.94	8,400.00	8,400.00	8,900.00	8,900.00	
1006450	56500	FUEL/HEAT	907.53	600.00	600.00	600.00	600.00	
1006450	56760	SEWER USE	2,389.22	2,400.00	2,400.00	3,400.00	3,400.00	
1006450	56950	MTG/DUES	826.63	1,500.00	1,500.00	2,805.00	2,805.00	
1006450	57100	OFF.SUPPL.	210.78	500.00	500.00	800.00	800.00	
1006450	58400	CHEMICALS	5,802.78	6,000.00	6,000.00	6,000.00	6,000.00	
1006450	58410	OPEN/CLOSE	16,181.65	15,000.00	15,000.00	15,000.00	15,000.00	
1006450	58420	POOL REPAI	2,892.89	4,000.00	4,000.00	4,000.00	3,500.00	
1006450	58430	MP WATER	15,284.90	15,500.00	15,500.00	15,500.00	15,500.00	
1006450	60040	COPIER LEA	889.83	883.00	883.00	883.00	883.00	
TOTAL PARK AND RECREATION			174,994.95	203,992.00	203,992.00	215,035.00	211,535.00	
1007065 BUILDING OFFICIAL								
1007065	51110	SUPER.SAL.	16,967.19	30,000.00	30,000.00	30,900.00	30,900.00	
1007065	51301	F/T HOURLY	24,456.33	24,185.00	24,185.00	24,354.00	24,354.00	
1007065	55200	MILEAGE	2,588.23	2,300.00	2,300.00	2,300.00	2,300.00	
1007065	56100	POSTAGE	164.10	300.00	300.00	300.00	300.00	
1007065	56205	CELL PHONE	.00	.00	.00	.00	.00	
1007065	56910	REF/TEXTS	.00	200.00	200.00	200.00	200.00	
1007065	56950	MTG/DUES	125.00	200.00	200.00	200.00	200.00	
1007065	57100	OFF.SUPPL.	198.67	200.00	200.00	200.00	200.00	
TOTAL BUILDING OFFICIAL			44,499.52	57,385.00	57,385.00	58,454.00	58,454.00	
1007410 TOWN PLANNER								
1007410	51000	F/T SALARI	68,354.91	68,079.00	68,079.00	68,000.00	62,079.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2014	2015	2015	2016	2016	COMMENT
GENERAL FUND			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	
1007410	51110	SUPER.SAL.	100,410.23	100,014.00	100,014.00	100,012.00	100,014.00	
1007410	51200	PART TIME	2,852.26	4,500.00	4,500.00	5,000.00	4,000.00	
1007410	51301	F/T HOURLY	39,578.18	42,934.00	42,934.00	42,934.00	42,934.00	
1007410	55200	MILEAGE	1,170.33	1,400.00	1,400.00	1,400.00	1,300.00	
1007410	55860	COPIER CON	1,852.18	2,700.00	2,700.00	2,700.00	2,400.00	
1007410	56000	MARKETING	4,597.15	27,950.00	27,950.00	31,650.00	24,900.00	
1007410	56100	POSTAGE	1,070.15	1,200.00	1,200.00	1,200.00	1,200.00	
1007410	56910	REF/TEXTS	570.75	300.00	300.00	300.00	300.00	
1007410	56950	MTG/DUES	2,271.00	3,345.00	3,345.00	3,556.00	3,556.00	
1007410	57100	OFF.SUPPL.	857.09	1,400.00	1,400.00	2,200.00	2,200.00	
1007410	57200	PRINTING	72.11	300.00	300.00	300.00	.00	
1007410	57220	MAPPING	3,800.00	3,650.00	3,650.00	4,050.00	4,050.00	
1007410	57500	ADVERTISIN	5,569.49	6,200.00	6,200.00	5,800.00	5,800.00	
1007410	57600	COMP.SUPPL	706.12	1,500.00	1,500.00	750.00	750.00	
1007410	60040	COPIER LEA	3,732.00	3,732.00	3,732.00	3,732.00	3,732.00	
TOTAL TOWN PLANNER			237,463.95	269,204.00	269,204.00	273,584.00	259,215.00	
1008130 INSURANCE								
1008130	52000	PRO.CASUL.	139,197.11	139,234.00	139,234.00	147,429.00	147,429.00	
1008130	52010	WORK.COMP.	155,740.53	113,832.00	113,832.00	117,212.00	117,212.00	
1008130	52030	UNEMPLOY.	472.75	7,500.00	7,500.00	7,500.00	7,500.00	
1008130	53560	REC.EXPENS	944.16	6,000.00	6,000.00	6,000.00	6,000.00	
TOTAL INSURANCE			296,354.55	266,566.00	266,566.00	278,141.00	278,141.00	
1009141 EMPLOYEE BENEFITS & INSURANCE								
1009141	51670	EE LEAVE L	42,960.33	.00	.00	.00	.00	
1009141	52110	LIFE INS.	9,017.44	10,000.00	10,000.00	10,000.00	10,000.00	
1009141	52120	MEDICAL IN	762,057.20	720,526.00	720,526.00	756,553.00	719,417.00	
1009141	52130	SEC125 ADM	1,055.60	1,500.00	1,500.00	1,500.00	1,500.00	
1009141	52140	LTD & ADD	7,639.10	8,200.00	8,200.00	8,200.00	8,200.00	
1009141	52145	HEART&HYPE	43,576.00	43,576.00	43,576.00	43,576.00	43,576.00	
1009141	52300	PENSION	759,956.18	837,688.00	837,688.00	819,063.00	819,063.00	
1009141	52400	F.I.C.A.	312,018.49	311,875.00	311,875.00	341,320.00	335,419.00	
1009141	56820	EAP	1,647.00	1,770.00	1,770.00	3,000.00	3,000.00	
TOTAL EMPLOYEE BENEFITS & IN			1,939,927.34	1,935,135.00	1,935,135.00	1,983,212.00	1,940,175.00	
1010320 LIBRARY								
1010320	51110	SUPER.SAL.	82,624.92	82,310.00	82,310.00	82,310.00	80,500.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
1010320	51200	PART TIME	177,269.66	187,360.00	187,360.00	195,035.00	195,035.00	
1010320	51300	F/T SALARY	193,919.62	194,359.00	194,359.00	186,150.00	186,150.00	
1010320	53110	COMP.HARD.	3,064.64	3,100.00	3,100.00	9,220.00	3,520.00	
1010320	53120	COMP.SOFT.	.00	970.00	970.00	970.00	970.00	
1010320	55200	MILEAGE	832.42	700.00	700.00	833.00	833.00	
1010320	55800	DEPT.MAINT	194.78	700.00	700.00	800.00	800.00	
1010320	55860	COPIER CON	381.53	700.00	700.00	700.00	700.00	
1010320	56100	POSTAGE	142.50	270.00	270.00	270.00	270.00	
1010320	56950	MTG/DUES	1,085.00	1,315.00	1,315.00	1,315.00	1,315.00	
1010320	57100	OFF.SUPPL.	4,982.64	5,000.00	5,000.00	5,100.00	5,100.00	
1010320	57310	ELECT.SERV	29,514.30	28,954.00	28,954.00	28,954.00	28,954.00	
1010320	57320	PUBLICATIO	69,584.75	73,034.00	73,034.00	76,034.00	76,034.00	
1010320	57600	COMP.SUPPL	1,464.94	1,200.00	1,200.00	1,465.00	1,465.00	
1010320	57800	TRAIN/EDUC	639.00	1,000.00	1,000.00	1,000.00	1,000.00	
1010320	59010	PROGRAMS	2,586.33	4,665.00	4,665.00	5,000.00	5,000.00	
1010320	60040	COPIER LEA	1,681.99	1,661.00	1,661.00	1,661.00	1,661.00	
TOTAL LIBRARY			569,969.02	587,298.00	587,298.00	596,817.00	589,307.00	
1011590 CIP/CAPITAL & NonRECURRING								
1011590	59150	CIP	1,111,747.00	910,353.00	951,944.34	2,749,200.00	1,180,500.00	
TOTAL CIP/CAPITAL & NonRECUR			1,111,747.00	910,353.00	951,944.34	2,749,200.00	1,180,500.00	
TOTAL GENERAL FUND			9,641,908.13	9,660,612.00	9,702,203.34	11,779,659.00	10,123,880.00	
GRAND TOTAL			9,641,908.13	9,660,612.00	9,702,203.34	11,779,659.00	10,123,880.00	

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TOWN OF CANTON  
 NEXT YEAR BUDGET COMPARISON REPORT

P 1  
 bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2014	2015	2015	2016	2016	
EMERGENCY SERVICES - FUND			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	COMMENT
<hr/>								
3704162	EMERGENCY SERVICES - FUND							
3704162	33415	FEMA GRANT	.00	.00	.00	.00	.00	
3704162	34000	BILLING	281,749.73	310,000.00	310,000.00	.00	310,000.00	
3704162	36100	INT CLASS	.00	.00	.00	.00	.00	
3704162	36102	INT-OTHER	152.64	.00	.00	.00	.00	
3704162	36600	MISC REVEN	.00	.00	.00	.00	.00	
3704162	39100	SUBSIDY GF	83,478.17	36,666.00	36,666.00	.00	42,691.00	
3704162	49002	CANCEL PY	.00	.00	.00	.00	.00	
TOTAL EMERGENCY SERVICES - F			365,380.54	346,666.00	346,666.00	.00	352,691.00	
TOTAL EMERGENCY SERVICES - F			365,380.54	346,666.00	346,666.00	.00	352,691.00	
GRAND TOTAL			365,380.54	346,666.00	346,666.00	.00	352,691.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: EMERGENCY SERVICES - FUND			2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT HEADS	2016 CAO	COMMENT
3704162 EMERGENCY SERVICES - FUND								
3704162	51200	STIPENDS	5,650.00	5,650.00	5,650.00	5,650.00	5,650.00	
3704162	51210	FIN.SERV.	9,924.64	11,150.00	11,150.00	11,150.00	11,150.00	
3704162	51220	PT ADMIN	.00	.00	.00	.00	.00	
3704162	51230	PAY / CALL	18,302.80	22,000.00	22,000.00	22,000.00	20,000.00	
3704162	52000	INS EMS	12,860.10	18,700.00	18,700.00	18,700.00	18,700.00	
3704162	52200	FR.BENEFIT	21,143.25	22,500.00	22,500.00	22,500.00	22,500.00	
3704162	52400	F.I.C.A.	2,591.62	3,100.00	3,100.00	3,100.00	3,100.00	
3704162	53000	EQUIP.PURC	19,422.93	11,000.00	11,000.00	11,000.00	11,000.00	
3704162	53100	COMP.EQUIP	1,380.87	2,500.00	2,500.00	2,500.00	1,000.00	
3704162	53400	BILL SRVCS	10,534.01	10,500.00	10,500.00	10,500.00	10,500.00	
3704162	53500	C-MED	7,496.73	7,814.00	7,814.00	7,814.00	8,226.00	
3704162	54200	VEHIC.FUEL	8,264.58	9,000.00	9,000.00	9,000.00	9,000.00	
3704162	55010	VEH.MAINT.	9,645.02	12,000.00	12,000.00	12,000.00	13,000.00	
3704162	55020	RADIO MAIN	.00	1,000.00	1,000.00	1,000.00	1,000.00	
3704162	55030	EQUIP.MAIN	484.50	1,000.00	1,000.00	1,000.00	1,000.00	
3704162	55100	MAIN/CLEAN	7,799.58	4,000.00	4,000.00	4,000.00	5,700.00	
3704162	55500	LIGHT/POWE	3,599.86	4,500.00	4,500.00	4,500.00	3,600.00	
3704162	55830	SOFT.SUPPO	3,377.62	3,700.00	3,700.00	3,700.00	3,150.00	
3704162	56200	TELEPHONE	1,802.14	1,200.00	1,200.00	1,200.00	500.00	
3704162	56205	CELL PHONE	1,267.85	2,000.00	2,000.00	2,000.00	1,000.00	
3704162	56340	CABLE/WEB	641.81	600.00	600.00	600.00	600.00	
3704162	56500	FUEL/HEAT	3,243.36	2,500.00	2,500.00	2,500.00	2,500.00	
3704162	56750	WATER	736.49	450.00	450.00	450.00	450.00	
3704162	56760	SEWER USE	283.85	352.00	352.00	415.00	415.00	
3704162	56800	FIRST AID	40,218.95	35,000.00	35,000.00	35,000.00	35,000.00	
3704162	56820	MED.DOCTOR	142.00	1,350.00	1,350.00	1,350.00	1,350.00	
3704162	57100	OFF.SUPPL.	534.93	600.00	600.00	600.00	600.00	
3704162	57550	RECRUITMNT	419.63	500.00	500.00	500.00	500.00	
3704162	57800	TRAIN/EDUC	10,105.85	11,000.00	11,000.00	11,000.00	11,000.00	
3704162	59100	DEPT.EXP.	161,558.68	138,000.00	138,000.00	138,000.00	148,000.00	
3704162	59980	RETENTION	980.95	3,000.00	3,000.00	3,000.00	2,500.00	
TOTAL EMERGENCY SERVICES - F			364,414.60	346,666.00	346,666.00	346,729.00	352,691.00	
TOTAL EMERGENCY SERVICES - F			364,414.60	346,666.00	346,666.00	346,729.00	352,691.00	
GRAND TOTAL			364,414.60	346,666.00	346,666.00	346,729.00	352,691.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2014	2015	2015	2016	2016	
WATER POLLUTION CONTROL AUTHOR			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	COMMENT
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2400000	WATER POLLUTION CONTROL AUTHOR							
2400000	33415	FEMA GRANT	.00	.00	.00	.00	.00	
2400000	36100	INT CLASS	94.19	.00	.00	.00	.00	
2400000	36600	MISC REVEN	.00	1,000.00	1,000.00	.00	.00	
2400000	39100	Trans In	25,000.00	.00	.00	.00	.00	
2400000	49002	CANCEL PY	.00	.00	.00	.00	.00	
TOTAL WATER POLLUTION CONTRO			25,094.19	1,000.00	1,000.00	.00	.00	
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2400031	WATER POLLUTION CONTROL AUTHOR							
2400031	34400	CUR USE RE	812,604.51	800,000.00	800,000.00	850,000.00	850,000.00	
2400031	34402	PRIOR USE	40,983.61	40,000.00	40,000.00	40,000.00	40,000.00	
2400031	34411	USE INTLIE	22,599.55	15,000.00	15,000.00	15,000.00	15,000.00	
2400031	34412	SEW PERMIT	500.00	.00	.00	.00	.00	
2400031	34414	FOG Fees	2,750.00	3,000.00	3,000.00	2,850.00	2,850.00	
2400031	39000	USE OF R/E	.00	.00	.00	.00	.00	
TOTAL WATER POLLUTION CONTRO			879,437.67	858,000.00	858,000.00	907,850.00	907,850.00	
TOTAL WATER POLLUTION CONTRO			904,531.86	859,000.00	859,000.00	907,850.00	907,850.00	
GRAND TOTAL			904,531.86	859,000.00	859,000.00	907,850.00	907,850.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2014	2015	2015	2016	2016	
WATER POLLUTION CONTROL AUTHOR			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	COMMENT
2400031	WATER POLLUTION CONTROL AUTHOR							
2400031	51110	SUPER.SAL.	168,519.57	167,923.00	167,923.00	173,611.00	173,611.00	
2400031	51200	PART TIME	3,387.20	1,000.00	1,000.00	1,000.00	1,000.00	
2400031	51210	FIN.SERV.	25,637.14	30,915.00	30,915.00	30,392.00	30,392.00	
2400031	51304	F/T NAGE	56,959.64	97,927.00	97,927.00	102,295.00	102,295.00	
2400031	51400	OVERTIME	8,266.81	9,503.00	9,503.00	11,981.00	11,981.00	
2400031	52000	PRO.CASUL.	6,693.79	7,000.00	7,000.00	7,866.00	7,866.00	
2400031	52200	FR.BENEFIT	85,584.79	115,070.00	115,070.00	96,191.00	96,191.00	
2400031	52220	LEGAL FEES	.00	2,500.00	2,500.00	2,500.00	2,500.00	
2400031	52400	F.I.C.A.	20,101.93	24,249.00	24,249.00	25,191.00	25,191.00	
2400031	53120	COMP PURCH	.00	.00	.00	.00	.00	
2400031	54200	VEHIC.FUEL	1,055.56	1,500.00	1,500.00	1,500.00	1,500.00	
2400031	55000	REP/MAINT	11,565.53	12,000.00	12,000.00	12,000.00	12,000.00	
2400031	55030	EQUIP.MAIN	3,106.23	3,500.00	3,500.00	3,500.00	3,500.00	
2400031	55100	MAIN/CLEAN	11,192.62	12,000.00	12,000.00	12,000.00	12,000.00	
2400031	55120	MANHOLE	.00	3,000.00	3,000.00	2,000.00	2,000.00	
2400031	55150	TOX. TESTS	7,847.20	10,000.00	10,000.00	10,000.00	10,000.00	
2400031	55160	LABORATORY	2,667.41	2,700.00	2,700.00	2,700.00	2,700.00	
2400031	55200	MILEAGE	476.83	500.00	500.00	500.00	500.00	
2400031	55500	LIGHT/POWE	66,102.39	75,000.00	75,000.00	75,000.00	75,000.00	
2400031	55830	SOFT.SUPPO	5,227.15	5,500.00	5,500.00	5,550.00	5,550.00	
2400031	56100	POSTAGE	1,148.78	2,000.00	2,000.00	1,500.00	1,500.00	
2400031	56200	TELEPHONE	1,971.25	2,500.00	2,500.00	2,500.00	2,500.00	
2400031	56205	CELL PHONE	1,114.78	1,680.00	1,680.00	1,750.00	1,750.00	
2400031	56500	FUEL/HEAT	7,009.99	15,000.00	15,000.00	15,000.00	15,000.00	
2400031	56700	UNIFORMS	2,218.60	3,400.00	3,400.00	3,400.00	3,400.00	
2400031	56750	WATER	333.06	500.00	500.00	500.00	500.00	
2400031	56760	SEWER USE	320.00	320.00	320.00	350.00	350.00	
2400031	56950	MTG/DUES	589.00	1,000.00	1,000.00	1,000.00	1,000.00	
2400031	57100	OFF.SUPPL.	1,289.66	2,500.00	2,500.00	2,500.00	2,500.00	
2400031	57400	PURC.MAJOR	52,462.88	30,000.00	30,000.00	30,000.00	30,000.00	
2400031	57430	LEASE/PURC	.00	.00	.00	.00	.00	
2400031	57500	ADVERTISIN	585.00	750.00	750.00	750.00	750.00	
2400031	58400	CHEMICALS	2,442.00	5,000.00	5,000.00	6,000.00	6,000.00	
2400031	58700	ENGINEERIN	24,435.46	20,000.00	20,000.00	20,000.00	20,000.00	
2400031	58701	PRJCT ENG	9,848.41	5,000.00	5,000.00	5,000.00	5,000.00	
2400031	58710	AUDITOR	4,100.00	4,500.00	4,500.00	4,500.00	4,500.00	
2400031	59100	DEPT.EXP.	.00	10,000.00	10,000.00	10,000.00	10,000.00	
2400031	59210	FARM.USE	44,750.13	36,600.00	36,600.00	39,250.00	39,250.00	
2400031	59220	NPDS PERM.	1,722.50	1,723.00	1,723.00	1,723.00	1,723.00	
2400031	59221	DEP PERMIT	.00	.00	.00	5,000.00	5,000.00	

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TOWN OF CANTON  
 NEXT YEAR BUDGET COMPARISON REPORT

P 2  
 bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2014	2015	2015	2016	2016	COMMENT
WATER POLLUTION CONTROL AUTHOR			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	
2400031	59230	FLUSHING	8,893.72	8,000.00	8,000.00	8,000.00	8,000.00	
2400031	59240	SLUDGE/GRI	57,826.15	60,240.00	60,240.00	53,200.00	53,200.00	
2400031	59250	NITROG CRD	21,395.00	30,000.00	30,000.00	30,000.00	30,000.00	
TOTAL WATER POLLUTION CONTRO			728,848.16	822,500.00	822,500.00	817,700.00	817,700.00	
TOTAL WATER POLLUTION CONTRO			728,848.16	822,500.00	822,500.00	817,700.00	817,700.00	
GRAND TOTAL			728,848.16	822,500.00	822,500.00	817,700.00	817,700.00	

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TOWN OF CANTON  
 NEXT YEAR BUDGET COMPARISON REPORT

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2014	2015	2015	2016	2016	
PARK & RECREATION REVENUE FUND			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	COMMENT
<hr/>								
2100000	PARK & RECREATION FUND							
2100000	34722	SWIM LESSO	24,209.50	23,000.00	23,000.00	23,000.00	23,000.00	
2100000	34742	CONCESSION	457.00	600.00	600.00	600.00	600.00	
2100000	34743	RESALE REV	.00	.00	.00	100.00	100.00	
2100000	34772	BROCHURES	2,060.00	2,000.00	2,000.00	2,000.00	2,000.00	
2100000	34782	PROG FEES	162,820.83	183,000.00	183,000.00	200,000.00	200,000.00	
2100000	36100	INT CLASS	8.89	.00	.00	.00	.00	
2100000	36500	DONATS/GIF	2,000.00	.00	.00	.00	.00	
TOTAL PARK & RECREATION FUND			191,556.22	208,600.00	208,600.00	225,700.00	225,700.00	
TOTAL PARK & RECREATION REVE			191,556.22	208,600.00	208,600.00	225,700.00	225,700.00	
GRAND TOTAL			191,556.22	208,600.00	208,600.00	225,700.00	225,700.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2014	2015	2015	2016	2016	COMMENT
PARK & RECREATION REVENUE FUND			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	
2100045 PARK & RECREATION REVENUE FUND								
2100045	51000	F/T SALARI	.00	8,321.00	8,321.00	8,321.00	8,321.00	
2100045	51110	SUPER.SAL.	8,745.81	10,000.00	10,000.00	10,000.00	10,000.00	
2100045	51150	P/T SEASON	55,162.75	51,694.00	51,694.00	72,428.00	72,623.00	
2100045	51200	PART TIME	16,292.86	.00	.00	.00	.00	
2100045	51210	FIN.SERV.	9,872.45	10,834.00	10,834.00	11,636.00	11,636.00	
2100045	52200	FR.BENEFIT	3,643.25	4,717.00	4,717.00	4,016.00	4,016.00	
2100045	52400	F.I.C.A.	6,890.65	6,110.00	6,110.00	7,702.00	7,702.00	
2100045	53120	COMP.SOFT.	.00	.00	.00	.00	.00	
2100045	55200	MILEAGE	120.91	150.00	150.00	150.00	150.00	
2100045	55800	DEPT.MAINT	8,035.53	.00	.00	.00	.00	
2100045	55830	SOFT.SUPPO	5,495.06	5,586.00	5,586.00	5,586.00	5,586.00	
2100045	56100	POSTAGE	.00	50.00	50.00	50.00	50.00	
2100045	56950	MTG/DUES	639.58	550.00	550.00	550.00	550.00	
2100045	57200	PRINTING	96.27	200.00	200.00	200.00	200.00	
2100045	57360	MATER/SUPP	590.26	2,500.00	2,500.00	2,500.00	2,500.00	
2100045	59010	PROGRAMS	78,595.61	100,000.00	100,000.00	95,000.00	95,000.00	
2100045	59020	SPEC.NEEDS	75.00	500.00	500.00	500.00	500.00	
2100045	59425	C CRD FEES	4,456.19	5,000.00	5,000.00	5,000.00	5,000.00	
2100045	59920	LIC FEE	330.00	340.00	340.00	340.00	340.00	
TOTAL PARK & RECREATION REVE			199,042.18	206,552.00	206,552.00	223,979.00	224,174.00	
TOTAL PARK & RECREATION REVE			199,042.18	206,552.00	206,552.00	223,979.00	224,174.00	
GRAND TOTAL			199,042.18	206,552.00	206,552.00	223,979.00	224,174.00	

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TOWN OF CANTON  
 NEXT YEAR BUDGET COMPARISON REPORT

P 1  
 bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2014	2015	2015	2016	2016	
DPW - TRANSFER STATION			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	COMMENT
<hr/>								
1300290	DPW -TRANSFER STATION							
1300290	34430	TRNSF STAT	219,745.50	225,000.00	225,000.00	202,500.00	202,500.00	
1300290	34440	CRRA REBAT	10,026.50	7,500.00	7,500.00	7,500.00	7,500.00	
1300290	34442	SCRAP METL	13,750.07	12,000.00	12,000.00	12,000.00	12,000.00	
1300290	34443	ORD223 FEE	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
1300290	36100	INT CLASS	3.89	.00	.00	.00	.00	
TOTAL DPW -TRANSFER STATION			245,525.96	246,500.00	246,500.00	224,000.00	224,000.00	
TOTAL DPW - TRANSFER STATION			245,525.96	246,500.00	246,500.00	224,000.00	224,000.00	
GRAND TOTAL			245,525.96	246,500.00	246,500.00	224,000.00	224,000.00	

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**TOWN OF CANTON  
 NEXT YEAR BUDGET COMPARISON REPORT**
**P 1**  
**bgnyrpts**
**PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET**
**FOR PERIOD 13**

ACCOUNTS FOR:			2014	2015	2015	2016	2016	COMMENT
DPW - TRANSFER STATION			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	
1300290	DPW -TRANSFER STATION							
1300290	51200	PART TIME	9,389.95	9,826.00	9,826.00	10,117.00	10,117.00	
1300290	51304	F/T NAGE	54,500.21	53,830.00	53,830.00	43,358.00	43,358.00	
1300290	51400	OVERTIME	472.63	500.00	500.00	500.00	500.00	
1300290	52400	F.I.C.A.	4,923.75	.00	.00	.00	.00	
1300290	55000	REP/MAINT	4,145.73	6,000.00	6,000.00	6,000.00	6,000.00	
1300290	55500	LIGHT/POWE	3,058.94	2,200.00	2,200.00	2,200.00	2,200.00	
1300290	56340	CABLE/WEB	1,153.84	1,067.00	1,067.00	1,067.00	1,067.00	
1300290	56750	WATER	169.28	300.00	300.00	300.00	300.00	
1300290	57100	OFF SUPPLY	.00	800.00	800.00	800.00	800.00	
1300290	59100	DEPT EXP	.00	.00	.00	.00	.00	
1300290	59150	CIP	.00	.00	.00	.00	10,000.00	
1300290	59425	C CRD FEES	349.26	450.00	450.00	450.00	450.00	
1300290	59920	PERMIT FEE	890.00	800.00	800.00	800.00	800.00	
1300290	59960	HAULING	42,860.00	52,500.00	52,500.00	50,000.00	46,000.00	
1300290	59970	TIPPING FE	96,892.50	106,062.50	106,062.50	105,500.00	102,000.00	
TOTAL DPW -TRANSFER STATION			218,806.09	234,335.50	234,335.50	221,092.00	223,592.00	
TOTAL DPW - TRANSFER STATION			218,806.09	234,335.50	234,335.50	221,092.00	223,592.00	
GRAND TOTAL			218,806.09	234,335.50	234,335.50	221,092.00	223,592.00	

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**TOWN OF CANTON**

**CAO PROPOSED**

**FISCAL YEAR 2015-2016 BUDGET**

**GENERAL GOVERNMENT**

1010	Board of Selectmen
1020	Chief Administrative Officer
1030	Elections
1050	Probate Court
1100	Town Counsel
1110	Town Clerk
1585	Contingency
1901	Information Technologies

## GENERAL GOVERNMENT      BOARD OF SELECTMEN – 1010

### EXPLANATION

Pursuant to the Town Charter, the Board of Selectmen is comprised of the First Selectman and four Selectmen who serve as the governing body of the Town. The Board of Selectmen sets policy and authorizes action on all matters pertaining to the Town's administration (except matters related to the Board of Education). The Board also appoints the Chief Administrative Officer, certain Department Heads and Town Counsel, approves ordinances, accepts public roads and improvements and accepts gifts on behalf of the Town and disposes of Town property.

### BUDGET CHANGES AND COMMENTARY

- First Selectman's Salary: The First Selectman's salary remains at \$15,000.
- Dues and Memberships: Regional Agencies that the Town is a member of. Funding for Sam Collins Day was transferred to Community Agencies

Organization	Description	FY13-14 Dues	FY 14-15 Dues	FY 15-16 Dues
Natural Gas Consortium (CRCOG)	Natural Gas Participation Fee	500	0	0
Capitol Region Conference of Governments (CRCOG)	Regional planning organization that services 29 municipalities within Greater Hartford Region	8,009	8,009	9,629
Capital Region Education Council (CREC)	Membership in cooperative purchasing program			
Connecticut Council of Small Towns (COST)	Statewide lobbying and collaborative organization focused upon small towns with a population of less than 30,000	925	925	925
Connecticut Conference of Municipalities (CCM)	Organization that provides assistance to CT municipalities	5,689	5,689	5,689
Solid Waste Authority	An organization of municipal representatives overseeing trash disposal alternatives	1,903	1,597	1,688
Other	Costs of attending various meetings and conferences	200	200	200
Sam Collins Day	Funds Booth at local Sam Collins Day event		500	

- Newsletter: Funds the postage, printing, folding and sealing expenses related to the production of the Canton Connection newsletter. The size of the newsletter has increases resulting in the cost increasing \$2,200. The cost of the newsletter is partially off-set by \$4,500 in revenues from advertisements purchased by local businesses.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
First Selectman	\$15,000	.4	.4	.4	

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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
 bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001010 BOARD OF SELECTMEN									
1001010	51120	SEL.SALARY	15,000.00	14,999.92	15,000.00	8,942.26	15,000.00	15,000.00	.0%
1001010	56950	MTG/DUES	20,268.89	20,960.20	20,970.00	16,771.65	16,920.00	18,131.00	7.2%
1001010	57200	PRINTING	843.21	2,070.01	1,143.40	1,063.50	1,100.00	1,100.00	.0%
1001010	57500	ADVERTISIN	576.48	1,515.92	411.77	790.55	1,000.00	1,000.00	.0%
1001010	59900	MISC.	2,239.49	816.93	650.00	500.00	.00	.00	.0%
1001010	60050	NEWSLETTER	10,816.38	12,159.45	7,133.22	3,085.22	9,000.00	11,200.00	24.4%
1001010	60060	PUB ACCESS	18.50	19.95	.00	.00	.00	.00	.0%
TOTAL BOARD OF SELECTMEN			49,762.95	52,542.38	45,308.39	31,153.18	43,020.00	46,431.00	7.9%
TOTAL GENERAL FUND			49,762.95	52,542.38	45,308.39	31,153.18	43,020.00	46,431.00	7.9%
GRAND TOTAL			49,762.95	52,542.38	45,308.39	31,153.18	43,020.00	46,431.00	7.9%

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## GENERAL GOVERNMENT

## CHIEF ADMINISTRATIVE OFFICER – 1020

### EXPLANATION

The Chief Administrative Officer (CAO), appointed by the Board of Selectmen, serves as the Town's CAO and is responsible for the overall management of all Town departments. Under the provisions of the Charter, the CAO serves as Personnel Director and Purchasing Agent. As such, the CAO is charged with executing and carrying out ordinances, resolutions, policies and actions voted by the Board of Selectmen or the Town Meeting, keeping the Board of Selectmen fully advised as to the Town's general and financial condition and recommending a preliminary Annual Budget to the Board of Selectmen.

### BUDGET CHANGES AND COMMENTARY

- Full Time Salary: This account pays the salary of the Executive Assistant
- Supervisor Salary: Amount represents CAO salary. CAO contract expires on July 6, 2017.
- Part Time: Includes cost of 25 hour a week CAO Clerk and cost of substitute Board of Selectmen Clerks.
- Postal Rental: Cost of renting the postage meter used by Town Hall staff.
- Mileage: Mileage includes \$2,400 mileage reimbursement for CAO pursuant to CAO's contract and reimbursement for other department personnel for use of private vehicle pursuant to IRS guidelines.
- Postage: Reflects cost of P.O. Box Permit fee and miscellaneous mailings.
- Medical Doctor: Provides funding for physicals and other testing required for new hires and mandatory drug and alcohol testing required to maintain commercial driver's licenses. Line item increased this year to fund mandatory hearing testing required by OSHA.
- Consultant: Pays for professional services including mandated DEEP storm water collection and analysis reporting, hydro licensing consultant, and engineering costs utilized by Public Works and the Land Use Department. This line item was reduced because the new Project Administrator is a licensed engineer and has been performing some application reviews for the Land Use Department.
- Office Supplies: Provides funds for the CAO, and paper for all departments.
- Postage Supplies: Amount reflects cost of various postage supplies
- Advertising: Utilized for all Town Hall job postings and bids. Reduced because less ads have been placed in the Hartford Courant which is very expensive.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Chief Administrative Officer (a)	125,955	1	1	1	
Executive Assistant	54,000	1	1	1	
CAO Clerk (.71 FTE)	23,875	.71	.71	.71	

(a) Salary is based on current contract which expires July 2017

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001020 CHIEF ADMINISTRATIVE OFFICER									
1001020	51000	F/T SALARI	136,851.12	134,614.96	121,481.90	31,977.18	54,000.00	54,000.00	.0%
1001020	51110	SUPER.SAL.	118,560.45	118,724.80	122,775.49	72,414.16	122,286.00	130,363.00	6.6%
1001020	51200	PART TIME	1,900.67	1,570.99	1,204.02	11,851.20	24,275.00	24,068.00	-.9%
1001020	51301	F/T HOURLY	17,243.75	16,777.92	16,084.66	1,827.63	.00	.00	.0%
1001020	53000	EQUIP.PURC	.00	.00	1,723.93	179.98	300.00	300.00	.0%
1001020	53700	POST.RENT.	1,889.28	1,790.76	1,790.76	895.38	1,800.00	1,800.00	.0%
1001020	55200	MILEAGE	3,001.92	2,895.85	2,899.13	24.15	2,550.00	2,500.00	-2.0%
1001020	56100	POSTAGE	1,179.98	917.13	1,329.56	259.03	900.00	900.00	.0%
1001020	56205	CELL PHONE	371.31	480.00	340.00	42.18	.00	.00	.0%
1001020	56820	MED.DOCTOR	1,032.00	1,298.00	3,270.00	3,125.00	1,300.00	2,390.00	83.8%
1001020	56910	REF/TEXTS	255.31	.00	.00	.00	300.00	300.00	.0%
1001020	56920	CONSULTANT	7,500.00	2,095.00	19,983.88	5,825.00	25,000.00	20,000.00	-20.0%
1001020	56950	MTG/DUES	1,511.17	1,815.10	1,404.63	1,246.29	1,678.00	1,765.00	5.2%
1001020	57100	OFF.SUPPL.	3,084.33	3,201.41	2,629.45	1,984.49	3,400.00	3,400.00	.0%
1001020	57105	POSTG SPLS	187.00	489.00	294.75	124.50	700.00	700.00	.0%
1001020	57500	ADVERTISIN	5,599.56	2,410.24	1,092.00	464.00	4,000.00	2,500.00	-37.5%
1001020	57600	COMP.SUPPL	232.98	315.43	73.13	.00	400.00	400.00	.0%
TOTAL CHIEF ADMINISTRATIVE O			300,400.83	289,396.59	298,377.29	132,240.17	242,889.00	245,386.00	1.0%
TOTAL GENERAL FUND			300,400.83	289,396.59	298,377.29	132,240.17	242,889.00	245,386.00	1.0%
GRAND TOTAL			300,400.83	289,396.59	298,377.29	132,240.17	242,889.00	245,386.00	1.0%

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## GENERAL GOVERNMENT

## ELECTIONS – 1030

### EXPLANATION

Pursuant to Connecticut General Statutes, the Registrar of Voters maintains records of all registered, inactive and moved electors. The Registrar of Voters also provide for (a) the maintenance and inspection of all Town voting machines; (b) holding special voter making sessions; (c) supervising the conduct of all Elections, Primaries, Special Referenda; and (d) annual mandated canvass that must be completed by May 31<sup>st</sup> of each year.

### BUDGET CHANGES AND COMMENTARY

- The budget provides for one general election, one primary and one referendum. Any additional election activity outside of those listed herein, including any election audit, may require supplemental appropriations.
- Registrar Stipend: Annual stipend of \$8,000 paid to the Registrars. Do to increased election responsibilities and comparison to other Registrars the stipend has been increased \$1,000 for each Registrar.
- Deputy Registrar Stipend: Provides funding in the amount of \$3,000 per Deputy Registrar for performance of duties during fiscal year. Payment will occur on a biweekly basis in accordance with other stipends paid by Town. Increased \$500 for each Deputy Registrar upon request of the Registrars.
- Repair/Maintenance: Cost of maintaining voting machines, including maintenance agreements on 3 tabulators, Voter Checklist annual contract and one new memory card and UPS power backup system.
- Mileage: Cost of reimbursing election staff for use of private vehicle to attend seminars, training, etc.; reimbursement is at the IRS rate.
- Postage: Provides for all other postage related needs. Postage increased due to prior year's usage and an increase in the cost of postage. The line item for Canvassing has been eliminated by merging with Postage.
- Meals: Meals provided to election workers on election days.
- Meetings/ Dues: Funds for association dues, meetings and conventions. State law requires attendance at meetings to satisfy a 10 hour training requirement.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Registrars (2PT)	7,000	7,000	7,000	8,000	
Deputy Registrar (2PT)	6,000	5,000	6,000	6,000	
Election Workers (PT-various)	3,500	3,500	3,500	3,500	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001030 ELECTIONS									
1001030	51130	REGIST.SAL	10,000.00	10,000.12	14,076.88	8,346.13	14,000.00	16,000.00	14.3%
1001030	51140	DEPUTY SAL	5,000.00	4,999.80	4,999.80	2,980.65	5,000.00	6,000.00	20.0%
1001030	52020	ELECT.WRKS	2,333.50	4,014.00	1,728.50	1,646.00	3,500.00	3,500.00	.0%
1001030	55000	MC CODING	.00	.00	90.00	1,199.00	1,174.00	1,200.00	2.2%
1001030	55200	MILEAGE	197.03	161.45	135.60	134.40	300.00	300.00	.0%
1001030	56090	CANVASSING	105.00	65.00	65.00	.00	125.00	.00	-100.0%
1001030	56100	POSTAGE	427.90	612.52	421.77	167.11	650.00	625.00	-3.8%
1001030	56720	MEALS	304.90	666.09	298.53	251.22	500.00	500.00	.0%
1001030	56950	MTG/DUES	1,020.00	1,070.00	1,025.00	660.00	1,300.00	1,300.00	.0%
1001030	57100	OFF.SUPPL.	14.40	779.71	194.74	95.00	300.00	300.00	.0%
TOTAL ELECTIONS			19,402.73	22,368.69	23,035.82	15,479.51	26,849.00	29,725.00	10.7%
TOTAL GENERAL FUND			19,402.73	22,368.69	23,035.82	15,479.51	26,849.00	29,725.00	10.7%
GRAND TOTAL			19,402.73	22,368.69	23,035.82	15,479.51	26,849.00	29,725.00	10.7%

\*\* END OF REPORT - Generated by Amy OToole \*\*

**GENERAL GOVERNMENT****PROBATE COURT – 1050****EXPLANATION**

In accordance with Connecticut General Statutes, the Probate Court provides for the legal matters within its purview for Farmington Valley residents. Pursuant to recent legislation, the Probate Court was regionalized on January 1, 2011. The regional court consists of the Towns of Avon, Canton, Granby and Simsbury and is located in the Simsbury Town Hall. The fee is based on the cost of maintaining the regional Probate Court for the next fiscal year. The proportional costs are based on the population of each of the towns.

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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
 bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001050	PROBATE COURT							
1001050	59100 DEPT.EXP.	1,792.00	2,439.00	2,627.00	2,719.00	2,719.00	2,801.00	3.0%
	TOTAL PROBATE COURT	1,792.00	2,439.00	2,627.00	2,719.00	2,719.00	2,801.00	3.0%
	TOTAL GENERAL FUND	1,792.00	2,439.00	2,627.00	2,719.00	2,719.00	2,801.00	3.0%
	GRAND TOTAL	1,792.00	2,439.00	2,627.00	2,719.00	2,719.00	2,801.00	3.0%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## GENERAL GOVERNMENT

## TOWN COUNSEL – 1100

### EXPLANATION

The Town Counsel, appointed by the Board of Selectmen, serves as the legal advisor to the Board, Chief Administrative Officer and all Commissions, Boards, Departments and Offices of the Town. The Town Counsel represents the Town in any action or proceeding in which the Town or any commission, Board, Department or office is a party or has an interest; and in all litigation including but not limited to appeals from the decisions of regulatory boards and commissions, suits for the enforcement of zoning regulations, foreclosures, payment of tax liens, and defense of the Town in damage suits.

### BUDGET CHANGES AND COMMENTARY

- Retainer: In December 2011, the Board of Selectmen retained the services of Murtha Cullina LLP through an hourly retainer agreement to represent the town on labor and employment issues. Also in December 2011, the Board of Selectmen retained Halloran & Sage through an hourly retainer agreement for all other legal matters. The hourly rate for Murtha Cullina LLP is \$230 and the hourly rate for Halloran & Sage is \$175 for general counsel and \$185 for land use issues. It is anticipated these services will be competitively bid in November 2015.
- The budget has been divided into three categories; General, Labor and Land Use.
- Reduced based on Trend. The Police and Dispatch Union contract negotiations will begin in the spring of 2016.

ACCOUNT #	ACCOUNT TITLE	FY 2014-2015 Requested	FY 2015-2016 Requested
1001100 52160	General	35,000	32,000
1001100 52170	Labor	20,000	20,000
1001100 52210	Land Use	25,000	22,000
	<b>GRAND TOTAL</b>	80,000	74,000

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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001100 TOWN COUNSEL									
1001100	52160	GENERAL	30,985.45	30,489.74	28,553.04	13,402.58	35,000.00	32,000.00	-8.6%
1001100	52170	LABOR	10,805.69	35,580.31	15,124.15	3,644.00	20,000.00	20,000.00	.0%
1001100	52210	LAND USE	16,614.00	10,996.12	16,308.38	19,128.67	25,000.00	22,000.00	-12.0%
TOTAL TOWN COUNSEL			58,405.14	77,066.17	59,985.57	36,175.25	80,000.00	74,000.00	-7.5%
TOTAL GENERAL FUND			58,405.14	77,066.17	59,985.57	36,175.25	80,000.00	74,000.00	-7.5%
GRAND TOTAL			58,405.14	77,066.17	59,985.57	36,175.25	80,000.00	74,000.00	-7.5%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## GENERAL GOVERNMENT      TOWN CLERK - 1110

### EXPLANATION

The office of the Town Clerk operates in accordance with the Connecticut General Statutes, Town Charter and Code of Ordinances. The Office interacts with State of Connecticut departments and agencies, records documents, maintains and preserves permanent and historical records and responds to inquiries from the public. The Town Clerk, responsible for the preparation and conduct of elections in cooperation with the Registrar of Voters, also issues various licenses and permits and acts as Registrar of Vital Statistics. Town Clerk also maintains the Town's social media communications on the town web page, Facebook and Twitter and assists in communications during times of emergency.

### BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Salary for Town Clerk
- Part-Time: Reflects amount paid to the Assistant Town Clerk and temporary assistance during busy periods or during vacancies by staff.
- Full Time Hourly: This line item is no longer utilized because the hours of the prior full time combined position of Assistant Town Clerk/Assessor Clerk has been reduced to just a part-time Assistant Town Clerk position.
- Copier Contract: Cost of maintenance and toner for new copier machine.
- Vital Statistics: Funds utilized to maintain vital statistics; increased due to the purchase of new binders every other year.
- Postage: Funds utilized to pay the postage for absentee ballots, return of land record documents and other miscellaneous items.
- Meetings/Dues: Includes cost of attending fall and spring Town Clerk Conferences and membership in the Hartford County Town Clerk Association, Ct. Town Clerk Association and the International Institute of Municipal Clerks.
- Cell Phone: Town Clerk also functions as the town's information officer during special and emergency events. As part of this process she frequently utilizes her cell phone when she is out of the office.
- Printing: Amount reflects the cost of election supplies including ballots and coding the election machines. Sufficient funds are budgeted to purchase ballots for 88% of eligible voters.
- Advertising: Cost of posting legal notices for town meetings, elections and conventions.
- Indexing: Reflects costs of Contractual monthly service fee (14,580); Audit fee (2,000); Dog system annual fee (200); Film storage (600); General code (1,200).

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Town Clerk	61,243	1	1	1	
Assistant Town Clerk (PT)	29,485	.71	.71	.71	
Seasonal Clerk (PT)	316	28 hours	28 hours	28 hours	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001110	TOWN CLERK								
1001110	51110	SUPER.SAL.	59,626.11	59,695.42	61,484.52	36,266.16	61,243.00	61,243.00	.0%
1001110	51200	PART TIME	247.52	.00	297.00	10,322.19	307.00	29,971.00	9662.5%
1001110	51301	FT HOURLY	27,825.56	28,929.62	29,875.74	7,793.11	29,485.00	.00	-100.0%
1001110	51400	OVERTIME	.00	.00	181.44	.00	250.00	.00	-100.0%
1001110	55200	MILEAGE	32.19	194.63	237.17	95.76	300.00	275.00	-8.3%
1001110	55860	COPIER CON	711.13	311.26	247.10	149.98	525.00	525.00	.0%
1001110	55950	VITAL STAT	690.26	350.00	493.38	34.00	250.00	700.00	180.0%
1001110	56100	POSTAGE	1,018.71	1,583.69	970.66	693.61	1,272.00	1,272.00	.0%
1001110	56205	CELL PHONE	.00	.00	480.00	240.00	480.00	480.00	.0%
1001110	56950	MTG/DUES	703.18	882.30	906.96	360.56	785.00	735.00	-6.4%
1001110	57100	OFF.SUPPL.	925.86	1,028.70	1,090.54	504.53	1,140.00	1,040.00	-8.8%
1001110	57200	BALLOTS	4,819.22	7,026.17	2,717.29	4,886.66	6,400.00	6,400.00	.0%
1001110	57500	ADVERTISIN	1,441.19	581.48	847.08	171.84	950.00	950.00	.0%
1001110	57600	COMP.SUPPL	549.19	523.38	661.75	158.78	720.00	720.00	.0%
1001110	57700	PHOTO/BIND	343.57	174.00	311.44	.00	350.00	350.00	.0%
1001110	57900	MICRO/INDE	16,601.24	16,361.99	18,011.85	16,573.67	18,604.00	18,580.00	-.1%
1001110	60040	COPY LEASE	447.17	882.48	882.48	441.24	900.00	900.00	.0%
	TOTAL TOWN CLERK		115,982.10	118,525.12	119,696.40	78,692.09	123,961.00	124,141.00	.1%
	TOTAL GENERAL FUND		115,982.10	118,525.12	119,696.40	78,692.09	123,961.00	124,141.00	.1%
	GRAND TOTAL		115,982.10	118,525.12	119,696.40	78,692.09	123,961.00	124,141.00	.1%

\*\* END OF REPORT - Generated by Amy OToole \*\*

**GENERAL GOVERNMENT****CONTINGENCY – 1585****EXPLANATION**

This program provides the budgetary flexibility for wage/salary increases that have not yet been awarded. An amount equal to 2.75% of the Non-Union Full-time employee's wages has been budgeted.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001585	CONTINGENCY							
1001585	59914							
	WAGE INC	.00	.00	.00	.00	45,000.00	122,038.00	171.2%
1001585	59916							
	WAGE ADJ	.00	.00	.00	.00	30,798.00	.00	-100.0%
	TOTAL CONTINGENCY	.00	.00	.00	.00	75,798.00	122,038.00	61.0%
	TOTAL GENERAL FUND	.00	.00	.00	.00	75,798.00	122,038.00	61.0%
	GRAND TOTAL	.00	.00	.00	.00	75,798.00	122,038.00	61.0%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **GENERAL GOVERNMENT**

## **INFORMATION TECHNOLOGIES – 1901**

### **EXPLANATION**

The Information Technologies program provides for the management, acquisition, maintenance, operation, planning for and security of information technology systems utilized by Town Departments. In 2010, the Board of Selectmen appointed the Temporary Information Technology Advisory Committee. The Committee recommended that the Town install a fiber optic line between all municipal buildings including the schools and install a new phone system. The improvements will decrease the future cost of phone service and provide high speed connectivity between buildings. Through a competitive bidding process Verizon was chosen for the improvements. The improvements will be paid for over a five (5) year period. The VOIP/WAN account has been increased to pay the lease costs. These additional costs have been off-set by corresponding reductions or elimination of phone costs in individual departments since most phone lines are being paid through the Verizon VOIP program. The Town replaces computers on a six year rotational basis.

The Town currently provides for its Information Technology services through a consultant who works on average 12 hours per week and 10 hours per week provided by the Technical Support Specialist which is part of full time position that is shared with the Library.

Most Departments' technology requirements have been merged into the Information Technology Department. Some specialized software, such as the Police NexGen system or the Tax Collectors Quality Data, remains in the Department's budget.

### **BUDGET CHANGES AND COMMENTARY**

- F/T Salary: Cost of Technical Support Specialist position which is a shared employee with the Canton Library.
- Computer Equipment Purchase: Funds expenses associated with the acquisition of hardware including computers, printers, modems and switches for all Town Departments. Computers are replaced on a six year rotational basis.
- Computer Software Support: Funds expenses associated with items necessary to support software within Town Hall including anti spam and certain licensing requirements.
- Computer Hardware Support: This line item funds long term warranties for Town servers and repair of other equipment.
- Cable/ Web: Funds expenses associated with internet connectivity, website maintenance and website development.
- Consultant: Funds IT Server consultant at \$70 per hour for 12 hours per week.
- VOIP/WAN – Funds the cost of the five year lease payments for the Verizon fiber optic / VOIP phone program. This is partially offset by reductions in phone costs in individual departments.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001901	INFORMATION TECHNOLOGIES							
1001901	51300	F/T SALARY	.00	.00	5,801.33	14,600.00	14,500.00	-.7%
1001901	53100	COMP.EQUIP	5,737.16	5,493.43	11,442.61	7,400.79	16,000.00	-.6%
1001901	53120	SOFT.PURCH	295.25	1,176.80	664.09	870.75	1,000.00	66.7%
1001901	55200	MILEAGE	.00	.00	.00	83.77	200.00	.0%
1001901	55830	SOFT.SPPRT	3,814.27	1,628.37	1,476.35	1,630.40	2,395.00	80.8%
1001901	55840	HARD.SUPP.	6,171.24	.00	79.99	.00	2,200.00	.0%
1001901	56340	CABLE/WEB	5,527.41	5,698.34	6,763.87	5,613.73	9,495.00	-26.3%
1001901	56920	CONSULTANT	18,658.87	31,383.23	31,027.51	50,482.50	25,400.00	72.0%
1001901	60030	VOIP/WAN	.00	16,345.93	4,544.22	3,041.29	34,546.00	.0%
	TOTAL INFORMATION TECHNOLOGI	40,204.20	61,726.10	55,998.64	74,924.56	103,126.00	123,456.00	19.7%
	TOTAL GENERAL FUND	40,204.20	61,726.10	55,998.64	74,924.56	103,126.00	123,456.00	19.7%
	GRAND TOTAL	40,204.20	61,726.10	55,998.64	74,924.56	103,126.00	123,456.00	19.7%

\*\* END OF REPORT - Generated by Amy OToole \*\*

# TOWN OF CANTON

## CAO PROPOSED FISCAL YEAR 2015-2016 BUDGET

### FINANCE

2060	Assessment
2070	Board of Assessment Appeals
2080	Tax Collector
2090	Finance Officer

## FINANCE ASSESSMENT – 2060

### EXPLANATION

The primary duty of the Assessor is to determine the value of all taxable and tax exempt Real Estate and Personal Property for the purpose of equitable tax distribution throughout the Town of Canton. The Grand List consists of real estate parcels, commercial personal property accounts and taxable motor vehicles. Real Estate property is assessed at 70% of a base year of value established on the October 1, 2013 revaluation. Commercial Personal Property and Motor Vehicles are assessed at 70% annually. The office is also responsible for assisting special service programs by annually updating elderly, blind, special assessment adjustments for veterans and disabled exemptions for Canton taxpayers. The Town of Canton receives the services of Assessor through an Assessment Services Agreement with the Town of Avon. The cost of revaluation required by statute every five (5) years is located in the Board of Finance budget. The Board of Assessment Appeals budget section has been combined with the Assessment Department. During the current fiscal year the Assessment Department changed its computer-assisted mass appraisal (CAMA) software to Quality Data Services (QDS) to be more compatible with the QDS software utilized by the Tax Collector.

### BUDGET CHANGES AND COMMENTARY

- Part-Time hourly: Funds used to compensate meeting clerks for the Board of Assessment Appeals meetings.
- Full -Time Hourly: Cost of compensating the Assessment Technician. This has been reduced because the Assessment Clerk position has been eliminated.
- Mileage: Based on IRS rate. Amount was increased based on trend.
- Software Support: Reflects costs of web hosting, CAMA Maintenance and Data Conversion. Line item increased because of the additional cost of the QDS software.
- Postage: Reduced based on trend.
- Consultant: Costs reflects the contract with Town of Avon for assessment services including Town Assessor and Assessment staff. The consultant costs increased 2.5%. The reduction is a result of the cost of storing data on Avon's servers (\$1,800) has been eliminated since this will no longer be necessary under the new QDS software conversion.
- Office Supplies: Includes cost of special paper for street cards and general office supplies. Reduced based on trend.
- Mapping: Cost of producing the Assessor's maps and updating the GIS maps. The cost of the GIS program is funded through the Assessor Department and the Land Use Department. The Assessor funds the cost of updates to the GIS maps and the Land Use Department funds the cost of hosting the GIS system on a third party website which makes it more "user friendly" and available to the public.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Assessor (Independent Contractor – PT (a))	55,484				
Assessment Technician	46,412	1	1	1	
Assessment Clerk (PT-10 hrs) (b)		.29	0	0	

(a) The amount listed does not represent a salary; it does represent the amount of payment made for professional services rendered by an independent contractor.

(b) Position was eliminated during the 2014/2015 fiscal year.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1002060	ASSESSMENT							
1002060	51200							
	PART TIME	.00	2,077.85	.00	.00	300.00	300.00	.0%
1002060	51301	62,508.79	59,136.18	58,136.51	30,983.08	58,208.00	46,412.00	-20.3%
1002060	55200	1,116.66	1,025.62	1,091.12	508.58	1,120.00	1,120.00	.0%
1002060	55830	6,950.00	6,900.00	6,950.00	7,000.00	7,000.00	9,500.00	35.7%
1002060	56100	892.81	900.60	918.83	59.87	1,125.00	1,035.00	-8.0%
1002060	56910	431.95	444.95	444.95	.00	500.00	500.00	.0%
1002060	56920	52,068.00	53,364.00	54,564.00	29,766.00	55,932.00	55,488.00	-.8%
1002060	56950	100.00	.00	.00	.00	100.00	100.00	.0%
1002060	57100	493.66	839.51	444.50	245.24	700.00	600.00	-14.3%
1002060	57200	710.00	542.00	295.55	425.43	650.00	650.00	.0%
1002060	57210	502.00	600.00	569.00	75.00	600.00	600.00	.0%
1002060	57220	1,500.00	58.24	2,400.00	3,200.00	3,200.00	3,200.00	.0%
1002060	57500	.00	.00	.00	.00	100.00	.00	-100.0%
1002060	57600	186.56	681.43	487.50	339.60	400.00	400.00	.0%
	TOTAL ASSESSMENT	127,460.43	126,570.38	126,301.96	72,602.80	129,935.00	119,905.00	-7.7%
	TOTAL GENERAL FUND	127,460.43	126,570.38	126,301.96	72,602.80	129,935.00	119,905.00	-7.7%
	GRAND TOTAL	127,460.43	126,570.38	126,301.96	72,602.80	129,935.00	119,905.00	-7.7%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## FINANCE TAX COLLECTOR - 2080

### EXPLANATION

The office of the Tax Collector operates in accordance with the Connecticut General Statutes (§12-130 et seq.) to collect, process and deposit property taxes. This office is the central repository of revenue for all Town Departments and is also responsible for the collection of parking violation fines and other assessments. The Collector must enforce payment of delinquent taxes as required by Connecticut General Statutes, using recommended collection methods. The office maintains accurate collection records and controls, secures the maximum collection of revenue due the Town and safeguards the collected revenues.

### BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Salary for Tax Collector.
- Part-Time: 16 hours a week Tax Clerk position. There are additional hours for covering while the Tax Collector is on vacation, etc. and during tax payment periods in July and January. The line item will also compensate temporary assistance in the absence of the Tax Clerk.
- Collection Services: Cost of DMV software which allows the Tax Collector to research DMV databases to locate delinquent taxpayers. The cost is approximately \$6 per hour of utilization.
- State Fees: The state used to charge municipalities for Delinquent Motor Vehicle Tax Collection service from the Connecticut Department of Motor Vehicles. According to the Tax Collector this will no longer be charged to the municipalities.
- Mileage: Reimbursement for use of personal vehicle pursuant to IRS regulations.
- Postage: Funds utilized to mail tax bills and delinquent notices.
- Meetings/Dues: Amount reflects membership costs in regional Tax Collector Associations, seminars and tuition reimbursement for the Tax Collector. Amount reduced based on trend.
- Business Forms: Funds utilized to print, fold and process tax bills. Amount reduced based on prior usage. Efficiencies in how bills are printed has resulted in this line item being decreased.
- Advertising: Cost of statutorily required legal ads.
- Computer Supplies: Cost of toner for printer.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Tax Collector (a)	57,125	1	1	1	
Assistant Clerk (b)	18,102	.4	.48	.48	

(a) 90% is derived from Tax (51,413); 10% is derived from WPCA (5,712); amount indicated is 100%

(b) The WPCA covers 10% of the Assistant Clerk position (2,011).

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1002080	TAX COLLECTOR							
1002080	51110	SUPER.SAL.	50,104.43	50,158.54	51,620.85	30,445.14	51,413.00	51,413.00 .0%
1002080	51200	PART TIME	.00	12,417.17	20,085.34	12,238.93	21,553.00	18,102.00 -16.0%
1002080	51301	F/T HOURLY	20,742.92	9,574.93	.00	.00	.00	.00 .0%
1002080	52100	BONDS	403.00	184.00	284.00	284.00	403.00	284.00 -29.5%
1002080	53400	COLL.SERV.	250.00	250.00	250.00	250.00	250.00	250.00 .0%
1002080	53401	STATE FEES	2,353.16	2,362.44	2,469.71	2,475.27	2,476.00	.00 -100.0%
1002080	55200	MILEAGE	127.65	514.57	438.28	.00	460.00	460.00 .0%
1002080	56100	POSTAGE	8,168.78	8,277.07	3,027.29	6,076.67	7,467.00	8,250.00 10.5%
1002080	56950	MTG/DUES	388.00	911.00	976.00	550.00	1,400.00	1,250.00 -10.7%
1002080	57100	OFF.SUPPL.	926.29	102.03	699.15	83.12	638.00	638.00 .0%
1002080	57110	BUS.FORMS	315.00	3,404.25	4,606.72	431.85	4,000.00	3,200.00 -20.0%
1002080	57120	BIND.BOOKS	.00	.00	232.00	.00	496.00	406.00 -18.1%
1002080	57500	ADVERTISIN	280.73	93.03	357.19	158.82	360.00	350.00 -2.8%
1002080	57600	COMP.SUPPL	.00	25.98	35.07	.00	300.00	600.00 100.0%
	TOTAL TAX COLLECTOR	84,059.96	88,275.01	85,081.60	52,993.80	91,216.00	85,203.00	-6.6%
	TOTAL GENERAL FUND	84,059.96	88,275.01	85,081.60	52,993.80	91,216.00	85,203.00	-6.6%
	GRAND TOTAL	84,059.96	88,275.01	85,081.60	52,993.80	91,216.00	85,203.00	-6.6%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## FINANCE FINANCE OFFICER / TREASURER - 2090

### EXPLANATION

Under the policy direction of the Board of Finance and administrative supervision of the Chief Administrative Officer, the Finance Officer/Treasurer has the responsibility of administering the Town's finances and accounting for all Town funds. The Finance Officer oversees aspects of the Town's Employee Benefits program and the Town's investments, and is involved in Revenue and Cash Management and Debt Management. The Finance Officer also helps develop and administer the Town's Budget.

### BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Compensation for the Finance Officer/Treasurer.
- Full-Time Salary: This line item funds the Accountant position. The Accountant position is shared 50/50 with the Board of Education.
- Part-Time Salary: This line item funds the part-time Accounting Clerk position that assists the Accountant with the Accountant's clerical responsibilities and the Finance Clerk that performs payroll functions.
- Full-Time Hourly: Represents wages for the Financial Assistant Position.
- Overtime: Additional hours are necessary to meet the demands of year-end closing, audit and processing of W-2s. Amount reduced because the current Financial Assistant is utilizing less over-time.
- Computer Software: Annual cost of the maintenance agreement for the MUNIS Financial software and Quality Data Tax Department software; amount represents a 4.1% increase for this year.
- Copier Contract: The budgeted amount is for maintenance of the copier machine.
- Mileage: Reimbursement for use of personal vehicle pursuant to IRS regulations.
- Postage: Cost of mailing notices and bills in addition to bulk mail permit.
- Meetings/Dues: This includes training costs, CPA licensing, conferences and membership dues for the Government Finance Officers Association.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Finance Officer/Treasurer (a)	89,579	1	1	1	
Accountant (a) (c)	55,627	1	1	1	
Financial Assistant (a)	42,985	1	1	1	
Finance Clerk (b)	19,130	.57	.54	.54	
Accounting Clerk	19,855	.50	.50	.50	

a) Portions funded as follows: 10% WPCA special revenue fund; 5% EMS Special Revenue Fund; 5% Recreation Special Revenue Fund.

b) Amount indicated is 19 hours utilized by the Finance Department.

c) 50% Funded by the Board of Education.

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**TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON**
**P 1  
bgnyrpts**
**PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET**
**FOR PERIOD 13**
**ACCOUNTS FOR:**

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1002090	FINANCE OFFICER							
1002090	51000 F/T SALARI	48,790.80	16,218.26	16,335.08	13,091.82	16,688.00	16,688.00	.0%
1002090	51110 SUPER.SAL.	69,838.86	69,913.91	69,200.11	42,436.56	71,664.00	71,664.00	.0%
1002090	51200 PART TIME	.00	13,845.00	24,836.70	21,948.40	37,885.00	39,015.00	3.0%
1002090	51301 F/T HOURLY	54,688.42	54,488.82	44,917.47	20,363.19	35,072.00	34,388.00	-2.0%
1002090	51400 OVERTIME	3,047.20	4,306.47	2,235.17	.00	3,732.00	2,000.00	-46.4%
1002090	55200 MILEAGE	500.87	465.50	809.78	350.00	775.00	775.00	.0%
1002090	55830 SOFT.SUPPO	26,178.51	27,198.70	28,267.15	29,608.99	29,625.00	30,825.00	4.1%
1002090	55860 COPIER CON	578.55	473.91	116.14	300.00	600.00	420.00	-30.0%
1002090	56100 POSTAGE	1,853.69	2,013.40	1,763.87	822.32	1,900.00	1,900.00	.0%
1002090	56950 MTG/DUES	4,642.82	1,447.08	3,044.04	2,161.87	3,000.00	3,000.00	.0%
1002090	57100 OFF.SUPPL.	2,068.83	2,830.73	2,372.33	1,487.83	3,000.00	3,000.00	.0%
1002090	57600 COMP.SUPPL	303.44	381.38	307.56	400.00	400.00	400.00	.0%
	TOTAL FINANCE OFFICER	212,491.99	193,583.16	194,205.40	132,970.98	204,341.00	204,075.00	-.1%
	TOTAL GENERAL FUND	212,491.99	193,583.16	194,205.40	132,970.98	204,341.00	204,075.00	-.1%
	GRAND TOTAL	212,491.99	193,583.16	194,205.40	132,970.98	204,341.00	204,075.00	-.1%

\*\* END OF REPORT - Generated by Amy OToole \*\*

**TOWN OF CANTON**

**FINAL PROPOSED**

**FISCAL YEAR 2015-2016 BUDGET**

**PUBLIC SAFETY**

3170	Police Department – Administration
3171	Police Department – Patrol
3172	Police Department – Detective
3173	Police Department – Communications/ Dispatch
3174	Police Department – Vehicle Maintenance
3175	Police Department – Animal Control
3179	Police Department - Facilities
4157	Service Incentive
4158	Fire Services
4162	Emergency Services
4440	Fire Marshall

## PUBLIC SAFETY

## PD – ADMINISTRATION - 3170

### EXPLANATION

Under the policy direction of the Board of Selectmen and administrative direction of the Chief Administrative Officer, the Canton Police Department is responsible for the protection and welfare of its citizens; the protection of property; the prevention, deterrence and investigation of crime and criminal behavior; the apprehension and successful prosecution of offenders; the investigation of motor vehicle accidents; violations of motor vehicle law and the issuance of Motor Vehicle Infractions and Summons; the investigation of juvenile matters and referrals to juvenile authority when necessary.

The Police Administration, under the supervision and direction of the Chief of Police, is responsible for proper officer scheduling; purchasing office equipment and consumables; vehicles, weapons, clothing and the maintenance thereof; mandated training of department personnel as required by law; applying for and overseeing various Federal and State grants; and establishing and maintaining various programs that are necessary for department operations.

During fiscal year 2014/2015 the Police Chief was appointed as the Emergency Management Director. He received an additional \$12,000 compensation for taking on these additional responsibilities.

### BUDGET CHANGES AND COMMENTARY

- Full-Time: Salary for Chief and Captain. The Chief salary was increased \$12,000 when he was appointed as the Emergency Management Director.
- Part-Time: Reflects general wage increase for Crossing Guard (2 hours per day, 180 days per year).
- Over-Time: Additional hours to be utilized by the Police Chief's Administrative Assistant.
- Computer Software: This amount has been transferred to the IT Department.
- Office Maintenance: Funds the repair and maintenance of office equipment along with the maintenance agreement for the automated finger print identification system "AFIS" (\$2,850) and a paper shredding service (\$240).
- Software Support: NexGen Service Agreement (\$14,000).
- Copier Contract: Funds a new leased copier which provides a multi-purpose function which eliminates the need for other individual printers.
- Cell Phones: Provides funding for cell phones for both the Chief and Captain; \$40 each per month.
- Regional Program: Provides funding for various regional special services units including Emergency Services, Hostage Negotiations and Accident Reconstruction.
- Uniforms: Provides new uniforms (\$1,000) and cleaning (\$1,016) for Chief and Captain. Also includes \$200 for equipment replacement.
- Medical Doctor: Funds for medical evaluations pertaining to additional patrol officers.
- Meetings/Dues: Costs associated with memberships to regional and national police organizations. Increased because the Capital Region Police Chief's Association dues now includes training assessment charges (\$1,500) and RAFS charges (\$500) that were previously billed separately.
- Training: The Chief and Captain receive the required certification training and additional training through the Connecticut Police Chiefs Association (CPCA). Costs are associated with training, seminars, classes and conferences for the administration are covered in this line item. This line was increased based on prior and current year actual costs.
- Vehicle Lease: This account is not funded because the last payment for the leased police vehicle was July 2014.
- Expense Department: Provides funding for blanket cleaning, prisoner meals, community relations; and parking stakes/signs.
- Leased Equipment: Cost of leasing the Voice Recorder (\$6,684) and copier Machine (\$2,208).

### PERSONNEL SUMMARY

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Chief of Police	112,919	1	1	1	
Captain	90,200	1	1	1	
Chief's Administrative Asst.	46,410	1	1	1	
Crossing Guard (PT-Seasonal)	3,732	.20	.20	.20	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003170	POLICE DEPT - ADMIN								
1003170	51110	SUPER.SAL.	169,951.16	181,471.71	194,385.83	119,584.38	193,641.00	203,119.00	4.9%
1003170	51200	PART TIME	3,506.28	11,927.49	3,575.82	1,911.40	3,732.00	3,732.00	.0%
1003170	51301	F/T HOURLY	45,224.06	33,961.22	46,586.70	27,482.76	46,417.00	46,417.00	.0%
1003170	51400	OT-ADMIN	.00	.00	.00	1,090.14	1,500.00	1,500.00	.0%
1003170	51495	PRIVTEDUTY	.00	.00	.00	6,954.64	.00	.00	.0%
1003170	51660	ED. INCENT.	1,250.00	.00	.00	.00	.00	.00	.0%
1003170	53100	COMP.EQUIP	3,123.04	3,464.35	1,480.99	.00	.00	.00	.0%
1003170	53120	COMP.SOFT.	633.40	452.40	333.62	868.20	575.00	.00	-100.0%
1003170	55810	OFF.MAINT.	562.50	317.50	80.00	2,997.50	3,180.00	3,790.00	19.2%
1003170	55830	SOFT.SUPPO	16,500.00	14,916.00	12,500.00	12,650.00	13,000.00	14,000.00	7.7%
1003170	55860	COPIER CON	367.11	328.16	127.57	1,015.94	1,275.00	1,260.00	-1.2%
1003170	56100	POSTAGE	659.31	748.34	610.85	268.96	800.00	800.00	.0%
1003170	56205	CELL PHONE	760.41	879.78	940.68	479.89	960.00	960.00	.0%
1003170	56240	REG PROG.	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.0%
1003170	56700	UNIFORMS	1,705.37	3,542.92	1,871.74	763.31	2,216.00	2,216.00	.0%
1003170	56820	MED.DOCTOR	816.00	3,606.00	1,875.82	375.00	1,940.00	1,915.00	-1.3%
1003170	56950	MTG/DUES	1,409.90	1,217.70	1,281.15	2,131.19	2,435.00	3,570.00	46.6%
1003170	56951	TRAINING	2,000.36	107.50	1,500.00	1,502.80	1,000.00	1,500.00	50.0%
1003170	57100	OFF.SUPPL.	3,659.76	4,506.17	2,564.09	2,022.41	3,400.00	2,550.00	-25.0%
1003170	57430	LEASE/PURC	5,704.32	5,704.32	5,712.88	476.36	475.00	.00	-100.0%
1003170	59910	EXP.PERSON	255.01	770.00	1,993.30	838.00	400.00	500.00	25.0%
1003170	59920	EXP. DEPT.	1,811.07	1,876.17	2,156.15	863.40	2,000.00	2,000.00	.0%
1003170	60000	EMERG MGMT	.00	.00	.00	.00	.00	1,050.00	.0%
1003170	60040	LEASED EQU	6,365.40	6,365.40	9,171.86	9,150.58	8,892.00	8,892.00	.0%
TOTAL POLICE DEPT - ADMIN			271,264.46	281,163.13	293,749.05	198,426.86	292,838.00	304,771.00	4.1%
TOTAL GENERAL FUND			271,264.46	281,163.13	293,749.05	198,426.86	292,838.00	304,771.00	4.1%
GRAND TOTAL			271,264.46	281,163.13	293,749.05	198,426.86	292,838.00	304,771.00	4.1%

\*\* END OF REPORT - Generated by Amy OToole \*\*

**PUBLIC SAFETY****PD – PATROL - 3171****EXPLANATION**

The Patrol Division is authorized to have four (4) Sergeants and eight (8) Patrol Officers who provide basic patrol coverage 24 hours a day, seven (7) days a week. The cost of regular time and overtime is included in the budget and is calculated from planned staffing and anticipated off-line time.

**BUDGET CHANGES AND COMMENTARY**

- Full-Time AFSCME: Based on current Union contract which will be recently renegotiated. The basic increase effective on July 1, 2015 will be 3.0%. There are also step increases on the anniversary (hiring date) of Officers.
- Holiday Benefits: Provides for funding of holiday pay to all officers for 13 holidays pursuant to the terms of officer's union contract.
- Overtime: Provides funding for follow-up investigations, continuing investigations past regularly scheduled shifts, regional team member call outs, serious crime investigations, minimum staffing and ensuring, when appropriate, a Sergeant on duty. This amount is reduced based on trend.
- Education Incentive: Provides payments to officers based on college credits and degrees as required by the officer's union contract.
- Department Maintenance: Funds items such as radar certification, AED batteries, cones, parking signs, etc. This line item was increased for the purchase of body cameras (\$4,000).
- Uniforms: Provides uniform allowance (500 per 12 officers) and cleaning allowance (508 per 12 officers).
- Weapons/Ammunition: Reflects costs associated with training ammunition, duty ammunition, shotgun ammunition, less than lethal ammunition, taser cartridges, rifle ammunition and supplies. Amount increased to purchase new generation tasers.
- Training: Funds to maintain and enhance Police Officer training and maintain certification. Increased because of increased fees for POST training.
- Education: Contract requires payment for tuition (75%) and 50% of costs for books for undergraduate degree provided proof of payment and successful completion of course with grade "C" or better. Decreased due to anticipated less usage.

**PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Sergeant (3)	89,108	3	3	3	
Sergeant (1)	88,448	1	1	1	
Patrol Officer (3)	76,934	3	3	3	
Patrol Officer (1)	76,588	1	1	1	
Patrol Officer (1)	72,474	1	1	1	
Patrol Officer (1)	69,329	1	1	1	
Patrol Officer (1)	66,967	1	1	1	
Patrol Officer (1)	70,424	1	1	1	
Detective (1)	81,225	1	1	1	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003171	POLICE DEPT - PATROL								
1003171	51303	F/T AFSCME	888,726.90	828,181.39	849,380.32	525,651.58	894,500.00	927,531.00	3.7%
1003171	51310	HBENAFSCME	44,328.04	48,071.92	46,281.64	34,446.49	45,000.00	46,000.00	2.2%
1003171	51400	OVERTIME	63,724.11	79,988.32	61,891.57	29,552.31	75,000.00	60,000.00	-20.0%
1003171	51650	LONGEVITY	350.00	.00	.00	.00	.00	.00	.0%
1003171	51660	ED.INCENT.	7,750.00	6,500.00	4,500.00	2,500.00	4,500.00	4,500.00	.0%
1003171	55800	DEPT.MAINT	4,236.77	4,401.82	3,459.68	1,994.66	4,437.00	8,437.00	90.2%
1003171	56700	UNIFORMS	6,090.17	13,154.99	10,185.52	4,026.28	12,096.00	12,096.00	.0%
1003171	56710	WEAPONS/AM	2,645.96	2,922.35	2,884.46	614.07	2,920.00	5,868.00	101.0%
1003171	56951	TRAINING	2,023.00	4,732.34	1,205.02	29.12	3,750.00	2,250.00	-40.0%
1003171	57800	EDUC REIMB	2,011.00	1,203.00	828.42	.00	4,000.00	2,000.00	-50.0%
	TOTAL POLICE DEPT - PATROL		1,021,885.95	989,156.13	980,616.63	598,814.51	1,046,203.00	1,068,682.00	2.1%
	TOTAL GENERAL FUND		1,021,885.95	989,156.13	980,616.63	598,814.51	1,046,203.00	1,068,682.00	2.1%
	GRAND TOTAL		1,021,885.95	989,156.13	980,616.63	598,814.51	1,046,203.00	1,068,682.00	2.1%

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## **PUBLIC SAFETY**

### **PD – DETECTIVE / INVESTIGATIONS - 3172**

#### **EXPLANATION**

The Detective Unit, which consists of one (1) Detective, provides for original and follow-up investigation of all major crimes and complex crimes that require prolonged investigation or special training and expertise.

#### **BUDGET CHANGES AND COMMENTARY**

- Full-Time AFSCME: Detective is in the Police Bargaining Unit and will receive a 3.0% general wage increase on July 1, 2015.
- Holiday Benefits: Reflects funding for contractual holidays.
- Overtime: Projected overtime associated with major incidents; follow up investigations, continuing investigations beyond normally scheduled shifts and crime investigations. Increased due to the amount of investigations and the active nature of the current Detective.
- Crime Lab Processing: Provides funding for supplies needed based on crime type, investigations and equipment needed or used throughout the year. Decreased due to trend.
- Cell Phone: Cost of providing the detective with a cell phone.
- Uniforms: Provides funding for uniform allowance (\$500) and cleaning (\$508) for Detective.
- Training: Provides funding for additional training for Detective related to crime scene processing, computer forensics, evidence handling and similar matters.

#### **PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-13 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Detective	81,224	1	1	1	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003172	POLICE DEPT - DETECTIVE								
1003172	51303	F/T AFSCME	73,118.88	73,408.86	70,670.64	46,680.48	78,811.00	81,224.00	3.1%
1003172	51310	HBENAFSCME	828.00	282.24	342.80	.00	847.00	933.00	10.2%
1003172	51400	OVERTIME	1,511.27	701.19	6,438.12	10,072.80	3,000.00	6,000.00	100.0%
1003172	51660	ED. INCENT.	1,250.00	1,250.00	2,000.00	.00	750.00	750.00	.0%
1003172	56205	CELL PHONE	394.24	363.43	406.27	176.60	420.00	420.00	.0%
1003172	56230	CRIME LAB.	524.14	810.84	1,442.46	520.63	2,000.00	2,000.00	.0%
1003172	56700	UNIFORMS	421.46	234.85	553.20	651.25	1,008.00	1,008.00	.0%
1003172	56951	TRAINING	275.00	.00	.00	.00	250.00	500.00	100.0%
	TOTAL POLICE DEPT - DETECTIV		78,322.99	77,051.41	81,853.49	58,101.76	87,086.00	92,835.00	6.6%
	TOTAL GENERAL FUND		78,322.99	77,051.41	81,853.49	58,101.76	87,086.00	92,835.00	6.6%
	GRAND TOTAL		78,322.99	77,051.41	81,853.49	58,101.76	87,086.00	92,835.00	6.6%

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## **PUBLIC SAFETY**

## **PD – DISPATCH / COMMUNICATIONS - 3173**

### **EXPLANATION**

The Communications Division, which is supported by four (4) full-time and various part-time Dispatchers, provides for the operation of the Public Safety Communications System serving Fire, Police and Emergency Medical Operations 24 hours a day, seven days a week.

### **BUDGET CHANGES AND COMMENTARY**

- Part-Time: Provides funding for vacancies by full-time Dispatchers due to vacation, sick or injury leave, personal days, holidays, union activity leave, funeral days and earned days to be filled by part-time Dispatchers.
- Full-Time CILU: The negotiated wage increase for July 1, 2015 is 2.75%. There are also step increases that are included as part of the increase.
- Holiday Benefits: Dispatchers are contractually provided thirteen (13) holidays. In the event the holiday falls on a regularly scheduled work day, Dispatchers are provided a premium.
- Overtime: Provides funding for overtime when there are vacancies or additional Dispatchers are needed.
- Radio Maintenance: Provides funding for radio maintenance contract (3,516), radio repairs (3,000); tower rental contract (9,539) and uninterruptible power system (3,560).
- Collect System: Provides funding association with State COLLECT database.
- Uniforms: Provides funding for contractual uniform requirements. Increase due to new contract which specifies that the town shall pay to have uniforms cleaned.
- Training: Provides for additional Dispatcher training that may consist of various matters.

### **PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Disp/Supervisor (1)	59,259	1	1	1	
Dispatcher (1)	54,725	1	1	1	
Dispatcher (1)	50,955	1	1	1	
Dispatcher (1)	47,362	1	1	1	
Dispatcher (2) – PT	25.39 / hour	2	2	2	
Dispatcher (1) – PT	22.94 / hour	1	1	1	

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**TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON**
**P 1  
bgnyrpts**
**PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET**
**FOR PERIOD 13**
**ACCOUNTS FOR:**

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003173	POLICE DEPT - COMMUN/DISPATCH							
1003173	51200 PART TIME	42,012.55	17,355.77	8,353.96	6,525.08	11,000.00	11,578.00	5.3%
1003173	51302 F/T CILU	166,412.26	183,987.39	198,036.20	121,105.13	204,674.00	219,445.00	7.2%
1003173	51311 H.BEN.CILU	9,740.84	11,468.32	11,742.52	9,358.60	9,968.00	10,845.00	8.8%
1003173	51321 O/T DISPAT	42,406.74	36,214.78	28,713.41	23,640.09	35,000.00	35,000.00	.0%
1003173	55020 RADIO MAIN	14,604.50	15,048.00	17,082.61	6,723.50	20,115.00	20,291.00	.9%
1003173	56250 COLLECT	2,034.38	161.74	.00	343.00	2,826.00	2,826.00	.0%
1003173	56700 UNIFORMS	1,016.80	1,658.40	1,431.10	1,639.75	1,680.00	1,680.00	.0%
1003173	56951 TRAINING	2,152.51	71.82	534.14	228.40	1,000.00	1,000.00	.0%
1003173	57800 EDUC REIMB	.00	.00	.00	321.75	.00	.00	.0%
	TOTAL POLICE DEPT - COMMUN/D	280,380.58	265,966.22	265,893.94	169,885.30	286,263.00	302,665.00	5.7%
	TOTAL GENERAL FUND	280,380.58	265,966.22	265,893.94	169,885.30	286,263.00	302,665.00	5.7%
	GRAND TOTAL	280,380.58	265,966.22	265,893.94	169,885.30	286,263.00	302,665.00	5.7%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **PUBLIC SAFETY**

## **PD – VEHICLE MAINTENANCE - 3174**

### EXPLANATION

This program provides for the operation and maintenance of vehicles assigned to the Police Department.

### BUDGET CHANGES AND COMMENTARY

- Tires: Provides funding for the acquisition of summer, winter and all terrain tires under the State contract.
- Vehicle Fuel: Provides funding for vehicle fuel purchased through a cooperative bid sponsored by CRCOG. The lock in rate for next year is \$1.86 per gallon.
- Vehicle Maintenance: Provides for routine maintenance of (2) Ford Crown Vics, (2) Chevy Tahoes, (2) Ford Police Interceptors (2) administrative vehicles for use by the Chief and Captain (Chevy Impala and Ford Taurus), (1) Chevy Impala (Detective Vehicle), one (1) Ford Explorer for a total of ten (10) vehicles. Funding is also provided for emergency light/siren repairs.

02/04/2015 11:22  
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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
 bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003174 POLICE DEPT - VEHICLE MAINT							
1003174 54100 TIRES	.00	234.90	4,093.13	3,421.14	4,500.00	4,500.00	.0%
1003174 54200 VEHIC.FUEL	36,761.34	41,172.67	45,406.40	23,887.33	41,000.00	41,000.00	.0%
1003174 55010 VEH.MAINT.	13,346.75	13,783.95	14,218.32	5,320.97	16,500.00	15,500.00	-6.1%
TOTAL POLICE DEPT - VEHICLE	50,108.09	55,191.52	63,717.85	32,629.44	62,000.00	61,000.00	-1.6%
TOTAL GENERAL FUND	50,108.09	55,191.52	63,717.85	32,629.44	62,000.00	61,000.00	-1.6%
GRAND TOTAL	50,108.09	55,191.52	63,717.85	32,629.44	62,000.00	61,000.00	-1.6%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **PUBLIC SAFETY**

## **PD – FACILITIES MAINTENANCE/GROUNDS - 3179**

### EXPLANATION

This program provides for the operation and maintenance of the Police Department facility.

### BUDGET CHANGES AND COMMENTARY

- Repairs Maintenance: There were no requests for significant maintenance projects this year.
- Maintenance/Cleaning: Provides funding for fire/building alarm and monitoring system, fire sprinkler inspection, generator maintenance, maintenance supplies and cleaning supplies. As opposed to the Repairs Maintenance line item this line item has mostly cleaning and contracted services.
- Heating/Cooling Repairs: Provides funding for repairs not covered under contract.
- HVAC Maintenance Contract: Cost of heating and cooling contract.
- Telephone: Phones are now paid through the VIOP phone system in IT or analog phones are paid through the Town Hall phone account.
- Cable: Reflects costs associated with basic cable television service. Portion of the cable bill is paid by the Dispatch Union.
- Fuel/Heat: Provides for heating needs of facility (natural gas) and generator fuel.
- Water: Provides for water needs associated with facility.
- Sewer: Cost of sewage use at the facility.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

## ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003179 POLICE DEPT - FACILITIES									
1003179	55000	REP/MAINT	.00	.00	6,908.00	722.50	.00	.00	.0%
1003179	55100	MAIN/CLEAN	7,130.45	6,554.43	4,232.89	3,919.69	7,333.00	7,333.00	.0%
1003179	55300	H/C REPAIR	2,229.50	362.20	7,803.00	2,871.91	4,000.00	4,000.00	.0%
1003179	55310	H/C CONTRA	675.00	735.00	1,087.35	1,320.00	1,320.00	1,320.00	.0%
1003179	55500	LIGHT/POWE	19,071.13	19,475.46	19,345.70	11,315.28	20,000.00	20,000.00	.0%
1003179	56200	TELEPHONE	5,695.01	5,803.58	6,273.07	.00	.00	.00	.0%
1003179	56340	CABLE/WEB	338.46	385.66	350.98	426.65	360.00	360.00	.0%
1003179	56500	FUEL/HEAT	7,279.67	6,692.01	7,416.27	3,260.94	6,800.00	6,800.00	.0%
1003179	56750	WATER	1,157.42	1,204.92	1,280.91	643.67	1,125.00	1,125.00	.0%
1003179	56760	SEWER USE	320.00	320.00	320.00	350.00	355.00	355.00	.0%
TOTAL POLICE DEPT - FACILITI			43,896.64	41,533.26	55,018.17	24,830.64	41,293.00	41,293.00	.0%
TOTAL GENERAL FUND			43,896.64	41,533.26	55,018.17	24,830.64	41,293.00	41,293.00	.0%
GRAND TOTAL			43,896.64	41,533.26	55,018.17	24,830.64	41,293.00	41,293.00	.0%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **PUBLIC SAFETY**

### **PD – Animal Control- 3175**

#### **EXPLANATION**

The Animal Control Officer is responsible for responding to citizen complaints regarding dogs. The Animal Control Officer is also responsible for making sure residents abide by licensing requirements for their dogs.

The Animal Control Officer previously was a shared service with the Town of Avon. During the fiscal year 2014/2015 the Animal Control Officer was hired as a part-time employee for the Town of Canton. The costs associated with the Animal Control Officer van and animal shelter are still shared with Avon through a regional sharing agreement. Some of the expenses are funded through revenues raised by license fees collected by the Town Clerk.

#### **BUDGET CHANGES AND COMMENTARY**

- Part-Time: Represents compensation paid to the part-time (9 hours per week) Animal Control Officer.
- Pound Maintenance: Dogs picked up in Canton are housed in Avon. This represents Canton's share of maintaining Avon's facility.
- Pound Support: Cost of dog food and other supplies.
- Meeting Dues: Cost of training and association memberships for the Animal Control Officer.
- Advertising: Cost of advertising abandoned or lost dogs.
- License State of CT
- Department Expense: This line item was eliminated.

#### **PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Animal Control Officer	14,508	.26	.26	.26	

02/04/2015 11:23  
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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003175	POLICE - ANIMAL CONTROL							
1003175	51200 PART TIME	.00	.00	.00	.00	18,000.00	14,508.00	-19.4%
1003175	53570 ANIMAL CTL	22,300.00	23,000.00	24,150.00	.00	.00	.00	.0%
1003175	54543 ANIMAL C/O	.00	.00	.00	.00	2,000.00	.00	-100.0%
1003175	55700 POUND MAIN	.00	.00	.00	.00	2,200.00	3,000.00	36.4%
1003175	56900 POUND SUPP	.00	.00	.00	.00	300.00	500.00	66.7%
1003175	56950 MTG/DUES	.00	.00	.00	.00	30.00	65.00	116.7%
1003175	57500 ADVERTISIN	.00	.00	.00	20.00	20.00	120.00	500.0%
1003175	57950 LIC -ST CT	.00	.00	.00	.00	5,805.00	6,700.00	15.4%
1003175	59920 EXP. DEPT.	.00	.00	.00	.00	500.00	.00	-100.0%
	TOTAL POLICE - ANIMAL CONTRO	22,300.00	23,000.00	24,150.00	20.00	28,855.00	24,893.00	-13.7%
	TOTAL GENERAL FUND	22,300.00	23,000.00	24,150.00	20.00	28,855.00	24,893.00	-13.7%
	GRAND TOTAL	22,300.00	23,000.00	24,150.00	20.00	28,855.00	24,893.00	-13.7%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **PUBLIC SAFETY FIRE SERVICES INCENTIVE - 4157**

### **EXPLANATION**

This program accounts for the Fire Service Incentive program which provides retirement benefits to volunteer firefighters. The original plan, established in 1990 as a defined benefit plan, provided \$10 per month in retirement benefits for each year of credited service to a maximum of 35 years of service or an actuarially determined lump sum distribution at normal retirement age (65). The program was amended in 2000 in order to provide a survivorship benefit to a spouse of a volunteer who dies between age 55 and retirement age.

For each volunteer who joined the Department on or after July 1, 1994, the Town contributes \$400 for each year of credited service. As with the Defined Benefit Plan, credited service is awarded by reaching minimum levels of training drills and actual calls for service and by participating in administrative duties or civic projects sponsored by the Fire Department/ EMS Service.

In December 2007, the Board of Selectmen created a Temporary Study Committee for the purpose of reviewing and recommending action items for the recruitment and retention of volunteers within the Fire/ EMS Service. The Committee rendered a report to the Board of Selectmen in January 2009. The report included recommendations for tax abatements, pay per call and stipends for Fire/ EMS Officers as additional incentives. As part of the agreement to increase incentives for the Fire/EMS personnel, the Board of Selectmen closed the Pension Plan to new personnel effective July 1, 2009.

02/04/2015 11:24  
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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1004157	SERVICE INCENTIVE							
1004157 52050	FIRE DB/DC	31,214.94	29,900.00	33,900.00	33,900.00	34,100.00	23,785.00	-30.2%
	TOTAL SERVICE INCENTIVE	31,214.94	29,900.00	33,900.00	33,900.00	34,100.00	23,785.00	-30.2%
	TOTAL GENERAL FUND	31,214.94	29,900.00	33,900.00	33,900.00	34,100.00	23,785.00	-30.2%
	GRAND TOTAL	31,214.94	29,900.00	33,900.00	33,900.00	34,100.00	23,785.00	-30.2%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **PUBLIC SAFETY FIRE DEPARTMENT - 4158**

### **EXPLANATION**

This program provides for the overall administration of the Canton Volunteer Fire Department which encompasses the following services: Firefighting, Fire Prevention, Fire Training, Maintenance, operation and improvement of all Fire Department physical plants including those not owned by the Town (North Canton, Canton Springs Road), Public information and Community Relations programs and controlling and handling hazardous material incidents and training.

### **BUDGET CHANGES AND COMMENTARY**

- Stipends: Stipends are incentives given to certain fire department officials for volunteering their time. An additional stipend for the Fire Police Lieutenant was added during the 2014/2015 fiscal year. A chart listing the incentives and positions is located below.
- Pay per Call: A total of \$23,400 has been budgeted in the 2015/2016 budgeted for pay per call incentives. The same incentives are included in the EMS budget for emergency medical volunteers.
- Full-time Hourly: An existing Town Hall clerical position that has been providing four (4) hours of support to the Fire Department. The support is provided by the Building Clerk which is available as a result of a slow down in building activity. If residential and commercial construction activity increases, this support may not be available. On average the clerical staff has assisted the Fire Department with more hours than are represented in this budget.
- Equipment Purchase: Funds most the equipment used by the department including power tools, portable power, rescue jacks, portable radios, chainsaws, fire police gear and turnout gear. Significant items anticipated to be purchased is turnout gear (\$18,000) RIT Equipment (\$5,000) Portable Radios (\$3,200) Pagers (\$2,400) and Positive Pressure Ventilation Fans (\$4,000).
- Computer Purchase: Funds utilized to purchase computers for the department. Last year's line item had additional funding for iPads that were purchased this year. Current funding is for one computer.
- Service Awards: Funding to support costs of Service Awards within Fire/EMS.
- Tires: Line item increased as a result of tires needed to be replaced on a larger apparatus.
- Vehicle Maintenance: Funds preventative maintenance and repairs to the Fire Department fleet. Although several new trucks have been purchased recently, which presumably would need less maintenance, the line item was still increased based on current and past usage.
- Radio Maintenance: Cost of maintaining and repairing existing radios.
- Equipment Maintenance: Funds utilized to maintain and repair small motors/equipment not mounted on trucks.
- Maintenance/Cleaning: Cost of cleaning the Fire Stations including a cleaning contract for Collinsville Station and the North Canton Fire Station along with trash pickup service, generator maintenance, HVAC maintenance and general cleaning supplies.
- Light/Power: Amount reduced based on current usage.
- Software Support: This line item used to fund ¼ of the cost to maintain the web-based fire house software (550) but that cost is now completely in the Fire Marshal Department. This line item now funds the Active 911 software which alerts volunteers when there is an emergency event. This used to be in the telephone line item.
- Telephone: Cost of phone service for all three stations. Telephone costs remained in the Fire Department budget because the North Canton and Spring Street Stations are not part of the Verizon VOIP phone system and there remains one fax/back up line remains at the Collinsville Station.
- Cell Phone: The Chief is the only individual supplied with a cell phone. The remaining costs are for "hot spot" cellular devices which are on most Fire Department apparatuses. There are a total of 9 devices at \$36.00 per month for each device at an annual cost of \$3,888.
- Cable/Web: Cost for cable/internet service utilized by the fire house computer system.

- Fuel/Heat: The cost of heating three Fire Stations has steadily increased over the past several years. This has occurred despite the installation of a high efficiency boiler at the Collinsville Fire Station. The increase in this line item is a result of that trend.
- Physicals: Provides cost of providing NFPA/OSHA required physicals.
- Meetings/ Dues: Funds membership to various professional groups and cost to attend meetings.
- Recruitment: Funds costs to produce handouts, purchase ad space and provide events to attract new recruits.
- Training/Education: Training for new members and maintenance of NFPA and OSHA training requirements; specialized rope/rescue classes and hazard material classes.
- BSA: Provides cost of Boy Scouts Cadet program.
- NFPA Compliance: Funds hose testing, ladder testing, SCBA testing, extinguisher hydro test, meter calibration and other testing.
- Consumables: Reflects cost for such items as hazard material foam for oil, speedi dry and bottled water. Reduced based on trend.
- Retention: Reflects amount paid to support awards dinner and various supplies in support of volunteers. Reduced based on trend.

**PERSONNEL SUMMARY - STIPENDS**

<b><u>Position(s)</u></b>	<b><u>Stipend</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Fire/ EMS Chief (a)	5,000	5,000	5,000	5,000	
Asst. Chief (1)	2,000	2,000	2,000	2,000	
Deputy Chiefs (2)	1,000	1,000	1,000	1,000	
Captains (3)	500	500	500	500	
Lieutenants (4)	250	250	250	250	
Safety Officer(1)	500	500	500	500	
Public Relations Officer (1)	500	500	500	500	
Fire Police Captain (1)	500	500	500	500	
Engineers (3)	150	150	150	150	
	<b><u>Salary</u></b>				
Fire Dept. Clerk (b) (budgeted at 4 hours per week)	4,717	4,717	4,717	4,717	

(a) 2,000 of Fire/EMS Chief's officer stipend is paid through the EMS budget

(b) Fire Dept. Clerk position is shared with the Fire Marshals Office and the Building Dept. – Total salary for position is 41,278

02/04/2015 11:25  
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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1004158	FIRE SERVICES							
1004158	51200	STIPENDS	12,241.45	12,950.37	9,949.88	1,788.39	11,200.00	11,450.00 2.2%
1004158	51230	PAY / CALL	23,495.00	24,550.00	23,415.00	210.00	23,400.00	23,400.00 .0%
1004158	51301	F/T HOURLY	4,426.01	4,430.46	4,559.71	2,688.82	4,721.00	4,541.00 -3.8%
1004158	53000	EQUIP.PURC	52,470.56	56,081.13	43,015.42	19,097.12	53,103.00	53,103.00 .0%
1004158	53100	COMP.EQUIP	.00	47.88	.00	4,278.62	4,380.00	1,000.00 -77.2%
1004158	53630	SVC AWARDS	25.00	.00	.00	.00	1,600.00	1,600.00 .0%
1004158	54100	TIRES	1,160.02	4,328.47	889.48	6,036.64	4,500.00	6,000.00 33.3%
1004158	54200	VEHIC.FUEL	10,421.57	10,343.78	8,740.86	3,832.72	9,800.00	9,000.00 -8.2%
1004158	55010	VEH.MAINT.	68,878.75	69,745.24	44,375.78	38,948.72	42,050.00	45,000.00 7.0%
1004158	55020	RADIO MAIN	3,219.37	1,430.63	721.17	1,608.64	1,000.00	1,000.00 .0%
1004158	55030	EQUIP.MAIN	3,938.59	3,345.42	3,856.56	2,861.42	4,000.00	4,000.00 .0%
1004158	55100	MAIN/CLEAN	17,431.33	15,059.04	26,520.20	11,209.55	21,400.00	19,000.00 -11.2%
1004158	55500	LIGHT/POWE	16,309.75	17,998.87	15,311.82	7,662.71	18,500.00	15,500.00 -16.2%
1004158	55830	SOFT.SUPPO	550.00	550.00	550.00	834.88	594.00	720.00 21.2%
1004158	56200	TELEPHONE	4,177.46	4,689.99	6,274.55	1,877.66	4,200.00	2,880.00 -31.4%
1004158	56205	CELL PHONE	2,032.43	1,261.14	1,425.91	1,939.65	4,280.00	4,280.00 .0%
1004158	56340	CABLE/WEB	2,608.44	2,549.50	2,701.44	1,563.10	2,800.00	2,800.00 .0%
1004158	56500	FUEL/HEAT	11,274.11	15,749.09	17,189.57	3,450.42	13,000.00	16,500.00 26.9%
1004158	56750	WATER	574.49	637.95	666.68	168.79	600.00	600.00 .0%
1004158	56760	SEWER USE	225.74	350.89	603.84	763.20	604.00	764.00 26.5%
1004158	56820	PHYSICALS	11,962.00	12,052.00	10,133.50	9,506.30	11,000.00	11,000.00 .0%
1004158	56950	MTG/DUES	1,354.32	1,199.00	1,139.00	745.00	1,200.00	1,200.00 .0%
1004158	57100	OFF.SUPPL.	1,049.19	468.95	467.80	276.52	900.00	450.00 -50.0%
1004158	57550	RECRUITMNT	250.00	592.80	439.61	.00	900.00	900.00 .0%
1004158	57800	TRAIN/EDUC	11,637.81	13,352.09	10,427.60	1,500.00	12,000.00	12,000.00 .0%
1004158	57820	BSA CHARTE	176.00	312.60	304.00	.00	350.00	350.00 .0%
1004158	59930	NFPA COMPL	14,491.41	8,958.91	12,025.31	7,301.41	20,900.00	20,900.00 .0%
1004158	59950	CONSUMABLE	1,596.58	1,004.00	1,804.56	728.76	2,500.00	2,000.00 -20.0%
1004158	59980	RETENTION	2,991.44	5,565.97	2,874.20	798.18	3,600.00	3,200.00 -11.1%
TOTAL FIRE SERVICES		280,968.82	289,606.17	250,383.45	131,677.22	279,082.00	275,138.00	-1.4%
TOTAL GENERAL FUND		280,968.82	289,606.17	250,383.45	131,677.22	279,082.00	275,138.00	-1.4%
GRAND TOTAL		280,968.82	289,606.17	250,383.45	131,677.22	279,082.00	275,138.00	-1.4%

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## **PUBLIC SAFETY   EMERGENCY SERVICES - 4162**

### **EXPLANATION**

This program provides for expenses related to the provision of emergency services to the Town of Canton in the following manner:

- EMS Deficit: Over the past several years, the Emergency Medical Services fund has operated at a loss which has required supplemental funding from the General Fund. There is a projected deficit in the 2015/2016 fiscal year of \$42,691.
- Paramedics (University of Connecticut Health Center Paramedic Services): Through a contractual agreement with UConn Health Center, the Town of Canton receives paramedic services which are also provided to the Towns of Avon and Farmington. UCONN Health Center is also compensated for paramedic services by direct billing the patient and receiving reimbursement from Medicaid/Medicare patients. The amount in the budget is estimated because the Town has not received a contract for next year.
- C MED (North Central Connecticut Emergency Medical Services Council, Inc.): Provides Emergency Medical Dispatch service to the Town of Canton. All callers into Canton dispatch who request emergency medical services are transferred to CMED for purposes of receiving instruction from certified Emergency Medical Dispatchers. The total cost of the service is based upon a per capita rate of \$1.95 plus 2% annual increase. In addition, CMED receives a State of Connecticut subsidy of .30 for each community that acknowledges North Central CMED as its service provider.

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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1004162 EMERGENCY SERVICES								
1004162 53480	EMS DEFICT	20,503.63	36,329.00	83,478.17	.00	36,666.00	42,691.00	16.4%
1004162 53490	PARAMEDICS	15,375.00	15,375.00	16,144.00	16,951.20	16,951.00	17,799.00	5.0%
1004162 53500	C-MED	18,974.25	19,371.54	20,085.00	20,184.45	20,185.00	20,601.00	2.1%
TOTAL EMERGENCY SERVICES		54,852.88	71,075.54	119,707.17	37,135.65	73,802.00	81,091.00	9.9%
TOTAL GENERAL FUND		54,852.88	71,075.54	119,707.17	37,135.65	73,802.00	81,091.00	9.9%
GRAND TOTAL		54,852.88	71,075.54	119,707.17	37,135.65	73,802.00	81,091.00	9.9%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **SPECIAL REVENUE FUNDS      EMERGENCY SERVICES – 3704162**

### **EXPLANATION**

Emergency Medical Services or EMS is part of the Canton Fire Department and is housed in the Collinsville Fire Station. Most of the expenses associated with emergency medical services are paid from a special revenue account. Special Revenue Funds are used to account for the proceeds of special revenue sources that are legally restricted to expenditures for specific purposes. The **Emergency Medical Services Fund** accounts for all user fees collected and expenditures needed to operate the Town's emergency medical services program (ambulance). There is an anticipated deficit in the 2015/2016 Emergency Services Fund which will require a transfer of \$43,391 from the general fund to cover the deficit.

The Board of Selectmen is currently reviewing the possibility of having the Department upgraded to a paramedic level service. Any costs associated with that upgrade are not currently in the budget. Any costs, including capital equipment costs would have to be funded at the time the decision is made to upgrade.

### **BUDGET CHANGES AND COMMENTARY**

- Funds paid to EMS Officers for volunteering their services: Assistant Chief (\$2,000); Deputy Chief (\$1,000); Captain (\$500); Engineer (\$150); and (\$2,000) of the Chief's stipend.
- Financial Services: Funds cost of services performed by the Town's Finance Department on behalf of the Emergency Medical Services function.
- Pay Per Call: An incentive for volunteers who attend training and meetings, volunteer to cover shifts or go on calls. Each EMS volunteer will receive \$5 for every 12 hour shift, call or meeting the volunteer attends or responds to.
- Insurance: Funds costs associated with property/casualty insurance for the service.
- Fringe Benefit: Provides funding for service incentive costs related to the defined benefit and defined contribution pension plans.
- Equipment Purchase: Funds the purchase of jackets; pants; jumpsuits; portable radios; Lifepack auto defib units, etc.
- Computer Equipment: The line item was decreased because the Department will look to utilize tablets such as iPads instead of the significantly more expensive tough books.
- Billing Services: Funds costs to collect and bill insurance companies through a third party vendor
- C-MED: Funds operation of ambulance to hospital and ambulance to ambulance communications network.
- Vehicle Fuel: Cost of providing fuel for the ambulances.
- Vehicle Maintenance: Provides for preventative maintenance and repairs of mechanical failures. Line item increased due to costs of repairing the 2008 ambulance.
- Equipment Maintenance: Maintains equipment on ambulances such as suction units, batteries for pulse ox, monitors, defib units.
- Maintenance Cleaning: Provides for contracted services such as generator service and garbage pickup along with custodial service for the Collinsville Fire Station and bio waste. Line item was increased because the Department has routinely over spent this line item.
- Light/Power: Provides funding for the cost of electricity.
- Software Support: Funds costs associated with MUNIS and EMS Charts. Line item reduced because Firehouse software will be funded completely from the Fire Marshal line item.
- Telephone: Provides an analog phone line for the Collinsville Station.

- Cell Phone: Funds two air cards for computers in vehicles. Amount is reduced because two cell phones have been eliminated.
- First Aid Supplies: Provides all consumable patient care supplies used by EMS, Fire and Police. Increase due to increased call volume and price of first aid supplies has increased considerably. The actual cost for 2014 was \$40,219.
- Medical Doctors: Funds costs of physicals and related health costs.
- Recruitment: Provides for pictures, ads and handouts to attract new people to service.
- Department Expense: Funds costs of staffing EMS unit Monday through Friday from 6:00 AM to 6:00 PM and holiday/weekend coverage when volunteers are not available. Current usage is significantly higher than what has been budgeted due to increased paid staffing on the weekends. The paid staffing is necessary because there are currently less volunteers with the advanced level EMT certification required to respond to calls.

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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

EMERGENCY SERVICES - FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
3704162 EMERGENCY SERVICES - FUND							
3704162 33415 FEMA GRANT	2,723.77	.00	.00	.00	.00	.00	.0%
3704162 34000 BILLING	278,837.04	312,381.80	281,749.73	133,396.99	310,000.00	310,000.00	.0%
3704162 36100 INT CLASS	6.88	2.73	.00	.00	.00	.00	.0%
3704162 36102 INT-OTHER	.00	127.35	152.64	55.17	.00	.00	.0%
3704162 39100 SUBSIDY GF	20,503.63	36,329.00	83,478.17	.00	36,666.00	42,691.00	16.4%
TOTAL EMERGENCY SERVICES - F	302,071.32	348,840.88	365,380.54	133,452.16	346,666.00	352,691.00	1.7%
TOTAL EMERGENCY SERVICES - F	302,071.32	348,840.88	365,380.54	133,452.16	346,666.00	352,691.00	1.7%
GRAND TOTAL	302,071.32	348,840.88	365,380.54	133,452.16	346,666.00	352,691.00	1.7%

\*\* END OF REPORT - Generated by Amy OToole \*\*

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
EMERGENCY SERVICES - FUND									
3704162 EMERGENCY SERVICES - FUND									
3704162	51200	STIPENDS	4,150.00	4,400.00	5,650.00	.00	5,650.00	5,650.00	.0%
3704162	51210	FIN.SERV.	10,831.96	10,426.94	9,924.64	5,210.13	11,150.00	11,150.00	.0%
3704162	51230	PAY / CALL	16,893.05	20,927.85	18,302.80	155.06	22,000.00	20,000.00	-9.1%
3704162	52000	INS EMS	15,909.55	16,821.69	12,860.10	17,429.94	18,700.00	18,700.00	.0%
3704162	52200	FR.BENEFIT	18,194.06	19,220.00	21,143.25	20,331.00	22,500.00	22,500.00	.0%
3704162	52400	F.I.C.A.	812.93	1,531.88	2,591.62	.00	3,100.00	3,100.00	.0%
3704162	53000	EQUIP.PURC	8,789.42	25,322.54	19,422.93	5,647.75	11,000.00	11,000.00	.0%
3704162	53100	COMP.EQUIP	4,754.00	2,347.87	1,380.87	1,073.98	2,500.00	1,000.00	-60.0%
3704162	53400	BILL SRVCS	11,809.70	10,252.16	10,534.01	7,373.62	10,500.00	10,500.00	.0%
3704162	53500	C-MED	6,361.71	6,889.17	7,496.73	7,813.43	7,814.00	8,226.00	5.3%
3704162	54200	VEHIC.FUEL	9,007.60	10,663.23	8,264.58	4,359.73	9,000.00	9,000.00	.0%
3704162	55010	VEH.MAINT.	24,445.76	6,457.89	9,645.02	13,110.22	12,000.00	13,000.00	8.3%
3704162	55020	RADIO MAIN	.00	214.85	.00	.00	1,000.00	1,000.00	.0%
3704162	55030	EQUIP.MAIN	1,224.83	379.28	484.50	1,424.62	1,000.00	1,000.00	.0%
3704162	55100	MAIN/CLEAN	4,620.71	6,734.04	7,799.58	3,305.59	4,000.00	5,700.00	42.5%
3704162	55500	LIGHT/POWE	3,755.17	4,402.40	3,599.86	1,453.19	4,500.00	3,600.00	-20.0%
3704162	55830	SOFT.SUPPO	3,149.03	3,300.96	3,377.62	3,877.12	3,700.00	3,150.00	-14.9%
3704162	56200	TELEPHONE	1,075.90	1,256.14	1,802.14	231.26	1,200.00	500.00	-58.3%
3704162	56205	CELL PHONE	1,868.55	1,730.03	1,267.85	927.15	2,000.00	1,000.00	-50.0%
3704162	56340	CABLE/WEB	576.52	601.31	641.81	423.43	600.00	600.00	.0%
3704162	56500	FUEL/HEAT	2,582.06	3,351.65	3,243.36	1,091.75	2,500.00	2,500.00	.0%
3704162	56750	WATER	574.51	359.74	736.49	168.80	450.00	450.00	.0%
3704162	56760	SEWER USE	225.74	350.90	283.85	413.21	352.00	415.00	17.9%
3704162	56800	FIRST AID	21,677.85	35,728.00	40,218.95	33,704.20	35,000.00	35,000.00	.0%
3704162	56820	MED.DOCTOR	1,438.00	640.00	142.00	1,009.70	1,350.00	1,350.00	.0%
3704162	57100	OFF.SUPPL.	1,203.71	455.39	534.93	135.11	600.00	600.00	.0%
3704162	57550	RECRUITMNT	200.00	485.10	419.63	.00	500.00	500.00	.0%
3704162	57800	TRAIN/EDUC	10,122.99	11,423.00	10,105.85	9,795.15	11,000.00	11,000.00	.0%
3704162	59100	DEPT.EXP.	177,644.67	137,711.25	161,558.68	120,960.00	138,000.00	148,000.00	7.2%
3704162	59980	RETENTION	1,353.48	3,770.59	980.95	463.50	3,000.00	2,500.00	-16.7%
TOTAL EMERGENCY SERVICES - F			365,253.46	348,155.85	364,414.60	261,888.64	346,666.00	352,691.00	1.7%
TOTAL EMERGENCY SERVICES - F			365,253.46	348,155.85	364,414.60	261,888.64	346,666.00	352,691.00	1.7%
GRAND TOTAL			365,253.46	348,155.85	364,414.60	261,888.64	346,666.00	352,691.00	1.7%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **PUBLIC SAFETY FIRE MARSHAL / EMERGENCY MANAGEMENT - 4440**

### **EXPLANATION**

In accordance with Connecticut General Statutes Chapter 541, the local Fire Marshal is required to enforce the State Fire Safety Code. The responsibilities of the Fire Marshal include the following:

- Investigate and report to the State Fire Marshal on every fire in town, listing injuries, probable cause, etc.
- Inspect all buildings and facilities of public service, manufacturing, and occupancies regulated by the Fire Safety Code at least once a year.
- Inspect manufacturing establishments on a yearly basis.
- Inspect dry cleaning establishments on a yearly basis.
- Review new building plans for compliance with the fire code.
- Inspect and approve all underground and above ground tanks as stated by Code.
- Maintain hazardous material files.
- Inspect all schools for code requirements annually.

During the 2014/2015 fiscal year the Emergency Management Director responsibilities were removed from this position and transferred to the Chief of Police. Thereafter the position was changed from full-time to part-time.

### **BUDGET CHANGES AND COMMENTARY**

- Supervisor Salary: Compensation for Fire Marshal. The Fire Marshal position is 25 hours a week at \$32 per hour.
- Part Time: Funds Deputy Fire Marshal to be available in the absence of the Fire Marshal or on a temporary basis when needed.
- Equipment Purchase: This line item is utilized for the purchase of miscellaneous equipment. Last year's amount higher because it included the purchase of a tablet computer.
- Mileage: Reimburses employee at IRS rates for use of personal vehicle.
- Equipment Maintenance and Repairs: Costs reflect \$200 for equipment repair and \$150 to calibrate gas meter.
- Computer Software: Includes the cost of the FIREHOUSE software.
- Cell Phone Service: Amount of reimbursement for Fire Marshal's personal smart phone is \$60 per month.
- References/Text: Covers cost of code book subscriptions.
- Meetings/Dues: Certain dues eliminated where both the Fire Marshal and Deputy Fire Marshal were members.
- Emergency Management: This item was removed and transferred to the Police Administration Department.

### **PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Fire Marshal	43,200	1	.71	.71	
Deputy Fire Marshal – Per Diem PT	2,000	.06	.06	.06	
Clerical Assistant (a)		.3	.3	.3	

(a) Position provides 10 hours to Fire Marshal; budgeted salary reflects those hours. The position is shared with the Building Department and Fire Department – total salary for position is 41,277.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1004440	FIRE MARSHAL/EMERGENCY	MGM'T							
1004440	51000	F/T SALARI	58,147.21	58,212.30	59,789.11	23,327.40	59,555.00	.00	-100.0%
1004440	51110	SUPER.SAL.	.00	.00	.00	3,280.00	.00	43,200.00	.0%
1004440	51200	PART TIME	586.56	893.02	668.25	3,995.51	2,000.00	2,000.00	.0%
1004440	51301	F/T HOURLY	12,070.68	12,083.02	12,435.47	7,333.03	12,389.00	12,384.00	.0%
1004440	53000	EQUIP.PURC	.00	.00	312.97	.00	800.00	300.00	-62.5%
1004440	55200	MILEAGE	1,512.98	1,422.18	1,565.03	26.88	1,500.00	1,500.00	.0%
1004440	55800	DEPT.MAINT	375.65	.00	107.48	234.95	350.00	350.00	.0%
1004440	55830	SOFT.SUPPO	1,100.00	1,100.00	1,100.00	850.00	1,188.00	1,700.00	43.1%
1004440	56100	POSTAGE	73.67	35.09	84.35	6.35	100.00	100.00	.0%
1004440	56205	CELL PHONE	720.00	720.00	720.00	60.00	720.00	720.00	.0%
1004440	56700	UNIFORMS	38.98	.00	104.55	.00	150.00	150.00	.0%
1004440	56910	REF/TEXTS	832.50	855.00	1,165.50	1,165.00	1,500.00	1,200.00	-20.0%
1004440	56950	MTG/DUES	960.00	595.00	1,055.00	95.00	1,000.00	1,000.00	.0%
1004440	57100	OFF.SUPPL.	134.24	23.63	147.31	177.48	200.00	200.00	.0%
1004440	59940	FIRE PREV.	1,012.61	611.98	841.21	611.98	1,100.00	1,100.00	.0%
1004440	60000	EMERG MGMT	434.00	250.00	328.80	199.05	800.00	.00	-100.0%
	TOTAL FIRE MARSHAL/EMERGENCY		77,999.08	76,801.22	80,425.03	41,362.63	83,352.00	65,904.00	-20.9%
	TOTAL GENERAL FUND		77,999.08	76,801.22	80,425.03	41,362.63	83,352.00	65,904.00	-20.9%
	GRAND TOTAL		77,999.08	76,801.22	80,425.03	41,362.63	83,352.00	65,904.00	-20.9%

\*\* END OF REPORT - Generated by Amy OToole \*\*

**TOWN OF CANTON**

**CAO PROPOSED**

**FISCAL YEAR 2015-2016 BUDGET**

**PUBLIC WORKS**

5120	Town Hall
5200	Parks
5210	General Highway
5260	Town Garage
5270	Grange
5290	Transfer Station
5470	Utilities
5550	Community Center

## **PUBLIC WORKS**

## **FACILITIES – TOWN HALL – 5120**

### **EXPLANATION**

The Facilities Division of the Public Works Department has the responsibility of maintaining the Police Station, Town Hall and Community Center. This portion of the budget involves the cost of maintaining Town Hall. It also includes payroll related expenses for the three facility division employees.

Pursuant to the long range goals of the Board of Selectmen, an emphasis has been placed on performing maintenance. Consistent with this goal, the Director of Public Works, Robert Martin has created a facility maintenance plan that describes every fixture and asset within general government facilities and the required maintenance and replacement plan for each item. The Facility Maintenance Plan is located in the Appendix to the Budget. In order to facilitate this plan and to perform routine maintenance, additional funds have been budgeted for facility maintenance and cleaning. Traditionally, most of the funds in the maintenance line item were for contracted services, cleaning supplies and such items as toiletries. There was very little money for significant repairs, painting or replacement of fixtures or carpeting. In most cases, if significant or unexpected work had to be accomplished the line item would be run in the negative or other routine expenses would be sacrificed. In order to address this the maintenance line is divided into two lines: Repairs/Maintenance and Maintenance/Cleaning. The cleaning line item includes the expected costs such as cleaning supplies, contracted services etc. The Repairs line item includes funds for carpet replacement, painting and unexpected repairs.

### **BUDGET CHANGES AND COMMENTARY**

- Part-Time: Reflects cost of substitute custodial coverage during absence of the full-time Custodians.
- Full-Time: Represents the wages for the Maintenance Supervisor, Facility Maintainer/Custodian and Custodian. Pursuant to the Union Contract wages will increase 2.9% on July 1, 2015.
- Overtime: Reflects the cost of utilizing custodians outside of their normal work hours for special events or projects, covering for other employees or assisting during snow events. Overtime has increased because custodians are necessary for additional Town Hall events in the auditorium, especially the Farmington Valley Theatre group. This amount is partially off-set by fees paid by the groups using the auditorium.
- Repairs Maintenance: Funds used to pay for building maintenance such as painting, replacing carpets or repairs to fixtures and equipment.
- Maintenance/Cleaning: This line item includes the cost of cleaning supplies and contracted services.
- Mileage: Reimbursement for use of personal vehicle at IRS rates.
- H/C Repair: This line item pays for repairs to the Town Hall heating and cooling system not covered by the standard maintenance contract. The amount was reduced based on trend.
- H/C Contract: Cost of contractual routine periodic maintenance and inspection of the Town Hall heating and cooling systems. The contract was competitively bid along with the Canton Schools and the Town of Avon and a new vendor was selected as part of this process.
- Telephone: Cost of operating all Town Hall phones. The Town Hall phone system is inefficient in that each desk has a separate phone line as compared to a computerized or a VoiceOver IP (VOIP) system. The remaining costs will be utilized to pay for traditional phone lines that must remain such as the phones in the elevators or those used for security lines or as backup in case there is an interruption in the fiber optic lines.
- Fuel/Heat: Reflects cost to heat Town Hall and Board of Education administrative offices. Increased based on trend. Last year's actuals was \$27,000.

### **PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Maintenance Supervisor	55,390	1	1	1	
Maintainer/Custodian	51,189	1	1	1	
Custodian	42,760	1	1	1	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005120	TOWN HALL							
1005120	51200	PART TIME	8,175.01	24,919.00	15,830.41	1,606.80	12,000.00	-25.0%
1005120	51304	F/T NAGE	121,331.32	102,671.94	123,620.47	82,065.33	149,843.00	-.3%
1005120	51400	OVERTIME	9,579.54	15,563.92	15,314.62	8,839.51	13,500.00	-11.1%
1005120	55000	REP/MAINT	137.49	.00	16,638.93	5,757.98	17,000.00	.0%
1005120	55100	MAIN/CLEAN	14,466.97	25,483.65	15,107.36	3,546.38	15,000.00	.0%
1005120	55200	MILEAGE	106.56	105.79	219.75	681.32	200.00	.0%
1005120	55300	H/C REPAIR	870.44	2,558.88	2,943.68	4,000.00	4,000.00	-12.5%
1005120	55310	H/C CONTRA	1,720.14	1,553.00	1,450.00	2,900.00	2,900.00	.0%
1005120	55500	LIGHT/POWE	34,075.73	36,584.88	35,829.93	21,899.54	36,500.00	.0%
1005120	55600	ELEV.CONT.	2,854.26	2,927.89	2,179.86	2,163.00	2,304.00	6.5%
1005120	56200	TELEPHONE	19,104.14	18,705.59	18,877.10	10,271.51	3,360.00	85.7%
1005120	56205	CELL PHONE	1,120.58	1,514.35	1,625.19	592.47	1,300.00	.0%
1005120	56500	FUEL/HEAT	18,891.10	16,244.59	27,000.24	7,715.39	16,000.00	25.0%
1005120	56750	WATER	2,705.83	2,108.38	1,830.11	1,825.08	2,000.00	.0%
1005120	56760	SEWER USE	487.23	500.64	657.09	557.46	670.00	.0%
1005120	57100	OFF.SUPPL.	111.35	.00	244.25	96.45	150.00	.0%
1005120	57400	PURC.MAJOR	.00	.00	.00	.00	2,200.00	.0%
1005120	59920	MISC TWNHL	11,187.89	1,571.15	6,972.91	7,620.00	.00	.0%
	TOTAL TOWN HALL	246,925.58	253,013.65	286,341.90	162,138.22	276,586.00	280,303.00	1.3%
	TOTAL GENERAL FUND	246,925.58	253,013.65	286,341.90	162,138.22	276,586.00	280,303.00	1.3%
	GRAND TOTAL	246,925.58	253,013.65	286,341.90	162,138.22	276,586.00	280,303.00	1.3%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## PUBLIC WORKS

## PARKS – 5200

### EXPLANATION

The Parks Department is responsible for the maintenance of all Town (except the Water Pollution Control Facility) and Board of Education grounds, including athletic and recreational facilities under the supervision of the Director of Public Works and in consultation with the Director of Parks and Recreation.

The Fiscal year 2015/2016 budget proposes that the Transfer Station be open three days a week instead of the current five. A survey of similar transfer stations indicate that very few are open as many hours as Canton's. It is recommended that the two days the Transfer Station is closed the Transfer Station Area Operator be assigned to the Parks Department to assist in maintaining Town grounds. The change to the Transfer Station would take effect on January 1, 2016. A memo and survey are located in the Appendices.

### BUDGET CHANGES AND COMMENTARY

- Full-Time NAGE: Wages for the full-time union employees increase is 2.9% on July 1, 2015. This includes the cost of having the Transfer Station Area Operator work 16 hours a week in the Parks Department after January 1, 2016.
- Overtime: Utilized for after hour field and pool maintenance. Decreased based on trend and with improvements to the pool less weekend maintenance is anticipated.
- Dyer Cemetery: Cost of having a private landscaper maintain the portion of Dyer Cemetery that is owned by the Town Canton.
- Repairs/Maintenance: Reflects the cost of maintaining equipment utilized on the town's recreational fields.
- Fuel/Heat: Reflects cost of heating the Parks Department building on Simonds Avenue.
- Water: Reflects the cost of supplying water to the Parks building and Little League fields on Simonds Avenue. Water use varies significantly depending on the weather.
- Equipment Purchase: The Director of Public Works requested \$5,000 to have a contractor install a sprinkler system on the Town Green alongside Route 44. Last year DPW extended the water line to the green for this purpose. The amount requested has been reduced by \$1,000 based on the possibility of DPW assisting in the installation.
- Field Maintenance: Reflects cost of maintaining Town owned parks, greens and athletic fields, including the use of organic care on a field in the Mills Pond complex.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Parks Supervisor	59,842	1	1	1	
Transfer Station Area Operator	10,452	0	.40	.40	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005200 PARKS DEPARTMENT									
1005200	51304	F/T NAGE	54,728.51	55,681.62	56,964.72	34,055.28	58,157.00	70,294.00	20.9%
1005200	51400	OVERTIME	2,610.15	3,057.69	2,111.08	3,649.11	3,000.00	3,000.00	.0%
1005200	53610	DYER CEMET	400.00	400.00	550.00	550.00	700.00	700.00	.0%
1005200	55000	REP/MAINT	5,935.48	6,652.38	7,257.10	4,219.58	6,500.00	6,500.00	.0%
1005200	55500	LIGHT/POWE	731.78	755.80	678.86	389.99	800.00	750.00	-6.3%
1005200	56500	FUEL/HEAT	1,952.00	1,832.90	2,205.90	903.99	1,900.00	2,100.00	10.5%
1005200	56750	WATER	4,427.30	6,014.45	859.51	2,170.83	5,200.00	4,700.00	-9.6%
1005200	56760	SEWER USE	320.00	320.00	320.00	350.00	355.00	355.00	.0%
1005200	57400	EQUIP PURC	.00	3,666.08	.00	821.07	.00	4,000.00	.0%
1005200	58310	FIELD MAIN	14,304.92	14,403.74	14,376.59	5,829.34	14,500.00	14,500.00	.0%
TOTAL PARKS DEPARTMENT			85,410.14	92,784.66	85,323.76	52,939.19	91,112.00	106,899.00	17.3%
TOTAL GENERAL FUND			85,410.14	92,784.66	85,323.76	52,939.19	91,112.00	106,899.00	17.3%
GRAND TOTAL			85,410.14	92,784.66	85,323.76	52,939.19	91,112.00	106,899.00	17.3%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **PUBLIC WORKS**

## **GENERAL HIGHWAY – 5210**

### **EXPLANATION**

The Department of Public Works oversees all Town infrastructures, including roads, grounds and facilities. The Highway Division is responsible for the maintenance of approximately 71 miles of improved roads, 2.54 miles of unimproved roads, catch basin cleaning and drainage maintenance.

The Project Administrator position has been transferred from the CAO's Office to the Department of Public Works. Now all infrastructure improvement is overseen by one department. It allows for better coordination of resources, personnel, equipment and finances.

The Department of Public Works consists of 15 full-time employees and two (2) part-time employees and two (2) seasonal employees. The Department is responsible for the operations of the Transfer Station and all road, facility and recreational ground maintenance. The Department has the second highest budget of any department but has only 20 hours per week of administrative assistance to perform everything from payroll, purchasing, and scheduling. As a result much of the clerical functions are performed primarily by the Director and Road Foreman. With the focus on Pavement Management and Facility Maintenance, the Department Director's time would be better spent on other matters than routine clerical functions. Therefore, the hours of the DPW Administrative Assistant are being increased from 20 hours a week to 25 hours a week.

### **BUDGET CHANGES AND COMMENTARY**

- Full-Time Salary: Reflects wages for the Project Administrator.
- Supervisor Salary: Reflects salary for DPW Director.
- Full-Time: Pursuant to the recently negotiated DPW Union Contract DPW employees will receive a 2.9% increase on July 1, 2015.
- Part-Time: Reflects general wages for part-time summer employee and a part-time clerk for 25 hours per week.
- Overtime: Funds all overtime including snow removal. Increased based on trend. Last year's actuals were over 96,000.
- Vehicle Fuel: Reflects cost of motor vehicle fuel through CRCOG bid. Fuel costs have been locked in at \$1.86 per gallon.
- Diesel Fuel: Cost of diesel for the large plow trucks. Increased based on trend.
- Tree Services: Provides funding for private tree services when necessary to supplement Town resources.
- Snow Removal: Provides for plow blades (\$7,000) and road salt. This line item was increased significantly over the current budget because less salt had to be purchased this year because salt left over from the prior year was utilized.
- Repair and Maintenance: Cost of purchasing parts and maintaining DPW trucks and equipment.
- Town Maintenance: Funds supplies for maintenance of Town roads and buildings including signs, sign machine material, shovels, picks, hand tools, power washer supplies, light bulbs, topsoil, fertilizer, etc.
- Catch Basin Cleaning: Provides funds to have catch basins cleaned by an outside vendor. Currently the Town utilizes equipment borrowed from the Town of Burlington. The DPW Director states that utilizing the previous method of catch basin cleaning does not comply with storm water regulations. Also proposed new storm water regulations may increase this responsibility.
- Sweeping: Funds are utilized to maintain and repair existing sweeper and to rent a sweeper when necessary. The sweeper is also used by other towns in exchange for services and equipment such as the above mentioned catch basin cleaning equipment.
- Street Painting: Paint stop bars and other lines on Town streets. The DPW Director has requested additional funds to have some of the painting outsourced. Also there are more lines that need painting because they have not been painted in the last year couple of years.
- Mileage: Reimburse employees for use of private vehicles at IRS rates. Transferred from CAO Dept. budget for Project Administrator.
- Road Maintenance: In the past, the primary purpose of this account was to fund road resurfacing such as chip sealing and road overlays. These funds have been now placed in the Capital Improvement Plan under Pavement Management. The remaining funds left in this line item are for costs associated with minor road repairs such as temporary patching, guardrail replacement, drainage repairs, etc.

- Cell Phone: Pay the cost of four cell phones for the Director, Road Foremen, Project Administrator and the Parks Supervisor.
- Plow Route: This account funds a private contractor to plow one of the Town's plow routes. This amount is increased based on trend. Last year's actual cost was \$38,543.
- Major Purchase: Department a jumping jack compactor and 14' enclosed trailer to store and haul road repair equipment. Due to budget limitations the compactor is not being funded but the CAO is recommending funding for the trailer. A lockable enclosed trailer allows the DPW staff to leave the trailer loaded and stored outside overnight.

**PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Director of Public Works	86,000	1	1	1	
Project Administrator	72,000	1	1	1	
Summer help(PT)	4,722	480 hrs	480 hrs	480 hrs	
Clerical (PT)	26,489	1040 hrs	2,080 hrs	1,300 hrs	
Road Foreman	61,048	1	1	1	
Maintainer III (5)	55,390	5	5	5	
Maintainer III	52,286	1	1	1	
Maintainer II	44,054	1	1	1	
Recording Clerks (2)	2,600	0	2	2	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005210	GENERAL HIGHWAY							
1005210	51000							
	F/T SALARI			1,671.43	42,636.21	72,000.00	72,000.00	.0%
1005210	51110	50,811.11	60,336.80	82,292.62	50,938.43	86,000.00	86,000.00	.0%
1005210	51200	4,590.32	9,179.26	15,743.76	13,932.08	26,080.00	28,874.00	10.7%
1005210	51304	391,581.93	409,252.51	421,276.75	276,232.83	432,791.00	434,338.00	.4%
1005210	51400	67,439.35	87,976.28	96,179.26	50,977.88	62,000.00	75,000.00	21.0%
1005210	51650	400.00	400.00	400.00	400.00	400.00	.00	-100.0%
1005210	53710	4,365.17	18,663.08	9,874.75	944.73	1,500.00	1,500.00	.0%
1005210	54100	4,407.78	6,205.49	5,621.40	5,500.00	5,500.00	5,225.00	-5.0%
1005210	54200	4,418.60	5,135.48	6,703.01	5,473.45	5,000.00	4,750.00	-5.0%
1005210	54210	41,322.20	56,193.86	61,808.44	19,163.18	40,000.00	45,000.00	12.5%
1005210	54220	3,504.70	3,915.97	2,521.21	3,000.00	3,800.00	3,800.00	.0%
1005210	54230	176,749.34	24,270.00	18,700.00	23,900.00	24,000.00	24,000.00	.0%
1005210	54500	133,183.11	94,217.84	233,756.27	156,884.80	123,843.00	155,998.00	26.0%
1005210	55000	39,301.42	46,082.57	39,271.01	40,468.38	45,000.00	45,000.00	.0%
1005210	55020	2,343.50	2,100.00	2,100.00	2,425.00	2,425.00	2,425.00	.0%
1005210	55110	17,324.68	16,937.07	15,397.73	16,015.67	15,500.00	16,000.00	3.2%
1005210	55120	.00	.00	.00	8,000.00	8,000.00	8,000.00	.0%
1005210	55130	4,822.00	5,241.70	4,945.02	395.00	5,000.00	5,000.00	.0%
1005210	55140	815.00	.00	270.00	192.00	1,500.00	2,000.00	33.3%
1005210	55200	.00	.00	.00	229.94	550.00	2,050.00	272.7%
1005210	55510	31,193.00	33,705.89	30,048.91	30,866.16	33,000.00	34,000.00	3.0%
1005210	56100	.00	.00	.00	.00	200.00	200.00	.0%
1005210	56205	1,302.50	1,135.00	1,200.00	740.00	2,080.00	2,160.00	3.8%
1005210	56340	1,012.19	1,012.47	1,020.68	603.52	1,020.00	1,020.00	.0%
1005210	56910	.00	.00	.00	.00	300.00	300.00	.0%
1005210	56920	12,298.00	22,987.50	38,543.50	25,000.00	25,000.00	30,000.00	20.0%
1005210	56950	.00	1,606.25	1,784.50	1,357.75	2,270.00	2,500.00	10.1%
1005210	57220	.00	.00	.00	.00	800.00	800.00	.0%
1005210	57400	5,410.00	3,281.59	.00	.00	.00	4,900.00	.0%
	TOTAL GENERAL HIGHWAY	998,595.90	909,836.61	1,091,130.25	776,277.01	1,025,559.00	1,092,840.00	6.6%
	TOTAL GENERAL FUND	998,595.90	909,836.61	1,091,130.25	776,277.01	1,025,559.00	1,092,840.00	6.6%
	GRAND TOTAL	998,595.90	909,836.61	1,091,130.25	776,277.01	1,025,559.00	1,092,840.00	6.6%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **PUBLIC WORKS**

### **TOWN GARAGE – 5260**

#### EXPLANATION

Located on Old River Road, the Town Garage serves as a storage facility for the Town's highway equipment and the maintenance facility for all highway and parks equipment.

The Public Works Facility will need significant capital improvement while operations continue at the current location. The garage needs the roof replaced as it is currently failing and leaks on items stored inside including electrical systems. The boiler needs to be replaced and currently only functions periodically. There is no emergency power supply for most of the building meaning operations during power outages occur for the most part without power. There is a crack in the wall of the older portion of the facility of such magnitude that a recent OSHA inspection report mandated that it be inspected by a Certified Engineer.

#### BUDGET CHANGES AND COMMENTARY

- Repair/Maintenance: Department request includes funds to repair and maintain the Town Garage facility including electrical, plumbing and hardware.
- Light/Power: Reflects impact of projected utility rates which has decreased based on trend.
- Fuel/Heat: Reflects cost associated with heating facility which was reduced based on trend.
- Uniforms: Provides funding for uniforms, shoes, safety equipment, boots and rain gear as required by contract and secured through the State Bid Process.
- Meals: The amount budgeted is required in the current DPW union contract. The funding is to reimburse DPW employees for food when they are called out for long periods of time.
- Water: Provides funding for water through the Connecticut Water Company for building and outside faucets. Amount is decreased because a new filtration system has eliminated the requirement for bottled water.
- Sewer Use: Reflects current amount.

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**TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON**
**P 1  
bgnyrpts**
**PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET**
**FOR PERIOD 13**
**ACCOUNTS FOR:**

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005260 TOWN GARAGE									
1005260	55000	REP/MAINT	4,614.51	9,364.09	5,470.93	5,530.37	4,000.00	10,000.00	150.0%
1005260	55100	MAIN/CLEAN	370.59	562.02	436.80	.00	400.00	400.00	.0%
1005260	55500	LIGHT/POWE	3,866.82	4,303.10	4,517.17	2,143.10	4,500.00	4,500.00	.0%
1005260	56500	FUEL/HEAT	8,103.77	9,919.87	10,273.26	2,874.87	7,800.00	7,800.00	.0%
1005260	56700	UNIFORMS	12,767.53	12,471.48	13,224.85	7,902.62	12,500.00	9,963.00	-20.3%
1005260	56720	MEALS	2,925.00	2,925.00	2,925.00	.00	2,925.00	2,925.00	.0%
1005260	56750	WATER	1,339.51	1,203.76	-9.77	121.41	800.00	800.00	.0%
1005260	56760	SEWER USE	320.00	320.00	320.00	350.00	355.00	355.00	.0%
1005260	56950	MTG/DUES	966.25	.00	.00	.00	.00	.00	.0%
1005260	57100	OFF.SUPPL.	550.10	573.97	1,070.36	386.01	600.00	700.00	16.7%
TOTAL TOWN GARAGE			35,824.08	41,643.29	38,228.60	19,308.38	33,880.00	37,443.00	10.5%
TOTAL GENERAL FUND			35,824.08	41,643.29	38,228.60	19,308.38	33,880.00	37,443.00	10.5%
GRAND TOTAL			35,824.08	41,643.29	38,228.60	19,308.38	33,880.00	37,443.00	10.5%

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## **PUBLIC WORKS**

## **UTILITIES – 5470**

### EXPLANATION

This program provides funding for costs associated with street lights and fire hydrants throughout the community.

### BUDGET CHANGES AND COMMENTARY

- Lighting/Power: Reflects projected impact of rates for street lights.
- Water: Reflects costs associated with Town owned hydrants serviced by Connecticut Water Company. The rate increase is based on additional piping that the town has to pay a yearly fee for and a general increase in rates.

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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
 bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005470 UTILITIES									
1005470	55500	LIGHT/POWE	30,197.41	28,396.83	26,578.73	16,857.03	28,500.00	29,000.00	1.8%
1005470	56750	WATER	161,371.68	166,865.73	169,845.42	84,255.48	178,500.00	180,000.00	.8%
TOTAL UTILITIES			191,569.09	195,262.56	196,424.15	101,112.51	207,000.00	209,000.00	1.0%
TOTAL GENERAL FUND			191,569.09	195,262.56	196,424.15	101,112.51	207,000.00	209,000.00	1.0%
GRAND TOTAL			191,569.09	195,262.56	196,424.15	101,112.51	207,000.00	209,000.00	1.0%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **SPECIAL REVENUE FUNDS**

## **TRANSFER STATION – 1300290**

### **EXPLANATION**

The Public Works Department is responsible for the operation and maintenance of the Transfer Station. Responsibilities of the station include chipping brush, keeping the facility clean, assisting and instructing residents in the proper disposal of household waste and recyclable materials, and checking identification stickers to ensure that only authorized permit holders use the facility.

The Board of Selectmen appointed a Temporary Study Committee to review operational and fee changes at the Transfer Station to reduce the deficit at which it is currently running. In 2010, the Board of Selectmen raised the cost of a Transfer Station pass making the Transfer Station self-supporting. Consistent with a self-supporting municipal operation, the Board of Selectmen with the concurrence of the Board of Finance, approved making the Transfer Station operations a special revenue fund similar to WPCA or Emergency Medical Services. Now the revenues stay in a separate fund to pay for Transfer Station operating expenses. If there are not enough revenues a transfer would be required from the operating budget to fund the deficit.

The Fiscal year 2015/2016 budget proposes that the Transfer Station be open three days a week instead of the current five. A survey of similar transfer stations indicate that very few are open as many hours as Canton's. It is recommended that the two days the Transfer Station is closed the Transfer Station Area Operator be assigned to the Parks Department to assist in maintaining Town grounds. The change to the Transfer Station would take effect on January 1, 2016. A memo and survey are located in the Appendices.

### **BUDGET CHANGES AND COMMENTARY**

- Part Time: Reflects cost of one part time employee.
- Full Time: Amount reflects current wages for the full time Union employee.
- Repairs and Maintenance: Cost of routine maintenance and small projects.
- Light/Power: Reflects amount based on current trend.
- Water: Provides for drinking water for attendants at Transfer Station facility.
- Office Supplies: Includes cost of purchasing stickers for Transfer Station users.
- CIP: Funds transferred to the Capital Improvement Plan (CIP) Account to fund capital projects which are document in the CIP.
- Credit Card Fees: Cost of processing credit card charges at the Transfer Station.
- Hauling Fees: Cost of hauling municipal solid waste from the Transfer Station. Amount reduced based on trend.
- Tipping Fee: Cost of disposing municipal solid waste at CRRA. After a regionally initiated competitive bidding process, a long term contract was signed with CRRA. Amount reduced based on trend.

### **PERSONNEL SUMMARY**

<b>Position(s)</b>	<b>Salary</b>	<b>14-15 Authorized</b>	<b>15-16 Requested</b>	<b>15-16 Proposed</b>	<b>15-16 Approved</b>
Transfer Station Operator(a)	43,358	1	.60	.60	
Part Time	10,117	832 hrs	832 hrs	832 hrs	

(a) As of January 1, 2016 16 hours of this position will be in the Parks Department. Total wages is \$53,810

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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

DPW - TRANSFER STATION	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1300290 DPW -TRANSFER STATION							
1300290 34430 TRNSF STAT	.00	224,612.50	219,745.50	177,743.00	225,000.00	202,500.00	-10.0%
1300290 34440 CRRRA REBAT	.00	7,668.20	10,026.50	9,794.90	7,500.00	7,500.00	.0%
1300290 34442 SCRAP METL	.00	12,597.70	13,750.07	7,664.50	12,000.00	12,000.00	.0%
1300290 34443 ORD223 FEE	.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.0%
1300290 36100 INT CLASS	.00	.00	3.89	3.04	.00	.00	.0%
TOTAL DPW -TRANSFER STATION	.00	246,878.40	245,525.96	197,205.44	246,500.00	224,000.00	-9.1%
TOTAL DPW - TRANSFER STATION	.00	246,878.40	245,525.96	197,205.44	246,500.00	224,000.00	-9.1%
GRAND TOTAL	.00	246,878.40	245,525.96	197,205.44	246,500.00	224,000.00	-9.1%

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

DPW - TRANSFER STATION	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1300290 DPW -TRANSFER STATION							
1300290 51200 PART TIME	.00	8,691.06	9,389.95	6,463.04	9,826.00	10,117.00	3.0%
1300290 51304 F/T NAGE	.00	49,271.49	54,500.21	27,728.64	53,830.00	43,358.00	-19.5%
1300290 51400 OVERTIME	.00	.00	472.63	125.58	500.00	500.00	.0%
1300290 52400 F.I.C.A.	.00	4,310.17	4,923.75	2,475.00	.00	.00	.0%
1300290 55000 REP/MAINT	.00	14,051.91	4,145.73	2,329.47	6,000.00	6,000.00	.0%
1300290 55500 LIGHT/POWE	.00	3,252.50	3,058.94	1,768.63	2,200.00	2,200.00	.0%
1300290 56340 CABLE/WEB	.00	.00	1,153.84	448.37	1,067.00	1,067.00	.0%
1300290 56750 WATER	.00	388.90	169.28	65.78	300.00	300.00	.0%
1300290 57100 OFF SUPPLY	.00	39.98	.00	829.56	800.00	800.00	.0%
1300290 59150 CIP	.00	.00	.00	.00	.00	10,000.00	.0%
1300290 59425 C CRD FEES	.00	.00	349.26	285.85	450.00	450.00	.0%
1300290 59920 PERMIT FEE	.00	800.00	890.00	.00	800.00	800.00	.0%
1300290 59960 HAULING	.00	42,315.00	42,860.00	52,500.00	52,500.00	46,000.00	-12.4%
1300290 59970 TIPPING FE	.00	106,273.31	96,892.50	99,604.94	106,062.50	102,000.00	-3.8%
TOTAL DPW -TRANSFER STATION	.00	229,394.32	218,806.09	194,624.86	234,335.50	223,592.00	-4.6%
TOTAL DPW - TRANSFER STATION	.00	229,394.32	218,806.09	194,624.86	234,335.50	223,592.00	-4.6%
GRAND TOTAL	.00	229,394.32	218,806.09	194,624.86	234,335.50	223,592.00	-4.6%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **PUBLIC WORKS**

## **FACILITIES – COMMUNITY CENTER – 5550**

### EXPLANATION

The Community Center program contains those items required to maintain the Community Center. Converted from a former school facility, the building houses the Community Center, Library Operations, Parks and Recreation Administrative Office and programming space along with Social Services and Senior Center operations. The cost of maintaining and operating the Community Center is contained in this department.

Pursuant to the long range goals of the Board of Selectmen, an emphasis has been placed on performing maintenance. Consistent with this goal, the Director of Public Works, Robert Martin has created a Building Maintenance Plan that describes every fixture and asset within general government facilities and the required maintenance and replacement plan for each item. The Building Maintenance Plan is located in the Appendix to the Budget. Significant improvements have been made to the Community Center, including painting, carpet replacements and technology improvements.

### BUDGET CHANGES AND COMMENTARY

- Repairs and Maintenance: Funds utilized for building maintenance such as painting and major repairs. This line item was increased because there is less funds in the CIP Community Center Improvement fund to pay for major improvements.
- Maintenance/Cleaning: Funds the purchase of cleaning supplies, maintenance contracts and certain professional services, including security alarm system, generator service contract, fire alarm and trash pickup. Amount reduced to reflect actual supply and service contract amounts.
- H/C Repair: Funds used to repair the HVAC system not covered by maintenance contract.
- H/C Contract: Contract for heating and cooling periodic maintenance and inspections. The service was competitively bid with the schools and the Town of Avon resulting in a new vendor being chosen.
- Lighting/Power: Reflects projected costs of utilities.
- Elevator Contract: Cost of having a third party maintain and inspect the elevator.
- Fuel/Heat: Reflects natural gas costs to heat.
- Water: Reflects anticipated rates.
- Sewer Use: Reflects billing based upon meter as opposed to fixed flat rate.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005550	COMMUNITY CENTER							
1005550	55000							
	REP/MAINT	.00	.00	4,319.09	3,226.73	5,500.00	15,500.00	181.8%
1005550	55100	21,384.07	17,739.30	11,581.75	14,810.70	20,000.00	10,000.00	-50.0%
1005550	55300	3,068.46	765.70	4,128.21	2,500.00	2,500.00	2,500.00	.0%
1005550	55310	2,400.00	1,669.00	2,037.25	3,240.00	3,240.00	3,240.00	.0%
1005550	55500	39,177.68	40,005.87	36,406.65	21,735.62	41,500.00	39,000.00	-6.0%
1005550	55600	3,068.70	2,967.30	2,248.54	2,163.00	2,163.00	2,304.00	6.5%
1005550	56200	5,420.04	5,446.74	5,428.71	.00	.00	.00	.0%
1005550	56500	16,734.02	19,451.31	21,505.20	6,802.18	20,000.00	20,000.00	.0%
1005550	56750	5,784.29	4,258.76	2,945.42	1,858.95	3,500.00	3,500.00	.0%
1005550	56760	572.14	942.18	808.08	793.83	900.00	900.00	.0%
	TOTAL COMMUNITY CENTER	97,609.40	93,246.16	91,408.90	57,131.01	99,303.00	96,944.00	-2.4%
	TOTAL GENERAL FUND	97,609.40	93,246.16	91,408.90	57,131.01	99,303.00	96,944.00	-2.4%
	GRAND TOTAL	97,609.40	93,246.16	91,408.90	57,131.01	99,303.00	96,944.00	-2.4%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **PUBLIC WORKS**

### **Grange – 5270**

#### EXPLANATION

The Cherry Brook Grange was gifted to the Town of Canton in 2013. A budget has been established to fund utilities and maintenance for the building. The amount budgeted will only fund the most basic maintenance needs. Any significant improvements will need to be completed with donated manpower and/or funds or be additionally budgeted. Over the past fiscal year a new well was installed, a new septic tank and asbestos was removed from the ground floor. It is hoped a new roof will be installed this spring. Most of these improvements were completed through donations.

#### BUDGET CHANGES AND COMMENTARY

- Repair/Maintenance: Funds necessary to perform minor maintenance to the Grange including electrical, plumbing and hardware.
- Light/Power: Reflects cost of utility usage.
- Fuel/Heat: Reflects cost associated with heating the facility. This amount will need to be increased if the building is to be occupied during winter months.
- Telephone: Cost of maintaining one phone line at the grange.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005270 GRANGE									
1005270	55000	REP/MAINT	.00	.00	200.00	1,525.25	1,000.00	2,000.00	100.0%
1005270	55500	LIGHT/POWE	.00	.00	.00	521.93	600.00	1,000.00	66.7%
1005270	56200	TELEPHONE	.00	.00	.00	.00	480.00	480.00	.0%
1005270	56500	FUEL/HEAT	.00	.00	.00	775.59	3,800.00	3,000.00	-21.1%
TOTAL GRANGE			.00	.00	200.00	2,822.77	5,880.00	6,480.00	10.2%
TOTAL GENERAL FUND			.00	.00	200.00	2,822.77	5,880.00	6,480.00	10.2%
GRAND TOTAL			.00	.00	200.00	2,822.77	5,880.00	6,480.00	10.2%

\*\* END OF REPORT - Generated by Amy OToole \*\*

**TOWN OF CANTON**

**CAO PROPOSED**

**FISCAL YEAR 2015-2016 BUDGET**

**COMMUNITY SERVICES**

6340	Community Agencies
6380	Senior / Social Services
6450	Parks and Recreation
2100045	Parks and Recreation – Special Revenue Fund
0320	Library

## **COMMUNITY SERVICES**

## **Community Agencies - 6340**

### EXPLANATION

These are Town agencies, community groups and regional agencies that receive funding from the Town.

### BUDGET CHANGES AND COMMENTARY

- Youth Service Bureau - For the provision of youth services, including prevention activities, positive youth development and counseling for troubled youth. The Bureau also oversees the youth center known as the "Cave". The Recreation Program Specialist position is located within this line item.
- Memorial Day - Funds for flags and markers for cemeteries.
- Health District - Through its membership in the Farmington Valley Health District (FVHD), the Town provides for the services and programs associated with a Public Health Department which include, but are not limited to the following: subdivision reviews, soil testing, engineer plan reviews, septic systems, wells, licensing and inspecting of food establishments, public pool inspections and permitting, daycare inspections and permitting.
- Farmington Valley Visiting Nurses Association VNA - Through its association with the Farmington Valley Visiting Nurses Association (FVVNA), the Town provides for continued delivery of a comprehensive home and community health and illness prevention program. The annual allocation allows the VNA to provide health supervision home visits by a registered nurse, physical therapist or medical social worker, reduced and part pay home care services for individuals with financial hardship and a variety of illness prevention/clinic services based up requested services and needs identified.
- CT Main Street – Funds membership in the Connecticut Main Street Organization.
- North Central Regional Mental Health Board - A non-profit regional board that monitors and provides for local mental health services.
- Roaring Brook Nature Center - Donation to local non-profit nature center.
- Farmington River Watershed - A advocacy group that supports the Farmington River.
- Canton Historical Museum – A Local museum located in Collinsville.
- Interval House - Provides services to victims of domestic violence.
- Sam Collins Day – Provides cost of renting a Town booth at the Sam Collins Day event.

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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
 bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1006340	COMMUNITY AGENCIES								
1006340	53575	YSB	4,400.00	4,400.00	8,800.00	14,300.00	14,300.00	14,300.00	.0%
1006340	53580	MEMOR.DAY	438.55	511.15	70.44	.00	905.00	905.00	.0%
1006340	53585	HEALTH DIS	42,525.00	44,449.00	51,500.00	52,273.00	52,015.00	53,339.00	2.5%
1006340	53595	FV VNA	24,425.00	20,085.25	17,971.00	7,325.75	19,625.00	19,625.00	.0%
1006340	53600	HIST MUSEU	.00	.00	.00	.00	1,000.00	1,000.00	.0%
1006340	53605	CT MAIN ST	.00	.00	.00	.00	750.00	750.00	.0%
1006340	53615	SAM COLLIN	.00	.00	.00	.00	.00	500.00	.0%
1006340	53620	MEN.HEALTH	.00	.00	.00	720.00	720.00	720.00	.0%
1006340	58520	WATERSHED	.00	.00	.00	1,029.00	1,029.00	1,029.00	.0%
1006340	58530	NAT.CENTER	.00	.00	.00	1,000.00	1,500.00	1,500.00	.0%
1006340	60011	INT.HOUSE	.00	.00	.00	.00	1,000.00	1,000.00	.0%
TOTAL COMMUNITY AGENCIES			71,788.55	69,445.40	78,341.44	76,647.75	92,844.00	94,668.00	2.0%
TOTAL GENERAL FUND			71,788.55	69,445.40	78,341.44	76,647.75	92,844.00	94,668.00	2.0%
GRAND TOTAL			71,788.55	69,445.40	78,341.44	76,647.75	92,844.00	94,668.00	2.0%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## COMMUNITY SERVICES

## SENIOR/SOCIAL SERVICES – 6380

### EXPLANATION

The Senior/Social Services Department provides comprehensive services and programs to the Town's senior population in order to promote physical, emotional, social and intellectual well-being for this group of Canton citizens. Activities focus on public health and wellness, education, transportation, socialization, recreational and volunteer opportunities. The Senior Services Department acts as an important information and referral source for both the Town's seniors and their families.

In addition, external services are brought in, provided and coordinated on-site for easy accessibility by seniors: notably in the areas of health (flu shot clinics, foot care clinic, skin and hearing screenings, BP monitoring and nutrition counseling), education (presentations and classes including cooking, computer skills and safe driving), and social services (such as tax filing, Medicare prescription drug plan screening and counseling, bereavement support group, housing opportunity information and medical transportation coordination and scheduling).

The Senior/Social Services Coordinator also provides for the social service needs for the Canton community. Services provided include: crisis intervention, outreach, information and referral, coordination of state and federal energy assistance programs and coordination of state elderly renters/homeowner's tax relief program. The Senior/Social Services Department have utilized volunteers and interns to help meet the demands of the office.

### BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Salary for the Senior/Social Services Director.
- Part-Time: Reflects the salary for the part-time Administrative Assistant and the part-time Senior Center Coordinator.
- Dial-A-Ride: Cost covers personnel, maintenance of bus, insurance and all aspects of operation. The Dial-A-Ride service provides transportation to seniors and disabled Canton residents on a consistent, regular basis. The program is subsidized by a state grant. The current Dial-A-Ride service provider was selected through a competitive bid process that occurred in 2014. There was a request by the Director to expand Dial-A-Ride service. This was not recommended by the Chief Administrative Officer because of budget limitations.
- Postage: Postage for Senior Scribe and miscellaneous mailings.
- Meals: Reflects cost of meals provided twice a week by the Community Renewal Team (CRT).
- Meetings/Dues: Cost of membership in professional organizations and seminars.
- Printing: Primarily funds the cost of printing the senior newsletter. Reduced based on trend.
- Office Supplies: Cost of general office supplies. Reduced because cost of utilizing a third party vendor for printing was less than anticipated.
- Senior Activities: Funds utilized for senior activities.
- Meals on Wheels: Program that delivers meals to Canton residents.
- General Assistance: Provides short-term financial assistance when other programs are not available (\$3,500).

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Senior/Social Services Director	52,217	1	1	1	
Administrative Assistant	24,102	.71	.71	.71	
Senior Center Coordinator	15,854	.45	.71	.45	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1006380	SENIOR/SOCIAL SERVICES							
1006380	51000	F/T SALARI	44,170.61	.00	.00	.00	.00	.0%
1006380	51110	SUPER.SAL.	5,799.38	44,296.52	52,340.82	30,928.48	52,217.00	.0%
1006380	51200	PART TIME	12,748.06	20,805.24	22,662.65	17,365.75	39,267.00	3.0%
1006380	54420	DIAL-RIDE	48,062.20	45,000.00	46,779.10	49,500.00	49,361.00	4.1%
1006380	55200	MILEAGE	160.15	141.25	79.11	11.20	175.00	28.6%
1006380	55860	COPIER MAI	.00	282.71	414.60	499.92	500.00	.0%
1006380	56100	POSTAGE	1,842.12	1,466.83	1,583.13	495.57	1,600.00	.0%
1006380	56205	CELL PHONE	.00	.00	399.96	80.00	480.00	.0%
1006380	56720	MEALS	3,370.82	3,561.85	3,462.36	3,819.00	3,934.00	3.0%
1006380	56950	MTG/DUES	210.00	453.00	480.00	478.00	618.00	.0%
1006380	57100	OFF.SUPPL.	297.13	533.38	355.12	661.20	800.00	.0%
1006380	57200	PRINTING	413.57	159.96	1,579.03	2,430.73	2,450.00	-26.5%
1006380	57600	COMP.SUPPL	675.96	147.98	143.98	67.88	200.00	127.5%
1006380	59030	SENIOR ACT	1,052.57	832.63	1,326.72	430.78	1,300.00	.0%
1006380	59050	MEALS WHEE	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	.0%
1006380	59100	GEN ASST	4,502.18	3,500.00	4,413.37	1,844.10	3,500.00	.0%
1006380	60011	INT.HOUSE	750.00	.00	.00	.00	.00	.0%
	TOTAL SENIOR/SOCIAL SERVICES	127,554.75	124,681.35	139,519.95	112,112.61	159,787.00	162,758.00	1.9%
	TOTAL GENERAL FUND	127,554.75	124,681.35	139,519.95	112,112.61	159,787.00	162,758.00	1.9%
	GRAND TOTAL	127,554.75	124,681.35	139,519.95	112,112.61	159,787.00	162,758.00	1.9%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## COMMUNITY SERVICES

## PARKS AND RECREATION – 6450

### EXPLANATION

The Canton Parks and Recreation Department is charged with providing comprehensive, high quality and well-rounded recreation and leisure activities for Canton residents. The programs are intended to address the needs of all populations from pre-school age to senior citizens. The Recreation Department also maintains the pool complex located at Mills Pond.

### BUDGET CHANGES AND COMMENTARY

- Full-Time Salary: Represents the salary for the combined Recreation Program Supervisor position and the Aquatic Director position.
- Supervisory Salary: The Director's salary line item. Part of the Director's salary (\$10,000) is budgeted in the Recreation Special Revenue Account. Salary for the new recreation Director was increased when hired to be more competitive with Directors of similar towns.
- Part-Time Seasonal: Represents the cost of paying part time seasonal employees to operate the Mills Pond pool.
- Maintenance/Cleaning: Represents funds for opening and closing the pool house, pool house supplies, general repairs, portable restrooms and dumpster rental.
- Light/Power: Cost of electricity for Mills Pond Park.
- Repair Maintenance: Funds utilized to purchase first aid supplies, life guard suits, pool ID tags, etc. and infrastructure maintenance and repairs. Additional items to be purchased this year include handicapped swings (\$3,200) pool amenities – chairs etc. (\$1,500) pool fitness equipment for exercise programming (\$1,500) .
- Special Events: Provides for all special events run by department including summer concerts, teen events, senior programs, summer evening at the pool, holiday lighting and Breakfast with Santa. Increased by \$500 to add special pool events.
- Fuel/Heat: Reflects cost of heating hot water at Mills Pond.
- Sewer Use: Reflects costs associated with pool water treatment and toilet facilities at Mills Pond. The Town's sewer fees are charged the same as commercial users, which means the fee is based on water usage. Since significant amount of water is used to fill the pool and irrigate the fields, the Town can pay a relatively high fee to WPCA. Pursuant to an agreement with WPCA, a meter was placed on the water so that the sewer fee will only be based on the water used for the pool and toilets and not on water that goes on the fields. Increased based on trend.
- Meetings/Dues: Includes dues for the National Recreation and Park Association and Connecticut Recreation and Park Association. Increased due to inclusion of the registration fee for the CRPA meetings and conferences. Increased due to request by the Director to attend the National Recreation and Parks Conference (\$1,500).
- Mills Pond Chemicals: Chemicals used to treat the Mills Pond Pool.
- Mills Pond Pool Opening/Closing: Contract for Opening and Closing the pool. The cost has decreased because DPW employees now close the pool instead of an outside Contractor.
- Mills Pond Pool Repairs: Costs of repairing the Mills Pond Pool. Reduced based on trend and that the pool mechanicals were just updated.
- Mills Pond Water: Cost of the water to fill Mills Pond Pool and irrigate the recreation fields located at the park. The amount varies significantly depending on weather conditions. The Parks and Recreation Director has analyzed water usage and determined that the amount used to irrigate the fields is well within best practices. It is estimated that the pool and pool house utilize 500,000 gallons of water and irrigation uses between 2 and 2.5 million gallons.
- Copier Lease: Cost of leasing the copier for the Recreation Department.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Director (a)	56,000	1	1	1	
Recreation Program Supervisor/Aquatic Director (a)	28,370	1	1	1	
Facility Coordinator	10,928	10,928	0	0	
Aquatic Assistants(3)	11,248	0	11,248	11,248	
Lifeguards (20)	25,982	25,982	25,982	25,982	
Desk Attendant (4)	5,719	5,719	5,719	5,719	
Maintenance	1,968	1,968	1,968	1,968	

(a) \$10,000 of the Director's salary and \$8,321 of the Recreation Program Supervisor's wages come from the Parks and Recreation Special Revenue Fund

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1006450	PARK AND RECREATION							
1006450	51000							
	F/T SALARI	.00	.00	.00	8,255.51	28,370.00	28,370.00	.0%
1006450	51110	52,193.38	58,256.08	40,501.80	32,593.82	49,712.00	56,000.00	12.6%
1006450	51150	49,552.66	49,971.23	45,911.92	38,633.84	44,597.00	44,917.00	.7%
1006450	51200	25,440.31	23,532.38	17,007.68	90.34	.00	.00	.0%
1006450	55100	5,366.80	5,087.06	3,436.44	2,627.99	5,810.00	5,810.00	.0%
1006450	55200	102.68	59.41	117.15	219.02	100.00	300.00	200.0%
1006450	55500	6,061.28	7,533.55	7,017.65	6,228.39	7,000.00	7,000.00	.0%
1006450	55800	4,847.63	4,964.65	8,713.56	8,601.25	13,400.00	11,600.00	-13.4%
1006450	55860	456.32	.00	.00	.00	.00	.00	.0%
1006450	56100	81.41	49.62	33.14	5.79	100.00	50.00	-50.0%
1006450	56200	.00	.00	.00	12.50	120.00	100.00	-16.7%
1006450	56340	255.34	163.31	107.46	12.25	.00	.00	.0%
1006450	56440	8,212.53	7,121.83	6,761.94	8,393.35	8,400.00	8,900.00	6.0%
1006450	56500	681.97	620.92	907.53	242.46	600.00	600.00	.0%
1006450	56760	3,487.47	4,447.65	2,389.22	3,387.30	2,400.00	3,400.00	41.7%
1006450	56950	340.00	1,020.34	826.63	5,472.00	1,500.00	2,805.00	87.0%
1006450	57100	607.86	542.05	210.78	777.53	500.00	800.00	60.0%
1006450	58400	7,200.92	7,941.43	5,802.78	4,632.63	6,000.00	6,000.00	.0%
1006450	58410	16,729.79	16,929.00	16,181.65	.00	15,000.00	15,000.00	.0%
1006450	58420	3,188.04	3,190.21	2,892.89	247.67	4,000.00	3,500.00	-12.5%
1006450	58430	7,160.20	16,825.41	15,284.90	3,898.51	15,500.00	15,500.00	.0%
1006450	60040	4,910.10	4,583.98	889.83	441.24	883.00	883.00	.0%
	TOTAL PARK AND RECREATION	196,876.69	212,840.11	174,994.95	124,773.39	203,992.00	211,535.00	3.7%
	TOTAL GENERAL FUND	196,876.69	212,840.11	174,994.95	124,773.39	203,992.00	211,535.00	3.7%
	GRAND TOTAL	196,876.69	212,840.11	174,994.95	124,773.39	203,992.00	211,535.00	3.7%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **SPECIAL REVENUE FUNDS      PARKS AND RECREATION – 2100045**

### **EXPLANATION**

Special Revenue Funds are used to account for the proceeds of special revenue sources that are legally restricted to expenditures for specific purposes. In most cases, these funds do not directly affect the mill rate. The **Parks and Recreation Special Revenue Fund** accounts for all the fees collected for recreation programs and the expenditures needed to operate the program. The part-time seasonal staff has been increased to support enhanced summer camp programs and other additional programming throughout the year. It is anticipated that these additional costs will be offset by the increased revenues from the new programming.

The Parks & Recreation Revenue fund also partially funds the Park and Recreation Director position (\$10,000) and the Recreation Program Supervisor/Aquatic Director position (\$8,321).

### **BUDGET CHANGES AND COMMENTARY**

- Part-Time Seasonal: Compensation for employees such as Camp Directors and Life Guards. This also includes an additional \$3,000 for part-time office support during the summer. The amount has been increased to hire additional seasonal staff to support enhanced summer camps and additional programming. These additional costs will be offset by revenues raised by the increased programming. The swim coach will now be paid an hourly rate from this line item instead of the previous independent contractor status.
- Financial Services/Fringe Benefits: Provides proportionate funding for Financial Department services committed to Parks and Revenue Special Revenue Fund function.
- FICA: Funds Part Time Parks position payroll taxes at 7.65% of all wages.
- Software Support: Parks and Recreation's share of MUNIS and the annual cost of recreation registration and management software.
- Meetings/Dues: Funds training and supplies for in-house training for recreation staff.
- Materials and Supplies: Costs associated with materials, equipment and supplies for recreational programs.
- Programs: Covers costs for running programs – instructor fees, supplies, materials and miscellaneous expenses.
- CCRD Fees: This represents the processing fees for allowing participants to pay with a credit card. Increased based on increase in use of credit cards.

### **PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Summer Camp Director (1)	7,680	480 hrs	480 hrs	480 hrs	
Summer Camp Leaders	17,230	1,760 hrs	0	0	
Swim team Assistant (2)	2,596	180 hrs	180 hrs	180 hrs	
Water Safety Instructors (6)	10,341	900 hrs	900 hrs	900 hrs	
Swim Aides (2)	2,880	450 hrs	300 hrs	300 hrs	
AM Guards	1,603	170 hrs	170 hrs	170 hrs	
Parks Maintainer (1)	9,165	.35	.35	.35	
Head Swim Coach (1)	4,375	0	175 hrs	175 hrs	
Asst. Swim Coach (3)	3,600	0	300 hrs	300 hrs	
Office Assistant (1)	3,000	0	600hrs	300 hrs	
Assistant Directors (3)	7,645	0	695 hrs	695 hrs	
Camp Counselors (7)	22,469	0	2,295 hrs	2,295 hrs	

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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
 bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

PARK & RECREATION REVENUE FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2100000 PARK & RECREATION FUND									
2100000	34722	SWIM LESSO	19,025.00	23,167.50	24,209.50	18,645.00	23,000.00	23,000.00	.0%
2100000	34742	CONCESSION	868.58	626.23	457.00	401.55	600.00	600.00	.0%
2100000	34743	RESALE REV	.00	.00	.00	136.35	.00	100.00	.0%
2100000	34772	BROCHURES	2,923.00	2,135.00	2,060.00	.00	2,000.00	2,000.00	.0%
2100000	34782	PROG FEES	133,636.48	174,956.97	162,820.83	122,802.50	183,000.00	200,000.00	9.3%
2100000	36100	INT CLASS	12.25	14.65	8.89	5.19	.00	.00	.0%
2100000	36500	DONATS/GIF	400.00	1,500.00	2,000.00	.00	.00	.00	.0%
TOTAL PARK & RECREATION FUND			156,865.31	202,400.35	191,556.22	141,990.59	208,600.00	225,700.00	8.2%
TOTAL PARK & RECREATION REVE			156,865.31	202,400.35	191,556.22	141,990.59	208,600.00	225,700.00	8.2%
GRAND TOTAL			156,865.31	202,400.35	191,556.22	141,990.59	208,600.00	225,700.00	8.2%

\*\* END OF REPORT - Generated by Amy OToole \*\*

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

PARK & RECREATION REVENUE FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2100045 PARK & RECREATION REVENUE FUND									
2100045	51000	F/T SALARI	.00	.00	.00	2,018.02	8,321.00	8,321.00	.0%
2100045	51110	SUPER.SAL.	.00	.00	8,745.81	6,092.35	10,000.00	10,000.00	.0%
2100045	51150	P/T SEASON	35,121.43	43,802.45	55,162.75	39,466.71	51,694.00	72,623.00	40.5%
2100045	51200	PART TIME	7,412.15	6,606.25	16,292.86	8,452.92	.00	.00	.0%
2100045	51210	FIN.SERV.	10,831.96	10,479.13	9,872.45	5,210.13	10,834.00	11,636.00	7.4%
2100045	52200	FR.BENEFIT	3,727.00	4,020.00	3,643.25	2,831.00	4,717.00	4,016.00	-14.9%
2100045	52400	F.I.C.A.	3,724.20	4,303.28	6,890.65	2,686.96	6,110.00	7,702.00	26.1%
2100045	55200	MILEAGE	.00	5.55	120.91	.00	150.00	150.00	.0%
2100045	55800	DEPT.MAINT	.00	.00	8,035.53	.00	.00	.00	.0%
2100045	55830	SOFT.SUPPO	5,118.03	5,180.54	5,495.06	4,967.12	5,586.00	5,586.00	.0%
2100045	56100	POSTAGE	50.41	.00	.00	.00	50.00	50.00	.0%
2100045	56950	MTG/DUES	200.00	500.00	639.58	249.29	550.00	550.00	.0%
2100045	57200	PRINTING	31.80	51.10	96.27	.00	200.00	200.00	.0%
2100045	57360	MATER/SUPP	10,763.24	3,561.27	590.26	317.21	2,500.00	2,500.00	.0%
2100045	59010	PROGRAMS	100,788.24	96,231.45	78,595.61	53,102.72	100,000.00	95,000.00	-5.0%
2100045	59020	SPEC.NEEDS	2,400.00	.00	75.00	.00	500.00	500.00	.0%
2100045	59425	C CRD FEES	3,028.48	4,701.32	4,456.19	2,680.50	5,000.00	5,000.00	.0%
2100045	59920	LIC FEE	664.21	326.97	330.00	335.00	340.00	340.00	.0%
TOTAL PARK & RECREATION REVE			183,861.15	179,769.31	199,042.18	128,409.93	206,552.00	224,174.00	8.5%
TOTAL PARK & RECREATION REVE			183,861.15	179,769.31	199,042.18	128,409.93	206,552.00	224,174.00	8.5%
GRAND TOTAL			183,861.15	179,769.31	199,042.18	128,409.93	206,552.00	224,174.00	8.5%

\*\* END OF REPORT - Generated by Amy OToole \*\*

**COMMUNITY SERVICES****PUBLIC LIBRARY – 10320****EXPLANATION**

Mission Statement: The mission of the Canton Public Library is a community information center that employs trained staff and offers a variety of collections, services, programs and equipment to which Canton residents of all ages can turn for support of lifelong reading, learning and personal enrichment. There was a request by the Library Director that the Teen Librarian's hours be increased from 16 to 25 hours per week. This request is not recommended at this time due to budgetary restraints.

**BUDGET CHANGES AND COMMENTARY**

- Supervisor Salary: Reflects salary for the Library Director. Line item was decreased because the new Director receives less compensation.
- Part Time: Part-time salaries indicate a 3% wage increase.
- Salaried Full Time: Represents salary amounts for four (4) full time employees.
- Computer Hardware: Cost of replacing computer hardware. The Library had been on a program of replacing computers on a three year basis while the rest of the Town was on a six year basis. The Library requested an additional \$6,120 for the purchase of eight iPads and a self-checkout station. The CAO approved the purchase of four iPads and the self-checkout station. The replacement of desktop/laptop computers has been transferred to the IT Department. It is hoped the additional iPads can be received through donations.
- Mileage: Reflects IRS rate and estimated usage. Increased based on trend.
- Copier Contract: Cost of new copier/printers that replaced numerous smaller printers.
- Meetings/Dues: Reflects costs of dues and memberships (Connecticut Library Consortium, CT Library Association, American Library Association and Association of CT Library Boards).
- Office Supplies: Includes cost of library processing supplies such as library cards and book covers and standard office supplies.
- Electronic Services: Primarily the cost of membership in the Library Connection Inc. Network – \$28,628.
- Publications: Funds used to purchase print/audiovisual materials, DVDs, online data bases and other media for library patrons. Line item increased \$3,000 to add an E-zine service which provides magazines to the public in a cloud based electronic format.
- Programs: Funds special programs for Canton residents and provide a way to impact people who may not utilize the library for traditional purposes. Some funding is provided by the Friends of the Library.

**PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Director	80,500	1	1	1	
Head of Technical Services(a)	42,744	.75	.75	.75	
Head of Children's Services	52,455	1	1	1	
Reference Librarian	45,435	1	1	1	
Circulation Supervisor	44,710	1	1	1	
Library Aide II – 6	16.70 per hr.	6,100 hrs	6,100 hrs (3.35 FTE)	6,100 hrs (3.35 FTE)	
Library Aide I – 6	15.35 per hr.	3,420 hrs	3,420 hrs (1.88 FTE)	3,420 hrs (1.88 FTE)	
Library Pages – 3	9.54 per hr.	1,144 hrs	1,144 hrs (0.63 FTE)	1,144 hrs (0.63 FTE)	
Summer Aides – 2	9.75 per hr.	320 hrs	320 hrs (0.18 FTE)	320 hrs (0.18 FTE)	
Teen Services Librarian	27.58 per hr.	988	988 hrs	988hrs	
Summer Saturday Staff	16.79 per hr.	110 hrs	110 hrs	110 hrs	

(a) Head of Technical Services also acts as the Town's Technical Support Specialist for 10 hours per week and receives a combined annual salary of \$57,000.

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**TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON**
**P 1**  
**bgnyrpts**
**PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET**
**FOR PERIOD 13**
**ACCOUNTS FOR:**

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1010320	LIBRARY							
1010320	51110							
	SUPER.SAL.	80,294.76	80,374.96	82,624.92	58,295.38	82,310.00	80,500.00	-2.2%
1010320	51200							
	PART TIME	160,281.31	150,459.37	177,269.66	114,441.35	187,360.00	195,035.00	4.1%
1010320	51300							
	F/T SALARY	190,203.00	186,153.89	193,919.62	101,327.37	194,359.00	186,150.00	-4.2%
1010320	53110							
	COMP.HARD.	2,947.25	2,416.00	3,064.64	1,673.60	3,100.00	3,520.00	13.5%
1010320	53120							
	COMP.SOFT.	949.14	950.00	.00	.00	970.00	970.00	.0%
1010320	55200							
	MILEAGE	820.06	576.24	832.42	291.65	700.00	833.00	19.0%
1010320	55800							
	DEPT.MAINT	353.56	701.24	194.78	491.30	700.00	800.00	14.3%
1010320	55860							
	COPIER CON	555.85	648.09	381.53	700.00	700.00	700.00	.0%
1010320	56100							
	POSTAGE	246.35	202.50	142.50	153.70	270.00	270.00	.0%
1010320	56950							
	MTG/DUES	1,185.00	1,240.00	1,085.00	768.00	1,315.00	1,315.00	.0%
1010320	57100							
	OFF.SUPPL.	4,976.13	4,545.20	4,982.64	2,214.36	5,000.00	5,100.00	2.0%
1010320	57310							
	ELECT.SERV	29,667.35	28,846.35	29,514.30	28,788.65	28,954.00	28,954.00	.0%
1010320	57320							
	PUBLICATIO	69,569.00	71,453.25	69,584.75	55,156.13	73,034.00	76,034.00	4.1%
1010320	57600							
	COMP.SUPPL	1,760.72	1,421.85	1,464.94	897.22	1,200.00	1,465.00	22.1%
1010320	57800							
	TRAIN/EDUC	904.00	749.31	639.00	189.48	1,000.00	1,000.00	.0%
1010320	59010							
	PROGRAMS	1,801.15	2,633.85	2,586.33	2,983.22	4,665.00	5,000.00	7.2%
1010320	60040							
	COPIER LEA	2,032.12	1,667.29	1,681.99	1,661.00	1,661.00	1,661.00	.0%
TOTAL LIBRARY		548,546.75	535,039.39	569,969.02	370,032.41	587,298.00	589,307.00	.3%
TOTAL GENERAL FUND		548,546.75	535,039.39	569,969.02	370,032.41	587,298.00	589,307.00	.3%
GRAND TOTAL		548,546.75	535,039.39	569,969.02	370,032.41	587,298.00	589,307.00	.3%

\*\* END OF REPORT - Generated by Amy OToole \*\*

**TOWN OF CANTON**

**FINAL PROPOSED**

**FISCAL YEAR 2015-2016 BUDGET**

**COMMUNITY PLANNING AND DEVELOPMENT**

7065	Building Official
7410	Town Planner

## COMMUNITY PLANNING AND DEVELOPMENT      BUILDING - 7065

### EXPLANATION

Connecticut General Statutes Chapter 541 sets forth the needs, duties, requirements and conditions of the Building Department. Chapter 541 also mandates that all municipalities within Connecticut utilize the State Building Code as its building code. The Building Department is responsible for issuing all building and associated permits. Plan review, various inspections and the issuance of certificates of completion or occupancy are among other duties of the Department.

Based on the current trend, the Building Official will be budgeted for fiscal year 2014/2015 at an average of 15 hours a week. The Building Technician continues to be full-time and is available during Town Hall hours of operation to assist applicants and schedule inspections. If the commercial and/or residential building market increases, the amount of hours for the Building Official will have to be increased.

### BUDGET CHANGES AND COMMENTARY

- Full Time Hourly: Reflects cost of Building Technician.
- Part Time: Represents cost of Building Official at \$39.00 per hour – 15 hours a week. Amount increased 3% which is consistent with other part-time employees.
- Mileage: Reimbursement for personal use of vehicle at the standard IRS rate.
- Meetings/Dues: Cost of conferences and seminars.
- Office Supplies: Used to pay for standard office supplies such as pens and forms.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Building Official	30,900	.43	.43	.43	
Building Technician (21 hours per week) (a)	24,767	.59	.59	.59	

a) Position is shared with the Fire Marshal/Emergency Management Director (11,794) and the Fire Department (4,717) – total salary is 41,278

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1007065	BUILDING OFFICIAL								
1007065	51110	SUPER.SAL.	18,673.54	17,372.88	16,967.19	11,048.60	30,000.00	30,900.00	3.0%
1007065	51301	F/T HOURLY	23,738.86	23,763.16	24,456.33	14,421.51	24,185.00	24,354.00	.7%
1007065	55200	MILEAGE	2,197.97	2,499.44	2,588.23	1,293.60	2,300.00	2,300.00	.0%
1007065	56100	POSTAGE	224.29	216.46	164.10	57.92	300.00	300.00	.0%
1007065	56205	CELL PHONE	-1.77	.00	.00	.00	.00	.00	.0%
1007065	56910	REF/TEXTS	.00	.00	.00	.00	200.00	200.00	.0%
1007065	56950	MTG/DUES	125.00	185.00	125.00	.00	200.00	200.00	.0%
1007065	57100	OFF.SUPPL.	287.99	400.23	198.67	198.26	200.00	200.00	.0%
	TOTAL BUILDING OFFICIAL		45,245.88	44,437.17	44,499.52	27,019.89	57,385.00	58,454.00	1.9%
	TOTAL GENERAL FUND		45,245.88	44,437.17	44,499.52	27,019.89	57,385.00	58,454.00	1.9%
	GRAND TOTAL		45,245.88	44,437.17	44,499.52	27,019.89	57,385.00	58,454.00	1.9%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## COMMUNITY PLANNING & DEVELOPMENT

## TOWN PLANNER - 7410

### EXPLANATION

The Land Use Office assists the Town Land Use, conservation and development agencies to adopt plans, policies, regulations and programs to promote the sound long-range development, general welfare and safety of the community. This includes the preservation of property values, conservation of natural resources and preservation of historic resources, in balance with the development of a strong economic base. These changes are guided by the Town's Plan of Conservation and Development, Zoning Regulations, Inland Wetland and Watercourse Regulations, and Subdivision Regulations. The Commissions served by the Land Use Office include the: Planning and Zoning Commission; Inland Wetlands and Watercourses Agency; Zoning Board of Appeals; Economic Development Agency; Conservation Commission; and from time to time the two (2) Historic Properties Commissions. The Land Use Office also manages a public help desk that provides guidance to developers, private citizens and other interested parties in regard to land use and development policies and regulations in pursuit of improving the future sound development of the Town.

The EDA has proposed a budget of \$22,500 which includes Social Media (\$4,000), Advertising Placements (\$4,000), Website Enhancements (\$4,000), Site Photography (\$3,000), Commercial Site Inventory (\$6,000), Marketing Events (\$500), Brochures (\$1,000), and Market Research (\$1,000). The CAO reduced the request by \$6,000 because of the difficulty of trying to complete the Commercial Site Inventory along with the other initiatives of the Agency. The marketing account also includes \$7,500 for funding for the private Main Street group that was organized this year to promote programs in Collinsville.

### BUDGET CHANGES AND COMMENTARY

- Full Time Salary: This reflects the salary for the Assistant Town Planner/Zoning Enforcement Official. Decreased because the new Assistant Town Planner will receive a lower wage than the prior Assistant Town Planner.
- Supervisor Salary: This reflects the salary for the Town Planner.
- Part Time: Amount reflects the cost of recording clerks from the various land use agencies. Reduced based on prior trend.
- Full Time Hourly: Reflects the cost of the Land Use Coordinator.
- Mileage: Reimbursement for personal use of vehicle at the standard IRS rate.
- Copier Contract: Cost for supplies and maintenance for the primary copier for Town Hall staff. Decreased based on actual usage.
- Marketing: Funds utilized to support economic initiatives of the Economic Development Agency and the Main Street group.
- Office Supplies: Reflects all office supply and cassette funds for individual Land Use Commissions and Boards. Amount is increased to purchase two Accessible Listening Devices for the major meeting rooms so that those who are hard of hearing will be able to listen to public meetings.
- Mapping: Funds creation of land use maps, subdivision maps and other maps needed by various Agencies, Boards and Commissions along with part of the cost of maintaining the Town's GIS electronic mapping system.
- Computer Supplies: Reflects the cost of purchasing print cartridges including those utilized by the large scale color plotter/scanner.
- Copier Lease: Cost of lease for the main copier. The copier is routinely used by the Land Use department and the rest of the town staff for their larger copier needs.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>14-15 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
Town Planner	100,012	1	1	1	
Assistant Town Planner	60,000	1	1	1	
Land Use Coordinator	42,934	1	1	1	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1007410	TOWN PLANNER								
1007410	51000	F/T SALARI	66,345.14	66,413.29	68,354.91	40,313.58	68,079.00	62,079.00	-8.8%
1007410	51110	SUPER.SAL.	97,467.09	97,571.84	100,410.23	59,224.21	100,014.00	100,014.00	.0%
1007410	51200	PART TIME	4,329.11	3,103.85	2,852.26	1,510.94	4,500.00	4,000.00	-11.1%
1007410	51301	F/T HOURLY	41,999.25	40,509.13	39,578.18	23,436.36	42,934.00	42,934.00	.0%
1007410	55200	MILEAGE	1,188.85	1,273.15	1,170.33	521.36	1,400.00	1,300.00	-7.1%
1007410	55860	COPIER CON	2,344.27	2,532.32	1,852.18	1,226.67	2,700.00	2,400.00	-11.1%
1007410	56000	MARKETING	896.87	750.00	4,597.15	7,500.00	27,950.00	24,900.00	-10.9%
1007410	56100	POSTAGE	1,328.27	1,012.40	1,070.15	633.27	1,200.00	1,200.00	.0%
1007410	56910	REF/TEXTS	.00	144.00	570.75	.00	300.00	300.00	.0%
1007410	56950	MTG/DUES	2,054.95	3,271.81	2,271.00	2,092.00	3,345.00	3,556.00	6.3%
1007410	57100	OFF.SUPPL.	1,001.98	1,296.28	857.09	870.17	1,400.00	2,200.00	57.1%
1007410	57200	PRINTING	152.94	100.00	72.11	.00	300.00	.00	-100.0%
1007410	57220	MAPPING	.00	.00	3,800.00	400.00	3,650.00	4,050.00	11.0%
1007410	57500	ADVERTISIN	6,593.33	6,613.57	5,569.49	2,739.87	6,200.00	5,800.00	-6.5%
1007410	57600	COMP.SUPPL	1,354.93	.00	706.12	603.72	1,500.00	750.00	-50.0%
1007410	60040	COPIER LEA	1,866.00	4,679.81	3,732.00	3,732.00	3,732.00	3,732.00	.0%
	TOTAL TOWN PLANNER		228,922.98	229,271.45	237,463.95	144,804.15	269,204.00	259,215.00	-3.7%
	TOTAL GENERAL FUND		228,922.98	229,271.45	237,463.95	144,804.15	269,204.00	259,215.00	-3.7%
	GRAND TOTAL		228,922.98	229,271.45	237,463.95	144,804.15	269,204.00	259,215.00	-3.7%

\*\* END OF REPORT - Generated by Amy OToole \*\*

# TOWN OF CANTON

## CAO PROPOSED FISCAL YEAR 2015-2016 BUDGET

### INSURANCE & MISCELLANEOUS

8130	Insurance
9141	Employee Benefits

## **INSURANCE & MISCELLANEOUS      MUNICIPAL INSURANCE - 8130**

### **EXPLANATION**

This account funds premiums on various types of Municipal Insurances including:

- Workers Compensation
- General Liability
- Malpractice, Property Coverage
- Funding for Unemployment Compensation claims

### **BUDGET CHANGES AND COMMENTARY**

- Property Casualty: The Town's insurer is CIRMA. CIRMA is the predominant insurer for Connecticut Municipalities. Since the Town has been utilizing CIRMA there is no need to pay a separate insurance agent. The current three (3) year rate lock agreement expires on June 30, 2019. The rate lock is a "not to exceed" in that the premium cannot exceed 5% but if circumstances warrant it could be less than 5%. The benefits of staying with CIRMA are that it is a stable company that provides rate stability and insures most of the municipalities in the State and the savings derived from not having to use an independent insurance agent (previously was \$15,000).
- Workers Compensation: Worker's Compensation is now provided by CIRMA.
- Unemployment Compensation: The Town has not secured insurance coverage for Unemployment Compensation and therefore pays claims on a self-insured basis.
- Recoverable Expenses: Provides funding associated with deductibles for uninsured losses.

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TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1008130 INSURANCE									
1008130	52000	PRO.CASUL.	120,344.08	126,562.96	139,197.11	143,780.06	139,234.00	147,429.00	5.9%
1008130	52010	WORK.COMP.	135,289.83	126,687.29	155,740.53	113,947.00	113,832.00	117,212.00	3.0%
1008130	52030	UNEMPLOY.	10,705.00	23,718.09	472.75	181.00	7,500.00	7,500.00	.0%
1008130	53560	REC.EXPENS	-2,145.30	45,694.34	944.16	5,577.81	6,000.00	6,000.00	.0%
TOTAL INSURANCE			264,193.61	322,662.68	296,354.55	263,485.87	266,566.00	278,141.00	4.3%
TOTAL GENERAL FUND			264,193.61	322,662.68	296,354.55	263,485.87	266,566.00	278,141.00	4.3%
GRAND TOTAL			264,193.61	322,662.68	296,354.55	263,485.87	266,566.00	278,141.00	4.3%

\*\* END OF REPORT - Generated by Amy OToole \*\*

## **INSURANCE & MISCELLANEOUS      EMPLOYEE BENEFITS - 9141**

### **EXPLANATION**

This program provides for the contributions required for benefits afforded to all Full time and Part time personnel including Life Insurance, Medical/ Surgical, Dental and Prescription Drug; Disability Insurance; Social Security and Medicare taxes. Provisions are also made for any on-going obligations of the Town for accepted and settled heart and hypertension claims by public safety personnel.

### **BUDGET CHANGES AND COMMENTARY**

- Life Insurance: The Life Insurance benefit pays employees one and one-half times the employee's yearly salary as a death benefit (some Union contracts have greater amounts).
- Medical Insurance: The budgeted amount reflects the cost for the Town's self-insured Medical Insurance Program and Anthem's Administrative Services program. The amount is based upon the estimate of expected claims for the plan year taking into account the past year's experience. Based upon the recommendations of the Town's Consultant, medical insurance costs will remain flat. This amount includes the Town's contribution to the employee's high deductible Health Savings Account program.
- Section 125 Plan Administration: A Pre tax benefit plan which allows employees to utilize tax exempt funds to pay certain medical and dependent care expenses. The Town pays the administrative costs of the plan.
- Heart and Hypertension: Funds the Town's liability for spousal benefits of a deceased member of the Canton Police Department.
- Pension/Defined Contribution: The total budgeted amount reflects the Annual Required Contribution identified by the Town's Pension Actuary (Defined Benefit Estimate is \$573,152 and the Defined Contribution estimate is \$245,911). This only includes the General Fund amount as those attributable to the Special Revenue accounts (WPCA, Emergency Medical Services and Parks & Recreation) are located within the corresponding Special Revenue line items.
- FICA: Represents 7.65% of anticipated salaries.
- Employee Assistance Program (EAP): Provides for the Employee Assistance Program administered through the University of Connecticut Health Center.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1009141	EMPLOYEE BENEFITS & INSURANCE								
1009141	51670	EE LEAVE L	50,000.00	55,972.80	42,960.33	.00	.00	.00	.0%
1009141	52110	LIFE INS.	9,496.82	9,147.15	9,017.44	6,359.28	10,000.00	10,000.00	.0%
1009141	52120	MEDICAL IN	670,905.84	732,231.80	762,057.20	540,394.29	720,526.00	719,417.00	-.2%
1009141	52130	SEC125 ADM	1,280.99	1,013.75	1,055.60	452.46	1,500.00	1,500.00	.0%
1009141	52140	LTD & ADD	7,412.55	7,469.36	7,639.10	5,118.61	8,200.00	8,200.00	.0%
1009141	52145	HEART&HYPE	44,414.00	43,576.00	43,576.00	25,978.00	43,576.00	43,576.00	.0%
1009141	52300	PENSION	668,117.45	756,086.03	759,956.18	717,830.42	837,688.00	819,063.00	-2.2%
1009141	52400	F.I.C.A.	316,764.36	305,117.24	312,018.49	199,786.74	311,875.00	335,419.00	7.5%
1009141	56820	EAP	1,769.00	1,647.00	1,647.00	2,943.00	1,770.00	3,000.00	69.5%
TOTAL EMPLOYEE BENEFITS & IN			1,770,161.01	1,912,261.13	1,939,927.34	1,498,862.80	1,935,135.00	1,940,175.00	.3%
TOTAL GENERAL FUND			1,770,161.01	1,912,261.13	1,939,927.34	1,498,862.80	1,935,135.00	1,940,175.00	.3%
GRAND TOTAL			1,770,161.01	1,912,261.13	1,939,927.34	1,498,862.80	1,935,135.00	1,940,175.00	.3%

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TOWN OF CANTON

CAO PROPOSED  
FISCAL YEAR 2015-2016 BUDGET

WATER POLLUTION CONTROL AUTHORITY

2400031	Water Pollution Control Authority (WPCA)
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## **WATER POLLUTION CONTROL AUTHORITY (WPCA) – 2400**

### **EXPLANATION**

A portion of the Town of Canton, representing a significant amount of the community's commercial and retail properties, is serviced by the Water Pollution Control Authority in the disposal of waste water. The operations of the facility, under the direction of the Authority as appointed by the Board of Selectmen, are fully funded by the Water Pollution Control Authority Special Revenue Fund.

### **BUDGET CHANGES AND COMMENTARY**

- Supervisor's Salary: Provides funding for general wage increase to Superintendent and Chief Operator.
- Part -Time: Reflects general wages for a meeting clerk.
- Financial Services: Represents 10% share in costs associated with the provision of financial services as provided by the Town's Tax Collector, Finance Officer, Accountant, Financial Assistant, Finance Clerk, and Tax Clerk.
- Full-Time NAGE: Represents cost of two union employees. Increased due to addition of the Operator I position.
- Overtime: to compensate WPCA and DPW employees for working one day every weekend, holidays and call outs. Account has increased due to use of DPW employee to cover weekends.
- FICA: Reflects increase based upon wages (FICA = 7.65% of wages).
- Repairs and Maintenance: Cost of building materials, valves and pipes, paint supplies and electrical.
- Manhole: Cost of replacing manhole covers. This line item was added due to the amount of manholes being replaced as part of the pavement management program.
- Laboratory: Expenditures to support the laboratory including filter papers, chemical reagents and glassware equipment.
- Mileage: Reimbursement for use of personal vehicle pursuant to IRS regulations.
- Software Support: Provides funding for MUNIS and Quality Data software.
- Telephone: Funding will be used to pay part of the cost of the new Verizon phone/fiber optic project.
- Fuel/Heat: Reflects amount based on trend and market rates.
- Sewer Use: WPCA is required to pay for its own sewer use.
- Meetings/Dues: Provides funding for subscriptions to trade journals, membership in trade organizations such as CWPAA, NEWEA, ASRWWA, WEF, CAWPCA; training and seminars; annual conference at ASRWWA.
- Major Purchases: Provides funding for unanticipated breakdowns and repairs.
- Advertising: Provides funding for annual user charge and sewer billing legal notice.
- Chemicals: Funds chemicals for cleaning and odor control.
- Engineering: Funds engineering assistance to Plant Superintendent and advice to Commission.
- Project Engineering: Engineering assistance for WPCA projects requested by the WPCA Commission.
- Auditor: Reflects WPCA Share of Town's annual financial audit.
- Department Expense: Represents annual increase for employees.
- Farmington Use: Amount reflects costs associated with per user fee charged by Farmington (129.5 connections at 282 per connection).
- Purchase of Nitrogen Credits: Reflects cost for nitrogen credit purchase.

### **PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>14-15 Authorized</u></b>	<b><u>15-16 Requested</u></b>	<b><u>15-16 Proposed</u></b>	<b><u>15-16 Approved</u></b>
Superintendent	103,272	1	1	1	
Chief Plant Operator	70,339	1	1	1	
Operator III	59,842	1	1	1	
Operator I	42,453	1	1	1	

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2400000 WATER POLLUTION CONTROL AUTHOR									
2400000	33415	FEMA GRANT	11,018.29	.00	.00	.00	.00	.00	.0%
2400000	36100	INT CLASS	112.11	155.62	94.19	72.08	.00	.00	.0%
2400000	36600	MISC REVEN	.00	1,324.41	.00	500.00	1,000.00	.00	-100.0%
2400000	39100	Trans In	.00	.00	25,000.00	.00	.00	.00	.0%
TOTAL WATER POLLUTION CONTRO			11,130.40	1,480.03	25,094.19	572.08	1,000.00	.00	-100.0%
2400031 WATER POLLUTION CONTROL AUTHOR									
2400031	34400	CUR USE RE	809,365.88	803,826.12	812,604.51	709,145.44	800,000.00	850,000.00	6.3%
2400031	34402	PRIOR USE	25,687.62	58,223.58	40,983.61	36,363.75	40,000.00	40,000.00	.0%
2400031	34411	USE INTLIE	14,909.47	22,003.14	22,599.55	13,372.73	15,000.00	15,000.00	.0%
2400031	34412	SEW PERMIT	1,200.00	300.00	500.00	.00	.00	.00	.0%
2400031	34414	FOG Fees	4,325.00	4,575.00	2,750.00	2,850.00	3,000.00	2,850.00	-5.0%
TOTAL WATER POLLUTION CONTRO			855,487.97	888,927.84	879,437.67	761,731.92	858,000.00	907,850.00	5.8%
TOTAL WATER POLLUTION CONTRO			866,618.37	890,407.87	904,531.86	762,304.00	859,000.00	907,850.00	5.7%
GRAND TOTAL			866,618.37	890,407.87	904,531.86	762,304.00	859,000.00	907,850.00	5.7%

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

WATER POLLUTION CONTROL AUTHOR			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2400031 WATER POLLUTION CONTROL AUTHOR									
2400031	51110	SUPER.SAL.	160,645.26	162,480.96	168,519.57	96,245.86	167,923.00	173,611.00	3.4%
2400031	51200	PART TIME	17,513.91	16,332.45	3,387.20	.00	1,000.00	1,000.00	.0%
2400031	51210	FIN.SERV.	29,535.88	27,438.82	25,637.14	13,583.32	30,915.00	30,392.00	-1.7%
2400031	51304	F/T NAGE	55,356.16	55,681.60	56,959.64	50,565.12	97,927.00	102,295.00	4.5%
2400031	51400	OVERTIME	9,114.61	8,987.47	8,266.81	5,869.44	9,503.00	11,981.00	26.1%
2400031	52000	PRO.CASUL.	5,831.37	6,564.35	6,693.79	6,047.00	7,000.00	7,866.00	12.4%
2400031	52200	FR.BENEFIT	78,118.42	82,541.83	85,584.79	77,818.39	115,070.00	96,191.00	-16.4%
2400031	52220	LEGAL FEES	.00	612.50	.00	.00	2,500.00	2,500.00	.0%
2400031	52400	F.I.C.A.	20,605.55	20,329.13	20,101.93	11,669.27	24,249.00	25,191.00	3.9%
2400031	54200	VEHIC.FUEL	1,048.16	1,263.53	1,055.56	589.96	1,500.00	1,500.00	.0%
2400031	55000	REP/MAINT	9,278.90	11,161.83	11,565.53	7,626.05	12,000.00	12,000.00	.0%
2400031	55030	EQUIP.MAIN	2,080.50	1,660.55	3,106.23	520.00	3,500.00	3,500.00	.0%
2400031	55100	MAIN/CLEAN	8,114.34	9,595.74	11,192.62	2,263.05	12,000.00	12,000.00	.0%
2400031	55120	MANHOLE	.00	.00	.00	1,836.00	3,000.00	2,000.00	-33.3%
2400031	55150	TOX. TESTS	6,616.00	7,686.70	7,847.20	3,677.91	10,000.00	10,000.00	.0%
2400031	55160	LABORATORY	2,811.91	2,616.99	2,667.41	1,702.35	2,700.00	2,700.00	.0%
2400031	55200	MILEAGE	103.99	115.83	476.83	.00	500.00	500.00	.0%
2400031	55500	LIGHT/POWE	51,312.93	57,563.62	66,102.39	38,272.63	75,000.00	75,000.00	.0%
2400031	55830	SOFT.SUPPO	4,496.06	4,846.09	5,227.15	4,774.25	5,500.00	5,550.00	.9%
2400031	56100	POSTAGE	1,165.53	999.66	1,148.78	235.57	2,000.00	1,500.00	-25.0%
2400031	56200	TELEPHONE	3,522.29	2,193.96	1,971.25	243.49	2,500.00	2,500.00	.0%
2400031	56205	CELL PHONE	1,177.51	1,127.64	1,114.78	679.17	1,680.00	1,750.00	4.2%
2400031	56500	FUEL/HEAT	9,979.20	7,353.86	7,009.99	3,743.86	15,000.00	15,000.00	.0%
2400031	56700	UNIFORMS	1,804.22	2,010.13	2,218.60	1,358.28	3,400.00	3,400.00	.0%
2400031	56750	WATER	432.52	336.40	333.06	142.71	500.00	500.00	.0%
2400031	56760	SEWER USE	320.00	320.00	320.00	350.00	320.00	350.00	9.4%
2400031	56950	MTG/DUES	1,323.00	735.00	589.00	592.00	1,000.00	1,000.00	.0%
2400031	57100	OFF.SUPPL.	2,271.38	2,344.98	1,289.66	779.81	2,500.00	2,500.00	.0%
2400031	57400	PURC.MAJOR	26,783.85	6,194.31	52,462.88	10,533.59	30,000.00	30,000.00	.0%
2400031	57500	ADVERTISIN	264.71	380.21	585.00	124.25	750.00	750.00	.0%
2400031	58400	CHEMICALS	4,567.88	3,256.00	2,442.00	2,838.62	5,000.00	6,000.00	20.0%
2400031	58700	ENGINEERIN	17,538.50	18,371.55	24,435.46	20,000.00	20,000.00	20,000.00	.0%
2400031	58701	PRJCT ENG	23,505.59	.00	9,848.41	5,000.00	5,000.00	5,000.00	.0%
2400031	58710	AUDITOR	4,050.00	4,100.00	4,100.00	4,182.50	4,500.00	4,500.00	.0%
2400031	59100	DEPT.EXP.	.00	.00	.00	.00	10,000.00	10,000.00	.0%
2400031	59210	FARM.USE	33,114.97	25,042.51	44,750.13	36,237.00	36,600.00	39,250.00	7.2%
2400031	59220	NPDS PERM.	1,722.50	1,722.50	1,722.50	1,918.70	1,723.00	1,723.00	.0%
2400031	59221	DEP PERMIT	.00	.00	.00	.00	.00	5,000.00	.0%
2400031	59230	FLUSHING	4,720.00	630.00	8,893.72	3,973.41	8,000.00	8,000.00	.0%
2400031	59240	SLUDGE/GRI	46,981.81	56,986.74	57,826.15	56,928.62	60,240.00	53,200.00	-11.7%
2400031	59250	NITROG CRD	28,045.00	27,419.00	21,395.00	25,800.00	30,000.00	30,000.00	.0%
TOTAL WATER POLLUTION CONTRO			675,874.41	639,004.44	728,848.16	498,722.18	822,500.00	817,700.00	-.6%
TOTAL WATER POLLUTION CONTRO			675,874.41	639,004.44	728,848.16	498,722.18	822,500.00	817,700.00	-.6%
GRAND TOTAL			675,874.41	639,004.44	728,848.16	498,722.18	822,500.00	817,700.00	-.6%

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**TOWN OF CANTON  
FISCAL YEAR 2015-2016 BUDGET  
PROPOSED FINAL DRAFT**

**GENERAL FUND REVENUES**

Tax Collections
Investment Income
Permits & Licenses
Departmental Revenue
Intergovernmental Revenue
Other Financial Sources

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
30	TAX COLLECTIONS								
1002080	31100	CURR TAXES	29,013,860.63	29,359,466.54	30,022,758.20	29,933,461.95	30,661,929.00	30,799,256.00	.4%
1002080	31101	TAX MVS	220,557.16	243,434.72	249,824.18	240,259.34	200,000.00	200,000.00	.0%
1002080	31900	PRIOR TAX	329,696.38	294,450.78	284,471.76	221,502.93	220,000.00	200,000.00	-9.1%
1002080	31901	SUSPENSE	10,946.30	8,996.48	5,370.43	2,808.04	4,000.00	4,000.00	.0%
1002080	31902	INT & LIEN	198,156.54	185,979.72	153,916.85	109,631.85	130,000.00	100,000.00	-23.1%
	TOTAL TAX COLLECTIONS		29,773,217.01	30,092,328.24	30,716,341.42	30,507,664.11	31,215,929.00	31,303,256.00	.3%
31	INVESTMENT INCOME								
1002090	36100	INT CLASS	78.97	183.41	232.01	64.55	100.00	100.00	.0%
1002090	36104	INT-WEBSTR	152.31	195.31	.00	.00	.00	.00	.0%
1002090	36106	INT-WEBSTR	17,244.68	15,245.50	10,314.98	5,748.45	14,000.00	10,000.00	-28.6%
1002090	36108	INT-SCHOOL	10.87	8.72	7.80	3.38	.00	.00	.0%
1002090	36109	INT TD BNK	141.80	.00	.00	.00	.00	.00	.0%
	TOTAL INVESTMENT INCOME		17,628.63	15,632.94	10,554.79	5,816.38	14,100.00	10,100.00	-28.4%
32	PERMITS & LICENSES								
1000000	33120	TELCOM TAX	33,799.96	30,558.08	28,373.95	.00	30,000.00	28,000.00	-6.7%
1000009	36610	BOE TUITIO	26,115.87	51,537.44	46,544.15	.00	40,000.00	.00	-100.0%
1000009	36615	BOE-PRESCH	15,481.67	16,229.33	7,360.00	10,560.00	15,000.00	10,000.00	-33.3%
1000009	36620	BOE-HRTFRD	110,251.95	67,642.80	137,367.37	.00	60,000.00	110,000.00	83.3%
1001110	32240	HUNT/FISH	112.00	117.00	117.00	48.00	100.00	100.00	.0%
1001110	32250	MISC P & L	10,903.00	10,086.00	9,026.00	6,169.32	10,000.00	10,000.00	.0%
1001110	32260	DOG LICENS	1,098.00	1,291.00	1,221.50	632.00	1,300.00	1,300.00	.0%
1004440	32210	FM LIC/RPT	1,038.00	690.00	820.00	260.00	600.00	600.00	.0%
1007065	32210	BLDG LICPE	141,693.59	120,030.15	152,278.59	86,668.87	130,000.00	135,000.00	3.8%
1007410	32000	LIC & PERM	3,229.50	1,415.00	2,348.75	1,645.32	2,700.00	3,000.00	11.1%
1007430	32000	ZC LIC/PMT	50.00	50.00	3,415.00	1,150.00	10,000.00	5,000.00	-50.0%
1007430	34131	ZONING APP	4,722.50	7,770.00	5,543.50	10,975.00	4,000.00	7,000.00	75.0%
1007430	34134	AQUIFER	200.00	.00	.00	2,536.20	.00	1,000.00	.0%
1007431	34130	PLAN APPLI	475.00	175.00	825.00	250.00	1,000.00	1,500.00	50.0%
1007432	34132	ZBA APPEAL	800.00	700.00	405.00	100.00	600.00	600.00	.0%
1007570	34133	INLAND WET	2,250.00	2,800.00	1,800.00	1,100.00	.00	2,200.00	.0%
	TOTAL PERMITS & LICENSES		352,221.04	311,091.80	397,445.81	122,094.71	305,300.00	315,300.00	3.3%
34	DEPARTMENTAL REVENUE								
1000000	34772	NEWSLETTER	6,230.00	5,055.01	4,935.00	1,265.00	6,000.00	4,500.00	-25.0%
1000009	36300	BOE-RENT	762.80	1,159.98	115.00	.00	.00	.00	.0%
1000009	36600	BOE MISC	20,566.15	1,466.07	1,728.99	4,839.17	.00	.00	.0%
1001110	34120	CONVEYANCE	168,609.22	207,221.46	239,528.10	129,132.83	250,000.00	250,000.00	.0%
1001110	34140	PRINT&DUPL	11,406.55	12,877.00	10,210.25	6,173.50	10,000.00	10,000.00	.0%
1001110	34430	TRANS STAT	230,718.50	.00	.00	.00	.00	.00	.0%
1002060	34140	PRINT&DUPL	275.23	665.50	374.25	44.25	.00	750.00	.0%

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 2  
bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1002080 34125	TAX-CPACE	.00	.00	470.00	.00	.00	500.00	.0%
1002090 35100	BAD CK FEE	280.00	270.00	309.75	139.00	100.00	150.00	50.0%
1003170 34140	POL COPING	881.50	637.50	537.50	324.25	700.00	900.00	28.6%
1003170 34210	PRIV DTY A	14,067.70	95,624.97	66,420.74	34,134.75	30,000.00	25,000.00	-16.7%
1003170 34211	GUN PERMIT	3,850.00	5,600.00	4,130.00	2,800.00	5,000.00	5,000.00	.0%
1003170 34212	RAFFLE PER	95.00	110.00	135.00	50.00	100.00	100.00	.0%
1003170 34213	ALARM FEES	50.00	.00	100.00	275.00	.00	.00	.0%
1003170 34214	VENDOR PER	360.00	460.00	260.00	50.00	200.00	200.00	.0%
1003170 34215	TRAFFIC FI	3,283.75	2,966.25	2,691.25	1,945.00	3,000.00	2,000.00	-33.3%
1003170 34216	ALARM FINE	.00	75.00	325.00	175.00	.00	.00	.0%
1003170 34217	MISC FEES	806.00	2,130.00	1,820.00	1,375.35	.00	.00	.0%
1003175 34540	DOG LIC/SH	.00	.00	.00	5,815.00	11,280.00	11,280.00	.0%
1003175 34542	DOG ADOPT	.00	.00	-67.15	5.00	50.00	10.00	-80.0%
1005120 34450	INS REBATE	.00	16,716.00	15,491.00	.00	.00	.00	.0%
1005120 36300	REN TN PRO	4,295.00	14,532.75	13,160.00	5,740.00	10,000.00	10,000.00	.0%
1005120 36301	AT&T TOWER	27,362.28	20,700.00	20,700.00	12,075.00	20,700.00	20,700.00	.0%
1005120 36500	DONATS/GIF	.00	.00	.00	.00	.00	.00	.0%
1005120 36600	BOS MISC R	12,411.85	7,086.41	24,912.88	15,538.96	1,000.00	1,000.00	.0%
1005180 34440	CRRA REBAT	20,938.68	.00	.00	.00	.00	.00	.0%
1005180 34442	SCRAP METL	15,523.74	.00	.00	.00	.00	.00	.0%
1005180 34443	ORD223 FEE	2,000.00	.00	.00	.00	.00	.00	.0%
1006380 34141	DIAL A RID	2,438.00	2,025.50	1,800.00	1,577.50	1,000.00	1,850.00	85.0%
1006450 34720	SWIM POOL	31,332.25	32,872.50	31,140.00	5,920.00	32,000.00	32,000.00	.0%
1006450 34721	POOL DAILY	7,071.00	8,679.00	6,767.00	5,162.00	7,500.00	7,500.00	.0%
1007065 34140	PRINT&DUPL	40.00	.00	53.50	5.00	.00	.00	.0%
1007410 34140	LD US PRIN	299.50	161.50	268.75	99.00	200.00	200.00	.0%
1007410 34217	LU FINES	150.00	.00	.00	.00	.00	.00	.0%
1007430 34129	ZONG REGUL	.00	.00	.00	.00	250.00	50.00	-80.0%
1010320 34140	LIB PRNT	2,846.19	2,719.15	2,254.45	1,536.72	2,500.00	2,704.00	8.2%
1010320 34760	LIBRARY IN	14,597.26	12,921.66	12,188.95	6,542.14	13,000.00	11,380.00	-12.5%
TOTAL DEPARTMENTAL REVENUE		603,548.15	454,733.21	462,760.21	242,739.42	404,580.00	397,774.00	-1.7%

35 INTERGOVERNMENTAL

1000000 33150	STATE MISC	.00	1,200.00	.00	.00	1,200.00	.00	-100.0%
1000000 33230	ROAD-IMPRO	122,506.06	122,691.12	244,986.50	245,255.27	244,987.00	245,000.00	.0%
1000000 33231	ROAD-UNIMP	7,907.78	7,900.00	15,800.00	15,800.00	15,800.00	15,787.00	-.1%
1000000 33310	ECS	3,340,608.00	3,437,701.00	3,419,549.00	1,728,718.00	3,457,436.00	3,457,436.00	.0%
1000000 33311	TRANSPORTA	45,780.00	43,246.00	41,570.00	.00	42,093.00	44,944.00	6.8%
1000000 33312	SPEC/EXCES	.00	.00	29,229.00	.00	.00	.00	.0%
1000000 33410	REV SHRNG	78,783.80	55,441.71	.00	.00	.00	.00	.0%
1000000 33414	MASHPEQ GR	23,447.72	23,359.62	22,155.38	8,090.14	22,289.00	20,843.00	-6.5%
1000000 33415	FEMA GRANT	301,364.45	62,079.36	6,850.36	.00	.00	.00	.0%
1000000 33431	SCH BD PRI	178,509.60	159,106.37	.00	.00	.00	.00	.0%
1000000 33432	SCH CONS I	6,841.26	2,220.90	.00	.00	.00	.00	.0%
1000000 33433	DEP-OP SP	450,000.00	.00	.00	.00	.00	.00	.0%
1000000 33600	ELDRLY FRE	.00	.00	.00	.00	.00	.00	.0%
1000000 33601	ELDRLY SUP	51,412.53	54,859.92	61,127.73	62,443.34	61,000.00	61,000.00	.0%
1000000 33602	ST DISABLE	788.40	864.77	829.83	947.99	750.00	750.00	.0%
1000000 33603	ST VETERAN	2,408.85	2,402.14	2,418.44	2,757.10	2,000.00	2,000.00	.0%

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**TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON**
**P 3  
bgnyrpts**
**PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET**
**FOR PERIOD 13**
**ACCOUNTS FOR:**

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1000000	33604	ST PILOT	30,512.53	29,457.34	27,665.36	31,365.20	25,911.00	25,882.00	-.1%
1000000	33605	MFG EQUIP	6,344.00	6,344.00	7,518.00	.00	7,518.00	7,518.00	.0%
1000000	33606	HOUS AUTHO	11,711.99	12,806.74	13,096.89	6,552.38	10,000.00	10,000.00	.0%
TOTAL INTERGOVERNMENTAL			4,658,926.97	4,021,680.99	3,892,796.49	2,101,929.42	3,890,984.00	3,891,160.00	.0%
36 OTHER FIN SOURCES									
1000000	39000	USE FUN.BA	.00	.00	.00	.00	41,591.34	.00	-100.0%
1000000	39100	INT OP TRN	.00	284,146.32	43,693.13	.00	.00	.00	.0%
1000000	39210	SALE F/A	.00	.00	.00	.00	.00	.00	.0%
1000000	39310	BOND PROCE	.00	.00	123,661.07	.00	.00	.00	.0%
TOTAL OTHER FIN SOURCES			.00	284,146.32	167,354.20	.00	41,591.34	.00	-100.0%
TOTAL GENERAL FUND			35,405,541.80	35,179,613.50	35,647,252.92	32,980,244.04	35,872,484.34	35,917,590.00	.1%
GRAND TOTAL			35,405,541.80	35,179,613.50	35,647,252.92	32,980,244.04	35,872,484.34	35,917,590.00	.1%

\*\* END OF REPORT - Generated by Amy OToole \*\*

TOWN OF CANTON

CAO PROPOSED  
FISCAL YEAR 2015-2016 BUDGET

LONG RANGE CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2015/2016 through 2019/2020

**Town of Canton**  
**Comprehensive Capital Improvement Plan Project Description**  
**For the Fiscal Years 2015-2016 through 2019-2020**

**Information Technologies**

**Town Wide Server:** Replace the aging Town Hall Server with a new Server with the capacity to be the computer server for most Town office including the Library/Community Center. With the installation of a fiber optic line to all town buildings there is no longer the need for each building to have its own server.

**FACILITIES – TOWN HALL**

**Town Hall Improvements:** Provides multi-year funding for Town Hall improvements in order to complete significant maintenance and building improvements.

**Phase I ADA Improvements:** Provides funding for ADA accessibility via a compliant elevator and ramp entrance. Includes restriping of parking lot; signed accessible route to parking and entrance; removal and replacement of existing elevator tower; hard costs; contingency; and soft costs.

**Phase II – Areas of Refuge, Door Hardware, Public Service Counters:** Includes ADA Building improvements such as area of refuge doors and partition renovation work, replace existing locksets with ADA compliant lever handle locksets, and modification of existing construction of new accessible public service counters, fire life safety improvements such as exterior door and hardware replacement in auditorium, cost of phased implementation, contingency, and soft costs.

**Phase III – Handrails, Fire Escape, Fire Safety Improvements:** Includes ADA site improvements such as new handicapped compliant ramps, handrails at the rear entry, new handicapped compliant exterior stair handrails, and new exterior egress fire escape with area of rescue, upgrade handrails at existing escapes; stair hallway handrail reconstruction; Fire Life Safety Improvements such as sprinkler under stage, stage smoke vents, stage fire curtains; hard and soft costs.

**Chiller Replacement:** Provides funding for replacement of the 50.5 ton unit installed in 1991 which has a life expectancy of 18-20 years.

**Town Hall Roof Replacement:** Strip and reinstall a portion of the Town Hall Roof; approximately 320 squares at \$300 per square.

**Replace Carpeting in Tax and Town Clerk Offices:** Replace carpeting in the Town Clerk and Tax Collector offices.

**Lead Abatement and Repaint Exterior Trim:** Most of the trim on the windows and doors at Town Hall has tested positive for lead paint and needs to be abated and then painted.

**Ceilings and Lighting Replace:** Replace the drop ceiling and lighting with new tiles and energy efficient lighting.

## **FACILITIES – COMMUNITY CENTER**

**Community Center Improvements:** Provides multi-year funding for Community Center improvements in order to complete maintenance and building renovations including but not limited to carpeting, painting, doors, furniture, etc.

**Rebuild Six Armstrong Pumps:** Rebuild six Armstrong pumps, utilized for heating and cooling, which are beyond their normal service life.

**Replace Ten Condensers:** Replace ten condensers, utilized for cooling, which are beyond their normal service life.

**Replace Elevator with ADA Compliant Model:** Replace the only elevator at the Community Center with an elevator that meets the requirements of the Americans with Disabilities Act.

**Elevator Replacement:** Replace elevator with an ADA compliant model.

**Video Equipment:** Cameras and videotaping equipment for the main meeting room at the Community Center (Room F) to accommodate the taping of Board of Selectmen meetings and other events.

## **FACILITIES – COLLINSVILLE FIRE STATION**

**Facility Study:** The Collinsville Fire Station will need to be significantly upgraded or replaced. This account would fund a study to review the needs of the Fire/EMS Department and determine what the best facility options are.

**Replace 6 Overhead Doors:** Replace 6 fourteen foot overhead doors at the Collinsville Fire Station which have reached the end of their life cycle and replace with energy efficient doors.

## **FACILITIES – PUBLIC WORKS**

**Public Works Facility Replacement:** The current facility located on the banks of the Farmington River has been found to be of insufficient size to meet the current needs of the Town's Department of Public Works. The current site is also located in a flood zone which under federal regulations restricts its expansion. A proposal to relocate and expand the Public Works facility was defeated at referendum in November 2014.

**DPW Facility Boiler Replacement:** Current Boiler is beyond its useful life and frequently breaks down. If the facility is not relocated a new boiler will be necessary for the existing facility. The new boiler would be converted to gas for efficiency.

**DPW Roof Replacement:** Replace the DPW Facility roof (horse barn section). The roof is currently failing and leaking into the contents of the building including the light fixtures.

**DPW Emergency Generator Replacement:** Current generator is only 6.5 kw and essentially only runs the fuel pumps and few items within the garage area. A 58 kw generator would be required to power the entire facility.

**DPW Masonry Wall Repair:** A large crack is located in the older (horse barn section) of the Public Works facility. The crack was cited as a concern in a recent OSHA inspection.

## **PUBLIC WORKS**

**Replace Plow Blades:** Replace two 1990's era blow blades with new power angle bow style blades.

**Upgrade Existing Radio System:** Upgrade and install new radio system that has appropriate repeater system for town wide coverage.

**Pavement Management Program:** Provides for the creation of a road condition inventory and management plan to maximize efforts to preserve the Town's investment in its roadway infrastructure. Creates a plan for the economical management of the limited resources available to operate and maintain the roadways in Canton. The funding for the program is based on a study that was approved in the 2010/2011 CIP budget. The engineering consultants that assisted the Town with the Pavement Management Program recommend that the Town fund \$600,000 annually to the CIP along with bonding for completing the large road improvement projects. The Town approved six million for road improvements in May 2013.

**Sidewalk Replacement Program:** Provides for the replacement of existing sidewalks of varying materials and widths that have deteriorated. The replacement sidewalks are proposed to be replaced with reinforced concrete with an anti-slip surface. Sidewalks would be constructed with ramps to meet the Americans with Disabilities Act. The proposal encompasses the construction of sidewalks to fill gaps in the existing sidewalk pattern in areas such as Dowd Avenue from Dunham Road to The Green at Route 44. Most recently sidewalks were replaced on Main Street in Collinsville.

**Swimming Pool Road Bridge Removal and Turn Around:** The proposed project is to remove the existing bridge, restoring the natural channel, and modify the existing dead-end roadway on the east portion of Swimming Pool Road to accommodate turning movements for vehicles utilizing the roadway. The westerly position of the roadway would be removed and the existing guide rail would be extended across the existing westerly intersection of Swimming Pool Road and Albany Turnpike to eliminate access from the west.

As a result of the removal of the bridge, modification to the easterly portion of Swimming Pool Road would be required to accommodate vehicles that would need to reverse direction. The existing public right-of-way cannot accommodate a standard size cul-de-sac or hammerhead turnaround, so additional right-of-way would be required. The parcel to the south of the roadway is owned by the Town of Canton and the parcels to the north are privately owned. A partial hammerhead turnaround to the south would require no easements and be the least costly to construct on Town property.

Because of proximity to the existing watercourse to the south, a partial hammerhead turnaround with a single leg would be constructed approximately 450 feet east of the existing bridge and south of the existing road on Town owned property. Although not in the preferred location, this location provides the least amount of encroachment into regulated areas within Town property. Locating the partial hammerhead turnaround to the south of the existing roadway will require regulatory approvals because of the several restraints including a watercourse and wetland areas in close proximity to the existing roadway and the Special Flood Hazard Area. These regulated areas will be impacted as a result of the placement of fill and the construction of the hammerhead turnaround.

**Rattlesnake Brook Flood Improvements:** Provides for the determination of the extent of in-stream and stream crossing improvements on Rattlesnake Brook from a point approximately 500 feet upstream of Old Canton Road to the Old RR Bridge approximately 550 feet downstream of Atwater Road. The intent of the overall project is to reduce the impact of periodic flooding by Rattlesnake Brook on adjacent properties in the area. The completed work will have a service life in excess of 20 years.

The Project is proposed to encompass the following Phases:

**Phase I:** Perform a detailed engineering survey and study of Rattlesnake Brook to determine the impact and limits of the work on adjacent properties determine potential alternatives, design the stream crossing improvements, design the in-stream improvements to Rattlesnake Brook, and to determine what property rights would need to be secured to put the work in place and to maintain it.

**Phase II:** Prepare detailed construction plans and documents for bidding; secure the necessary property rights for construction and maintenance of the work. This Phase will also include securing the necessary federal, state, and local permits to construct the work.

**Phase III:** Prepare detailed engineering estimates of the probable construction cost, secure the necessary funding for the construction, bid the work, and put the work in place. This Phase may need to be broken up in several sub-Phases depending upon the total cost of the construction and the funds available. The project may require the procurement of property rights through the judicial system.

**Bridge Improvement Program:** One account has been set up to fund bridge maintenance. A recent DOT bridge inspection report indicates that several bridges on town roads need maintenance. Furthermore, despite the Town recently approving grant funding for rehabilitating Town Bridge, the actual construction will not occur for several years during which time immediate improvements will have to occur based on the most recent inspection report. The other bridge projects being considered under the bridge program are:

**Maintenance – Barbourtown Road Bridge over Cherry Brook** – Provides for the replacement of a failing deck membrane and pavement surface that protects the bridge deck on the Barbourtown Road Bridge over Cherry Brook. A July 2006 inspection showed deterioration of the waterproofing deck membrane. The existing membrane is 20 years old and has reached the end of its service life. The proposal involves a project to remove the existing pavement and waterproofing membrane, repair any defects discovered on the top of the concrete box beams, install a new waterproofing membrane, and repave the roadway over the bridge. It is expected that the new waterproofing membrane will have a 20 year service life.

**West Mountain Road Bridge Deck Replacement** – Provides for the replacement of the deck, expansion joints, guide rail system, and provide for other repairs to the West Mountain Road Bridge over Cherry Brook. The existing deck and guide rail system has been rated as fair in the latest ConnDOT Bridge Inspection Report dated December 1, 2006 with a Structure Summary Report dated November 16, 2006 calling out the West Mountain Road Bridge for work. The basic structure of the bridge is rated as good which makes it a good candidate for a deck replacement. This project would extend the useful life of the bridge a minimum of 20 years.

**Powder Mill Road Sight Line Improvements:** Provides for the removal of the vertical raise and fall in Powder Mill Road before the intersection with Town Bridge Road. The correction in the vertical alignment of the roadway will maximize operations at the intersection. The project, which will have a service life in excess of 20 years, also includes storm water drainage modifications at the intersection. These improvements will be funded through the Pavement Management Program.

**Phase I:** Phase I would include survey and design work along with more detailed cost estimates and location of right-of-ways to determine whether additional right-of-way acquisition would be required.

**Phase II:** Phase II of the project would be for securing the necessary property rights for construction, final design, regulatory permitting and finally construction of the improvements.

**Town Bridge Rehabilitation:** Town Bridge over the Farmington River was constructed in 1895 and is reaching the end of its service life without repairs and/or reconstruction. During the current fiscal year the Board of Selectmen applied for a grant to fund reconstructing the bridge. The estimated cost of reconstruction is \$6,183,000. A grant was received and accepted in 2010 that will fund 80% of the cost of rehabilitating the bridge. The remaining 20% will be paid with Town funds and additional grant revenues.

**Big Mills Pond Dam Replacement:** Provides for the replacement of the existing deteriorated earthen dam and spillway that creates Big Mills Pond in the Mills Pond Recreation Park. The proposal involved reinforcement of the earthen embankment against overtopping by flood flows and creation of a reinforced concrete spillway capable of safely passing the 100 year return flood as determined by the Federal Emergency Management Agency. Big Mills Pond Dam is considered a Low Hazard Dam as its failure is unlikely to cause excessive property damage or the loss of life downstream of the dam. The proposed work will have a service life in excess of 20 years.

**Town Wide Storm Drainage Inventory:** Provides for an inventory of storm water drainage inlets and outlets, cross culverts, and bridges within the limits of the Town per the requirements of the Connecticut Department of Environmental Protection (ConnDEP) General Permit for the Discharge of Storm Water from Small Municipal Separate Storm Sewer Systems (MS4). The work will consist of determining the physical location of each catch basin, manhole, or drainage outfall, determination of the physical condition of the structure, identifying the size and material of pipes entering and leaving the structure, and screening the discharge into the structure for non-storm water discharges including illegal dumping. The work will also include the creation of a GIS data base recording the information collected both for reporting to ConnDEP under the terms of the General Permit and to provide management oversight of the Town's storm water system. The project will also include land surveying field work, aerial mapping, and preparation of topographic maps of the Town in order to provide accurate base mapping for reporting of inlets, outlets, cross culverts, and other storm water drainage and other features required by the Connecticut Department of Environmental Protection General Permit for the Discharge of Storm Water from Small Municipal Separate Storm Water Systems (MS4) under the Clean Water Act.

## **PUBLIC SAFETY POLICE**

**Replace Microwave Relay Link:** Microwave radio relay is a technology for transmitting digital and analog signals between two locations on a line of sight radio path. The current microwave equipment is outdated and is no longer manufactured. The Town's IT staff is looking into

whether the new fiber optic line between the Police Station and Town Hall could be utilized to transmit signals in lieu of replacing the microwave relay link.

**Portable Radio Repeaters:** Outfit the primary patrol vehicles with repeaters which would amplify the signal to the portable radios that are used by officers thereby creating better reception.

### **PUBLIC SAFETY – FIRE/EMS**

**New Extrication Tool (second set of cutters):** Provides funding for the acquisition and placement of a complete second set of extrication tools on Engine Five based in the North Canton Station. The availability of this equipment at this location will enhance response times.

**SCBA Replacement Equipment:** Provides partial funding for the conversion of the Department's non compliant air packs to compliant airpacks.

**Replacement of Air Pack Bottles:** Replacement for end of life bottles and spare bottles for new air packs.

**Replace 1 3/4", 2" and 5" Hose:** Due to age of hose and new inspection process for hoses, it is anticipated that additional hose will have to be replaced next year.

**AED Replacements:** Replace one-third of the Fire/EMS Departments Automated External Defibrillators.

**Paramedic Upgrade:** There has been a request by the Canton Fire/EMS Department that the Town of Canton emergency medical services be upgraded to paramedic status. This request has been prompted by a change in state regulations which after 2016 will not allow the Department to maintain an advance EMT level status. The equipment recommended to be purchased is LP 15 Monitor/defib, EMS Paramedic fly car and other various supplies and equipment.

### **LAND USE**

**Zoning Map:** Prior to revised regulations becoming effective, a new Zoning Map will need to be developed. Currently the Town Zoning Map exists in an antiquated fashion that is time consuming and costly to update and maintain. The new map will be completed in GIS format.

**Subdivision Regulation Update:** The current subdivision regulations have not gone through a comprehensive rewrite process since 1983. The Planning Commission is requesting \$20,000 for consulting fees to assist in accomplishing this task. It is not anticipated that the process would begin until the zoning rewrite is completed.

**Design Regulations:** Funds utilized to draft form based regulations for areas near Route 44 and Collinsville.

### **RECREATION/SENIOR SERVICES**

**All- Terrain Outdoor Event Stage:** Parks and Recreation currently uses a make shift stage at Mills Pond Park to hold regular special events throughout the year including the Summer Concert series, Family Fitness Festival, Easter event and Spook-A-Palooza. The current stage is

falling apart and is unsafe. Temporary repairs get made on a regular basis but the stage is still in poor shape with warped sections of wood creating unbalanced conditions, pieces of wood jutting up and in addition the stage now has tons of mold on it. This request is for an All-Terrain Stage that would be weather resistant. The stage is important from both a safety perspective and a professional standpoint

**Basketball Court Resurfacing:** Resurfacing the basketball courts at Mills Pond Park was included in the STEAP Grant however due to other projects running higher than previously expected this project has not yet commenced. This project would include an all-weather textured resurfacing of both basketball courts, resurfacing the walkway, and using an armor crack repair system (or similar system) to fix all existing cracks on the courts.

**Interior Pool Repairs:** Infrastructure of Mills Pond Pool is deteriorating. The pool is in need of repair work which would include sandblasting the pool, chipping concrete to 3" average depth and then shooting the pool using a gunite/shot concrete process.

**Repair Tennis Court/Basketball Fencing:** The fencing surrounding the basketball and tennis courts at Mills Pond Park is in need of repair. The fence is damaged in several areas and has been pulled back. Minor repairs have been made but the fence is in need of overhaul.

**Park Trail Restoration/ Bridge:** The Parks and Recreation Commission expressed a desire to restore the trails at Mills Pond Park to make them more accessible and to connect the fields/schools. A part of this project would be done through use of Boy Scouts with assistance from Parks staff to help clear the trails. Additionally, there is a wooden bridge that connects the park to the trail system. The bridge is dilapidated and has fallen into the river. It is unsafe for use and is a liability for the town. This project would include building a heavy duty bridge to restore access to the area and allow for greater use of the parks assets.

**Dial-A-Ride Van:** The current Dial-A-Ride van is five years old. It is recommended that it be replaced in fiscal year 2014/2015. There has traditionally been grant money available for dial-a-ride vans. The amount funded is to be able to pay the Town match required by the grant.

**Skatepark Improvements:** The skatepark at Mills Pond Park is 12 years old and the equipment is worn and has started to become a safety hazard. Also because the mixed use at the skatepark includes bicycles, the park also needs to be redesigned. The current cost estimates for replacing the park are estimated at \$10-\$28 per square foot of construction..

**Lawton Road Field Development:** Planning and design for recreational fields has been completed with a total project estimate of \$950,000 (in 2012 dollars) for the park/ field portion of the project. The bike path section has been seperated out as another project. The Park and Recreation Commission have pursued this project for many years and believes that the need for additional field space is needed. Youth sport programs continue to grow. The current Plan of Conservation and Development indicates a shortage of field space and that this town owned parcel be developed for recreational use.

**Farmington River Trail Extension:** In addition to the proposal for recreational field space at the Town owned parcel 55 Lawton Rd, the extension of the Farmington River Rail Trail has been incorporated into the site plan to extend 1,200 ft along the frontage of Lawton Rd and be incorporated within the park space. This portion of the project was priced out separate from the field development, as there is potential for grant funding for the trail portion. Some of the costs of development overlap between the fields and bike path portions of the project and should ideally occur in coordination. The Town's plans on continuing the trail North of Rt 44 and eventually connecting to existing trail networks in Simsbury, thus creating a unique 28 mile recreation loop.

**Basketball and Tennis Court Resurfacing:** The tennis and basketball courts located at Mills Pond Park are cracking and the lines are fading. It is anticipated that surfaces will have to be addressed within the next five years. The Park and Recreation Commission recommend that \$40,000 be funded in Fiscal Year 2014-2015 for the resurfacing. Once resurfaced the courts should last 10 to 15 years. Another option would be to pay for annual maintenance to the courts at the rate of \$6,000 per year.

**Mills Pond Pool House Improvements:** With funding being designated in FY13 for improvements to several components to the Pool, the pool house is left as the next major part of the facility that is need of renovation. HCA issues for bathrooms are currently being met with portable restrooms seasonally. Fixtures including electrical, all toilets, sinks and plumbing needs to be updated. Creating better space within the existing building can happen by modifying some of the interior walls. Exterior bathrooms do not meet HCA and should be able to service the park patrons which include many recreation camps and programs throughout the year.

**River Access:** A Small Town Economic Assistance grant was applied for in the amount of \$340,000 to build a boat ramp and associated improvements at 51 Old River Road (near DPW Garage) for access to the Farmington River for non-motorized boats.

#### **BOARD OF SELECTMEN**

**Open Space Acquisition/ Preservation:** Account used to fund the purchase of open space consistent with the criteria established by the Town's Open Space Preservation and Acquisition Commission.

#### **WATER POLLUTION CONTROL AUTHORITY**

**Replacement of Truck:** Replacement of 1999 Chevy truck.

**Dyer Farms Pump Station:** Upgrade to the Dyer Farms Pump Station

**UV Disinfection Upgrade:** Replacement of the Ultraviolet Disinfection System which is approximately 25 years old and needs to be replaced with newer technology.

**Sewer System Evaluation:** The Canton sewer system is inundated with clean water when large rain storms move into the area. The first phase of this has been completed with the televising and mapping of the sanitary sewer system. This Phase would look into the causes of the Inflow & Infiltration and then recommend ways the WPCF can reduce the Inflow & Infiltration in a cost effective manner.

**SCADA System Upgrades:** SCADA (supervisory control and data acquisition) is a system operating with coded signals over communication channels so as to provide control of remote equipment, was last updated in 2011. At that time 3 sewage pumping stations were outfitted with monitoring capabilities only. An auto dialer was set up for alarm conditions. The monitoring computers, software and other hardware (PLC's) periodically needs to be updated.

**Process Study for Nutrient Removal:** The National Pollutant Discharge Elimination System (NPDES) permit expires on April 24,2016. It is anticipated that the Canton Water Pollution Control Facility will have a more stringent nutrient removal requirement for Nitrogen and Phosphorus. Dependent upon Regulatory Requirements, we may have to incorporate some process modifications to meet those goals.

## **LARGE EQUIPMENT/VEHICLES**

**Highway Dump Truck 2 Replacement:** A 2001 4900 International Harvester truck.

**Highway Dump Truck 7 Replacement:** Replacement of the 2005 7400 International Harvester truck.

**Highway Dump Truck 5 Replacement:** Replacement of the 2006 7400 International Harvester truck. The truck, which is currently in very good condition, would not be replaced until the 2017-2018 fiscal year.

**Utility Truck #11 Replacement:** Replace utility truck currently used by DPW custodians.

**Truck #8:** Replace 2008 F-250 pickup truck and plow.

**Roadside Mower Attachments:** Replace attachments that are utilized by the roadside mower.

**Hustler Field Mower:** Replace 2005 Hustler 4600 120 inch mower. Current repairs and maintenance costs the past two years have been extensive. This past season the mower was out of service for extended periods of time. Mower has also shown to be a very poor quality cutting unit.

**Zero-Turn Mower Replacement** - Replace 2009 Hustler Super Z 72 inch mower. The past two years repairs and down time have been increasing. Mower has been over utilized the past two years due to the field mower being out of service.

**Sand-Pro Replacement** - Replace 1999 Toro 3040 Sand-Pro infield groomer. The past two years repairs and down time have been increasing.

**Police Vehicle Replacement:** Funds the replacement of police vehicles at the rate of three every two years. The current budget funds only one vehicle and therefore two vehicles will have to be purchased next year.

**Fire/ EMS – New Apparatus:** Provides funding for the timely replacement of fire apparatus on a long range basis.

**Fire/ EMS – New Ambulance:** Provides funding for the replacement of a new EMS unit every five (5) years. The estimated replacement cost is approximately 190,000.

**Ladder Truck:** As a result of a failed inspection it was recently determined that a missing wear block caused significant damage to the vehicle. It is estimated to cost over \$100,000 to partially repair. Due to the age of the vehicle it is determined to be more cost effective to replace the truck.

02/04/2015 12:17  
 aotoole

TOWN OF CANTON  
 NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
 bgnyrpts

PROJECTION: 2016 TOWN OF CANTON FY 2015-16 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1011590 CIP/CAPITAL & NonRECURRING							
1011590 59150 CIP	853,355.00	1,539,750.00	1,111,747.00	951,944.34	951,944.34	1,180,500.00	24.0%
TOTAL CIP/CAPITAL & NonRECUR	853,355.00	1,539,750.00	1,111,747.00	951,944.34	951,944.34	1,180,500.00	24.0%
TOTAL GENERAL FUND	853,355.00	1,539,750.00	1,111,747.00	951,944.34	951,944.34	1,180,500.00	24.0%
GRAND TOTAL	853,355.00	1,539,750.00	1,111,747.00	951,944.34	951,944.34	1,180,500.00	24.0%

\*\* END OF REPORT - Generated by Amy OToole \*\*

Town of Canton - Comprehensive Capital Improvement Plan											
(Includes all sources of funds - General Fund, LoCIP, Grants and Other Funds)											
For the Fiscal Years 2015-2016 through 2019-2020											
	Remaining	DEPT.	CAO								
	BALANCE	REQUEST	PROPOSED	PROPOSED CAPITAL IMPROVEMENT PLAN					Total Funding		
PROJECT TITLE	12/31/14	2015-2016	2015-2016	2016-17	2017-18	2018-19	2019-20		thru FY 19-20	Source	
<b>Information Technologies</b>											
Town Wide Server	34,000.00										
<b>Facilities - Town Hall</b>											
Town Hall Improvements	118,416.54								118,417	LoCIP	
Phase I - elevator & new exterior entrance				556,885	*	556,885	*	556,885	*		
Phase II - Areas of refuge, door hardware					460,550	*	460,550	*	460,550	*	
Phase III - Handrails, Fire Esc., Etc.						463,816	463,816	*			
Town Hall Chiller Replacement					100,000				100,000	Operating	
Town Hall Air Handlers	2,271.22								2,271	Operating	
Town Hall Air Handlers - LoCIP	10,000.00								10,000	LoCIP	
Town Hall Roof Replacement							96,000	*			
Town Clerk & Tax Dept Carpet Replacement		25,000	25,000						25,000	Operating	
Town Hall-Lead Abatement & Repaint Exterior Trim		45,000	35,000						35,000	Operating	
Town Hall - Ceiling & Lighting Upgrade				100,000					100,000	Operating	
<b>Facilities - Community Center/ Library</b>											
Community Center Improvements	16,831.92								16,832	Operating	
Community Center Roof Replacement-Bonding Appvd	132,487.79								132,488	Bonding Approved	
Community Center - Rebuild 6 Armstrong Pumps						11,800			11,800	Operating	
Community Center - Replace 10 Condensers						60,000			60,000	Operating	
Community Center - Replace Elevator with ADA Compliant Model							75,000	*			
Community Center - Video Equipment			20,000						20,000	Operating	
<b>Facilities - Collinsville Fire Station</b>											
Facilities - Collinsville Firehouse (renovate 2nd Fl. Mens & ladies room)	55,000.00								55,000	Operating	
Facilities - Collinsville Fire Station Study			25,000						25,000	Operating	
Facilities Collinsville Station-Replace 6 Overhead Doors		35,000	0						0	Operating	
<b>Facilities - Public Works Garage</b>											
Highway Garage Replacement-Unfunded				5,000,000	*	5,000,000	*	5,000,000	*		
DPW Garage - Boiler Replacement		10,000	10,000						10,000	Operating	
Facilities DPW Garage (replace roof)		25,000	15,000						15,000	Operating	
Facilities DPW Garage (update emergency generator)		40,000	0						0	Operating	
Facilities DPW Garage (Wall Repairs)		50,000	0						0	Operating	
<b>Public Works</b>											
Equipment Purchase (replace 2 highway plows)		15,000	0						0	Operating	
Equipment Purchase (upgrade existing radio system)		18,200	0						0	Operating	
Highway - Road Maintenance Program	1,574.00								1,574	Operating	
Pavement Management (road projects)	341,505.16	500,000	527,000	527,000	527,000	527,000	527,000		2,449,505	Operating	
Pavement Management-LoCIP	0.00		73,000	73,000	73,000	73,000	73,000		292,000	LoCIP	
Town Wide Sidewalk Replacement Prog.	31,822.43	10,000							31,822	LoCIP	
Swimming Pool Road Bridge Removal & Turn around	160,000.00									Grant	
Rattlesnack Brook Flood Improvements-Phase I				100,000	*	100,000	*	100,000	*		
Rattlesnack Brook Flood Improvements-Phase II							200,000	*			
Bridge Improvement Program	17,355.00	25,000	0	25,000	25,000	75,000	75,000		217,355	Operating	
Bridge Improvement Program-LoCIP	27,645.00									LoCIP	
Bridge Improvement Program - Unfunded				377,000	*	475,000	* #	475,000	* #		
Town Bridge Road - Rehabilitation	5,159,537.59								5,159,538	Grant	
Town Bridge Road - Rehabilitation	1,098,903.90								1,098,904	Fund Balance	

Town of Canton - Comprehensive Capital Improvement Plan											
(Includes all sources of funds - General Fund, LoCIP, Grants and Other Funds)											
For the Fiscal Years 2015-2016 through 2019-2020											
	Remaining	DEPT.	CAO								
	BALANCE	REQUEST	PROPOSED	PROPOSED CAPITAL IMPROVEMENT PLAN					Total Funding		
PROJECT TITLE	12/31/14	2015-2016	2015-2016	2016-17	2017-18	2018-19	2019-20		thru FY 19-20		Source
Town Bridge Road - Rehabilitation	192,629.63								192,630		STEAP Grant
Big Mills Pond Dam Replacement					250,000 *	250,000 *	250,000 *				
DEEP Stormwater Mgmt Plan	19,374.52								19,375		Operating
<b>Public Safety - Police</b>											
Dispatch Console	3,870.15										
Radio System - Microwave Link		56,000	0						0		Operating
Portable Radio Repeaters for Vehicles		10,000	10,000						10,000		Operating
<b>Public Safety - Fire/ EMS</b>											
Fit Test Machine	10,360.00										
Fire - Second set of Cutters	178.82								179		Operating
Fire - SCBA-Air Pack Replacement Program	2,683.05								2,683		Operating
Fire - SCBA-Air Pack Bottle Replacements	245.00	15,000	15,000						245		Operating
Fire/EMS - Hose Replacements	19,105.10	10,000	10,000						19,105		Operating
AED Replacements	0.00	10,000	10,000						10,000		Operating
EMS - Paramedic Upgrade Equipment		140,000	0						0		Operating
<b>Land Use</b>											
Zoning Regulations	3,707.50								3,708		Operating
Zoning Map	350.00								350		Operating
Subdivision Regulation Update	10,000.00	20,000	20,000						30,000		Operating
Design Regulations	5,747.20								5,747		Operating
<b>Recreation/Senior Services</b>											
Mills Pond Pool - Eval. And Improvements	13,410.72								13,411		Operating
Lawton Road Site - Site Improvements	2,030.00			1,000,000 *	1,000,000 *	1,000,000 *	1,000,000 *		2,030		Operating
Dial-A-Ride Van	22,000.00								22,000		Operating
Dial-A-Ride Van-Grant	48,000.00								48,000		Grant
Track/Field at Canton High School	16,123.38								16,123		Bonding Approved
Farmington River Trail Ext					340,000 *						Grant
Basketball Court Resurfacing		25,000	0	25,000					25,000		Operating
STEAP - Mills Pond Pool House Improvements	369,000.00								369,000		Grant
STEAP - Recreation Improvements-Skatepark	90,000.00								90,000		Grant
STEAP - Park Planning and Master Plan & Design Services	15,000.00								15,000		Grant
All Terrain Outdoor Event Stage		12,000	12,000						0		Operating
Repair Tennis/Basketball Court Fencing		15,000	0	15,000					15,000		Operating
Mills Pond Park - Trail & Bridge Restoration				40,000 *					0		Operating
Mills Pond Pool - Interior Repairs		75,000	0				75,000 *		0		Operating
River Access	340,000.00								340,000		Grant
<b>Board of Selectmen</b>											
Acquisition of Open Space	15,103.47								15,103		Operating
<b>DPW -Transfer Station</b>											
Facilities Transfer Station (erect canopy & roof over bulky waste containers)	1,460.31	30,000	30,000						31,460.31		Transfer Station SR Fund
Facilities Transfer Station -Cement Pad for Metal Container		15,000	15,000						15,000.00		Transfer Station SR Fund
<b>Water Pollution Control Authority</b>											
UV Disinfection Upgrade		300,000	300,000						300,000		WPCA Cap. Fund

Town of Canton - Comprehensive Capital Improvement Plan											
(Includes all sources of funds - General Fund, LoCIP, Grants and Other Funds)											
For the Fiscal Years 2015-2016 through 2019-2020											
	Remaining	DEPT.	CAO								
	BALANCE	REQUEST	PROPOSED	PROPOSED CAPITAL IMPROVEMENT PLAN						Total Funding	
PROJECT TITLE	12/31/14	2015-2016	2015-2016	2016-17	2017-18	2018-19	2019-20	thru FY 19-20	Source		
Sewer System Evaluation				200,000				200,000	WPCA Cap. Fund		
SCADA Upgrades					30,000			30,000	WPCA Cap. Fund		
Process Study for Nutrient Removal					50,000			50,000	WPCA Cap. Fund		
Dyer Farms Pump Station						125,000		125,000	WPCA Cap. Fund		
Replacement of S-10							25,000	25,000	WPCA Cap. Fund		
Equipment Vehicle Purchase											
Highway/Parks Equipment	21,633.94							21,634	Operating		
Highway - Truck # 3 Replacement	1,123.00							1,123	Operating		
Highway - Truck # 2 Replacement		170,000	162,500					0	Operating		
Highway - Truck # 6 Replacement								0	Operating		
Highway - Truck # 7 Replacement				170,000				170,000	Operating		
Highway - Truck # 5 Replacement					175,000			175,000	Operating		
Highway - Truck # 11 Replacement						60,000		60,000	Operating		
Highway - Truck # 8 Replacement							65,000	65,000	Operating		
Highway - Sweeper Replacement	178.00							178	Operating		
Highway - Mobark Chipper	1,519.40							0	Operating		
Highway - Hustler Field Mower		65,000	55,000					0	Operating		
Highway - Zero-Turn Mower Replacement				12,000				12,000	Operating		
Highway - Sand Pro Replacement				17,000				17,000	Operating		
Highway - Roadside Mower Attachment					35,000			35,000	Operating		
Police - Patrol Vehicle Replacement	9,306.00	38,000	54,000	54,000	54,000	54,000	54,000	225,306	Operating		
EMS - New Ambulance	79,272.68	40,000	40,000	80,000	50,000	50,000	50,000	309,273	Operating		
Fire - New Apparatus	273,132.65	160,000	135,000	135,000	135,000	135,000	135,000	813,133	Operating		
Fire - Apparatus Unfunded				25,000	50,000	75,000	100,000				
Fire - Ladder Truck Replacement		1,100,000							Bonding		
GRAND TOTALS											
Operating Budget Funding	977,121.30	2,749,200	1,180,500	1,160,000	1,101,000	972,800	1,077,000	5,348,497			
Unallocated CIP	4,778.65										
LoCIP Funding	187,883.97	10,000	73,000	73,000	73,000	73,000	73,000	365,000			
Grant/ Other Funding	1,022,000.00				340,000			340,000			
Town Bridge Rehabilitation - Total Project Costs	6,451,071.12										
DPW - Transfer Station	1,460.31	45,000	45,000					45,000			
WPCA		300,000	300,000	200,000	80,000	125,000	25,000	730,000			
TOTALS	8,644,315.35	3,104,200	1,598,500	1,433,000	1,594,000	1,170,800	1,175,000	6,828,497			
Unfunded Projects				7,098,885	8,232,435	8,381,251	8,852,251				
Note: Projects to be funded in future years are in BOLD Black											
CAO approved CIP projects funded with Operating Funds for FY 15-16											
CAO approved CIP projects funded with LoCIP funds for FY 15-16											
* Projects require funding not available under current or projected funding levels.											
# Includes prior year(s) unfunded amounts											

TOWN OF CANTON

CAO PROPOSED  
FISCAL YEAR 2015-2016 BUDGET

**APPENDICES**

**FISCAL YEAR 2015-2016: CAO PRELIMINARY DRAFT BUDGET**  
Standard Account Definition and Explanation

<b>Account</b>	<b>Title</b>	<b>Definition and Explanation</b>
5100	Full Time	Current salaries of all non-union full time employees
5110	Supervisor Salaries	Current salaries of all supervisors
51200	Part Time	Covers part time employees. Stenographic work done for board and agencies is included in this category.
51300	Full Time — Affiliation	Salaries of all full time affiliated employees (NAGE, AFSCME, CILU).
51650	Longevity	Funds expenses related to longevity payments payable to union employees as required by collective bargaining agreements.
51660	Educational Incentive	Funds expenses related to payment of educational incentive to employees as mandated by collective bargaining agreement.
52100	Bonds	Funds expenses related to bonding of employees within Department.
53120	Computer Purchase	Funds expenses related to acquisition of computer equipment such as monitors, hard drives, printers, etc.
54200	Vehicle Fuel	Funds costs associated with fueling of all Town vehicles and/ or apparatus. Fuel is usually procured through a cooperative purchasing agreement with CRCOG.
55010	Vehicle Maintenance	Funds expenses related to the maintenance of Town vehicles and/ or apparatus in a safe and working manner.
55100	Maintenance/ Cleaning Supplies	Funds supplies related to cleaning/ maintenance of buildings and facilities including paper goods, cleansers, light bulbs, soaps, etc.
55200	Mileage	Funds expenses related to travel for work or Town purposes. Reimbursement is at IRS rate of .575 per mile.

**FISCAL YEAR 2015-2016: CAO PRELIMINARY DRAFT BUDGET**  
**Standard Account Definition and Explanation**

55300	Heating/ Cooling Repairs	Funds expenses related to repairs to HVAC systems that are not otherwise covered by a service contract.
55310	HVAC Maintenance Contract	Funds expenses related to maintenance contract for HVAC systems of Departmental or Town facilities.
55500	Light and Power	Funds costs associated with electricity for Departmental or Town facility.
55800	Department Equipment Maintenance/ Repair	Funds costs associated with repairs, maintenance and/ or replacement of Departmental equipment.
55810	Office Equipment Maintenance	Funds expenses related to service contracts and repairs to Departmental or Town office equipment.
55830	Software Support	Funds expenses related to maintenance and licensing fees for computer systems and software utilized by Town and/ or Department.
56100	Postage	Funds expenses related to mailing of information, agendas or documents in accordance with functions of Department and/ or programs.
56200	Telephone	Funds expenses for Town and/ or Departmental telephones, radio/ emergency phone circuits, pagers, etc.
56205	Cell Phone	Funds expenses related to Departmental cell phone use or other cellular devices.
56340	Cable Television	Funds expenses related to cable television service for Town and/ or departmental needs.
56500	Fuel/ Heat	Funds expenses related to costs of petroleum fuel or natural gas for purposes of heating a Town or Department facility. Heating fuels, petroleum and natural gas, are purchased cooperatively through CRCOG.

**FISCAL YEAR 2015-2016: CAO PRELIMINARY DRAFT BUDGET**  
Standard Account Definition and Explanation

56750	Water	Funds costs associated with water use for Departmental or Town facility.
56760	Sewer	Funds expenses related to the annual sewer use charge for Department or Town facility. Increases in these areas are driven by metered charges rather than administrative adjustments made by previous administrations.
56910	References! Texts	Funds expenses related to texts, publications and reports necessary and/ or beneficial to Departmental or Town functions.
56920	Consultant	Funds expenses related to retaining services of consultant for purposes of assisting in or performance of necessary functions related to Department or program function or Town business.
56950	Membership! Dues	Funds expenses related to memberships and/ or dues to various professional, civic, community or governmental agencies, organizations or agencies necessary or beneficial to Town functions.
57100	Office Supplies	Funds expenses related to purchase of office supplies necessary to effectively operate Departments and/ or functions.
57200	Printing	Funds expenses related to printing and binding of documents, manuals and reports of respective departments.
57400	Equipment Purchases — Major	Funds expenses related to purchase of major equipment for Town or Departmental operation needs.
57500	Advertising	Funds expenses related to advertising for purchasing, personnel, or legal notice purposes.
57600	Computer Supplies	Funds expenses related supplies for computers and printers within the Department and/ or function.
59900	Miscellaneous	Funds expenses related to unforeseen expenses of Department.
60030	VOIP/WAN	Lease payments for VOIP phone system and fiber optic lines.

**FISCAL YEAR 2015-2016: Town of Canton Vehicle Roster and Replacement Schedule**

Dept.	Description	Year	Make	Model	VIN / SERIAL #	Miles	Condition	Replacement	Value
Public Works	Truck #1	2011	Ford	F-150 / PU	1FTMF1EF4BKD84147	40,942	Very Good	2021-2022	15,948
Public Works	Truck #2	2001	IH (International)	4900 / 4x2	1HTSDADR01H348656	53,742	Fair	2015-2016	7,000
Public Works	Truck #3	2013	Freightliner	108SD	1FVDG5BS3DHFF8461	11,946	Excellent	2024-2025	152,197
Public Works	Truck #4	2010	IH (International)	7400 / 4x2	1HTWCAZR3AJ273666	23,552	Very Good	2020-2021	80,989
Public Works	Truck #5	2006	IH (International)	7400 / 4x2	1HTWCAZR36J297117	47,147	Good	2017-2018	22,718
Public Works	Truck #6	2014	Freightliner	1145D / dump	1FVAG3BS6EHFH3562	9,633	Excellent	2025-2026	141,305
Public Works	Truck #7	2005	IH (International)	7400 / 4x2	1HTWCAZR75J012739	78,182	Fair	2016-2017	13,797
Public Works	Truck #8	2008	Ford (F21E)	F-250 / PU	1FTSF21R28EC87470	66,616	Good	2019-2020	10,390
Public Works	Truck #9	2009	Ford (F577)	F-550 / dump	1FDAF57R29EA61091	39,435	Very Good	2020-2021	27,191
Public Works	Truck #10	2007	Ford (F21G)	F-250 / PU	1FTSF21P67EB00356	59,533	Good/Fair	2018-2019	8,714
Public Works	Truck #12	2009	Ford (F577)	F-550 / Utility	1FDAF57R49EA61092	39,866	Very Good	2020-2021	23,883
Public Works	Sweeper	2007	Pelican	Elgin	NPO177D	9,844	Very Good	2027-2028	50,000
Public Works	Loader	2010	John Deere	444 K	DW444KZ627658	3803 hrs	Very Good	2025-2026	82,002
Public Works	Backhoe / Loader	2011	John Deere	410 TMJ	1T0410TJBD209673	1,785 hrs	Very Good	2026-2027	105,957
Public Works	Roadside Mower	2009	John Deere	5093E	LV5093E160818	1,670 hrs	Very Good	2024-2025	52,612
Public Works	Bobcat	2011	Bobcat	S 205	A3LJ38496	293 hrs	Very Good	2026-2027	25,071
Public Works	Utility Tractor	2014	Massey Ferguson	1754H	DJJ22919	30 hrs	Excellent	2034-2035	28,413
Parks	Tractor	1999	Toro	SandPro	08885-90342	1,185 hrs	Poor	2016-2017	850
Parks	Tractor	2004	John Deere	4110H	LV41104211675	1,176 hrs	Good		9,094
Parks	Mower	2005	Hustler	4600	5071272	780 hrs(hr. n/a)	Poor	2015-2016	8,563
Parks	Mower	2009	Hustler	Super Z /31HP	SZ31KAW72XR7	1,886 hrs	Fair	2016-2017	3,215
WPCF/A	Good	1999	Chevy	S-10	1GCCS1948XK167711	42,556	Good	2018-2019	5,000
WPCF/A	Good	2007	Ford	F-250 / PU	1FTNF21587EB31278	10,616	Good	2022	10,000
Police	Car #1 / 21CN	2015	Ford	PI	1FAH2PMK2FG112201	2,865	Excellent	2019	27,000
Police	Car #2 / 22CN	2015	Ford	PI	1FAHP2MK2FG112200	7,361	Excellent	2019	27,000
Police	Car #3 / 23CN	2012	Chevy	Tahoe	1GNSK2E08CR299042	59,260	Good	2016	25,400
Police	Car #4 / 24CN	2010	Ford	Explorer	1FMEU7DE5AUA16483	72,324	Good	2015	11,800
Police	Car #5 / 26CN	2011	Ford	Crown Vic.	2FABP7BV1BX118803	65,692	FAIR	2015	8,300
Police	Car #9 / 25CN	2013	Chevy	Tahoe	1GNSK2E03DR363280	22,581	Excellent	2017	31,200
Police	Car #10 / 20CN	2011	Ford	Crown Vic.	2FABP7BV4BX110937	64,303	FAIR	2015	8,400
Police	DD /651-RKL	2007	Chevy	Impala	2G1WT58K779310062	81,170	Good	2015	4,800
Police	Chief / 845-YCO	2011	Ford	Taurus	1FAHP2DW4BG115998	52,193	Excellent	2017	11,800
Police	Capt. / 645-ZBT	2012	Chevy	Impala	2G1WF5E33C1150274	61,184	Excellent	2015	7,800
Police	Radar Trailer	2008	BW Custom	350	189BS09178H659048	n/a	Good	2017	8,525
Police	Box Trailer / 33CN	2006	American Hauler	NH610SA	5N6200DIX71015238	n/a	Good	2019	1,000
Police	Message Board Trailer	2010	All Traffic	ATS-5	1B9AF51179P825337	n/a	Good	2019	9,000
Values are based on current Kelley Blue Book for dealer trade-in without police equipment									
General	Dial-A-Ride	2006	Ford	E-350/Van	1FDXE45P16DA36144	118,682	Poor	2015-2016	4,500

**FISCAL YEAR 2015-2016: Town of Canton Vehicle Roster and Replacement Schedule**

Dept.	Description	Year	Make	Model	VIN / SERIAL #	Miles	Condition	Replacement	Value
Fire Svcs	Rescue #9	1999	Spartan	Rescue	45794744	17,111	Good	2023-2024	153,878
Fire Svcs	Eng #3 -ColVFD	1991	Marion	Pumper	1D91P13F630083	34,190	Fair	2014-2015	
Fire Svcs	Eng #6 -ColVFD	2004	Amer LaF	Pumper		15,381	Good	2026-2027	
Fire Svcs	Squad #5 -NCVFD	2009	Chevrolet	Pumper		7,179	Good	2032-2033	
Fire Svcs	Tanker #7-NCVFD	2006	Kenworth	Tanker	2NKDLUOX46M153648	12,280	Very Good	2031-2032	266,271
Fire Svcs**	Eng # 6 - NCVFD	1993	KME	Pumper	SOLD		SOLD		
					Engine hours =	2,375			
					Pump hours =	278			
Fire Svcs	Eng #4 - NCVFD	2013	Spartan	Pumper	4S7CU2D96DC077139	2897	Excellent		415,000
Fire Svcs	Eng #1-CanVFD	2013	Spartan	Pumper	4S7CU2D92DC077140	3152	Excellent		415,000
Fire Svcs	ATV - CanVFD	2005	Polaris	ATV	4XARF50A15D725996	165 hrs	Good		14,800
Fire Svcs**	Eng #1-CanVFD	1987	E-One		SOLD		SOLD	SOLD	
Fire Svcs	Ladder #2-CanVFD	1997	Marion	Ladder	4SJW429XVC023084	15,768	Good	2020-2021	
					Engine hours =	2,845			
					Pump hours =	67			
					Areal hours =	783			
Fire Svcs/EMS	Trailer	2013	Belmo	6X14			Excellent		3,528
EMS	Utility #8-ColVFD	2005	Chevy	Silverado	2GCEK13T551300589	30,315	Good	2022-23	37,000
EMS	Ambulance	2007	Chevy	Road Rescue	1GBE4V1958F410780	88,177	Fair	2015-16	40,000
EMS	Ambulance	2013	Chevy	Braun G4500	1GB6G5CL3D1116757	25,327	Excellent		200,000
					Engine hours =	22		2015-16	

\*\*listed for sale

# APPENDICES SUMMARY OF FULL TIME AND PART TIME EMPLOYEES

FUNCTION	FULL TIME PERSONNEL (# of Persons)			PART TIME PERSONNEL (# of positions or hours)	
	2014-2015	2015-2016		2014-2015	2015-2016
<b>GENERAL GOVERNMENT</b>					
<i>Board of Selectmen</i>					
First Selectman				.4	.4
Recording Secretary				<u>.01</u>	<u>0</u>
<i>Total</i>				<b>.41</b>	<b>.4</b>
<i>Chief Administrative Officer</i>					
Chief Administrative Officer	1	1			
Executive Assistant	1	1			
<u>CAO Clerk</u>				<u>.71</u>	<u>.71</u>
<i>TOTAL</i>	<b>2</b>	<b>2</b>		<b>.71</b>	<b>.71</b>
<i>Elections</i>					
Registrars				PT (2)	PT (2)
Deputy Registrars				PT (2)	PT (2)
<i>Town Clerk</i>					
Town Clerk	1	1			
Assistant Town Clerk	.71				.710
<u>Seasonal Clerk</u>				<u>.015</u>	<u>.015</u>
<i>TOTAL</i>	<b>1.71</b>	<b>1</b>		<b>.015</b>	<b>.725</b>
<i>Information Technologies</i>					
Technical Support Specialist		.25			
<i>TOTAL</i>		<b>.25</b>			
<b>FINANCE</b>					
<i>Assessment</i>					
Assessor				Contracted	Contracted
Assessment Technician	1	1		with Town of	with Town of
Assistant Town Clerk	.29			Avon	Avon
<u>Part Time Recording Clerk (BOAA)</u>					
<i>TOTAL</i>	<b>1.29</b>	<b>1</b>			
<i>Tax Collector</i>					
Tax Collector	1	1			
<u>Tax Clerk</u>				<u>.48</u>	<u>.48</u>
<i>TOTAL</i>	<b>1</b>	<b>1</b>		<b>.48</b>	<b>.48</b>
<i>Finance Officer/ Treasurer</i>					
Finance Officer/ Treasurer	1	1			
Accountant	.50	.50			
Financial Assistant	1	1		.50	.50
Accounting Clerk				<u>.54</u>	<u>.54</u>
<u>Finance Clerk</u>				<u>.54</u>	<u>.54</u>
<i>TOTAL</i>	<b>2.50</b>	<b>2.50</b>		<b>1.04</b>	<b>1.04</b>

FUNCTION	FULL TIME PERSONNEL (# of Persons)			PART TIME PERSONNEL (# of positions or hours)	
	2014-2015	2015-2016		2014-2015	2015-2016
<b>PUBLIC SAFETY</b>					
<i>Police Department - Administration</i>					
Chief of Police	1	1			
Deputy Chief of Police	1	1			
Administrative Secretary	1	1			
Crossing Guard (Part Time- Seasonal)				.20	.20
<i>Police Department – Patrol</i>					
Sergeant	4	4			
Patrol Officer	8	8			
<i>Police Department – Detective/ Investigations</i>					
Detective	1	1			
<i>Police Department – Dispatch/ Communications</i>					
Dispatcher	4	4			
Dispatcher (496 hours)				.26	.24
<i>Police Department – Animal Control</i>					
<u>Animal Control Officer (468 hours)</u>					.23
<b>TOTAL</b>	<b>20</b>	<b>20</b>		<b>.46</b>	<b>.67</b>
<i>Fire Department</i>					
Clerical Assistant	.11	.11		Stipend	Stipend
<u>Fire Chief and Other Officers</u>					
<b>TOTAL</b>	<b>.11</b>	<b>.11</b>			
<i>Emergency Services</i>					
Fire Chief and Other Officers				Stipend	Stipend
<i>Fire Marshal</i>					
Fire Marshal	1				.71
Deputy Fire Marshal				.06	.06
<u>Clerical Assistant</u>	.3	.3			
<b>TOTAL</b>	<b>1.3</b>	<b>.3</b>		<b>.06</b>	<b>.77</b>
<b>PUBLIC WORKS</b>					
<i>Facilities – Town Hall</i>					
Maintainer Supervisor	1	1			
Maintainer/Custodian	1	1			
<u>Custodian</u>	1	1			
<b>TOTAL</b>	<b>3</b>	<b>3</b>			
<i>Parks</i>					
Park Supervisor	1	1			
Seasonal Temporary Employee				.35	.35
<u>Transfer Station Attendant (16 hours/week) 1-1-16</u>		.20			
<b>TOTAL</b>	<b>1</b>	<b>1.20</b>		<b>.35</b>	<b>.35</b>

FUNCTION	FULL TIME PERSONNEL (# of Persons)			PART TIME PERSONNEL (# of positions or hours)	
	2014-2015	2015-2016		2014-2015	2015-2016
<i>General Highway</i>					
Public Works Director	1	1			
Project Administrator	1	1			
Assistant Foreman/ Mechanic	1	1			
Maintainer III	6	6			
Maintainer II	1	1			
Administrative Assistant				.57	.71
<u>Seasonal</u>				<u>.23</u>	<u>.23</u>
<b>TOTAL</b>	<b>10</b>	<b>10</b>		<b>.80</b>	<b>.94</b>
<i>Transfer Station</i>					
Transfer Station Operator	1	.80			
<u>Part Time</u>				<u>.4</u>	<u>.4</u>
<b>TOTAL</b>	<b>1</b>	<b>.80</b>		<b>.4</b>	<b>.4</b>
<b>COMMUNITY SERVICES</b>					
<i>Youth Services</i>					
Program Specialist				.23	.23
<i>Senior/Social Services</i>					
Senior/Social Services Director	1	1		.46	.46
Senior Center Coordinator				.71	.71
Senior/Social Services Administrative Assistant					
<b>TOTAL</b>	<b>1</b>	<b>1</b>		<b>1.17</b>	<b>1.17</b>
<i>Parks and Recreation</i>					
Director of Parks and Recreation	1	1			
Program Supervisor/Aquatic Director	1	1			
Seasonal – Maintainer				.10	.10
Aquatic Assistants (Seasonal)					.38
Facility Coordinator (Seasonal)				.38	
Lifeguards (Seasonal)				1.05	1.06
Desk Attendant (Seasonal)				.28	.28
<b>TOTAL</b>	<b>2</b>	<b>2</b>		<b>1.81</b>	<b>1.82</b>
<i>Parks and Recreation</i>					
Recreation Office Assistant					.14
Seasonal – Maintainer				.35	.35
Summer Camp Director				.23	.23
Summer Camp Assistant Director					.33
Summer Camp Counselors				.85	1.10
Swim Team Coach				Stipend	.10
Swim Team Assistants				.09	.14
Water Safety Instructors				.43	.43
Swim Aides				.65	.14
AM Guards				<u>.08</u>	<u>.08</u>
<b>TOTAL</b>				<b>2.68</b>	<b>3.04</b>

	FULL TIME PERSONNEL (# of Persons)			PART TIME PERSONNEL (# of positions or hours)	
<b>FUNCTION</b>	<b>2014-2015</b>	<b>2015-2016</b>		<b>2014-2015</b>	<b>2015-2016</b>
<i>Public Library</i>					
Director	1	1			
Technical Services Librarian	1	.75			
Children's Librarian	1	1			
Reference Librarian	1	1			
Circulation Supervisor	1	1			
Teen Librarian				.46	.46
Library Aide II – 6				3.35	3.41
Library Aide I – 8				1.88	1.88
Library Page - 3				.63	.63
Summer Aides – 2				.18	.18
Saturday Hours				.06	.07
<b>TOTAL</b>	<b>5</b>	<b>4.75</b>		<b>6.56</b>	<b>6.63</b>
<b>COMMUNITY PLANNING &amp; DEVELOPMENT</b>					
<i>Building Official</i>					
Building Official				.46	.46
<u>Office Assistant</u>	.59	.59			
<b>TOTAL</b>	<b>.59</b>	<b>.59</b>		<b>.46</b>	<b>.46</b>
<i>Town Planner</i>					
Director, Planning and Community Development	1	1			
Assistant Town Planner	1	1			
Land Use Coordinator	1	1			
<u>Recording Clerk</u>				PT	PT
<b>TOTAL</b>	<b>3</b>	<b>3</b>			
<b>WATER POLLUTION CONTROL AUTHORITY</b>					
Superintendent	1	1			
Chief Plant Operator	1	1			
Operator III	1	1			
<u>Operator</u>	.1	.1			
<b>TOTAL</b>	<b>4</b>	<b>4</b>			
<b>GRAND TOTAL</b>	<b>60.50</b>	<b>58.50</b>		<b>17.635</b>	<b>19.835</b>

**CALCULATION NOTE:** Full Time Equivalents are calculated on following basis, depending on department: 35 hour per week position = Hours of position budgeted divided by 1,820 equals full time equivalent; 40 hour per week position = Hours of position budgeted divided by 2,080 equals full time equivalent

TOWN OF CANTON

CAO PROPOSED  
FISCAL YEAR 2015-2016 BUDGET

KEY ISSUES &  
MISCELLANEOUS DOCUMENTS

TOWN OF CANTON  
MEMORANDUM

TO: Robert Skinner, CAO  
FROM: Harry DerAsadourian, Assessor  
DATE: January 30, 2015  
RE: 2014 Grand List



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This is to inform you that on January 30, 2015, the 2014 Grand List was filed with the following results:

	<u>2014</u>	<u>2013</u>	<u>Change</u>	<u>%</u>
Real Estate	974,715,240	969,492,110	5,223,130	+.53%
Personal Property	43,343,280	42,493,880	849,400	+ 2%
Motor Vehicles	<u>82,751,003</u>	<u>82,109,950</u>	<u>641,053</u>	<u>+.78%</u>
Total	1,100,809,523	1,094,095,940	6,713,583	+.61%

**Real Estate**

This year's increase is due in part to the completion of several new homes and the start of a new medical office building.

**Personal Property**

This year's increase is due equipment upgrades made by CL&P.

**Motor Vehicles**

This segment of the Grand List increased. Used car values have returned to a more typical 10–15% drop in values, due to increased new car sales resulting in a smaller increase.

HD:mlu



NOV 13 2014

## ***Canton Historical Museum***

*11 Front Street, Collinsville, CT 06019 - 860-693-2793*

November 11, 2014

Robert Skinner  
Chief Administrative Officer  
4 Market Street.  
P.O. Box 168  
Collinsville, CT 06022-0286

RE: Canton Historical Museum

Dear Mr. Skinner,

I am writing with the suggestion that the town consider assisting with the modernization of the Canton Historical Museum. The museum has "shovel ready" plans that will make the facility ADA compliant, create a visitors' center, and better protect the collection. Downtown Collinsville would benefit from having a visitor's center and improve facilities that will be more attractive to visitors who support the local economy.

The total cost to complete all of the projects is estimated at \$600,000. The improvements are being phased as funds are raised. Combining the projects should save money.

As a private facility, it may be a stretch for the town to provide any funding. Any assistance would be beneficial to the museum. What seems more possible is coordinating, and inclusion of the museum in the town's grant writing efforts, such as STEAP Grants, Block Grants and other opportunities that the museum is not aware. The museum, entirely staffed by volunteers, has been going it alone, and could use some help which ultimately would be mutually beneficial. We would like to discuss options with you if you feel there are viable ones. Thank you for your consideration.

Sincerely,

Donald K. Scott  
President

Donald Tarinelli, AIA  
Building Committee

TOWN OF CANTON  
CIP Request Form Explanation  
FY 2015-2016 through FY 2019-2020

In the space provided below, please provide appropriate information and a detailed description of the project which encompass the CIP request. A separate form must be complete for **each** project.

DEPARTMENT: Emergency Medical Services

PROJECT TITLE: **AED Replacement**

PROJECT AMOUNT: **\$ 10,000**

PROJECT YEAR: FY 2015-2016

PROJECT PRIORITY (If more than one project in a single year):**#1**

---

In order to be included in the Capital Improvement Plan the capital project must have a value greater than \$10,000 and last more than 5 years. The project description shall include all essential details of the capital project including, but not limited to, whether it is legally mandated, whether it addresses safety concerns and whether grant funds may be available to help off-set the costs. For vehicles, include the year and make of the vehicle that is being replaced.

PROJECT DESCRIPTION: The EMS Department seeks funding to replace five AEDs (Automated External Defibrillators).

# ***Town of Canton Fire & EMS***

Upgrade to Paramedic Level Service

**Board of Selectmen**  
Information Packet  
November 18, 2014





# Town of Canton

4 Market Street, Collinsville, Connecticut 06022

## *Fire and EMS Department*

EMS Division  
Collinsville Station

Office : (860) 693-2325 Fax: (860) 693-2371



November 3, 2014

Board of Selectmen  
Town of Canton  
Post Office Box 168  
4 Market Street  
Collinsville, Connecticut 06022

### **RE: Emergency Medical Services Upgrade to Paramedic**

Dear Selectmen,

Thank you for considering the proposed changes to the level of emergency medical services provided to the Town of Canton.

The Town of Canton has been fortunate to have been served by combination of volunteers and paid staffing for many years. However as the population and demographics of the Town have changed so too have changes in training requirements for certifications and re-certifications. In recent years new emergency medical interventions and equipment have been developed. These changes present new challenges for providing the highest level of quality patient care.

Many towns have struggled with the same issues of upgrading to paramedic level service and invariably the debate comes down to one issue, cost. It's simple to say that if there were no consideration for costs, every town would want the highest level of care available. This proposal seeks to find a balance between cost and patient care.

In Canton, we are facing both a financial question and the issue of continuing sponsorship of our current AEMT level of service. The University of Connecticut Medical Center is our sponsor hospital and effective July 1, 2016 they will no longer sponsor our AEMT level of service.

This change in sponsorship reflects changes that have been on the agenda at State levels of government as well. The University of Connecticut has been an outstanding partner in our Town's emergency medical services but just as Canton needs to change they do too.

In this presentation packet our department provides the Board of Selectmen with viable options for moving emergency medical services in a positive direction. The preferred

upgrade in service is to full-time commercially staffed paramedics with a fly-car utilizing the current combination of volunteer and commercial EMT's . It provides the highest level of emergency medical coverage with the greatest flexibility and potential for reimbursement income. Other approaches described in the packet allow for a scalable method of achieving paramedic coverage though they come with certain limitations.

Our department is prepared to work with the Town staff to implement the most beneficial level of emergency service as selected by your committee.

We appreciate your time and efforts and invite your questions so that we may help you make an informed decision.

Respectfully,

---

Richard Hutchings MPA, RN EMT-P,  
Chief – Town of Canton Fire & EMS

---

John Bunnell, EMT-P, BA  
Assistant Chief – Town of Canton Fire & EMS



## University of Connecticut Health Center

John Bunnell BA, NREMT-P  
Assistant Chief  
Town of Canton Fire & EMS Department  
4 Market Street  
P.O. Box 168  
Canton, CT 06019

Dear Chief

As the EMS Coordinator at John Dempsey Hospital, I am in support of Canton Ambulance upgrading to the paramedic level of service.

I believe the paramedic level of service will help provide the best and timeliest care to the citizens of Canton.

I look forward to continuing to work with Canton Ambulance on issues of education, medical oversight and quality improvement.

You have are provided excellent service over the years. Upgrading to the paramedic level will continue and enhance this service.

Best,

Peter

Peter Canning  
EMS Coordinator  
John Dempsey Hospital  
[canning@uchc.edu](mailto:canning@uchc.edu)  
(860) 679-3485

# ***Town of Canton Fire & EMS***

Upgrade to Paramedic Level Service

## Contents





# Town of Canton Fire & EMS Upgrade to Paramedic Level Service Canton, Connecticut

## Contents

Cover Letters

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Start-Up Costs Section 3

- Medications & Supplies
- Medical Equipment
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Financials Section 4

- Summary
  - Operating Cost Models
  - Reimbursement Rates/Call/Run Data

Tabular Comparison of Levels of Service Section 5

Timeline/Schedule Section 6

Scalability and Exit Strategy Section 7

EMS Study Committee Report dated September 7, 2012 Section 8

Reference Materials Section 9

- BOS EMS Subcommittee Report dated 2-25-13
- Jewel Mullen, MD – DPH Memo to Office of Policy Management – November 1, 2013
- Department of Public Health – Connecticut Emergency Medical Services Primary Service Area Task Force – Final Report dated February 7, 2014
- General Assembly Bill 416 Raised in February 2014 Session
- Dr. Kamin & Mr. Canning Curriculum Vitae

# ***Town of Canton Fire & EMS***

Upgrade to Paramedic Level Service

## Overview

## Section 1





# Town of Canton Fire & EMS

## Upgrade to Paramedic Level Service

### Canton, Connecticut

## Overview

### **Brief History:**

The Canton Memorial Ambulance was formed in 1950 by employees of the Collins Company. The Canton Memorial Ambulance was established as living memorial to U.S. war veterans. The ambulance operated as an independent organization from 1950 till 1963 when it merged with the Collins Company Fire Department.

In 1987 Chief Hutchings spearheaded an effort to upgrade to service to the present AEMT Level (formerly known as the Intermediate Level) of service. The AEMT Level of service essentially provides three key skills, enhanced assessment, IV therapy to improve blood volume/pressure and better airway management over the basic skills (though not to the gold standard of intubation as provided by paramedics). In the last few years the service has added new protocols and equipment to improve patient care (QuikClot, Lucas 2, Naloxone, CPAP). While these have all been good improvements they fall short of the level of service provided by paramedics.

Our sponsor hospital is the University of Connecticut Health Center in Farmington. Notice has been given that effective July 1, 2016 they (UConn) will no longer sponsor Canton at the AEMT level. Canton is the last remaining AEMT level service operating in the region. (Please see area map at the end of this Overview)

### **Additional Background Regarding Canton EMS:**

In the third quarter of 2011 the Board of Selectmen appointed a Temporary Committee to make recommendations for long range plans for providing Emergency Medical Services (EMS) for the Town of Canton.

The Committee submitted a report to the Board of Selectmen dated September 7, 2012. The report recommended upgraded to paramedic level of service within two years. The report is included for reference in Section 8.

The Town of Canton Volunteer Fire and EMS is part of Region 3 of the Connecticut Regional EMS Councils and as such is governed by the North Central CT EMS Council Regional Guidelines. To better understand the various levels of service (EMR, EMT, AEMT, Paramedic) in detail a copy of the Guidelines have been provided. As this is a 220 page document only a single copy has been made a part of this submission. Additional copies are available on request or may be viewed on line at:

[http://www.ctemscouncils.org/downloads/NC\\_EMS\\_%20Guidelines.pdf](http://www.ctemscouncils.org/downloads/NC_EMS_%20Guidelines.pdf)

**Current Status:**

At present when a 911 call is received a Canton Police Officer is dispatched to the scene. That responding officer is our Town's First Responder. Car 10 is dispatched, provided a full legal crew is available, to the scene and assumes responsibility for the patient(s). If a higher level of care is required paramedics are dispatched from UConn. Depending on the nature of the call they either meet on scene or intercept during transport.

In the State of Connecticut there are four levels of Primary Service Area Responder levels:

- First Responder
- Basic Ambulance
- Intermediate Ambulance
- Paramedic

As currently certified by the Connecticut Department of Health our primary ambulance (Car 10) must be staffed to provide the intermediate level service (AEMT + EMT) in order to respond to a call. The second ambulance (Car 11) must provide basic level of service (1 EMT + 1 EMT) at a minimum. The second car out may provide intermediate level service as long as an AEMT is on board.

The service is staffed by a paid service provider 06:00 to 18:00 Monday through Friday with a crew of an AEMT and an EMT.

From 18:00 to 06:00 every day and 06:00 to 18:00 on weekends a volunteer crew staffs the ambulance.

If a full legal crew (AEMT + EMT) is not available, even if two EMT's are ready at the station to respond, the dispatcher must request mutual aid from a surrounding town in order to satisfy the requirements established for an AEMT level service.

**Time:**

At present UConn provides paramedic services to the Town of Canton. As noted in the EMS Study Committee Report, the average response times for paramedics was 16.95 minutes with 90% of all calls arriving within 32 minutes. Ten percent of the response times for medics was between 32 and 68 minutes. The NFPA 1710 standard is an 8 minute response time. At best UConn is 13 minutes from Canton. Traffic and weather have a significant impact on response times. Establishing a paramedic service in Town will mitigate the majority of risk of travel distance.

**Sample Scenario:**

If the Town upgrades to paramedic level service Car 10 will be able to respond to all calls with a Basic ambulance (R2) and the paramedic will be able to respond via a separate fly car. If after evaluation the patient may be transported at the BLS level, the paramedic will remain in Town prepared for the next call. Assuming a second call is



activated while the first ambulance is out of Town, the medic and a second basic level ambulance can respond. Taking it one step further, a third call is activated while both ambulances are out of Town, the medic can respond and a mutual aid call for a basic ambulance can go out to our partner towns.

It is not that uncommon to have both Car 10 and Car 11 activated at one time. In fact, we have had the rare occasion of multiple medical calls that were responded to by Car 10, Car 11, Utility 8, Rescue 9 plus personal owned vehicles (POV's).

By establishing a paramedic service in Town a higher level of care and maximization of current resources can be developed.

### **What does Paramedic-level Service Mean?**

Please see Section 5 for a Matrix Comparing EMR, EMT-Basic, AEMT and Paramedic Levels of Service.

### **Timeline:**

Please see attached Gantt chart for transitioning to paramedic level service.

### **High-level View of Next Steps:**

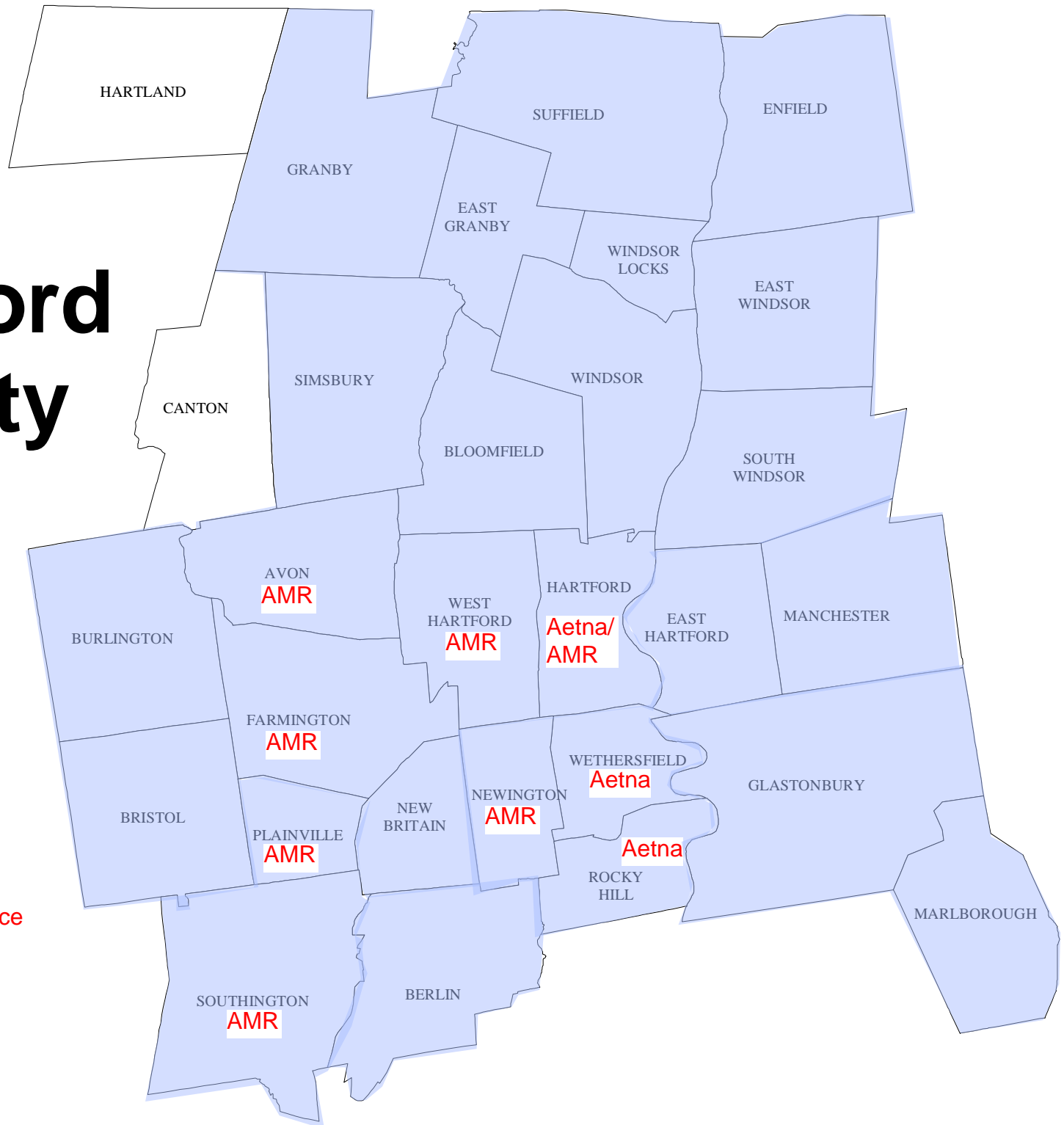
Over the course of the next several months steps will need to be taken to either downgrade our service to the Basic EMT level or implement a plan to provide the paramedic level of service in Canton. Depending on meeting schedules, planning for Town vote (if required), verifying costs, filing appropriate documents with the State the overall process may take 12 to 18 months. A preliminary implementation timeline/schedule has been included in Section 6 of this information packet.

- Review and approval by Town of Canton Board of Selectmen
- Review and approval by Town of Canton Board of Finance
- Depending on direction of the BOS:
  - Town RFP for Paramedic Staffing
  - Town RFP for Outsourced Paramedic Service
  - Town Referendum to approve change in service

### **Goals:**

- Provide the highest level of patient care in the Town of Canton
- Procure the appropriate level and quality of medical equipment and/or support vehicle
- Procure commercial qualified paramedic staffing company services
- Maintain the current core of qualified EMT's and FF/EMT's
- Further develop the management of the Canton EMS
- Enhance cooperation with surrounding towns
- Work towards self-sufficiency through run volume, collection ratio and rate structure

# Hartford County



 Towns with Paramedic Service

***Town of Canton***  
***Fire & EMS***

Upgrade to Paramedic Level Service

Options for  
Emergency  
Medical Services

Section 2





# **Town of Canton Fire & EMS Upgrade to Paramedic Level Service Canton, Connecticut**

## **Options for Emergency Medical Service Levels**

### **Recommended Options:**

- **Outsource for Paramedic Staffing (eliminate AEMT)**
- **Outsource for Paramedic Staffing (maintain two EMT's add fly car)**
- **Outsource for Paramedic Staffing (maintain one EMT 06:00 to 18:00 and add fly car for nights and weekends)**

### **Not Recommended Options:**

- Downgrade to BLS/Continue Paramedic Service from UConn Medical Center
- Create Town of Canton Paramedic Employee positions
- Completely Out-source Paramedic Level Service (Aetna, AMR, Campion, Hunters, other)



## **Downgrade to Basic Life Support Continue Paramedic Service from UConn Medical Center**

This model changes the current staffing level requirements from a minimum of one AEMT plus one EMT to two EMT's.

The primary effects of this change versus the current status are:

### **Pros:**

- Reduction in out-sourced staffing costs
- Ability for volunteers to respond with the primary ambulance (Car 10) without need for AEMT requirement.

### **Cons:**

- Reduced level of emergency medical assessment
- Does not improve response times of paramedic dispatched from UConn to Canton
- Reduces reimbursement rates (income) for calls responded to with the lower level of service



## **Create Town of Canton Paramedic Employee Positions**

Creating permanent paramedic positions to be staffed by individuals hired directly by the Town of Canton.

The primary effects of this change versus the current status are:

### **Pros:**

- Improves the response times of paramedics to provide highest level of emergency medical care in the field and during transport.
- Increased level of emergency medical assessment and care
- Increases reimbursement rates (income) for calls responded to with the higher level of service

### **Cons:**

- Increases immediate labor costs and long term commitments for benefits
- Requires holiday pay in excess of that provided by out-sourced services
- Places burden of managing and paying for training on Town of Canton



## **Completely Out-source Paramedic Level Service**

Utilize a commercial emergency medical service company (Aetna, AMR, Campion, Hunters, other) to provide all emergency medical services to the Town.

The primary effects of this change versus the current status are:

### **Pros:**

- Improves the response times of paramedics to provide highest level of emergency medical care in the field and during transport.
- Places burden of paying for training on the out-sourced company
- Avoids long term employment benefit obligations for the Town
- Eliminates the need to provide ambulance apparatus, medical supplies and training

### **Cons:**

- Town call volume may not attract multiple bidders for the scope of services requested in an RFP
- Eliminates any reimbursement income for calls
- Shifts burden of some first aid consumables on Police and Fire (O2, masks, basic supplies)
- Likely eliminates volunteer Canton Memorial Ambulance



### **Outsource for Paramedic Staffing (eliminate AEMT)**

Utilize a commercial emergency medical staffing service (Aetna, AMR, Campion, Hunters, Vintech, other) to provide an emergency medical paramedic to staff the existing ambulance provided by the Town. This option would replace the AEMT that is currently paid for by the Town (M-F/06:00 to 18:00) and add a paramedic for the remaining shifts. By having a medic on the schedule for all shifts the Town will avoid costs for outsourced AEMT's that have been hired with greater frequency due to a lack of available volunteer AEMT's.

The primary effects of this change versus the current status are:

#### **Pros:**

- Improves the response times of paramedics to provide highest level of emergency medical care in the field and during transport.
- Places burden of paying for training on the out-sourced company
- Avoids long term employment benefit obligations for the Town
- Increases reimbursement rates (income) for calls responded to with the higher level of service
- Maintains Canton Memorial Ambulance participation and the provides the Town with reimbursement income provided by volunteer efforts
- Potential for reimbursement for paramedic service provided to mutual aid towns

#### **Cons:**

- Commits paramedic to Car 10 only
- Town call volume may not attract multiple bidders for the scope of services requested in an RFP
- Added cost of providing medical equipment and medications to start up service



### **Outsource Paramedic Staffing (maintain two EMT's add fly car)**

Utilize a commercial emergency medical staffing service (Aetna, AMR, Campion, Hunters, Vintech, other) to provide an emergency medical paramedic to staff the existing ambulance provided by the Town. This option would change the current EMT/AEMT team to two EMT's paid for by the Town (M-F/06:00 to 18:00) and add a paramedic for all shifts.

By having a medic on the schedule for all shifts the Town will avoid costs for outsourced AEMT's that have been hired with greater frequency due to a lack of available volunteer AEMT's. Further the paramedic in a fly car offers the ultimate in volunteer utilization, flexibility for apparatus responding and maximized reimbursement rates.

The primary effects of this change versus the current status are:

#### **Pros:**

- Improves the response times of paramedics to provide highest level of emergency medical care in the field and during transport.
- Places burden of paying for training on the out-sourced company
- Avoids long term employment benefit obligations for the Town
- Increases reimbursement rates (income) for calls responded to with the higher level of service
- Potential for reimbursement for paramedic service provided to mutual aid towns

#### **Cons:**

- Town call volume may not attract multiple bidders for the scope of services requested in an RFP
- Added cost of providing fly car to begin service



### **Outsource for Paramedic Staffing (maintain one EMT 06:00 to 18:00 and add fly car for nights and weekends)**

Utilize a commercial emergency medical staffing service (Aetna, AMR, Campion, Hunters, Vintech, other) to provide an emergency medical paramedic to staff the existing ambulance provided by the Town. This hybrid option would change the current EMT/AEMT team to one EMT paid for by the Town (M-F/06:00 to 18:00) and add a paramedic for all shifts.

By having a medic on the schedule for all shifts the Town will avoid costs for outsourced AEMT's that have been hired with greater frequency due to a lack of available volunteer AEMT's. Further the paramedic in a fly car offers the ultimate in volunteer utilization, flexibility for apparatus responding and maximized reimbursement rates.

The primary effects of this change versus the current status are:

#### **Pros:**

- Improves the response times of paramedics to provide highest level of emergency medical care in the field and during transport.
- Places burden of paying for training on the out-sourced company
- Avoids long term employment benefit obligations for the Town
- Increases reimbursement rates (income) for calls responded to with the higher level of service
- Potential for reimbursement for paramedic service provided to mutual aid towns
- Scalability, if call volume warrants, a second EMT can be added and the medic utilizes the fly car.

#### **Cons:**

- Added cost of providing fly car to begin service

# ***Town of Canton Fire & EMS***

Upgrade to Paramedic Level Service

## Start-up Costs

## Section 3



# Town of Canton Volunteer Fire and EMS

## Upgrade to Paramedic Level Service

### Medication Costs

		Qty.	Unit	Unit Cost	Totals
- Acetaminophen (Tylenol)		0		0.00	0.00
- Adenosine 12mg, 4 ml vial		2	bx/10	199.90	399.80
- Adenosine 6mg, 2 ml vial		2	bx/10	62.90	125.80
- Albuterol		8	bx/25	11.79	94.32
- Amiodarone		1	pk/25	124.75	124.75
- Aspirin		0		0.00	0.00
- Atropine		2	bx/10	152.99	305.98
- Benzocaine Spray		0		0.00	0.00
- Calcium Chloride		4	each	15.79	63.16
- Dextrose (D10)		36	each	3.79	136.44
- Dextrose (D50)		1	bx/10	161.99	161.99
- Diltiazem		1	bx/10	68.20	68.20
- Diphenhydramine		1	pk/25	73.50	73.50
- Dopamine		3	each	24.29	72.87
- Epinephrine (1:1000)		1	bx/25	81.25	81.25
- Epinephrine (1:10,000)		3	cs/50	98.99	296.97
- Glucagon		2	each	267.99	535.98
- Haloperidol		1	bx/10	84.60	84.60
- Ipratropium Bromide		6	bx/30	62.70	376.20
- Lactated Ringers		1	cs/24	100.56	100.56
- Lidocaine		1	bx/10	87.99	87.99
- Magnesium Sulfate		1	bx/10	96.75	96.75
- Metoclopramide Hydrochloride (Reglan)		4	each	2.22	8.88

- Solu-Medrol		1	bx/25	224.75	224.75
- Metoprolol		2	bx/10	56.80	113.60
- Naloxone		0		0.00	0.00
- Nitrostat		4	bx/25	21.29	85.16
- Normal Saline		0		0.00	0.00
- Olanzipine ( Zyprexa)		0		0.00	0.00
- Odansetron		1	cs/100	228.00	228.00
- Procainamide		3	bx/25	58.99	176.97
- Racemic Epinephrine		2	each	2.73	5.46
- Sodium Bicarbonate		2	bx/10	112.99	225.98
- Tetracaine		3	each	17.09	51.27
- topex		2	each	41.59	83.18
- Vasopressin		1	pk/25	166.50	166.50
- Zyprexa		3	each	70.69	212.07
<b>Sub Total</b>					<b>4868.93</b>

UCONN will exchange our Narc kits, they provide this service at no cost the narc kits contain:

- Fentanyl Citrate
- Midazolam
- Morphine Sulfate

# Town of Canton Volunteer Fire and EMS

## Upgrade to Paramedic Level Service

### Equipment Costs

<b>Initial Cost</b>
-------------------------

#### Durable Equipment

	QTY	Unit	Cost	
- Lifepak 15 Cardiac Monitor/Defibrillator	1	each	35000	35,000.00
- Laryngoscope Handle (Adult/Pedi)	4	each	79.99	319.96
<b>Sub Total</b>				<b>35,319.96</b>

#### Consumable Equipment

	QTY	Unit	Cost	
- Laryngoscope Blades (Mac 1-4, Miller 0-4)	11	cs/20	107.80	1,185.80
- Endotracheal Tubes (2-5 uncuffed)	8	bx/10	25.00	200.00
- Endotracheal Tubes (5-9 cuffed)	11	bx/10	24.00	264.00
- King Airway Kits Pedi	2	cs/5	186.95	373.90
- King Airway Kits Adult	4	cs/5	175.95	703.80
- Meconium aspirator	3	each	6.36	19.08
- Adult Magill forceps	2	each	6.49	12.98
- Pedi Magill forceps	2	each	6.49	12.98
- Nasal ETCO2				-
- Endotracheal Tube ETCO2				-
- Smart Capnoline Pedi	1	bx/25	367.25	367.25
- Smart Capnoline Adult	1	bx/100	1,219.00	1,219.00
- Endotracheal Tube introducer (Bougie)	5	bx/10	104.90	524.50

- Intraosseous Drill	1	each	700.00	700.00
- Intraosseous Needles (Adult)	10	each	120.00	1,200.00
- Intraosseous Needles (pedi)	3	each	120.00	360.00
- Intraosseous Needles (bariatric)	5	each	120.00	600.00
- 1 ml syringes	1	bx/100	59.89	59.89
- 5 ml syringes	1	bx/125	24.39	24.39
- 10 ml syringes	1	bx/100	25.59	25.59
- Safety Glide Syringe with Needle 1cc	1	cs/400	261.52	261.52
- Safety Glide Syringe with Needle 3cc	1	cs/400	243.92	243.92
- Safety Glide Syringe with Needle 5cc	1	cs/400	287.92	287.92
- Safety Glide Syringe with Needle 10cc	1	cs/400	295.92	295.92
- Hypodermic needles	1	bx/100	36.89	36.89
- Electrodes (Adult, pedi)	2	cs/1000	315.80	631.60
- ECG paper	3	cs/18	95.22	285.66
- Morgan Lens	3	each	30.89	92.67
- Nebulizer assemblies	2	cs/50	51.00	102.00
- Nebulizer mask (adult, pedi)	2	cs/50	75.00	150.00
- Twinpak Dual Cannula device	1	bx/100	68.00	68.00
- Chest decompression needles (Adult,Pedi)	5	each	13.99	69.95
- Cricothyrotomy Kit	2	each	219.98	439.96
				<b>10,379.21</b>

**Sub Total**

**45,699.17**

**Total Equipment Costs**

# Town of Canton Volunteer Fire and EMS

## Upgrade to Paramedic Level Service

### Fly-Car Vehicle

- Ford Explorer or Chevy Tahoe		33,000
- Graphics package		3,000
- Lighting package		7,000
- Knox Box		1,500
- Narcotics Lockbox		1,000
- 1 VHF 2 UHF mobiles, 1 VHF portable		4,000
<b>Sub Total</b>		<b>49,500</b>

# ***Town of Canton Fire & EMS***

Upgrade to Paramedic Level Service

## Financials

## Section 4



# Town of Canton Volunteer Fire and EMS

## Upgrade to Paramedic Level Service

### Options Summary

11/17/2014

<b>Recommended Options</b>	<b>Year 1 Projections*</b>
One medic + one EMT (no fly car)	(\$297,047)
One medic + two EMT's w/Fly car	(\$387,837)
One medic + one EMT w/Fly car (off hours only)	(\$341,737)

### Not Recommended

Downgrade to BLS	(\$130,627)
Outsource all EMS to commercial service (some towns pay in excess of \$400,000 due to low call volume, others pay very little.)	\$382,000    ** to \$20,000    **
Town employee paramedics	(\$580,487)

#### Basis of Projections:

FY 11-14 3 Year Averages (rounded)

3 Year Average Expense	\$	424,000
3 Year Average Revenue	\$	334,000
3 Year Average Annual Shortfall	\$	(90,000)

\* Projections are based on current spending and revenues. That is, projected numbers include anticipated operating losses as previously experienced.

\*\* Does not include the value of liquidating current EMS equipment and apparatus.

# Town of Canton Volunteer Fire and EMS

11/16/2014

## Upgrade to Paramedic Level Service

### 1 FT Medic/1 EMT Fly Car

**FY's 11 - 14  
3 Year  
Average**

Emergency Services Fund	expenses	353,772
General Fund*	expenses	70,358
<b>Sub Total - Expenses</b>		<b>424,130</b>
Emergency Services Fund*	revenue	334,303
Operating Gain/(Loss)		(89,827)

#### Adjustments:

**Cost Reductions  
or Added  
Revenues**

**Cost Increases  
or Reduced  
Revenues**

	rate	qty		
ALS in lieu of BLS classifications	\$ 354	100	\$	35,400
ALS Assessments Only	\$ 356	50	\$	17,800
Mutual Aid Intercepts	\$ 682	25	\$	17,050

#### Staffing:

Add Paramedic (commercial 24/7 @ \$31/hr)	31	8760	\$	271,560
Reduce 1 EMT (6-18 M-F)	0	3120	\$	-
Reduced AEMT staffing to cover volunteer shifts			\$	30,000

Medications	\$	14,000
Equipment	\$	45,700
Vehicle	\$	49,500

Fuel	\$	4,000
Maintenance/Tires	\$	3,500

Equipment/Expense Contingency	\$	10,000.0
Sub Total - Increases and Reductions	\$	100,250.0
	\$	398,260.0
	\$	(298,010.0)

**Total Projected First Year Cost** **\$ (387,836.7)**

# Town of Canton Volunteer Fire and EMS

11/16/2014

## Upgrade to Paramedic Level Service

### 1 FT Medic/1 EMT Fly Car (Off Hours Only)

**FY's 11 - 14  
3 Year  
Average**

Emergency Services Fund	expenses	353,772
General Fund*	expenses	70,358
<b>Sub Total - Expenses</b>		<b>424,130</b>
Emergency Services Fund*	revenue	334,303
Operating Gain/(Loss)		(89,827)

#### Adjustments:

**Cost Reductions  
or Added  
Revenues**

**Cost Increases  
or Reduced  
Revenues**

	rate	qty		
ALS in lieu of BLS classifications	\$ 354	100	\$	35,400
ALS Assessments Only	\$ 356	25	\$	8,900
Mutual Aid Intercepts	\$ 682	5	\$	3,410

#### Staffing:

Add Paramedic (commercial 24/7 @ \$31/hr)	31	8760		\$	271,560
Reduce 1 EMT (6-18 M-F)	22	3120	\$	68,640	
Reduced AEMT staffing to cover volunteer shifts			\$	30,000	

Medications				\$	14,000
Equipment				\$	45,700
Vehicle				\$	49,500

Fuel				\$	4,000
Maintenance/Tires				\$	3,500

Equipment/Expense Contingency				\$	10,000.0
Sub Total - Increases and Reductions			\$	146,350.0	\$ 398,260.0 \$ (251,910.0)

**Total Projected First Year Cost** **\$ (341,736.7)**

# Town of Canton Volunteer Fire and EMS

11/16/2014

## Upgrade to Paramedic Level Service

### 1 FT Medic/1 EMT No Fly Car

**FY's 11 - 14  
3 Year  
Average**

Emergency Services Fund	expenses	353,772
General Fund*	expenses	70,358
<b>Sub Total - Expenses</b>		<b>424,130</b>
Emergency Services Fund*	revenue	334,303
Operating Gain/(Loss)		(89,827)

#### Adjustments:

**Cost Reductions  
or Added  
Revenues**

**Cost Increases  
or Reduced  
Revenues**

	rate	qty		
ALS in lieu of BLS classifications	\$ 354	100	\$	35,400
ALS Assessments Only	\$ 356	0	\$	-
Mutual Aid Intercepts	\$ 682	0	\$	-

#### Staffing:

Add Paramedic (commercial 24/7 @ \$31/hr)	31	8760		\$	271,560
Reduce 1 EMT (6-18 M-F)	22	3120	\$	68,640	
Reduced AEMT staffing to cover volunteer shifts			\$	30,000	

Medications			\$	14,000
Equipment			\$	45,700
Vehicle			\$	-

Fuel			\$	-
Maintenance/Tires			\$	-

Equipment/Expense Contingency			\$	10,000.0
Sub Total - Increases and Reductions			\$	134,040.0
			\$	341,260.0
			\$	(207,220.0)

**Total Projected First Year Cost** **\$ (297,046.7)**

# Town of Canton Volunteer Fire and EMS

11/16/2014

## Upgrade to Paramedic Level Service

### Downgrade to BLS

**FY's 11 - 14  
3 Year  
Average**

Emergency Services Fund	expenses	353,772
General Fund*	expenses	70,358
<b>Sub Total - Expenses</b>		<b>424,130</b>

Emergency Services Fund*	revenue	334,303
Operating Gain/(Loss)		(89,827)

#### Adjustments:

**Cost Reductions  
or Added  
Revenues**

**Cost Increases  
or Reduced  
Revenues**

	rate	qty			
ALS in lieu of BLS classifications	\$ 354	200		\$	70,800
ALS Assessments Only	\$ 356	0	\$	-	
Mutual Aid Intercepts	\$ 682	0	\$	-	
Staffing:					
Add Paramedic (commercial 24/7 @ \$31/hr)	31	0		\$	-
Reduce 1 EMT (6-18 M-F)	22	0	\$	-	
Reduced AEMT staffing to cover volunteer shifts			\$	30,000	
Medications				\$	-
Equipment				\$	-
Vehicle				\$	-
Fuel				\$	-
Maintenance/Tires				\$	-
Equipment/Expense Contingency				\$	-
Sub Total - Increases and Reductions			\$	30,000.0	\$ 70,800.0 \$ (40,800.0)
<b>Total Projected First Year Cost</b>					<b>\$ (130,626.7)</b>

# Town of Canton Volunteer Fire and EMS

11/16/2014

## Upgrade to Paramedic Level Service

### 1 FT Medic/1 EMT No Fly Car Create Town Employee Positions

**FY's 11 - 14  
3 Year  
Average**

Emergency Services Fund	expenses	353,772
General Fund*	expenses	70,358
<b>Sub Total - Expenses</b>		<b>424,130</b>

Emergency Services Fund*	revenue	334,303
Operating Gain/(Loss)		(89,827)

#### Adjustments:

				Cost Reductions or Added Revenues	Cost Increases or Reduced Revenues
	rate	qty			
ALS in lieu of BLS classifications	\$ 354	100	\$	35,400	
ALS Assessments Only	\$ 356	0	\$	-	
Mutual Aid Intercepts	\$ 682	0	\$	-	

#### Staffing:

Add Paramedic (5.5 FTE's 24/7 @ \$100,000/yr)	31	8760	\$	550,000
Reduce 1 EMT (6-18 M-F)	22	3120	\$	68,640
Reduced AEMT staffing to cover volunteer shifts			\$	30,000

Medications	\$	14,000
Equipment	\$	45,700
Vehicle	\$	-
On-going Training Costs (estimated)	\$	5,000

Fuel	\$	-
Maintenance/Tires	\$	-

Equipment/Expense Contingency	\$	10,000.0
Sub Total - Increases and Reductions	\$	134,040.0
	\$	624,700.0
	\$	(490,660.0)

**Total Projected First Year Cost** **\$ (580,486.7)**

# Town of Canton Volunteer Fire and EMS

## Upgrade to Paramedic Level Service

### **Rationale**

- Capture all known costs
- Forecast replacement costs
- Understate recovery rates for billings (80%)
- Be conservative, include contingency on operating costs
- Anticipate costs higher costs increases for fuel
- Use realistic cost increases (3%/year)
- Use moderate rate increases (2%/year)
- Apply sensitivity of plus 10%/minus 10% to demonstrate best/worst/likely cases
- Project growth that never exceeds 92% of highest recent year call volume

### **Compare Models:**

#### **Recommended Options:**

- Commercial paramedic staffing 24 hours/day with fly car + 2 EMT's
- Commercial paramedic staffing 24 hours/day + 1 EMT (fly car off-hours only)
- Commercial paramedic staffing 24 hours/day + 1 EMT (no fly car)

#### **Not Recommended:**

- Downgrade to BLS
- Create Town of Canton Paramedic Employee positions
- Completely Outsource Paramedic Level Service (including basic EMS)

**ACTIVITY TRACKING REPORT**  
**BY PAYOR GROUPS**

*Grand Totals*

Company IS CANTON VOLUNTEER FIRE / EMS; AND Trip Date IS BETWEEN 07/01/2011 AND 06/30/2012

8/27/2014

**CANTON VOLUNTEER FIRE / EMS**

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Blue Cross	72	\$56,609.48	\$49,516.92	\$46,011.47	92.92%
Medicaid	38	\$31,409.85	\$9,404.42	\$9,404.54	100.00%
Medicaid HMO	6	\$4,564.19	\$1,874.34	\$1,874.34	100.00%
Medicare	234	\$191,051.22	\$115,011.50	\$113,718.45	98.88%
Medicare HMO	36	\$25,612.76	\$15,703.38	\$13,618.03	86.72%
Other Insurance	120	\$93,692.70	\$80,520.19	\$76,824.87	95.41%
<b>Totals &gt;</b>	<b>506</b>	<b>\$402,940.20</b>	<b>\$272,030.75</b>	<b>\$261,451.70</b>	<b>96.11%</b>

Facility or Contract	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
	1	\$724.25	\$477.50	\$477.50	100.00%
<b>Totals &gt;</b>		<b>\$724.25</b>	<b>\$477.50</b>	<b>\$477.50</b>	<b>100.00%</b>

Patient-No Insurance	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
	50	\$39,442.05	\$38,243.32	\$17,241.76	45.08%
<b>Totals &gt;</b>	<b>50</b>	<b>\$39,442.05</b>	<b>\$38,243.32</b>	<b>\$17,241.76</b>	<b>45.08%</b>

<b>Grand Totals &gt;</b>	<b>557</b>	<b>\$443,106.50</b>	<b>\$310,751.57</b>	<b>\$279,170.96</b>	<b>89.84%</b>
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**ACTIVITY TRACKING REPORT**  
**BY PAYOR GROUPS**

*Grand Totals*

Company IS CANTON VOLUNTEER FIRE / EMS; AND Trip Date IS BETWEEN 07/01/2012 AND 06/30/2013

8/27/2014

**CANTON VOLUNTEER FIRE / EMS**

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Blue Cross	64	\$50,807.64	\$45,094.41	\$43,976.09	97.52%
Medicaid	63	\$50,507.62	\$14,449.14	\$14,449.14	100.00%
Medicare	286	\$245,988.60	\$140,529.23	\$139,728.19	99.43%
Medicare HMO	54	\$41,958.35	\$22,970.88	\$20,356.71	88.62%
Other Insurance	151	\$119,558.95	\$103,870.70	\$90,977.47	87.59%
<b>Totals &gt;</b>	<b>618</b>	<b>\$508,821.16</b>	<b>\$326,914.36</b>	<b>\$309,487.60</b>	<b>94.67%</b>

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Facility or Contract	1	\$782.52	\$782.52	\$782.52	100.00%
<b>Totals &gt;</b>		<b>\$782.52</b>	<b>\$782.52</b>	<b>\$782.52</b>	<b>100.00%</b>

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Patient-No Insurance	66	\$53,153.01	\$52,873.56	\$8,980.51	16.98%
<b>Totals &gt;</b>	<b>66</b>	<b>\$53,153.01</b>	<b>\$52,873.56</b>	<b>\$8,980.51</b>	<b>16.98%</b>

<b>Grand Totals &gt;</b>	<b>685</b>	<b>\$562,756.69</b>	<b>\$380,570.44</b>	<b>\$319,250.63</b>	<b>83.89%</b>
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# ACTIVITY TRACKING REPORT BY PAYOR GROUPS

Company IS CANTON VOLUNTEER FIRE / EMS; AND Trip Date IS BETWEEN 04/01/2013 AND 04/30/2014

5/16/2014

1

## CANTON VOLUNTEER FIRE / EMS

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Blue Cross	49	\$41,258.95	\$36,481.30	\$34,590.48	94.82%
Medicaid	78	\$65,954.43	\$18,298.92	\$17,847.44	97.53%
Medicaid HMO	1	\$727.64	\$727.84	\$727.84	100.00%
Medicare	287	\$255,252.57	\$142,812.71	\$136,276.22	95.42%
Medicare HMO	44	\$36,124.19	\$21,712.77	\$14,348.12	66.08%
Other Insurance	133	\$109,000.82	\$97,775.31	\$76,825.95	78.57%
<b>Totals &gt;</b>	<b>592</b>	<b>\$508,318.60</b>	<b>\$317,808.85</b>	<b>\$280,616.05</b>	<b>88.30%</b>
	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Patient-No Insurance	79	\$65,542.08	\$65,268.74	\$6,181.03	9.47%
<b>Totals &gt;</b>	<b>79</b>	<b>\$65,542.08</b>	<b>\$65,268.74</b>	<b>\$6,181.03</b>	<b>9.47%</b>
<b>Grand Totals &gt;</b>	<b>671</b>	<b>\$573,860.68</b>	<b>\$383,077.59</b>	<b>\$286,797.08</b>	<b>74.87%</b>

***Town of Canton***  
***Fire & EMS***

Upgrade to Paramedic Level Service

Tabular  
Comparison of  
Service Levels

Section 5



# Town of Canton Volunteer Fire and EMS

## Upgrade to Paramedic Level Service

### Scope of Interventions by Levels of Service

	EMR	EMT	AEMT	Paramedic
<b>Airway</b>	Oral airway BVM Sellick's Maneuver Head-tilt chin lift Jaw thrust Modified chin lift Obstruction—manual Oxygen therapy Nasal cannula Non-rebreather face mask Upper airway suctioning	Oral airway BVM Sellick's Maneuver Head-tilt chin lift Jaw thrust Modified chin lift Obstruction—manual Oxygen therapy Nasal cannula Non-rebreather face mask Upper airway suctioning  Partial rebreathers Venturi mask CPAP  Oral and Nasal airways	Oral airway BVM Sellick's Maneuver Head-tilt chin lift Jaw thrust Modified chin lift Obstruction—manual Oxygen therapy Nasal cannula Non-rebreather face mask Upper airway suctioning  Partial rebreathers Venturi mask CPAP  Oral and Nasal airways Esophageal-Tracheal Multi-Lumen Airways	Oral airway BVM Sellick's Maneuver Head-tilt chin lift Jaw thrust Modified chin lift Obstruction—manual Oxygen therapy Nasal cannula Non-rebreather face mask Upper airway suctioning Humidifiers Partial rebreathers Venturi mask Manually Triggered Ventilator (MTV) Automatic Transport Ventilator (ATV) Oral and Nasal airways Esophageal-Tracheal Multi-Lumen Airways BiPAP/CPAP Needle chest decompression Chest tube monitoring Percutaneous cricothyrotomy2 ETCO2/Capnography

				NG/OG tube Nasal and oral Endotracheal intubation Airway obstruction removal by direct laryngoscopy PEEP
	<b>EMR</b>	<b>EMT</b>	<b>AEMT</b>	<b>Paramedic</b>
<b>Assessment</b>	Manual BP	Manual BP Pulse oximetry Manual and auto BP Blood glucose monitor	Manual BP Pulse oximetry Manual and auto BP Blood glucose monitor	Manual BP Pulse oximetry Manual and auto BP Blood glucose monitor EKG interpretation Interpretive 12 Lead Blood chemistry analysis
	<b>EMR</b>	<b>EMT</b>	<b>AEMT</b>	<b>Paramedic</b>
<b>Pharmacological Interventions</b>	Unit dose auto-injectors for self or peer care	Unit dose auto-injectors for self or peer care  Assisted Medications Assisting a patient in administering his/her own prescribed medications, including auto-injection Tech of Med Administration Buccal Oral Administered Meds PHYSICIAN-approved over-the-counter medications (oral glucose, ASA for chest	Unit dose auto-injectors for self or peer care  Assisted Medications Assisting a patient in administering his/her own prescribed medications, including auto-injection Tech of Med Administration Buccal Oral Administered Meds PHYSICIAN-approved over-the-counter medications (oral glucose, ASA for chest	Unit dose auto-injectors for self or peer care  Assisted Medications Assisting a patient in administering his/her own prescribed medications, including auto-injection Tech of Med Administration Buccal Oral Administered Meds PHYSICIAN-approved over-the-counter medications (oral glucose, ASA for chest



**Cardiac/Medical Care**

CPR  
AED  
Assisted normal delivery

**EMR**

Traction splinting  
Mechanical pt restraint  
Tourniquet  
MAST/PASG  
Cervical collar  
Rapid extrication

**EMT**

CPR  
AED  
Assisted normal delivery  
Mechanical CPR  
Assisted complicated delivery

Traction splinting  
Mechanical pt restraint  
Tourniquet  
MAST/PASG  
Cervical collar  
Rapid extrication

**AEMT**

CPR  
AED  
Assisted normal delivery  
Mechanical CPR  
Assisted complicated delivery

Traction splinting  
Mechanical pt restraint  
Tourniquet  
MAST/PASG  
Cervical collar  
Rapid extrication  
Morgan lens

**Paramedic**

CPR  
AED  
Assisted normal delivery  
Mechanical CPR  
Assisted complicated delivery  
Cardioversion  
Carotid massage  
Manual defibrillation  
TC pacing

# ***Town of Canton Fire & EMS***

Upgrade to Paramedic Level Service

## Timeline/ Schedule

## Section 6



# Town of Canton

## Change in Service Planning Schedule

ID	Task Name	Duration	Start	Finish																								
					2015						2016																	
					Q4	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4			Q4	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		
1																												
2	Submit Information to BOS/CAO	0 days	Mon 11/3/14	Mon 11/3/14	<div>◆ 11/3</div> <div>◆ 11/25</div> <div>◆ 12/10</div> <div>◆ 12/23</div>																							
3	Present to Board of Selectmen	0 days	Tue 11/25/14	Tue 11/25/14																								
4	Follow-up BOS Meeting (if required)	0 days	Wed 12/10/14	Wed 12/10/14																								
5	Follow-up BOS Meeting (if required)	0 days	Tue 12/23/14	Tue 12/23/14																								
6																												
7	Board of Finance																											
8																												
9	Notification to DPH OEMS for PSAR																											
10																												
11	Request for Proposals for ALS Staffing/Outsourcing	30 days	Mon 6/1/15	Fri 7/10/15																								
12	Review Proposals	30 days	Fri 7/10/15	Thu 8/20/15																								
13	Award Contract	0 days	Tue 9/1/15	Tue 9/1/15																								
14																												
15	<b>Acquire Required Equipment</b>	<b>1 day</b>	<b>Wed 10/7/15</b>	<b>Wed 10/7/15</b>																								
16	Request for Proposals for Equipment	30 days	Wed 10/7/15	Tue 11/17/15																								
17	Review Proposals	20 days	Tue 11/17/15	Mon 12/14/15																								
18	Award Contract s/PO's	0 days	Tue 12/15/15	Tue 12/15/15																								
19																												
20	Review Billing Protocols/Recovery																											
21																												
22	Support for AEMT ends	0 days	Thu 6/30/16	Thu 6/30/16																								
23																												
24	New Service Level Is Active (ALS or BLS)	0 days	Fri 7/1/16	Fri 7/1/16																								

***Town of Canton***  
***Fire & EMS***

Upgrade to Paramedic Level Service

# Scalability and Exit Strategy

## Section 7





# Town of Canton Fire & EMS

## Upgrade to Paramedic Level Service

### Canton, Connecticut

## Scalability and Exit Strategy

### Scalability:

Several options for transitioning to paramedic level service for the Town were explored. The range of approaches included:

- a. Provide paramedic coverage for Monday through Friday 06:00 to 18:00
- b. Provide paramedic coverage for seven days per week 06:00 to 18:00
- c. Provide paramedic coverage 24/7/365 with a single EMT utilizing the existing Car 10
- d. Provide paramedic coverage 24/7/365 with a single EMT utilizing the existing Car 10 plus a fly car for off hours only (18:00 to 06:00 and weekend shifts)
- e. Provide paramedic coverage 24/7/365 with two EMT utilizing the existing Car 10 plus a new fly car

Providing part-time coverage as described in options a and b would not solve for the response time issues for hours when the paramedic is not under contract. It would also require maintaining agreements with UConn medics and the same shared billing that exists currently.

Options c, d and e provide full-time paramedic coverage for the Town. Option e provides the maximum flexibility to respond to the most number of calls in Town along with the greatest potential utilization of all existing apparatus.

If a decision is made to start with a medic and EMT in the existing ambulance it is possible to scale up by adding a second EMT to the paid staff during the weekday shifts. This marginal increase in costs provides immediate expanded service. The medic could use the second ambulance for responding to calls. While not ideal it is a cost conservative approach. Option d provides for the best, most scalable solution by introducing the fly car to the equation.

If the value of the expanded service is demonstrated a medic fly car could be added to the operations and the ultimate in staffing, service and flexibility would be achieved.

### Exit Strategy:

Two primary strategies exist if it is decided that the option employed does not work for the Town.



If after operating the paramedic level service it is determined to be economically unfeasible then the Town could elect to terminate the service agreement with the staffing company and liquidate the equipment procured at start-up.

If it is determined that the paramedic level of service is working practically but receivables are inconsistent with continuation the Town could elect to solicit proposals to completely outsource the emergency medical services and liquidate all equipment and apparatus. This decision would effectively disband the volunteer emergency medical service in Town.

**Town of Canton  
FIRE&EMS  
Key Issues/Project Summary Sheet  
Fiscal Year 2015-2016**

**Key Issue/Project Title:**

FIRE& EMS Administrative Assistant

**Key Contact Staff:**

Chief Richard Hutchings

**Item Type:**

New Initiative

**Definition:**

The Town of Canton Volunteer Fire & EMS Department requests funds for a 35 hour per week, Administrative Assistant position. This position would be paid at rate consistent with other town staff with a similar job title (Administrative Assistant to the Fire Marshal and Building Department). The Administrative Assistant would be responsible for assisting the Chief of the Volunteer Fire & EMS department with the administrative functions of the department, contributing to the daily operations by performing skilled clerical work of a high degree of difficulty.

**History:**

Historically, the clerical work for the department has been assigned to the Administrative Assistant to the Fire Marshal and Building Department for a total of 4 hours per week.

**Current Status and Potential next Steps:**

The current status is that the 4 hours per week is not enough and the Administrative Assistant spends many more hours per week performing clerical tasks for the department. Since assisting the Fire & EMS department is not the primary function, much paperwork is "falling through the cracks" and the Fire & EMS department is always behind in its processing of invoices, filing, and other departmental activities.

The potential next step would be to fund this full-time position. This would allow for the comprehensive work assignments of updating the department website, maintaining and scheduling training and re-certifications, maintaining files, paid-on-call entry, NFIRS entry, organize and coding of invoices, preparation of correspondence, grant applications, processing mail, answering phones, ordering equipment/supplies and assisting department staff in all phases of departmental activities under the direct supervision of the Chief of the Department. The hours for the Administrative Assistant would be consistent with town hall hours of operation and would be conducted out of the Office of the Chief of the Department. The anticipated costs associated with the position is approximately \$50,000.

# **Town of Canton**

## **Department of Public Works**



# **Building Maintenance Plan**

**December, 2014 Update**

Click Below To View



Document

**Robert J. Martin**  
**Director of Public Works**

## Collinsville Fire Station Inventory-2014

### Structure

Type	Location	Placed in service date	Quantity
2 floor Ranch Fire House	51 River Road, Canton, CT 06019	1970	B-1,000SF, 1-4,582 SF, 2-4,353 SF

### Enclosure

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-3 tab asphalt shingles	Top of enclosure	Early 1990's	None	1	Unknown	5-10 years
Walls-brick & mortar, wood & vinyl siding	Exterior of enclosure	1970	None	4	Unknown	30+ years
Windows-double hung & crank-outs	Exterior of enclosure	1970	None	37	Unknown	30+ years
Exterior doors	Exterior of enclosure	1970	None	3	Unknown	5-15 years
Garage doors	Front & rear	1970	None	4-glass & metal, 2-wood	Unknown	1-3-glass & metal, 1-3-wood

### Electrical

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Transformer-lifetime	Interior of enclosure	1970	None	1	Unknown	30+ years
Power distribution panel-400 amps lifetime	Interior of enclosure	1970	None	1	Unknown	30+ years
Light fixtures-8 foot fluoresent	Interior of enclosure	1970	None	25+	Unknown	10-20 years
Telecommunications-telephone service	Interior of enclosure	1970	None	1	Unknown	30+ years
Security Equipment	Interior of enclosure	1970	None	1	Unknown	15+ years
Generator - Koller	Exterior of enclosure	2014	1 year	1	\$27,000	30+ years

### Mechanical

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Boiler	Basement	2010	2013	1	\$45,000	30 years
Pumps-Taco	Basement	2010	None	3	Unknown	5 years
Water heater-amtrol boilermate	Basement	Early 1990's	None	1	Unknown	2-5 years

### Fire Safety

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Smoke detectors	All floors	1990's	None	Numerous	Unknown	10+ years

### Interior Finishes and Amenities

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Floors-concrete, wood & tile	*See Note*	1970	None	7,000 SF	Unknown	*See Note*
Walls-sheetrock, tile & concrete	*See Note*	1970	None	Numerous	Unknown	*See Note*
Ceiling-drop; sheetrock & concrete	*See Note*	1970	None	7,000 SF	Unknown	*See Note*

### Site work

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roadways-asphalt	Front & side	1970	None	2	Unknown	20+ years
Parking lot areas-asphalt	Rear of building	1970	None	1	Unknown	20+ years
Retaining walls-concrete & brick	Side of building	1970	None	1	Unknown	30+ years
Sidewalks-concrete & asphalt	Front & rear	1970	None	2	Unknown	20+ years
Stairs-wood	Front & rear	1970	None	2	Unknown	20+ years
Lawn-perennial grass	Around the building	1970	None	8,000 SF	Unknown	Unlimited years
Trees-various types	Throughout property	1970	None	5+	Unknown	Unlimited years
Shrubs & planting beds	Around building	1970	None	12+	Unknown	20+ years

**Cell: B36**

**Comment:** Basement-unfinished concrete

1st floor; garage area-concrete, lobbies-concrete & wood, hallways/dayroom-wood, bathroom-tile  
2nd floor; meeting rooms-wood, bathrooms-tile  
Stairwells; 2-wood

**Cell: G36**

**Comment:** Basement; 30+ years

1st floor; garage-30+ years, lobbies-30+ years, hallways/dayroom-30+ years  
2nd floor; meeting rooms-30+ years, bathrooms 30+ years (2014 renovation)  
Stairwell; 30+ years

**Cell: B37**

**Comment:** Basement; unfinished concrete

1st floor; garage area-concrete & sheetrock, lobbies-sheetrock, hallways/dayroom-sheetrock, bathroom-tile & sheetrock  
2nd floor; meeting rooms-sheetrock, bathrooms-tile & sheetrock  
Stairwell; 2-sheetrock

**Cell: G37**

**Comment:** Basement; 30+ years

1st floor; garage area-30+ years(sheetrock needs painting 1-3 years), lobbies-30+ years(sheetrock needs painting 1-3 years), hallways/dayroom-30+ years(sheetrock needs painting 1-3 years, bathroom-10-15 years(sheetrock needs painting)  
2nd floor; meeting rooms-30+ years(sheetrock needs painting 1-3 years), bathrooms 30+ years (2014 renovations)  
Stairwell; 30+years(sheetrock needs painting 1-3 years)

**Cell: B38**

**Comment:** Basement; unfinished concrete

1st floor; garage area-concrete, lobbies/hallways/dayroom-drop, bathroom-sheetrock  
2nd floor; meeting rooms-drop, bathrooms-sheetrock  
Stairwells; 2-sheetrock

**Cell: G38**

**Comment:** Basement; 30+ years

1st floor; garage area-30+ years, lobbies/hallways/dayroom-30+ years, bathroom-10-15 years  
2nd floor; meeting rooms-30+ years, bathrooms 30+ years (2014 renovations)  
Stairwells; 30+ years

### Collinsville Fire Station-Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2015-2016	Water heater	Replace with gas fired unit	Operating	\$1,500
2015-2016	Interior walls	Re-paint all walls	Operating	\$9,500
2015-2016	Garage doors	Replace with six 14 foot insulated windows garage doors	CIP	\$35,000
2018-2019	Taco pumps	Replace with rebuilt pumps (3)	Operating	\$2,900
<b>TOTAL</b>				<b>\$48,900</b>

## Library/Community Center Inventory-2014

Structure			
Type	Location	Placed in service date	Quantity
2 floor building(CC), Single floor building(library)	40 Dyer Avenue, Canton, CT 06019	1949-Renovated 1998	Basement-7,426 SF, 1-28,560 SF

Enclosure						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-flat rubber membrane & stone	Top of enclosure	2013-old section, 2000-new section	old-30 years	Old-23,500 SF, new-7,500 SF	Unknown	Old-30 years, new-10-15 years
Walls-stucco-brick, block & mortar	Exterior of enclosure	1949	None	Several	Unknown	75+ years
Windows-thermo pane	Exterior of enclosure	1998	None	308	Unknown	30-40 years
Exterior doors-aluminum	Exterior of enclosure	1998	None	12	Unknown	30-40 years

Electrical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Transformer	Interior of enclosure	1998	None	1	Unknown	50+ years
Power distribution panels-800 amps	Interior of enclosure	1998	None	8	Unknown	50+ years
Light fixtures-fluorescent	Interior of enclosure	1998	None	*See Note*	Unknown	30-40 years
Telecommunications-phone service	Interior of enclosure	1998	None	Numerous	Unknown	50+ years
Security equipment-electronic	Interior of enclosure	1998	None	1	Unknown	40 years
Audio/Video System	Comm. Ctr. Meeting Room F	2013	5 years	1	\$ 14,258.00	10+ years
Exterior lights	Entry & parking areas	1998	None	12 light poles, 12 globe lights	Unknown	30+ years
	Exterior Walls	2014	1 year	10 Wall-Pacs with LED lighting	\$3,500	10 Years

Mechanical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Boiler-Lochinvar Model #HN0990	Basement	2000	None	1	Unknown	20 years
Split system with unit ventilators-Model #AE1200	Basement	1998	None	5-split system with unit ventilators, 3-air handlers	Unknown	20 years
Pumps-Armstrong circulation pumps	Basement	2000's	None	6	Unknown	3-5 years
Energy Control - hardware/software	Custodian office	2013	3 years	1	\$ 2,974.96	5+ years
Filters-fiberglass	Various areas	1998	None	Numerous	Unknown	Service contract
Water heater-state electric hot water, 3 phase	Basement	2000	None	1	Unknown	5-10 years
Grease trap-Model #AGRU-35 gpm	Kitchen	2010	None	1	Unknown	40 years
Air conditioner units-Trane	Roof top	1998	None	*See Note*	Unknown	15-20 years
Condensers-Carrier	Exterior of building	Early 2000's	None	10	Unknown	3-5 years
Generator-Kohler 40KW	South side of building	2010	None	1	Grant	40 years

Fire Safety						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Heat detectors-electronic	Interior-all floors	1998	None	40	Unknown	20 years
Smoke detectors-electronic	Interior-all floors	1998	None	18	Unknown	20 years
Sprinklers-wet system	Interior-all floors	1998	None	1	Unknown	40 years
Exit signs	All floors	1998	None	26	Unknown	20 years
Emergency lights-generator powered	All floors	1998	None	26	Unknown	20 years

Interior finishes & amenities						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Floors-tile & carpet	*See Note*	*See Note*	None	2,450 SF	*See Note*	*See Note*
Walls-brick/block, tile & sheetrock	*See Note*	1949-Renovated 1998 *See Note*	None	Numerous	*See Note*	*See Note*
Ceiling-2X2 drop ceiling	*See Note*	1998	None	33,000 SF	Unknown	10-15 years

Site work						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roadways-asphalt	Around building	1998	None	2,500 linier feet	Unknown	10-15 years
Parking lot areas-asphalt	Front & rear of building	1998	None	50+	Unknown	15-20 years
Retaining walls-concrete	Entry areas	1998	None	Several	Unknown	40+ years
Sidewalks-concrete & brick	Around building	1998	None	300+ linier feet	Unknown	10-15 years
Entryway Awnings-canvas	All entry areas	2014	None	3	\$8,500	10 years
Lawn-perennial grass	Around building & property	1998	None	20,000 SF	Unknown	Unlimited
Trees-deciduous & conifers	Property	1998	None	20+	Unknown	Unlimited
Shrubs & planting beds	Around building & property	1998	None	50+	Unknown	15-20 years

**Cell: E18**

**Comment:** 88-2X4 recessed  
50-1X2 recessed  
166-2X2 recessed  
124-1X4 recessed

**Cell: E34**

**Comment:** 12-package rooftop units Model #YCD037C3LAB2  
2-package rooftop units 10 ton  
1-package rooftop unit 15 ton  
3-air handlers

**Cell: B48**

**Comment:** Basement; offices-carpet, kitchen & community room-tile, bathrooms-tile, stairwell & lobby-tile & carpet  
1st floor:  
Community center; offices-carpet, meeting rooms- carpet, lobbies & hallway-tile & carpet, bathrooms-tile  
Library; office & program room-carpet, kitchen-tile, lobbies-tile & carpet, children's room & adult department-carpet, bathrooms-tile

**Cell: C48**

**Comment:** Basement; 2013-offices-carpet, 1998-kitchen & community room-tile, bathrooms-tile 2013-stairwell & lobby-tile & carpet  
1st floor:  
Community center; 2013-offices-carpet, meeting rooms- carpet, lobbies & hallway-tile & carpet 1998-bathrooms-tile  
Library; 1998- office & program room-carpet, kitchen-tile 2013-lobbies-tile & carpet, children's room & adult department-carpet 1998-bathrooms-tile

**Cell: F48**

**Comment:** Re-carpet Comm. Ctr. Rooms C,D and E - \$9,015.00  
Re-carpet Comm. Ctr. Lower level including elevator lobby - \$1,187.70  
Re-carpet Park and Rec. office - \$1,530.00  
Re-carpet Comm. Ctr. Corridor/hallway - \$15,351.90  
Re-carpet Comm. Ctr. Room B - \$3,377.00  
Installed vinyl floor product Park and Rec. room - \$8,498.82

**Cell: G48**

**Comment:** Basement; offices-1-3 years, kitchen & community room-20+ years, bathrooms-20+ years, stairwell & lobby-carpet 20+ years, tile 20+ years  
1st floor:  
Community center; offices 20+ years, meeting rooms-20+ years, lobbies & hallways-carpet, tile- 20+ years, bathrooms-20+ years  
Library; offices & program room-1-3 years, kitchen 20+ years, lobbies-carpet 20+ years, tile 20+ years, children's room & adult department-20+ years, bathrooms-20+ years

**Cell: B49**

**Comment:** Basement; offices-block & sheetrock, kitchen & community room-tile & block, bathrooms-tile & block, stairwells & lobby-brick/block & sheetrock  
1st floor:  
Community center; offices-block & sheetrock, meeting rooms-block & sheetrock, lobbies & hallway-brick/block & sheetrock, bathrooms-tile, block & sheetrock  
Library; offices & program room-block & sheetrock, kitchen-block & sheetrock, lobbies-brick/block & sheetrock, children's room & adult department-brick/block & sheetrock, bathrooms-tile & block

**Cell: C49**

**Comment:** 2013 - New office for Senior/Social Services Director  
2013 - Library interior painted  
2013 - Comm. Ctr. Interior painted

**Cell: F49**

**Comment:** 2013 Senior/Social Services Director Office - \$10,340.51  
2013 - Library interior painted - \$18,062.90  
2013 - Comm. Ctr. Painted - \$4,981.08

**Cell: G49**

**Comment:** Basement; offices-50+ years, kitchen & community room-50+ years, bathrooms-20-30 years, stairwells & lobby-50+ years  
1st floor:  
Community center; offices-50+ years, meeting room-50+ years, lobbies & hallway-50+ years(sheetrock needs painting), bathrooms-20-30 years  
Library; offices & program room-50+ years, kitchen-50+ years, lobbies-50+ years, children's room & adult department-50+ years, bathrooms-20-30 years

**Cell: B50**

**Comment:** Basement; offices, kitchen & community room, bathrooms, stairwell & lobby  
1st floor:  
Community center; offices, meeting rooms, lobbies & hallways, bathrooms  
Library; offices & program room, kitchen, lobbies, children's room & adult department, bathrooms

### Library/Community Center Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2015-2016	Community Center/Library	Air duct Cleaning	Operating	\$9,700
2015-2016	Library - Director's Office	Replace Carpeting	Operating	\$2,000
2018-2019	Community Center/Library	Rebuild Armstrong pumps(6)	CIP	\$11,800
2018-2019	Community Center/Library	Replace elevator with ADA Compliant model	CIP	\$75,000
2018-2019	Community Center/Library	Replace condensers(10)	CIP	\$60,000
<b>TOTAL</b>				<b>\$ 158,500.00</b>

## Mills Pond Poolhouse Inventory-2014

Structure		
Type	Location	Placed in service date
Single floor slab	10 East Hill Road, Canton, CT 06019	1973

Enclosure						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-asphalt shingles	Top of enclosure	1990's	None	1	Unknown	20 years
Walls-block & mortar	Exterior of enclosure	1973	None	4	Unknown	50+ years-painted in 2012, 8-10 years
Windows-safety glass	Exterior of enclosure	1973	None	1	Unknown	20 years
Exterior doors-metal	Exterior of enclosure	1973	None	5	Unknown	20+ years-painted in 2012-8-10 years

Electrical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Power distribution-400 amps, GE	Mechanic Room	1973	None	1	Unknown	50+ years
Light fixtures-flood lights, metal & ceramic globes	Interior of enclosure	1973	None	32	Unknown	1-2 years, need to replace with energy efficient bulbs/fixtures
Telecommunications-phone service	Interior of enclosure	1973	None	1	Unknown	20+ years
Exterior light fixtures	2-pool, 1-basketball court, 5 parking lot, 11-streetscape	1973	None	19	Unknown	Need to be replaced with LED energy efficient bulbs/fixtures
Security equipment-NONE						

Mechanical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Boiler-NONE						
Water heater-on demand, Rinnai	Mechanic Room	2012	2015	1	\$3,500	15 years

Fire Safety						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
None						

Interior Finishes & Amenities						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Floors-concrete	Ladies & men's bathrooms/public areas/mechanic room	1973	None	4,000 SF	Unknown	*See Note*
Walls-concrete block	Ladies & men's bathrooms-concrete block	1973	None	Numerous	Unknown	*See Note*
Ceiling-NONE, wood beams	All ceiling areas	1973	None	1	Unknown	50+ years

Sitework						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roadways-asphalt	Front of building	1973	None	1	Unknown	20 years
Parking lot areas-asphalt	Front of building	1973	None	1	Unknown	20 years
Sidewalks-asphalt	Front & rear of building	1973	None	1	Unknown	2-5 years
Trees-several types	Parking area	1973	None	5-10	Unknown	Unlimited
Shrubs & planting beds	Front of building & parking area	1973	None	Unknown	Unknown	20 years

**Cell:** G33

**Comment:** Ladies & men's bathrooms; 1-2 years(renovations needed to the bathrooms, they are not ADA compliant with the need to add family changing areas), public areas/mechanical room-50+ years

**Cell:** G34

**Comment:** Ladies & men's bathrooms-1-2 years, public areas/mechanical room-50+ years(concrete block painted 2012-8-10 years)

### Mills Pond Pool house Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
TBD *	Exterior light fixtures	Replace lighting with 19 LED energy efficient fixtures/bulbs	Operating	\$7,100
TBD *	Ladies' & Men's bathrooms	Up grade - renewals include-ADA compliant family changing areas	CIP	\$40,000
TBD *	Interior light fixtures	Replace interior lighting with flood lights, ceramic & metal globes-change to energy efficient fixtures/bulbs	Operating	\$1,000
TBD *	Sidewalks	Replace cracked asphalt sidewalk areas with stamp-crete(colors & shapes in the cement) or decorative block	CIP	\$30,000
<b>TOTAL</b>				<b>\$78,100</b>

\* Pending Renovations

## Parks Building Inventory-2014

Structure						
Type	Location	Placed in service date	Quantity			
Single floor-storage building	88 Simonds Road, Canton, CT 06019	1900-Remodeled 1974	748 SF			

Enclosure						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-asphalt shingles	Top of enclosure	1990's	None	1,600 SF(16 squares)	Unknown	20 years
Walls-Stone & mortar	Exterior of enclosure	1900-Remodeled 1974	None	4	Unknown	50+ years
Windows-single pane double hung	Exterior of enclosure	1974	None	5	Unknown	1-3 years, needs to be replaced with energy efficient windows
Exterior doors-wood garage door & single wood entry door	Exterior of enclosure	1974	None	1 each	Unknown	2014 garage painted; 5-10 years, entry

Electrical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Power distribution panel-400 amps	Interior of enclosure	1974	None	1	Unknown	40+ years
Light fixtures	Interior of enclosure	1974	None	12	Unknown	1-3 years, need replacement with energy efficient fixtures
Telecommunications-phone service	Interior of enclosure	1974	None	1	Unknown	30+ years

Mechanical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Heat-gas hanging hot air, Reznor	Attic	1974	None	1	Unknown	3-5 years
Water heater-natural gas	1st floor	Early 1990's	None	1	Unknown	1-3 years

Fire Safety						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
None						

Interior Finishes & Amenities						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Floors-concrete	All areas, open floor plan	1974	None	1	Unknown	50+ years
Walls-wood, stone & mortar	All open floor areas-stone & mortar, bathroom-wood	1900-Remodeled 1974	None	4	Unknown	50+ years-all open floor areas, 5-7 years-bathroom

Site work						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roadways-gravel	Front of building	1974	None	1	Unknown	50+ years
Parking lot areas-gravel	Left of building	1974	None	1	Unknown	50+ years
Lawn-perennial rye grass	Front & right side	1974	None	1,500 SF	Unknown	Unlimited

11/202013

### Parks Building Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2015-2016	Water heater	Replace water heater with energy efficient natural gas water heater	Operating	\$1,500
2015-2016	Wood garage door	Replace wooden garage door with energy efficient garage door	Operating	\$2,000
2015-2016	Windows-single pane double hung	Replace single pane windows with energy efficient windows	Operating	\$2,000
2015-2016	Interior lighting	Replace interior lighting with energy efficient fixtures	Operating	\$800
2018-2019	Heater	Replace furnace with gas hanging hot air-Reznor	Operating	\$2,400
<b>TOTAL</b>				<b>\$8,700</b>

## Police Station Inventory-2014

Structure						
Type	Location	Placed in service date	Quantity			
Single floor slab with drive-through sally port	45 River Road, Canton, CT 06019	2000	8,498 SF			

Enclosure						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-asphalt shingles	Top of enclosure	2000	None	115 squares	Unknown	15-20 years
Walls-block & mortar	Exterior of enclosure	2000	None	4	Unknown	50+ years-pressure cleaned in 2012
Windows-double hung & jalousie crank-out	Exterior of enclosure-3 sides	2000	None	18 double hung, 3 crank-out	Unknown	25+ years
Exterior doors-aluminum with glass	Exterior of enclosure-front & rear	2000	None	3	Unknown	25+ years

Electrical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Transformer	Interior of enclosure	2000	None	1	Unknown	50+ years
Power distribution panel	Interior of enclosure	2000	None	4	Unknown	50+ years
Light fixtures-*See Note*	Interior of enclosure	2000	None	30-2X4, 15-pot, 24-1X2, 11-2X2	Unknown	25+ years
Exterior lights	Front & rear entryways, sides of driveway & parking area	2014	None	10	Unknown	10+ years
Telecommunications-phone service	Interior of enclosure	2000	None	Numerous	Unknown	50+ years
Security equipment-key pad	Dispatch	2000	None	2-panic	Unknown	20 years

Mechanical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Boiler-Lochinvar	Mechanic room	2000	None	1	Unknown	20 years
Chiller unit-Trane outside condensers	Rear of building	2000	None	5	Unknown	10-15 years
Pumps-Taco	Mechanic room	2000	None	1	Unknown	5 years
Filters-fabric	Attic	2000	None	15	Unknown	Serviced/replaced yearly
Water heater-Weil McLain in direct	Mechanic room	2000	None	1	Unknown	15 years
Generator-Kohler 20KW	North side of building	2000	None	1	Unknown	30+ years

Fire Safety						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Heat detectors	Various spots in building	2000	None	10	Unknown	30 years
Smoke detectors	Various spots in building	2000	None	10	Unknown	30 years
Pumps-Taco	Mechanic room	2000	None	2	Unknown	30 years
Sprinklers-Standpipe, dry or wet	Sally Port	2000	None	1	Unknown	30 years
Emergency lights	Exit doors	2000	None	5	Unknown	30 years

Interior Finishes & Amenities						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Floors-tile, VC tile, carpet	*See Note*	2000	None	3,000 SF	Unknown	*See Note*
Walls-sheetrock & tile	Lobbies/hallways/offices-sheetrock, bathrooms-tile & sheetrock	2000	None	6,000 SF	Unknown	*See Note*
Ceilings-2X4 drop	Lobbies/hallways/offices/bathrooms	2000	None	3,000 SF	Unknown	50+ years

Site work						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Parking lot areas-bituminous asphalt	Rear of building	2000	None	27 parking spaces with 1 handicap	Unknown	20 years
Sidewalks-concrete	Front & rear entryways	2000	None	85 linier feet	Unknown	20 years
Lawn-Fescue & rye grass	Front of building	2000	None	10,000 SF	Unknown	Unlimited
Trees	All sides of the property	2000	None	10	Unknown	Unlimited
Shrubs & planting beds	Around building and front & rear entry's	2000	None	Numerous perennials & shrubs	Unknown	20 years

**Cell:** A18

**Comment:** 2X4 ceiling mount, pot lights, 1X2 ceiling mount, and 2X2 ceiling mount (\$9,500)

**Cell:** B42

**Comment:** Lobbies-tile & carpet, hallways-VC tile, offices/meeting rooms-carpet, bathrooms-tile

**Cell:** G42

**Comment:** Lobbies-5 years, hallways-20+ years, offices/meeting rooms-10 years, bathrooms-20+ years

**Cell:** G43

**Comment:** Lobbies/hallways/offices-50+ years, bathrooms-12-15 years, painted in 2010

### **Police Station Renewal Schedule**

<b>Fiscal Year</b>	<b>Area of Renewal</b>	<b>Type of Renewal</b>	<b>Fund</b>	<b>Estimated Cost Of Renewal</b>
2015-2016	HVAC pump	Add back-up pump	Operating	\$3,500
2017-2018	Exterior walls	Pressure wash brick & mortar walls	Operating	\$750
2017-2018	HVAC pump	Rebuild pump	Operating	\$2,400
2017-2018	Front lobby carpet	Replace carpet	Operating	\$800
<b>TOTAL</b>				<b>\$7,450</b>

**Public Works Inventory-2014**

Structure						
Type	Location	Placed in service date	Quantity			
Single floor garage/office	50 Old River Road, Canton, CT 06019	1940-Renovated in the 1960's & 1980's	4,428 SF			
Enclosure						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-asphalt 3 tab shingles	Top of enclosure	Early 1990's	None	1	Unknown	Garage-leaking, needs replacing 1-2 years; office-10-15 years
Walls-brick, concrete block, wood, & vinyl siding	Exterior of enclosure	1940-Renovated in the 1960's & 1980's	None	4	Unknown	Garage-wall is cracked, needs to be repaired; office-30+ years
Windows-7 thermal sliders, 3 single pane	Exterior of enclosure	1940-Renovated in the 1960's & 1980's	None	10	Unknown	Garage-needs replacing with energy efficient windows(3) 1-3 years; Office-30+ years
Exterior doors-metal & metal with glass	Exterior of enclosure	1940-Renovated in the 1960's & 1980's	None	Entry doors-2 glass & metal, 2 metal; garage doors-3 glass & metal	Unknown	Entry doors-30+ years, garage doors-5-7 years
Electrical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Power distribution panels-400 amp 3 phase	Interior of enclosure	1940-Renovated in the 1960's & 1980's	None	1	Unknown	30+ years
Light fixtures-2x4 florescent, florescent pot lights	Interior of enclosure	1940-Renovated in the 1960's & 1980's	None	7-2x4, 12-pot	Unknown	20+ years
Telecommunications-phone service	Interior of enclosure	1940-Renovated in the 1960's & 1980's	None	3 handsets	Unknown	Update currently being conducted
Mechanical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Boiler-hot water oil fired	Basement	Early to mid 1990's	None	1	Unknown	Needs replacing-gas fired unit
Chiller unit-office area	North side of building	1990's	None	1	Unknown	20+ years
Pumps-Taco and B&G	Part room	1990's	None	4	Unknown	2-5 years
Filters-cloth	Kitchen ceiling	2000's	None	1	Unknown	Serviced/replaced yearly
Water heater-gas	Old dog pond room	1996	None	1	Unknown	2-3 years
Fire Safety						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Heat detectors-mercury switch	Boiler room	Mid 1990's	None	1	Unknown	20 years
Emergency lights-battery operated	Kitchen, bathrooms, locker room, & shop	1980's	None	5	Unknown	15+ years
Interior Finishes & Amenities						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Floors-tile & cement	Garage-cement, office/kitchen/bathrooms/locker room-tile	1940-Renovated in the 1960's & 1980's	None	2,400 SF	Unknown	30+ years
Walls-sheetrock & concrete	Garage-brick & concrete block, office/kitchen/bathrooms/locker room-sheetrock	1940-Renovated in the 1960's & 1980's	None	Unknown	Unknown	Garage-30+ years, office/kitchen/bathrooms/locker room-7-10 years, needs painting
Ceiling-wood & 2X2 drop(400 SF)	Garage-wood, office/kitchen/bathrooms/locker room-2X2 drop	1940-Renovated in the 1960's & 1980's	None	2,400 SF	Unknown	30+ years
Sitework						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roadways-stone	Driveway	1940-Renovated in the 1960's & 1980's	None	1	Unknown	30+ years
Parking lot area-stone	Front of building	1940-Renovated in the 1960's & 1980's	None	1	Unknown	30+ years

## Public Works Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
TBD *	Boiler	Replace oil fired boiler with gas fired unit	CIP	\$10,000
TBD *	Garage wall	Repair-masonry brick wall - needs to be supported	Operating	\$1,000
TBD *	Garage roof	Replace roof with 3-tab shingles	CIP	\$10,000
TBD *	Generator	Update with a 58 KW unit to power the whole facility	CIP	\$35,000
TBD *	Garage windows	Replace single pane windows with energy efficient windows	Operating	\$1,000
TBD *	HVAC pumps	Rebuild 2 pumps	Operating	\$1,800
TBD *	Water heater	Replace water heater with gas fired unit	Operating	\$1,500
<b>TOTAL</b>				<b>\$60,300</b>

\* Pending Renovations

**Town Hall Inventory-2014**

Structure						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
4 floor office building	4 Market Street, Collinsville, CT 06022	1900-Renovated in 1975	None	Basement- *See Note*		
Enclosure						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-asphalt 3 tab shingles	Top of enclosure	1975	None	120 squares	Unknown	5 years
Gutters & downspouts-aluminum 6 inch commercial grade	Top of enclosure	2012	2015	Gutters-455 linier feet, Downspouts-290 linier feet	\$19,106	50+ years
Walls-brick & mortar	Exterior of enclosure	1900-Renovated in 1975	None	Several	Unknown	50+ years
Windows-wood & vinyl	Exterior of enclosure-all sides & floors	1900-Renovated in 1975 & 2012	5 years for 2012 windows	86	2012 replacement- *See Note*	2012-30+ years, 1975-7-10 years
Exterior doors-metal & wood	Exterior of enclosure- *See Note*	1900-Renovated in 1975 & 2012	None	9	Unknown-2012 replacement, 4 exterior doors	20-40 years
Electrical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Transformer-800 amp	Interior of enclosure	1974	None	1	Unknown	50+ years
Power distribution panels-squared	Interior of enclosure(all floors)	1974	None	9	Unknown	50+ years
Light fixtures- *See Note*	Interior of enclosure (all floors)	1900-Renovated in 1975, 2012 and 2014	None	181	Unknown	30+ years-2012 1st floor bathroom renovations, 5-7 years-1975 renovations
Light fixtures-wood light pole	Exterior of building	1900-Renovated in 1975 & 2012	None	8	Unknown	7-10 years
Telecommunications-phone service	Interior of enclosure	1974-Renovated in 2013	None	Numerous(all floors)	Unknown	40+ years
Security equipment-fire alarm	Interior of enclosure	2000 and 2013 *See Note*	None	1	2013 *See Note*	30+ years
Electric Charging Station	Exterior of building	2014	1 year	1	Grant	20 years
Mechanical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Boiler-Weil McLain Hot water Model #38870099 duel fuel	Basement floor mechanical room	2000's	None	1	Unknown	20-30 years
Boiler-Peerless cast iron	BOE	2012	3 years	1	\$6,940	30 years
Boiler-Peerless cast steam	BOE	2012	2013	1	\$7,500	30 years
Chiller unit-Carrier HK-30 Model #30HR050-8140-2 compressors	Basement floor mechanical room	2000's	None	1	Unknown	4-7 years
Cooling Tower-Baltimore air cole Model #JO6058-822	North side of building	2000's	None	1	Unknown	20 years
Pumps- *See Note*	Basement floor mechanical room	1 Taco 1600 series for baseboard radiation-2012, all others unknown	New-2012, all others unknown	6	*See Note*	7-10 years
Filters-fiberglass	All floors	1974	None	25	Unknown	Every 3 months(HVAC Contractor)
Water heater-AO Smith	Basement floor mechanical room	2010	2015	1	\$1,500	10 years
Air handlers-Carrier combination hot water-chilled water	*See Note*	2013-2014	30 years	6	\$60,000	5-10 years-fresh air intake fan for boiler room, air handlers need replacing
Generator-Onan 40KW	North side of building	1999	None	1	Unknown	40-50 years
Elevator-Westinghouse	Interior of enclosure	1974	None	1	Unknown	1-3 years, needs replacing
Water Coolers	All floors	2012	3Years	4	\$1,998	20 years
Fire Safety						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Heat detectors-Mercury switches	Various-all floors	1974	None	5	Unknown	20 years
Smoke detectors	Various-all floors	1974	None	Numerous	Unknown	20 years
Pumps-Taco	Basement floor mechanical room	2010	None	3	Unknown	5-10 years
Sprinklers-NONE						
Exit signs	All floors	1974	None	21	Unknown	1-2 years, replace with LED fixtures
Emergency lights	All floors-powered by generator					
Interior Finishes & Amenities						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Floors-Carpet, wood & cement	*See Note*	*See Note*	None- *See Note*	12,000 SF	Unknown- *See Note*	*See Note*
Walls-Tile & plaster	*See Note*	1990-Renovated in 1975	None	Numerous	Unknown	*See Note*
Ceiling-1X1 spine & sheetrock	*See Note*	1990-Renovated in 1975 and 2014	None	12,000 SF	Unknown	*See Note*
Site work						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Parking lot areas-asphalt	Front Street side of building	1974	None	14,000 SF	Unknown	10-15 years
Retaining walls-brick	Market Street side of building	1900-Renovated 1975	None	2	Unknown	50+ years
Sidewalks-brick & concrete	Front & rear of building	1900-Renovated 1975	None	Brick sidewalks-200 linier feet, concrete sidewalks-100 linier feet	Unknown	30+ years
Stairs-cement & marble	Market & Main Street	1900-Renovated 1975	None	2	Unknown	50+ years
Lawn-perennial Rye & Fescue	Bridge Street side of parking area	1900	None	1,500 SF	Unknown	Unlimited
Trees	Side areas around building	1900	None	Numerous	Unknown	Unknown
Shrubs & planting beds	All sides of the building	1900-Renovated 1975	None	Numerous	Unknown	2-3 years

**Cell:** D6  
**Comment:** 5,584 SF, 1st floor-9,306 SF, 2nd floor-9,306 SF, 3rd floor-3,722 SF

**Cell:** F13  
**Comment:** \$100,879.29-32 wood clad, 33 thermo pane, 9 movable

**Cell:** B14  
**Comment:** Market St. & Main-4 wood doors, Market St.- 1 metal emergency door, rear parking lot-1 double metal door, auditorium-2 metal doors, chiller side-1 metal emergency door

**Cell:** A20  
**Comment:** recessed cans-104, 2x4 -37, 1x4-13, 4x4-13, 1x2-10

**Cell:** C20  
**Comment:** 2014  
Replaced Mail area, CAO offices, conference room and hallway with LED lighting (20).

**Cell:** C23  
**Comment:** 2013 - lightning caused damage to equipment - notifier replaced

**Cell:** F23  
**Comment:** Replace Notifier - \$6,261.00

**Cell:** A33  
**Comment:** Taco 1600 series pump for baseboard radiation, Taco 110 series pump for recirculation for domestic water, 2 Taco 1.5hp pumps for heating and cooling systems, 2 Taco pumps for oil distribution

**Cell:** F33  
**Comment:** 2012 - 1 taco 1636 pump \$3,800.00

**Cell:** B36  
**Comment:** AHU-1 3rd floor, AHU-2 2nd floor, AHU-3 2nd floor, AHU 4 1st floor, AHU-5 basement

**Cell:** B52  
**Comment:** Basement; hallways/lobby/offices-carpet, men's bathroom-tile, mechanics/custodian room  
1st floor; hallways/lobbies-carpet, offices-capret, kitchen-vinyl floor, men's & ladies bathrooms-tile, auditorium-wood  
2nd floor; hallways-carpet, offices-carpet, meeting rooms-carpet, ladies bathroom-tile  
3rd floor; hallways-wood, offices-wood, men's & ladies bathrooms-tile  
Stairwells; 3-metal & cement

**Cell:** C52  
**Comment:** Basement; hallways/lobby-2009, men's bathroom-1974, mechanical/custodian room-1974  
1st floor; hallways/lobbies-2012, offices-1990's, kitchen-2013, men's & ladies bathrooms-2012, auditorium-1974  
2nd floor; hallways-2009, offices-2009, meeting rooms-2009, ladies bathroom-1974  
3rd floor; hallways-1974, offices-1974, men's & ladies bathrooms-1974  
Stairwells; 3-metal & cement-1974

**Cell:** D52  
**Comment:** 1st floor hallways/lobbies, carpet-2013; bathrooms, tile-2013

**Cell:** F52  
**Comment:** 1st floor hall ways new carpet \$10,818.99  
Renovate 1st floor men's and ladies bathrooms \$47,125.00  
1st floor kitchen-\$3,465.50

**Cell:** G52  
**Comment:** Basement; hallway/lobby/office-12 years, men's bathroom-20+ years, mechanics/custodian room-50+ years  
1st floor; hallways/lobbies-15 years, offices-needs replacing, kitchen-needs 15 years, men's & ladies bathrooms-50+ years, auditorium-50+ years  
2nd floor; hallways/offices/meeting rooms-12 years, ladies bathroom-20+ years  
3rd floor; hallways/offices-50+ years, men's & ladies bathrooms-20+ years  
Stairwells; 50+ years

**Cell:** B53  
**Comment:** Basement; hallways/lobby/offices-sheetrock & plaster, men's bathroom-tile & sheetrock, mechanics/custodian room-cement  
1st floor; hallways/lobbies/offices-sheetrock & plaster, men's & ladies bathrooms-tile & sheetrock, auditorium-brick, sheetrock & plaster  
2nd floor; hallways/offices/meeting rooms-sheetrock & plaster, ladies bathroom-tile & sheetrock  
3rd floor; hallways/offices-sheetrock & plaster  
Stairwells; 3-sheetrock

**Cell:** G53  
**Comment:** Basement; hallways/lobby/offices-30+ years(2-5 years needs painting), men's bathroom-30+ years(2-5 years needs painting), mechanics/custodian room-50+ years  
1st floor; hallways/lobbies/offices/kitchen-30+ years(needs painting), men's & ladies bethrooms-50+ years(15 years needs painting), auditorium-30+ years(10 years needs painting)  
2nd floor; hallways/offices/meeting rooms-30+ years(need painting), ladies bathroom-30+ years(needs painting)  
3rd floor; hallways/offices-30+ years(2-5 years needs painting), men's & ladies bathrooms-30+ years(2-5 years needs painting)  
Stairwells; 30+ years(2-5 years needs painting)

**Cell:** B54  
**Comment:** Basement; hallways/lobby/offices-spline, men's bathroom-sheetrock, mechanics/custodian room-cement  
1st floor; hallways/lobbies/offices/kitchen-spline, men's & ladies bathrooms-sheetrock, auditorium-wood & sheetrock  
2nd floor; hallways/offices/meeting rooms-spline, ladies bathroom-sheetrock  
Stairwells; 3-sheetrock

**Cell:** C54  
**Comment:** 2014  
New drop ceiling (1,500sq') CAO offices, conference room, hallway and mail area.

**Cell:** G54  
**Comment:** Basement; hallways/lobby/offices-5-7 years, men's bathroom-30+ years, mechanics/custodian room-5-7 years  
1st floor; hallways/lobbies/offices/kitchen-5-7 years, men's & ladies bathrooms-50+ years, austorium-30+ years  
2nd floor; hallways/offices/meeting rooms-5-7 years, ladies bathroom-30+ years  
3rd floor; hallways/offices-5-7 years, men's & ladies bathrooms-30+ years  
Stairwells; 30+ years

## Town Hall Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2015-2016	Basement & third floor including stairwells	Interior painting	Operating	\$7,300
2015-2016	First floor office areas	Replace carpeting	CIP	\$25,000
2015-2016	Tax, assessor and Town Clerks offices	Replace Carpeting	CIP	\$25,000
2015-2016	Exterior doors, trim and all vents	Abate lead paint and then repaint/stain	CIP	\$35,000
2016-2017	Elevator	Replace with ADA compliant model	CIP	\$150,000
2017-2018	Chiller unit	Replace chiller	CIP	\$100,000
2018-2019	Roof	Replace roof	CIP	\$96,000
<b>TOTAL</b>				<b>\$438,300</b>

## Cherry Brook Grange Hall Inventory-2014

Structure						
Type	Location	Placed in service date				
Ranch style	534 Cherry Brook Road, North Canton, CT 06019	1956				

Enclosure						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-asphalt 3 tab	Top of enclosure	Mid 1980's	None	1,680 SF(17 squares)	Unknown	None-roof is leaking around chimney- *See Note*
Walls-wood, brick & mortar	Exterior or enclosure	1956	None	4	Unknown	100+ years
Windows-single pane aluminum frame	Exterior of enclosure	1956	None	*See Note*	Unknown	1-5 years=*See Note*
Exterior doors	Exterior of enclosure	2014	None	3	Unknown	Front-none, Rear-2-10 years- *See Note*
Exterior stairs-wood	Front of building	1956	None	2	Unknown	None- *See Note*

Electrical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Power distribution panels-200 amp service	Interior of enclosure	2000's	None	1	Unknown	40+ years
Light fixtures-ceiling mount fluorescent	Interior of enclosure	1980's	None	20-2X4 1st floors, 20-2X4 main floor	Unknown	2-5 years
Telecommunications	Interior of enclosure	1956	None	None in service	Unknown	40+ years-Renewal cost \$300

Mechanical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Hot air furnace	Lower level-furnace room	2000's	None	1	Unknown	23 years
Water filter	Pump room	2000's	None	1	Unknown	5 years
Water heater-82 gallon	Lower level-kitchen	1987	None	1	Unknown	1-2 years, tank is rusted
Water well-submersible	Front of building	2014	None	1	Unknown	20 years
Septic system-1,000 gallon tank and leach field	Northwest side of building	2014	None	1	Unknown	30 years

Fire Safety						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Electronic heat detectors	1st & main floor	Late 1990's	None	4	Unknown	15 years
Electronic smoke detectors	1st & main floor	Late 1990's	None	4	Unknown	15 years
Exit signs	Exterior doors	Late 1990's	None	4	Unknown	15 years

Interior Finishes & Amenities						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Exposed beams	1st floor	1956	None	9	Unknown	100+ years(1 water damaged beam)-*See Note*
Floors-wood(1,952 SF)	Main floor	1956	None	1	Unknown	30+ years
Floors - concrete (1,952 SF)	1st floor	2014	None	1	Unknown	50+ years *See Note*
Floors - concrete (1,952 SF)	Kitchen-1st floor	2014	None	1	Unknown	50 + years *See Note*
Floors-carpet	Stairways	1956	None	1	Unknown	5+ years
Floors - concrete	Bathrooms-1st floor	2014	None	2	Unknown	50+ years *See Note*
Walls-wood	Main level	1956	None	4	Unknown	50+ years
Walls-block	1st floor	1956	None	4	Unknown	50+ years
Walls-block	Kitchen-1st floor	1956	None	4	Unknown	50+ years
Walls-block	Stairways	1956	None	1	Unknown	50+ years
Walls-block	Bathrooms	1956	None	4	Unknown	50+ years
Ceiling-drop ceiling 2X2 panels(1,952 SF)	Main level	1956	None	1	Unknown	5+ years
Ceiling-drop ceiling 2X4 panels(1,952 SF)	1st floor	1956	None	1	Unknown	5+ years
Ceiling-drop ceiling 2X4 panels	Kitchen	1956	None	1	Unknown	5+ years
Ceiling-drop ceiling 2X4	Stairways	1956	None	1	Unknown	5+ years
Ceiling-wood	Bathrooms	1956	None	2	Unknown	15+ years

Site work						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Driveway-stone	South side-entering from Cherry Brook Road	1956	None	1	Unknown	50+ years
Parking lot areas-stone	South side	1956	None	10 parking spots(none handicap)	Unknown	50+ years
Retaining walls	South side of building	1956	None	1	Unknown	50+ years
Stairs-wood & metal	North side	1956 to late 1990's	None	2	Unknown	20+ years
Lawn-grass(fescue & rye)	Around building	1956	None	12,000 SF	Unknown	Unlimited years
Trees-oak, maple & assorted hardwoods	Around building & wooded acreage	1956	None	Numerous	Unknown	Unlimited years
Shrubs & planting beds-overgrown	Around building	1965	None	20+	Unknown	None-shrubs & plant material removed

## Cherry Brook Grange Hall Renewal Schedule

Immediate repairs to stop current damage to the building	
Area of Repair/Renewal	Type Repair/Renewal
Exterior doors-damaged from weather	Repair doors
Landscape	Replant plants & trees
Roof-25+ years old	Replace roof & repair flashing around the chimney(Vendor)
Gutters	Clean
Windows	Caulk all windows

Necessary repairs/renewals to allow for the building future use	
Area of Repair/Renewal	Type Repair/Renewal
Exterior doors-damage from weather	Repair/replace with metal doors
Exterior stairs	Replace wood stairs with pre-cast concrete
Ceiling beam-water rot	Repair. Replace beam
Oil tank	Replace with new tank
Boiler room	Replace door with code compliant fire rated door & jam
Telecommunications	Restore telephone service
Gutters	Replace with larger size
Gable ends, fascia, soffits, and fire escape	Paint
Interior walls	Paint
Bathrooms	Renovate-ADA code compliant

Future updates to the building/property	
Area of Repair/Renewal	Type Repair/Renewal
Building access	ADA code compliant access into the building
Windows	Upgrade to energy efficient windows
Interior/exterior lighting	Upgrade to energy efficient lighting
Ceiling	Upgrade with new tiles
Kitchen	Upgrade to current code

**Town of Canton  
Department of Public Works  
Key Issues/Project Summary Sheet  
Fiscal Year 2015-2016**

**Key Issue/Project Title:**

Public Works Administrative Assistant

**Key Contact Staff:**

Robert J. Martin

**Item Type:**

Modification Initiative

**Definition:**

The Canton Public Works Department requests funds to modify the 20-hour-per-week Part Time Administrative Assistant position to a 35-hour-per-week Administrative Assistant position on its staff. This position would be paid at rate (\$21.28 per hour) consistent with other town staff with a similar job title (Administrative Assistant to the Fire Marshal/Emergency Management, Fire Department and Building Department). The Administrative Assistant would be responsible for assisting the Director of Public Works with the administrative functions of the department, contributing to the daily operations by performing skilled clerical work of a high degree of difficulty.

**History:**

Historically, the position of Administrative Assistant has been part of the department's budget comprising of 4 hours per week at \$11.25 per hour with a yearly salary of \$2,340.00. This 4 hour position was un-filled. In 2013 this position was increased to 12 hours per week at \$17.31 per hour with a yearly salary of \$10,801.44. At this time the position was filled. In 2014 this position was increased to 20 hours per week at \$17.83 per hour with a yearly salary of \$18,543.20.

**Current Status and Potential next Steps:**

The current status is that this position has been a tremendous assistance to the Director of Public Works who in the past was performing all of the duties currently performed by this part time position. These increased hours have shown to be beneficial in developing the pavement management website, the creation of a staff training matrix, having the phone and walk-in requests for service greeted by a staff member. This position is currently occupied Monday, Tuesday, Wednesday from 8 am – 12:30 pm and Thursday and Friday from 8 am – 11:15 am. The remaining hours that the department is open to the public, this position is not occupied, with the director performing the remaining administrative assistant work.

The potential next step would be to modify this part-time position into a full-time position. This would allow for the comprehensive work assignment of; updating the department website, maintain and schedule training and recertification's, payroll entry, organize and coding of invoices, preparation of

correspondence, research and reports, scheduling appointments, processing mail, answering phones, greeting the public, ordering equipment/supplies, updating Pavement Management by using Road Manager and assisting department staff in all phases of departmental activities.

Growing this position would allow the director additional time to spend developing, planning, directing and integrating broad and comprehensive public works programs and activities. This full-time position would take the remaining administrative assistant work off the director's shoulders and allow additional time to work more closely with the CAO and Project Administrator to develop specifications, bid documents and grants for a variety of town pavement management, construction and maintenance projects. In summary, this position would permit the director to dedicate more resources to monitor long-term plans, goals and objectives ultimately allowing him to focus on achieving the town's mission and selectman's priorities and to achieve department annual goals, objectives, and work standards.

The next step would be to approve the modification of the part-time (20 hours per week) Public Works Administrative Assistant position to a full-time (35 hours per week) Public Works Administrative Assistant position. I recommend that the town offer this position to the current part-time Public Works Administrative Assistant Heather Maroon.

**Anticipated Schedule:**

The anticipated schedule for the Public Works Administrative Assistant position would be as follows:

Monday..... 7 hours  
Tuesday..... 7 hours  
Wednesday..... 7 hours  
Thursday..... 7 hours  
Friday.....7 hours

**Anticipated Costs:**

Yearly salary: \$38,730

**Additional Timing Concerns:**

None

## **TOWN OF CANTON**

**TITLE:** Public Works Administrative Assistant **CLASS:** Hourly

**DEPARTMENT:** Public Works **DATE:** July 1, 2015

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### **POSITION DESCRIPTION**

Works under the general direction of the Director of Public Works: The Public Works Administrative Assistant performs a variety of highly responsible complex and advanced secretarial and clerical work requiring knowledge of a special field. Duties are varied and are carried out with a high degree of confidentiality, discretion, and independent judgment. Considerable knowledge of Town policies and procedures are required at this level.

### **ESSENTIAL JOB FUNCTIONS (EXAMPLES)**

The following statements describe the principle functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- Manages administrative support functions and more complex tasks including establishing relative priorities of current and anticipated workload and organizing and conducting assignments according to deadlines.
- May be required to draft Public Works RFP's.
- Updates town Pavement Management Road Master software.
- Assists with department grant and budget preparation as needed.
- Sets up office systems including file maintenance, mail distribution and correspondence deadlines, and project management.
- Prepares and composes letters, reports and correspondence on own initiative about administrative matters and general office policies for supervisor's approval.
- Maintains confidentiality.
- Performs or establishes procedures for all clerical functions and actions including phones, filing, general word processing, tracking of information, maintaining departmental logs, and other similar administrative support.
- Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction.
- Ensures that requests for action or information are relayed to appropriate staff members; ensures that information is furnished in a timely manner. Requires rational, independent thought process.

- Maintains quality customer care and professionalism in dealing with public and other employees.
- Periodically evaluates process and program effectiveness and take action to maintain continuous improvement.
- Responsible for department purchase requisitions and accounts payables ensuring proper approvals and coding, record keeping and file maintenance for all needed department supplies and invoice approvals.
- Provides pertinent and timely information for the Town newsletter and website.
- Maintains and prepares department attendance and payroll records and all related statistics for Public Works employees.
- Follows all safety rules and procedures, and contributes to the safety of co-workers and the general public.
- Participates as an active Public Works team member by contributing to program development and organization planning.
- Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
- Maintains work areas in a clean and orderly manner.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Proficient in the use of various MS Office programs, including Word, Excel, PowerPoint, and Outlook.
- Proficient in the use of a variety of general office equipment and skilled at typing at a speed necessary for successful job performance.
- Communication principles and practices.
- Principles of business letter writing and report preparation.
- Correct English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment.
- Basic business arithmetic.
- The ability to establish and maintain effective relationship with the public and co-workers to communicate effectively
- The ability to maintain confidentiality of private and sensitive information and documents.
- Respectfully respond to requests and inquiries from the general public in person and over the telephone.
- Analyze and resolve problems in a logical and effective manner.
- Perform research, compile and analyze data, and write clear, concise and accurate reports on complex subjects.
- Ability to deal with the public and Town officials with diplomacy and tact.
- Interpret, apply and explain applicable rules and regulations.
- Understand and follow oral and written instructions.

- Maintain accurate records and files.
- Simultaneously manage multiple job assignments.
- Contribute effectively to the accomplishment of Town goals, department objectives and activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute to the efficiency and effectiveness of the Town's service to its customers by offering suggestions, and directing or participating as an active member of a work team.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering large organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noises. Work assignments may require attendance at evening meetings, e.g. budget meetings and attendance at meetings with other agencies strategic community partners and vendors.

The employee will be required to provide his/ her own transportation.

- While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 30 pounds.
- Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment.
- Specific vision abilities required by the job include close vision and the ability to adjust focus.

- Ability to hear normal sounds with some background noise and to communicate effectively.

### **Experience and Education**

Associate Degree in Office Administration or related field or three years of administrative support experience with increasing responsibility and heavy public contact. Position requires advanced computer literacy and working knowledge of accounting principles. Prior work experience (clerical/administrative) in a municipal environment strongly preferred. Any equivalent combination of training and experience which demonstrates the knowledge, skills and ability to perform the above described duties will be considered.

### **LICENSE OR CERTIFICATE**

- Possess a valid Connecticut Drivers License

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

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Date

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Supervisor

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Date

**Pavement Management Program**  
**2014 List Of Roadway Improvements (updated 1/5/15)**

Name	From	To	Length (linear feet)	Width	PCI	Actual Cost	Assigned Resources	Repair Strategy	Date Completed
Andrew Drive	West Simsbury Road	High Valley Drive	6,085	26	57	\$ 506,305.53	Vendor/DPW	Reclaim, Mill & Overlay w/drainage	Fall/2014
Bahre Corner Road	Dry Bridge Road	East Hill Road	2,000	18	72	\$ 15,494.83	Vendor/DPW	Thin Overlay	Fall/2014
Barbourtown Road	Bunker Hill Road	Wright Road	9,564	18	71	\$ 74,991.17	Vendor/DPW	Thin Overlay	Fall/2014
Case Street	#127 Case Street	400' N of Ridge Road	3,177	21	48	\$ 349,995.16	Vendor/DPW	Reclaim (Arterial/Collector)	Fall/2014
Case Street	Cherry Brook Road	#127 Case Street	4,826	24	57	\$ 33,195.53	Vendor/DPW	Reclaim (Arterial/Collector)	In - Progress
Blueberry Lane	High Valley Drive	Cul De Sac	903	26	82	\$ 993.30	Vendor	Crack Seal	Summer/2014
Breezy Hill Road	2600' N of Indian Hills Road	Indian Hills Road	2,148	19	48	\$ 2,040.60	Vendor	Crack Seal	Summer/2014
Canton Springs Road	Old Railroad Road	Dartmouth Road	1,963	26	87	\$ 1,864.85	Vendor/DPW	Crack Seal w Full/Depth Patch	Summer/2014
Center Street	Bridge Street	Huckleberry Hill Road	1,458	26	75	\$ 1,385.10	Vendor	Crack Seal	Summer/2014
Crown Point	Canton Springs Road	Cul De Sac	1,999	26	99	\$ 1,699.15	Vendor	Crack Seal	Summer/2014
Colony Road	East Hill Road	Cul De Sac	1,707	26	51	\$ 1,450.95	Vendor	Crack Seal	Summer/2014
Dyer Cemetery Road	Albany Turnpike	Albany Turnpike	1,503	20	82	\$ 34,473.19	Vendor/DPW	Thin Overlay	Summer/2014
East Hill Road	Bahre Corner Road	Albany Turnpike	5,838	24	77	\$ 19,198.25	Vendor/DPW	Thin Overlay w/drainage	In - Progress
East Hill Road	North Mountain Road	East Mountain Road	5,227	19	58	\$ 13,565.40	Vendor/DPW	Reclaim (Arterial/Collector) w/drainage	In - Progress
East Hill Road	East Mountain Road	Bahre Corner Road	2,572	19	59	\$ 10,824.50	Vendor/DPW	Reclaim (Arterial/Collector) w/drainge	In - Progress
Forest Lane	Old Albany Avenue	Town Line	2,533	20	84	\$ 2,153.05	Vendor	Crack Seal	Summer/2014
Foxcroft Lane	520' N of Wright Road	Robin Drive	802	25	89	\$ 80,351.89	Vendor/DPW	Reclaim (Local) w/drainage	Summer/2014
Garrett Road	Hoffman Road N	Hoffman Road S	2,712	26	85	\$ 2,305.20	Vendor	Crack Seal	Summer/2014
Gracey Road	Sexton Hollow Road	Dry Bridge Road	8,930	28	59	\$ 868,437.20	Vendor/DPW	Reclaim (Local)	Fall/2014
Hanson Road	Hanson Road	1,000' West of Bunker Hill Road	250	26	95	\$ 18,753.28	Vendor	Reconstruct Cross Culvert	In - Progress
Highfield Drive	East Hill Road	Cul De Sac	792	20	67	\$ 871.20	Vendor	Crack Seal	Summer/2014
High Valley Drive	Cherry Brook Road	Andrew Drive	5,896	26	52	\$ 327,533.08	Vendor/DPW	Reclaim (Local) Mill & Overlay w/drainage	Fall/2014
Hilltop Drive	East Hill Road	Sexton Hollow Road	1,966	26	82	\$ 39,654.33	Vendor/DPW	Thin Overlay	Fall/2014
Indian Hill Road	Albany Turnpike	West Mountain Road	2,807	24	90	\$ 45,720.70	Vendor/DPW	Thin Overlay	Summer/2014
Indian Hill Road	West Mountain Road	Spaulding Road	2,520	26	55	\$ 74,493.48	Vendor/DPW	Reclaim (local) w/drainage	In - Progress
Powder Mill Road	Town Bridge Road	1581' N of Town Bridge Road	1,581	16	57	\$ 87,702.95	Vendor/DPW	Reclaim (Local)	In - Progress
Queens Peak Road	Cul De Sac	300' E of Ellsworth Lane	400	26	99	\$ 440.00	Vendor	Crack Seal	Summer/2014
Ramp Road	Powder Mill Road	Transfer Station	1,525	24	58	\$ 106,589.24	Vendor/DPW	Reclaim (Local) w/drainage	Summer/2014
Sexton Hollow Road	#65 Sexton Hollow Road	#65 Sexton Hollow Road	600	27	65	\$ 53,426.78	Vendor	Drainage	Fall/2014
Simonds Avenue	Dyer Avenue	East Hill Road	2,609	26	78	\$ 2,217.65	Vendor	Crack Seal	Summer/2014
Thayer Avenue	Maple Avenue	Atwater Road	1,636	18	77	\$ 8,085.03	Vendor/DPW	Reclaim (Local) w/drainage	In - Progress
Thompson Hill Road	Albany Turnpike	Thompson Hill Road (Loop)	3,263	27	53	\$ 2,773.55	Vendor	Crack Seal	Summer/2014
Westwood Drive	High Valley Drive	Cul De Sac	1,482	26	77	\$ 1,407.90	Vendor	Crack Seal	Summer/2014
Wright Road	Barkhamsted Town Line	Cherry Brook Road	11,106	22	83	\$ 9,440.10	Vendor	Crack Seal	Summer/2014
Wright Road	Barkhamsted Town Line	Cherry Brook Road	11,106	22	83	\$ 231,603.78	Vendor/DPW	Thin Overlay	Fall/2014
Full Dept. Patching/Misc. Drainage						\$ 11,338.61			
Testing and Engineering Services						\$ 1,871.50			
<b>Totals</b>			<b>115,486</b>	<b>21.87</b>	<b>Miles</b>	<b>\$ 3,044,648.01</b>			

**Pavement Management Program**  
**2015 List of Roadway Improvements (updated 2/3/2015)**

Name	From	To	Length (linear feet)	Width	PCI	Actual Cost	Assigned Resources	Repair Strategy	Date Completed
Bunker Hill Road	Bunker Hill Road	1,300' South of Wright Road	75	21	81		Vendor	Reconstruct Cross Culvert	In - Progress
Case Street	Cherry Brook Road	#127 Case Street	4,826	24	57		Vendor/DPW	Reclaim (Arterial/Collector)	In - Progress
East Hill Road	Bahre Corner Road	Albany Turnpike	5,838	24	77		Vendor/DPW	Thin Overlay w/drainage	In - Progress
East Hill Road	North Mountain Road	East Mountain Road	5,227	19	58		Vendor/DPW	Reclaim (Arterial/Collector) w/drainage	In - Progress
East Hill Road	East Mountain Road	Bahre Corner Road	2,572	19	59		Vendor/DPW	Reclaim (Arterial/Collector) w/drainge	In - Progress
Hanson Road	Hanson Road	1,000' West of Bunker Hill Road	250	26	95		Vendor	Reconstruct Cross Culvert	In - Progress
Indian Hill Road	West Mountain Road	Spaulding Road	2,520	26	55		Vendor/DPW	Reclaim (local) w/drainage	In - Progress
Powder Mill Road	Town Bridge Road	1581' N of Town Bridge Road	1,581	16	57		Vendor/DPW	Reclaim (Local)	In - Progress
Thayer Avenue	Maple Avenue	Atwater Road	1,636	18	77		Vendor/DPW	Reclaim (Local) w/drainage	In - Progress
Full Dept. Patching/Misc. Drainage									
Testing and Engineering Services						\$ 131.95			
<b>Totals</b>			<b>24,525</b>	<b>4.64</b>	<b>Miles</b>	<b>\$ 131.95</b>			

To: Neil Pade  
From: Tom Bradley  
Date: December 11, 2014  
Re: Budget Request Questions

1. Website Enhancements \$4,000

In this year's budget, we were allocated \$4,000 for initial development of a 15-20 page website, including graphic design, programming, domain name registration, maintenance and other production costs (e.g., photography, videography).

This site will be integrated into the existing town site, but will also be accessible through a separate, more user-friendly domain name. The reason for this is search engine optimization: If we buried the economic development inside the town site, with no direct access, it would not show up on a Google or other search engine search – at least, not as prominently as a more accessible domain name. Now, this could be as simple a name as [www.townofcantonct.org/economic development](http://www.townofcantonct.org/economic%20development). But something like [www.cantonforbusiness.com](http://www.cantonforbusiness.com) is more memorable in advertising and other communications.

Here's an example of the kind of site and content we would like to build: Erie, Colorado, which justifiably wins awards for its economic development marketing. [Great website](#), great components, easy navigation and lots of good content. There is no way we can develop such an extensive site for \$4,000, even if EDA members write all the copy for free. I'd estimate the site – not the town site, just this economic development site – contains 200+ pages. Much of that is redesign/packaging of existing content, but it still requires design and programming work.

Canton's initial website – covered by the \$4,000 from 2014/15 – will provide the basic framework for a site of this type – again, following the outline of the inquiry fulfillment brochure I forwarded you earlier. This includes:

- A brief residential profile – demographics, lifestyle, environment, etc.
- A business community profile
- A town government profile
- Very brief descriptions of some recent development successes
- Descriptions of education and community features

We won't include much more content than will be available in the brochure – not in this initial version. We will also include existing information from documents you typically use in responding to inquiries – the CERC profile, a key officials list, a description of the zoning/proposal process – probably in PDF form.

That will be a lot for the \$4,000. The \$4,000 for 2015-16 are for improvements that will bring us much closer to a final product that approaches the Erie CO site. This will include integration of the site inventory; better and more detailed maps; more details about state incentive programs and business assistance; demographic reports; transportation information; market analyses; etc. And all of this will be easy to navigate – we want to help the inquirer find information, not make him hunt and search through various sections of the town site.

So, the \$4,000 is for additional design and programming time, production costs (e.g., photography, video). The EDA will once again contribute planning, copy, and project management time.

## 2. Social Media \$3,000

This year, the EDA will establish a Facebook page for Canton Economic Development. We would also like to establish a YouTube presence. The Facebook effort will begin by posting news, links to existing information (e.g., Compass news, the blog), and periodic posting of basic information in small bites – things that make Canton attractive, unique, etc. Eventually, our goal is to post more useful detail and news on an ongoing, frequent basis.

To do that requires **content** – and that goes beyond words. We need to produce photography and video regularly, to go along with whatever copy the EDA can generate, or that we can provide through relevant links.

If we find that we won't need to spend the full \$3,000 for content development (an outcome I truly doubt), we would use it to supplement the advertising program by purchasing either Facebook ads or Google keyword advertising, both of which are very efficient and very low-cost.

## 3. Site Inventory

Simply, we don't have the internal expertise to design an effective site inventory. (To see a great example of what we would love to have, check out the [Erie site inventory](#). Although I would love to add a "Featured Properties" section with photography.) We need someone to put us on the right path – show us how to construct the site, how to gather the information, how to maintain it, etc. Such consultants exist – for example, CERC offers the service here in Connecticut.

TOWN OF CANTON  
Line Item Estimate Explanation  
Fiscal Year 2015 - 2016

DEPARTMENT: **Town Planner**

ACCOUNT TITLE: **Marketing**

OBJECT CODE: **1007410-56000**

AMOUNT: 31,650.00

EACH ITEM REQUESTED:	FY 2014-2015 Budget	FY 2015-2016 Request
Marketing	500.00	500.00
Downtown Signage	-	400.00
CT Main Street Annual Membership	750.00	750.00
Canton Main Street Program Requests	7,500.00	7,500.00
Marketing/ Advertising: \$5,000		
Branding Campaign: \$1,000		
Event Planning: \$1,000		
Administrative Filing Fees: \$500		
Canton Economic Development Agency Requests	19,200.00	22,500.00
Social Media \$4,000      Additional Brochure "Slicks": \$1,000		
Advertising Placements: \$4,000      Market Research: \$1,000		
Website Enhancements: \$4,000		
Site Photography: \$3,000		
Commerical Site Inventory: \$6,000		
Marketing Events: \$500		
<b>LINE ITEM TOTAL</b>	<b>27,950.00</b>	<b>31,650.00</b>

EXPLANATION: Details including changes, increases, new items and decreases - **must** be explained in full:

Marketing has been an re-occurring annual request to fund EDA initiatives through the past several years and other town marketing initiatives. \$400 is requested to purchase additional promotional "hangers" for Collinsville Downtown Sign Marketing was expanded last year significantly per requests from the Canton Main Street Program and Economic Development Agency. Main Street's request is identical. EDA has change the total dollar amount and allocation CT Main Street - request submitted to pay annual membership fee.

November 18, 2014 minutes from Canton EDA detailing specific allocations are posted at the following (and attached):

[http://www.townofcantonct.org/filestorage/6662/7475/7479/17898/11-05-14\\_EDA\\_Special\\_Meeting\\_Minutes\\_-\\_Approved.pdf](http://www.townofcantonct.org/filestorage/6662/7475/7479/17898/11-05-14_EDA_Special_Meeting_Minutes_-_Approved.pdf)

TOWN OF CANTON  
Key Issues / Project Summary Sheet  
FY2015-2016

**Key Issue / Project Title:** Increase the Part-Time Teen Services Librarian Position to 25 Hours per Week

**Staff Contact:** Robert Simon until January 2, 2015 / Heather Baker (Head of Children's Services) after January 2, 2015

**Item Type:** ☐ Upcoming agenda item ☐ Item needing policy direction ☒ New Initiative ☐ On-going issue

**Definition:** We request funding to increase our part-time Teen Services Librarian position from 16 to 25 hours per week.

**History:** Our part-time Teen Services Librarian position was established on July 1, 2013. The incumbent has been employed by the library since September 17, 2013. She works 16 hours per week.

Our Teen Services Librarian is charged with designing a comprehensive program of collections, services, and activities that will bring Canton's teens into the library and make them library users. The task is challenging and, as a one-person department, she is the sole staff member who interacts with this unique, hard-to-reach population.

The Teen Services Librarian regularly works beyond her 16 hours per week because there is so much to do and she recognizes the importance of her work. To date, she has created an impressive initial outreach. During her first nine months on the job, she planned and produced 45 programs that attracted audiences totaling 585 teens. In the first four months of FY 2014-15, including the very busy summer when school is out and students are looking for things to do, she produced another 52 events that attracted audiences totaling 821 teens.

Her summer events included the popular *Book Buddies* series (pairs of teens and elementary school students meet at the library every week to read and do crafts), a creative writing series, a *Lord of the Rings* movie marathon, and a library lock-in. Outside of the summer, she has started a monthly *Teen Advisory Group*, at which teens discuss what they would like their library to have and to do. Her other recurring events include a monthly teen book discussion club, a monthly *Young Writers Club*, a twice-per-month Wii gaming program, and a twice-per-month *Dungeons & Dragons* group. Besides these recurring events, she also organizes periodic one-time events, such as movie showings, craft workshops, and her first

*Comic and Fandom Fest* held in October, to which 55 teens came. Clearly, our Teen Services Librarian is making the impact we had hoped for, but there is so much more to be done in order to make the permanent impact we want.

At 16 hours per week, she lacks the time for many important tasks: evaluating the collection, organizing other programs that teens are asking for specifically, and working with the middle and high schools. In early 2015, the sophomore class of Canton High School will be visiting to the library to hold a “mock United Nations meeting” to consider the topic of cyber warfare. Each student will be required to participate in the debate and to produce a written paper. The library has been asked to provide the venue as well as the resources for students to use in writing their papers and their debate speeches. This is the very type of beneficial library/school interaction we want to encourage. But having enough time is the problem. We request funding to increase our Teen Services Librarian position from 16 to 25 hours per week.

**Current Status and Potential Next Steps:** If these additional hours were funded, the part-time Teen Services Librarian position would be increased to 25 hours per week.

**Anticipated Schedule and Planning Process:** The Teen Services Librarian would work 25 hours per week, beginning July 1, 2015.

**Anticipated Costs:** During FY 2014-15, our Teen Services Librarian earns \$26.78 per hour. Assuming a 3% increase on July 1, 2015 (following budget instructions from Town Hall):

$\$27.58 \text{ per hour} \times 9 \text{ additional hours per week} \times 52 \text{ weeks} = \$12,907.44 \text{ per year for the additional nine hours}$

At 25 hours, the position would become eligible for prorated, paid vacation, sick, and personal leave, but not for any other employee benefits.

**Additional Timing Concerns:** None

TOWN OF CANTON  
Key Issues / Project Summary Sheet  
FY2015-2016

**Key Issue / Project Title:** Hire a Third Part-Time Summer Intern at the Canton Public Library

**Staff Contact:** Robert Simon until January 2, 2015 / Heather Baker (Head of Children's Services) after January 2, 2015

**Item Type:** ☐ Upcoming agenda item ☐ Item needing policy direction ☒ New Initiative ☐ On-going issue

**Definition:** We request funding to hire a third part-time "Summer Intern" for the Library's Children's Room. This would mean an additional 160 hours of staff between July 1 and August 31, 2015.

**History:** Our children's and teen summer programs are numerous and extremely popular. To assist the Children's Room staff with presenting these events, for several years now we have employed two temporary "summer interns" between July 1 and August 31. Each intern works a total of 160 hours, meaning 20 hours per week for eight weeks.

Summer interns are an essential part of our Children's Room team during July and August. They assist in all aspects of children's and teen services, including but not limited to setting up rooms before programs, cleaning up rooms after programs, helping to produce special events, staffing the Children's Room desk, giving out reading incentives and prizes, answering public questions, assisting children who use the public computers, assembling book displays and bulletin boards, shelving, shelfreading, and performing other tasks as needed. Summer interns are essential not only because of the support work they do, but also because they help during the busy summer weeks to fill in gaps that result from regular staff taking vacations.

Participation in our July and August reading program events has grown every year. For example, during FY 2014-15, compared with the year prior, we experienced a 5% increase in the number of children entering grades 1 to 7 who enrolled in our independent reading club (426 versus 406) and a 14% increase in the number of books read (6,457 versus 5,643). We produced 99 special programs related to our summer reading club during the summer of 2014, an increase of 59% over the 62 programs sponsored in the summer of 2013. Attendance at the 2014 events was 28% higher than the year before: 5,549 versus 4,317. Behind these numbers was a great deal of staff work time. And every indication points

to interest in the library's summer programs continuing, especially now that we have a Teen Services Librarian. One of her charges is to expand youth programming.

As noted above, we have had two summer interns for several years, each one working 20 hours per week. Hiring a third summer intern will help us to keep the library and its summer children's and teen activities covered adequately and at minimal cost.

**Current Status and Potential Next Steps:** If this temporary part-time position were funded, three summer interns will be hired around May 2015.

**Anticipated Schedule and Planning Process:** All three summer interns will work 20 hours per week between July 1 and August 31, 2015

**Anticipated Costs:** During FY 2014-15, our summer interns earned \$9.46 per hour. Assuming a 3% increase on July 1, 2015 (following budget instructions from Town Hall):

$\$9.75 \text{ per hour} \times 20 \text{ hours per week} \times 8 \text{ weeks} = \$1,560.00$  for the third summer intern

**Additional Timing Concerns:** None

TOWN OF CANTON  
Key Issues / Project Summary Sheet  
FY2015-2016

**Key Issue / Project Title: Department Name Change**

**Staff Contact: Claire Cote**

**Item Type:** ☐ Upcoming agenda item ☐ Item needing policy direction ☒ New Initiative ☐ On-going issue

**Definition:** Because of the evolution of this department and it's expanded responsibilities in serving the general public, the name change seems appropriate and all-inclusive and less confusing to those residents who are younger with social services needs. We are working more than ever with families, and have established relationships with other community entities and organizations that serve a broader population, including: youth, families, and elderly.

**History:**

Many senior centers are associated with, if not under, a larger department (Community Services or Human Services).

"Community Services" would be inappropriate and may cause confusion with the setting of the "Canton Community Center"- so "Human Services" is more appropriate and will not create confusion that Parks & Recreation or the Library and their functions (both "Community Services" offered through the town) are not under this department.

Other towns that run a "Human Services" Office include (but are not limited to):  
Newington, Westport, Stonington, Groton, Darien, Danbury, Milford, Norwich, Ellington, Mansfield, Fairfield, Woodbridge, Glastonbury, Rocky Hill & Guilford.

**Current Status and Potential Next Steps:** Currently, the name of the Department is “Senior & Social Services”. The name would simply be changed to “Human Services” effective 7/1/2015.

**Anticipated Schedule and Planning Process:** If passed, a press release would go out in early June ensuring that folks were not surprised or confused with the name change.

**Anticipated Costs:** none, with the exception of new business cards for Director, and administrative time in changing forms, website, etc.

**Additional Timing Concerns:** see above.

TOWN OF CANTON  
Key Issues / Project Summary Sheet  
FY2015-2016

**Key Issue / Project Title:** Increase in Hours, Senior Center Coordinator position

**Staff Contact:** Claire Cote, Senior & Social Services

**Item Type:** ☐ Upcoming agenda item ☐ Item needing policy direction ☐ New Initiative ☒ On-going issue

**Definition:** The Department is requesting that the current 16 hour Senior Center Coordinator position be increased to a 25 hour position.

**History:** Up until February 2009, the Senior Services Department was an independent department, with a F/T Coordinator, who was the Dept Head, who coordinated all services having to do with older adults in the town. There were also monies appropriated for an Office Substitute, who could help cover the office in the absence of the Coordinator (allotment of 30 hours/year, at \$10/hr = \$300). The Office, and therefore the Senior Center, was open from 9:30am-3:30pm and focused mainly on transportation services and the congregate meals served 2x/week. Volunteers were utilized heavily in running many of the groups associated with the Senior Center, many of which continue to grow and meet regularly.

In August of 2008, the Coordinator announced her intention to leave and suggested at this time that her position be split into two [2] part-time positions, one being the Coordinator, and another as an Administrative Assistant. The Coordinator at the time offered to become the Administrative Assistant and a Coordinator was hired in February 2009; both positions were 19 hours/week, which meant that in order to continue having regular office hours that there was only one day that both the Coordinator and Assistant were in the office together.

At this time, Senior Services was consolidated under Parks and Rec, making the Dept Head the Director of Parks & Recreation/Senior Services. The justification for this was in having a third person for the office, in the case the Coordinator and the Administrative Assistant were out, despite the Director of Parks & Rec not being in the same office.

In July 2010 the Senior Services office was given the added responsibilities of administering Social Services for the town of Canton. With this change, sixteen [16] hours were added to the Coordinator position, which changed to Senior & Social Services Coordinator, a F/T, salaried position with benefits. The Administrative Assistant position was cut from nineteen [19] to a fifteen [15] hr/wk position.

Canton Senior & Social requests additional funding for the increase in hours of a part-time Senior Center Coordinator position from 16 to 25 hours, effective July 1, 2015. This position is responsible for planning, coordinating, overseeing, and evaluating the Center's ongoing programs, special events and presentations geared toward Canton's growing 55+ population.

This position of part-time Senior Center Coordinator at 25 hours, entitled to vacation and sick days, but no medical insurance benefits. This position was put into the FY 13/14 budget by the Chief Administrative Officer at 16 hours but was cut by the Board of Selectman. In FY 14/15 the position was cut by the Chief Administrative Officer after the initial request of 25 hours, and was added back in by the BOS at 16 hours.

**Current Status and Potential Next Steps:** Currently, the Senior & Social Services office has a F/T Director and a P/T, 25 hours/week Administrative Assistant who is scheduled to work five days a week from 8:30am-1:30pm; and a P/T, 16 hours/week Senior Center Coordinator, who started in November 2014. The office is open Monday through Friday from 8:30am-4:30pm, and has extended hours on Thursdays from 8:30am-6:30pm; the extended hours were instituted to increase accessibility of services by Canton residents of all ages who may not be able to have a meeting during daytime hours. The Canton Senior Center is open from 9:00am-4:30pm.

Though the department is truly appreciative of the establishment of Senior Center Coordinator position, having a person in that position for only 16 hours a week does not provide the continuity that is necessary for an efficiently and effectively run Senior Center.

**The Senior Center is open a full 37.5 hours a week**, and although everyone in the office is willing to assist the Seniors who are attending programs, events, or come into the office with inquiries, it is important, for coordinating, communication purposes that the Coordinator be available to the office 5 days a week; *the position does not even cover half the time the Center is open right now.*

The way the position is currently set up does not provide the position the time and continuity to be able to assess the goings-on of the Center on a daily basis (there are some days of the week that Rebecca has never been here to experience the programs/events happening), nor does it provide the Seniors with a regular person to whom they can go for answers, assistance, or grievances.

*Senior/Social Services coordinates and works with over one hundred [100] volunteers on a regular basis to provide great programming and to assist residents and we take pride in being able to offer these resources to residents while providing a huge cost savings to the town. The office has had up to two social work interns who have been essential to the services and programs offered by this Department, at a cost-savings to the town of over \$45,000 annually [not including the in-kind cost savings with all the volunteers]. This past year, no interns were brought on board, in an effort to train the Senior Center Coordinator, and because there was a lack of space for an Intern. The hiring process was prolonged and the Coordinator was not put in place until November 2014.*

*This office oversees and coordinates all recreational, social and informational & educational programming having to do with aging and older adults in the town of Canton, including but not limited to: Congregate meals served 2x/week at the Senior Center (S.C.), Dial-A-Ride services, Medical Transportation, Insurance Counseling, Income Tax preparation, foot care, blood pressure clinics, annual flu clinics, Meals On Wheels, support groups, Special S.C. events, Senior Scribe Newsletter, Bingo group, Senior Potluck, Yoga and Tai Chi, Multiple card playing groups and coordinates programming with other groups such as the Men's Club, Senior Club, Cherry Brook Garden Club and the Canton Schools.*

*The Director is also the appointed Municipal Agent for the Elderly and acts in an advocacy position as well as an outreach position to older adults and families in need of services and assistance. There are state mandates in terms of services provided and reporting that are handled solely by this office as well. This reporting is separate of that for any of the grants received by this office, of which there are a significant few (the Dial A Ride bus and the Dept of Transportation grant, as well as any money donated and the Federal EFSP funds that we recently have applied for). The Director has also been assigned the duty of being the Veterans Services Representative for the town of Canton, a mandated role for all municipalities that consists of an annual training and increased responsibility to assist Veterans of all ages and their families in accessing services.*

*This office also provides social services assistance to clients of all ages, including youth, teen, adults, older and disabled persons of all functional levels. We provide services and resources that support self-sufficiency and enhance well-being and safety that include, but are not limited to: short-term counseling on a one-on-one basis; mediation between multiple parties; crisis intervention; advocacy on local, and state levels; referrals to state, federal, and local organizations and departments; we administer state programs and assist folks in applying for benefits such as: energy assistance, renter's rebate, SNAP (food stamps), state insurance, Social Security, Social Security Disability, referrals to state departments such as Dept of Social Services and the Dept of Children & Family and participation in the Dept of Agriculture Senior Farmers Markets Voucher program; we coordinate Assistance services with the Local Fuel Bank, FOCUS on Canton, other charitable organizations, and coordinate donations for families in need around the holidays and at all times of the year when in crisis.*

**Anticipated Schedule and Planning Process:** If the total budget passes with this change, that would give our current Coordinator ample time to provide her other employer notice that she will not be able to work for them any longer as of July 1, 2015. The person who is currently in the Coordinator position would welcome this requested change in hours.

**Anticipated Costs:** Salary Calculation:  $25 \text{ hrs/week} \times \$19.10/\text{hr} = \$477.5/\text{week} \times 52 \text{ weeks/year} = \$24,830.00$

Current salary:  $\$18.50/\text{hr} \times 16 \text{ hrs/week} = \$296/\text{week} \times 52 \text{ weeks} = \$15,392.00$

Total increase of \$9,438.00

**Additional Timing Concerns:**

# Town of Canton

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## Office of Department of Public Works

To : Robert Skinner, Chief Administrative Officer  
From : Robert J. Martin, Director of Public Works  
Date : September 23, 2014  
Re : **Transfer Station Improvements**

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The Canton Public Works Department's motto is "Serving the Community with Pride". The department's goal is to search for improved ways to perform their jobs. With this thought in mind, the department has identified several areas at the Transfer Station to better our service. We have made good progress the past two years operating a special revenue fund with a surplus of \$43,821.19 at the close of fiscal year 13/14. This surplus of funds will allow for CIP improvements that will include adding a roof that will cover the roll-off containers in the bulky waste area. When the roof system is installed, the roof will prevent water from soaking the bulky waste, cutting down the weight of the load resulting in lower bulky waste disposal fees. We currently have an RFP out to build the roof system with construction to follow this fall. Future CIP improvements will include renovating the metal recycling ramp area and installing a concrete pad under the metal roll off container. This past year we also instituted a credit card swipe option used for one time permits and bulky waste tokens. The feedback from the residents has been very positive about this new payment option.

For 2015 we would like to make the following changes:

One-Time Use Pass - \$10.00 change to One-Day Use Pass - \$10.00

Most residents purchasing a one time use pass are bringing in bulky waste items. Changing from a one time use pass to a one day use pass will allow residents to bundle their items over the course of one day. The bulky waste fee schedule will remain unchanged.

For 2015/2016 we would like to make the following changes:

Hours Of Operation – Tuesday – Saturday, 7:00 – 3:30 (CLOSED Sun/Mon/Holidays) change to Tuesday and Saturday - 7:00 to 3:00 Thursday 7:00 to 3:00, **(5/15 to 9/15) 10:00 to 6:00** (CLOSED Sun/Mon/Holidays)

Currently the hours of operation at the transfer station are five days a week (Tuesday thru Saturday) for a total of 42 ½ hours. After conducting a study of surrounding communities (see comparison survey worksheet), the survey indicates that the average is 22 hours per week hours. We currently have one full-time employee and one part-time employee at the transfer Station. It would be my recommendation to modify the hours of operation from 5 days a week to 3 days a week (see worksheet with proposed new hours of operation). The new hours of operation would take effect January 1, 2016. The parks budget would need to be adjusted for fiscal year 15/16. The following information will support my request:

### **Advantages:**

- ❖ Utilize the full time staff member to assist in the parks division two days a week. This would provide the parks division with staff support to take on the increased workload this division has

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seen over the past few years. In the winter the increased availability of the staff member can assist in plowing and de-icing work.

- ❖ Full time staff member's wages would be reduced (\$20,904) from the transfer station special revenue account assigned two days a week to the parks division.
- ❖ The monies saved in the special revenue account could be used to lower annual permit vehicle sticker fee from \$150 to \$135 per household.
- ❖ The 24 hours of operation would be consistent with surrounding communities.
- ❖ New Thursday schedule 10:00 am until 6:00 pm from May 15 to September 15 would allow residents who normally only use the transfer station on Saturdays to come in after work on Thursdays. This would also potentially help residents who were going to be away over the weekend to use the facility later on Thursdays.
- ❖ New hours will allow transfer station staff the time to properly close the facility. This will cut down on overtime.
- ❖ Snow and Ice operations performed at the transfer station by the highway division would be reduced with fewer days open.

## **Disadvantages:**

- ❖ Changing the hours of operation will generate some objections (especially the residents who come in every day).
- ❖ Fewer hours may increase peak use times at the facility.

## **Revenue:**

- ❖ Collection of revenue from user fees will remain consistent.

## **Expenditures:**

- ❖ Full time staff member's wages would increase (\$20,904) assigned two days a week to the parks division. With the hours of operation taking effect on January 1, 2016, the 15/16 parks budget would increase (\$10,452) at the current pay level.
- ❖ Fewer hours would lower utility costs slightly.
- ❖ Hauling and tipping fees will remain consistent.

Thank you for your consideration