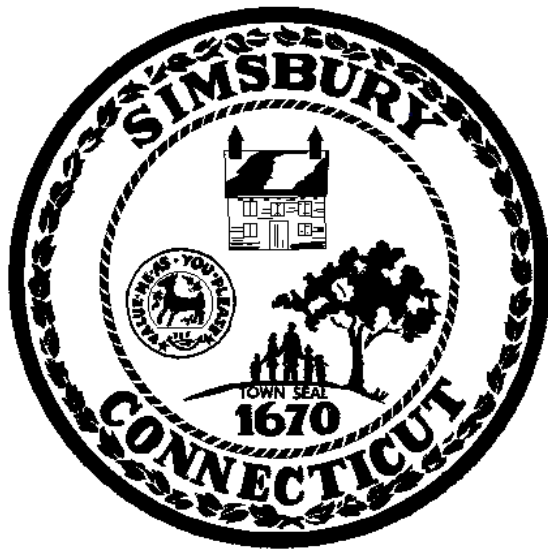


# Board of Selectmen

## Approved Budget

### FY 2017-2018



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# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectwoman

## **Fiscal Year 2017- 2018 Budget Message Board of Finance March 21, 2017**

To the Board of Finance and Taxpayers of Simsbury:

I am pleased to present the Board of Selectmen's proposed 2017-2018 budget for your review.

Today, thanks to the hard work of many volunteers, elected officials and dedicated town staff, Simsbury is a Money Magazine *Top Ten* 'Best Places to Live in America.' Others are noticing what Simsbury residents have known for years – Simsbury is a great place to live, learn, retire and do business. Your tax dollars support all that makes Simsbury the place we call home and we work hard every day to ensure you get quality and value for every tax dollar you contribute.

Each budget season the Boards of Selectmen, Education and Finance evaluate "must spends," "should spends," and "want to spends." Priorities and goals are discussed and weighed against what our residents can afford. In addition to the tough choices we make every year at budget time, this year's budget has two additional challenges: A likely reduction in State aid due to the State's continued fiscal crisis and the Town's net loss in revenue of about \$790,000 from the demolition of The Hartford building. We have been planning for a number of years for the loss in revenue from The Hartford and have set aside reserves to help cushion the tax impact. The magnitude of the State's crisis, however, will be a challenge for Simsbury and all towns.

The Board of Selectmen Adopted Budget proposes expenditures of \$20,192,804 which is an additional \$702,361 (3.6% *Town/BOS increase*) and is a modest 0.75% increase over the *total* Town/BOE Budget. Cost drivers of the budget include health care, negotiated salaries, contractual services, additional staffing hours in the Building department to meet economic development needs and the addition of a police dispatcher position for public safety.

This relatively modest increase comes after three consecutive years of no tax increases and preserves the quality of life in Simsbury we value: well-maintained roads, parks, athletic fields, the Library, Senior Center, Simsbury Farms, Police, open spaces, social services and much more.

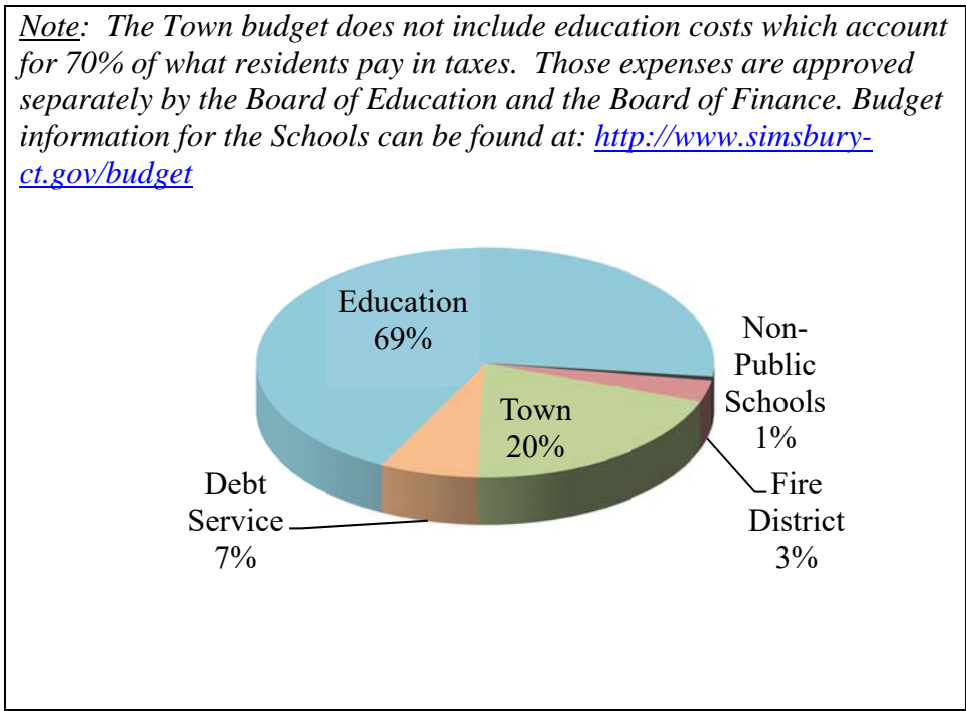
We should be prepared, however, that the crises at the State will likely place additional costs on Simsbury and lead to a higher tax increase. Governor Malloy has proposed an unprecedented and untenable \$4.3 million in additional costs for Simsbury. Were the Governor's proposal fully adopted by the Legislature we would see an *additional* tax increase of nearly 6% with a 2.23 mill impact. We have reached out to Senator Witkos and Representative Hampton and will be working with them to advocate for Simsbury's best interests. The Boards of Selectmen, Finance

and Education will be working together with the Director of Finance to evaluate strategies and options.

We expect the budget that is ultimately passed by the Legislature to look vastly different from the Governor’s initial proposal, but will not know the final impact to Simsbury until later this spring. As we get better information from the State, we will further evaluate local budgets and seek your input to determine what is best for Simsbury.

Changes to the First Selectwoman’s Recommended Budget

The First Selectwoman’s Recommended Budget to the Board of Selectmen proposed an increase of \$691,014. The Board of Selectmen increased the First Selectwoman’s recommended budget by a net \$11,347 with the restoration of 12 hours to the part-time Police Clerk position (\$13,747) offset by a reduction in the Audit Fee line (\$2,400). Other expenditure neutral changes include increasing the Road and Drainage Supplies line for salt by \$127,000 offset by a reduction in Road improvements for Road Paving by \$127,000. The Board added a stipend for the First Selectperson position beginning in December 2017 of \$5,833 (\$10k annualized over 7 months) offset by a reduction in the Labor Relations budget of \$5,833.



**Budget Drivers and Savings:**

As part of the budget process, departments requested a 5.73% increase over last year’s budget. None of the requests were unreasonable and the current proposal was finalized only after making difficult reductions. Although the current recommended budget does not contain all that our Department Heads requested, it does capture and address essential needs.

Drivers The primary cost drivers of this year’s budget are:

<b>Description</b>	<b>Amount</b>	<b>Percent of Budget</b>
Health, Pension & Social Security Required Increases	\$383,053	1.97%
Negotiated Salary Increases	\$228,217	1.17%
Contractual Services ( <i>Legal Services, Financial Services, GIS, MS-4 Compliance, Emerald Ash Borer, Town Manager Recruitment, etc.</i> )	\$200,428	1.03%
Increased Staffing Hours in Building Dept. to Meet Demand	\$57,371	0.29%
Addition of Police Dispatch position to meet increasing population needs	\$56,335	0.29%
<b>Total</b>	<b>\$925,404</b>	<b>4.75%</b>

Savers The primary savings of this year’s budget are:

<b>Description</b>	<b>Amount</b>	<b>Percent of Budget</b>
Road paving policy shift to road maintenance	\$100,000	0.51%
Elimination of full-time IT Staff position	\$50,000	0.26%
Electricity savings from installation of LED street lights	\$28,250	0.14%
Elimination of part-time Communications Staff position	\$19,600	0.10%
Elimination of part-time Library Circulation Staff position	\$8,700	0.04%
Reduction in hours of part-time Police Clerk Staff position	\$6,403	0.03%
<b>Total</b>	<b>\$212,953</b>	<b>1.09%</b>

Additional Savings: Accounted separately from the Operating Budget, savings of approximately \$160,000 were attained in the Capital Budget debt service line item with the elimination or deferral of \$17 million in capital projects and through a 15-year bond funding recommendation for the Henry James School Project.

**Capital Budget:**

In addition to the Town’s expenditure budget, I have included a Capital Budget for your review which addresses essential needs and enhancements to key assets of the Town. Highlights of the Capital Budget include:

- Renovation of Henry James Memorial School with the addition of an auditorium for school and community use – Phase 3
- Senior/Community Center renovation at Eno
- Simsbury Farms Rink/Pool improvements
- Bridge improvements
- Finance security upgrades
- Library upgrades, renovations and parking lot paving
- Simsbury High School Tennis Court Replacement

This request recommends the use of ten-year bonds for all projects except the Henry James Memorial project, which recommends fifteen year bonds due to the size of the project and a length of use of over fifty years. A complete list of all proposed capital projects can be found online and in the Board of Selectmen budget books.

**Budget Objectives:**

The goal of this budget is to provide excellent town services that preserve Simsbury’s quality of life in the most cost effective manner.

The primary objectives of this year’s budget are:

<b>Strategic Objectives</b>	<b>Description</b>
<i><b>Sound Budgeting</b></i>	Maintaining fiscal responsibility by delivering quality services as efficiently as possible.
<i><b>Safe Community</b></i>	Ensuring adequate public safety and services to meet the increasing population demands and projections from new residential planned development.
<i><b>Environmental Health</b></i>	Ensuring responsible stewardship of our natural resources and Town assets to keep Simsbury a vibrant, beautiful, safe and desirable place to raise a family, do business and retire.
<i><b>Economic Health</b></i>	Improving economic vitality of businesses and individuals through business retention and smart development and planning for long-term economic sustainability.
<i><b>Culture, Education, and Recreation</b></i>	Improving cultural, educational and recreational opportunities and programming to meet the needs of our community, with the recognition of an increasingly aging population.
<i><b>Transportation</b></i>	Providing safe and reliable multi-modal transportation throughout Simsbury – biking, walking, hiking and quality roads.
<i><b>Neighborhood Livability and Social Health</b></i>	Improving the security of Simsbury’s vulnerable children, adults and seniors.
<i><b>High Performing Government</b></i>	Delivering an efficient, innovative, transparent, effective and collaborative government.

## **Accomplishments & Recognitions, Grants and Savings:**

### Accomplishments and Recognitions

*Through the hard work of those who serve on Boards or Commissions, volunteers in the community and Town staff, Simsbury has had many accomplishments this last year in which the community can take pride:*

- OpenSimsbury budget portal to increase transparency.
- Maker Space at the Simsbury Library.
- Truck wash, salt shed and fire protection at Public Works.
- Design for Betty Hudson Property.
- Adopted an Open Space Ordinance for the sale or disposition of open space.
- Amended the Sidewalk Policy.
- Easement exchange to support the Tariffville Water District Water Tank replacement.
- Business Visitation Program to support business retention and expansion.
- Economic development updates to the First Selectwoman's Report.
- Closed the pension plan for new hires in two unions. (*Thank you to Town staff*)
- Best Town in America by "Only in Your State".
- Added two additional Hazardous Waste Collections in conjunction with Canton, Granby, Avon and Farmington.
- Multi-town and multi-department emergency training exercise at the Hartford property.
- Safe Exchange Zone to exchange goods sold over the internet – initiated, overseen and monitored by Simsbury Police.
- Captain Nick Boulter graduates from the FBI National Academy.
- Tax abatement for volunteer firefighters and ambulance personnel to better retain and attract new members.
- Opened a *Seed Library* at the Simsbury Public Library.
- Hearing Assist in the Main Meeting Room to provide residents with an ADA compliant assistive listening system.
- Renovated tennis courts at Simsbury Farms.
- Completed a warming room at the Simsbury Farms Ice Rink.
- Supported and partnered with Simsbury Veterans to complete a beautiful Veterans Memorial.
- "Wednesdays are Business Night" and "Business Buzz" - Business Resource Center at Library.
- Simsbury Ranked among the 15 Safest Places to Live in Connecticut by *Alarm System Reviews*.
- Top 20 Safest Cities in Connecticut by SafeWise.
- Top *Best Places* in Connecticut to raise a family – Niche.com.
- New service to make residents aware of municipal legal notices posted on the Town website.
- Voted Farmington Valley's Favorite Golf Course.

- Trained all Highway and Buildings and Grounds staff in CPR and the use of AED's.
- Certificate of Achievement for Excellence in Financial Reporting.
- Complete Streets Resolution.
- Joint IT study with the Board of Education to ensure coordination, efficiencies and cybersecurity.
- Police implemented programs to reduce work related injuries including occupant protection and distracted driving, "all hazards," Taser baton, de-escalation techniques, peer support safety precautions in holding facility, medial training and tactical Combat Casualty Care.
- Fiber optic infrastructure continued deployment.
- Simsbury Library Strategic Plan.
- The Water Pollution Control Authority received recognition from the New England Water Environment Association for their energy reduction practices.
- Water Pollution Control Authority updated their sewer allocation procedures to better communicate to the public the process of allocations.
- Library co-hosted an innovation fair.
- Water Pollution Control Authority successfully completed the Farmington River Stabilization Project to prevent further erosion of the bank and to protect the 30-inch sanitary sewer line.
- Kicked off the Plan of Conservation and Development update.

#### Grants and Donations:

*The Town has worked diligently to seek funds through grants and donations to reduce the reliance on the property tax:*

- Main Street Investment Grant of \$460,760 for streetscape improvements.
- Grant in the amount of \$305,000 to construct a multipurpose trail from the Farmington Valley Greenway at Routes 10/202 and 315 to Curtiss/Pattison parks.
- \$40,500 grant for solar panels at the high school.
- Awarded funding from *Autism Welcome Here* to start a playgroup for families affected by autism, *Everyone Plays* - Simsbury Library was one of two libraries nationally to receive project funding.
- \$10,000 grant for electric vehicle charging – Public Works and Clean Energy Task Force.
- Pro-bono site evaluation by the US Golf Association and the American Society of Golf Course Architects.
- Pro-bono road safety audit to improve bicycle and pedestrian safety – through Public Works.
- \$1,500 from the Farmington Valley Trails Council for fencing repairs along the greenway.
- \$97,000 in donations for Social Services.
- Bright Ideas Grant to insulate six town owned residential homes – Public Works and Clean Energy Task Force.

- \$18,000 Edward Byrne Memorial Justice Assistance Grant to fund new technology to support existing in-car cameras.
- \$1,125 in grant money from the Connecticut Humanities to bring to life Simsbury's role in land conservation.

Savings:

*To reduce costs to residents, over the past several years the Town has worked to identify innovative ways to bring down costs while maintaining and improving services through:*

- Public Works participating in eZIQC Procurement Program through CRCOG, to save tax dollars.
- Cybersecurity protection in municipal insurance policies resulting in savings of \$10,000 per year and reduces risk.
- Joined insurance captive, CT Prime, to pool resources and save tax dollars - Town and Board of Education.
- Print/copy management at the Library to save money.
- Police used proceeds from asset forfeiture to pay for bulletproof vests.
- eRecordings under the Town Clerk to improve service and reduce costs.
- Town buildings energy upgrades.
- Voice-Over Internet Protocol (VOIP) through CRCOG.
- Use of Cloud technology to reduce hardware costs.
- Purchase of street lamps and conversion to LED lighting to reduce electricity costs.
- Evaluating shared technology with Board of Education through a BlumShapiro needs analysis.
- Made additional payments to pension and other post-employment benefit (OPEB) funds to reduce the Annually Required Contribution (ARC) payment in the operating budgets.
- Closure of pension plans to new hires in two unions will lead to greater fiscal stability in the future.
- Health care consolidations.
- Refinancing of capital bonds.
- Participate in regional bids to leverage volume and reduce costs.
- Equipment upgrades at Public Works for electricity savings and for controls on salt spreaders for more uniform salt coverage to reduce waste.
- Through the Town's collective bargaining process Town employees have helped offset increased costs by agreeing to increased pension and OPEB fund contributions and increased healthcare co-payments. *Thank you to Town staff for this and for all they do for the people of Simsbury.*
- Coordination with the Board of Education.
  - Shared Resource Officers
  - Town maintenance of school athletic fields



- Shared technology network and fiber infrastructure
- Shared employee participation in wellness programs
- Energy management and procurement
- Shared financial management system (SunGard Finance Plus System)

**Economic and other Considerations:**

In crafting this budget, careful consideration was given to existing economic conditions locally, in Connecticut and at the Federal level, including:

- The Social Security Cost of Living Adjustments, "COLA" level of 0.3%.
- Consumer Price Index of 2.5%.
- Inflation rate of 2.5%.
- Grand list decrease of approximately \$21 million or 1.0% due to the demolition of The Hartford building, equating to \$790,000 in net tax loss over last year.
- Simsbury unemployment rate of 2.7% compared with a state rate of 4.4%.
- Building permit revenues below the budgeted amount over the last eight months.
- Decreased State aid grants.
- Uncertainty with the State budget which is subject to change *after* municipal budgets have passed.

**Trends to Watch**

Population: The U.S. Census Bureau’s latest American Community Survey concludes that Connecticut families are having fewer children than in most states, Connecticut’s population is aging, and population growth is lagging (Connecticut increased in population just .03% from 2010-2015, one of the smallest increases in the nation). Although overall population growth is declining, Connecticut and Simsbury will experience an increase in the percent of senior citizens.

Contrary to general population decline in the state, Simsbury is currently experiencing and expecting further population growth due to the number of residential units approved and expected in the next five years. Since the last census in 2010, Simsbury’s population has increased 4%. Based on a conservative estimate of anticipated, permitted and approved residential projects, we are predicting Simsbury’s population to likely increase 12% by FY23. In addition, the percent of Simsbury’s population that are seniors is anticipated to increase over the next 15 years. The impact on services, and therefore future budgets, could be substantial: police, dispatch, fire, ambulance, social services, roads, schools and other areas.

Economic Development: Simsbury remains an attractive place to live, learn, retire and do business. Our commitment to quality of life considerations and careful planning have served our community well as major economic drivers to attract new residents and businesses. Today, Simsbury has a number of planned and anticipated development projects which we believe will increase the Town’s grand list over the next five years and exceed the revenues lost from The

Hartford. <http://www.simsbury-ct.gov/planning-and-land-use-department/pages/residential-development-trends>

Pension & OPEB Investment Assumptions: Simsbury will need to watch investment returns and possibly re-consider its current return on investments assumption of 7%. A reduction in the assumed rate to reflect the current investment market would mean an increase in the Annual Required Contribution (ARC) and a concomitant increase in the operating budgets.

Connecticut's Income Gains Lag Behind National Gains: According to the *Connecticut Voices for Children State of Connecticut 2016 Report in September* there has been a "low wage swap, high wage deficit." Since 2001, the share of private-sector jobs in low-wage industries has increased by 20% while the share of private-sector jobs in high-wage industries has decreased by 13%. The report further indicates that 44% of private sector growth since 2010 has been in low-wage industry. The report further states the statewide Labor Force Participation Rate has declined by 2.6% since 2010 and attributes this to an aging population, the pursuit of education and weakening job prospects and wages. These trends have resulted in less income tax being collected by the State and, therefore, less revenue. Simsbury should prepare for the likely possibility that decreases in State revenue will lead to further reductions in municipal funding.

Town Leadership Turnover: Over the next 3-5 years it is expected that over half of department leadership will be retirement eligible. This means the Town should begin to plan for a large turnover in leadership positions.

#### Governor's Proposed Budget May Impact Simsbury's Credit Rating

The Governor is proposing cities and towns absorb one third of the annual cost of the Teachers' Retirement System leading to cost hikes in expenditures for Simsbury and many towns in Connecticut. Simsbury will either have to raise taxes or reduce expenditures to cover the gap. Standards and Poor's has noted that the State may continue to push costs onto localities to balance its own budget and the existence of persistent fiscal strain at the state level "could inevitably affect the predictability sub-factor of our IF (institutional framework), which would result in widespread downward rating pressure across the state." Simsbury will need to monitor rating impacts from the state fiscal crisis and possibly prepare for higher borrowing costs should towns be downgraded.

#### **Five-Year General Fund Projection:**

The Finance Department has developed the following five-year projections for the General Fund budget:

##### *Revenue Assumptions:*

- Revenue from grants will likely decrease given the current State budget projections.
- Investment income will be roughly \$180,000 on our bank deposits starting in fiscal year 2018 and increase roughly 2% each year.
- Property and personal tax revenues will increase by a modest amount, given projected development projects.

- The mill rate for cars will decrease to 32 mills for FY18 which may or may not be reimbursed by the State.

*Expenditure Assumptions:*

- Most categories of expenditures will increase 1-2%.
- Inflation 2.75% (2016 CAFR).
- Salaries are expected to increase 3.0%-3.5% for town employees (2016 CAFR).
- Certain fringe benefits (payroll taxes, workers' compensation, life insurance) are indexed according to salary increases approximately 2-3%.
- The Town will continue to make its Annually Required Contribution (ARC) toward pension and OPEB plans.
- Health insurance costs will increase 6-10%.
- Capital budget debt service will not exceed 7% of total budget and may be reduced to 5% based on Board of Finance policy considerations.
- High cost Excise Tax. If the Affordable Care Act (ACA) is not repealed, starting in 2020 there may be as much as a 40% excise tax on medical benefit costs in excess of certain thresholds. It is likely that the Town of Simsbury plans may be subject to this tax. Staff is following these developments and has contract reopeners to address concerns as they may arise.
- Uncertainty as to whether the State cap of 2.5% of municipal budgets will remain.

**Conclusion:**

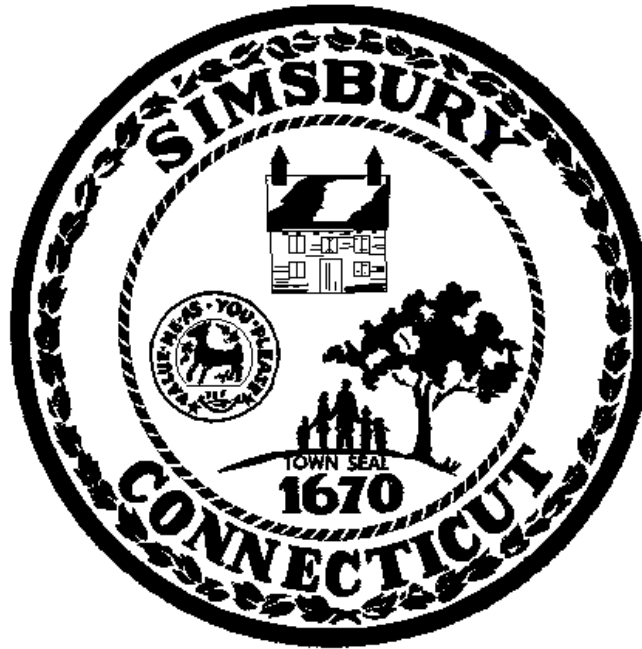
I would like to thank everyone who helped to prepare the Board of Selectmen's budget for the people of Simsbury, including the Director of Finance, Department Heads, Town staff and members of the Board of Selectmen.

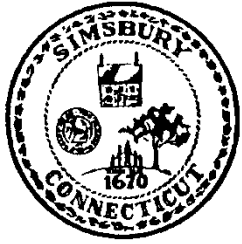
The Town of Simsbury budget can be found online at [www.simsbury-ct.gov/budget](http://www.simsbury-ct.gov/budget). We look forward to discussing this budget request with the Board of Finance and the taxpayers of Simsbury.

Sincerely,

Lisa L. Heavner  
First Selectwoman  
Town of Simsbury

*Citizen's Guide to Simsbury's Budget*  
*~ 2017 Edition ~*





# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectwoman

## *Citizen's Guide to Simsbury's Budget* *- 2017 Edition -*

*Dear Simsbury Citizens,*

*Simsbury's Town government impacts our lives on a day-to-day basis, providing services like road maintenance and plowing, police, the public library, schools, the senior center, Simsbury Farms, social services, building permits, parks and trails, and much more.*

*Each year, the Town goes through a budget process: collectively, we decide what services the Town should provide and how much money we should spend on those services. The process concludes when residents vote – usually in May or June – on whether to approve the proposed Town budget. The budget gives you as a citizen a picture of what Simsbury government does for you with the tax dollars you contribute. We've created this "Citizen's Guide to Simsbury's Budget" to give you information about what Simsbury's budget contains and how it is prepared.*

*We welcome your suggestions and comments and encourage you to become involved in the budget decision making process.*

*Sincerely,*

A handwritten signature in black ink, appearing to read "Lisa Heavner".

*Lisa Heavner  
First Selectwoman  
Town of Simsbury*

## What is a Budget?

Simsbury's budget is a financial plan that details projected revenues and expenditures. In Simsbury, the budget covers the fiscal year (FY) beginning July 1 of the calendar year. Once adopted, the budget becomes a binding legal document that can only be changed through a formal process. The budget contains all of the services and programs we offer to the citizens of Simsbury and reflects priorities, commitments and policy choices of our elected officials.

The budget consists of an Operating Budget and a Capital Budget. The Operating Budget is the current plan of spending for the year and the means for paying for it, including taxes, fees, etc. The Capital Budget is a plan for *long-term spending* for major projects (such as buildings, renovations and land acquisitions) and large asset purchases, and establishes a plan to pay for them, including borrowing and grants.

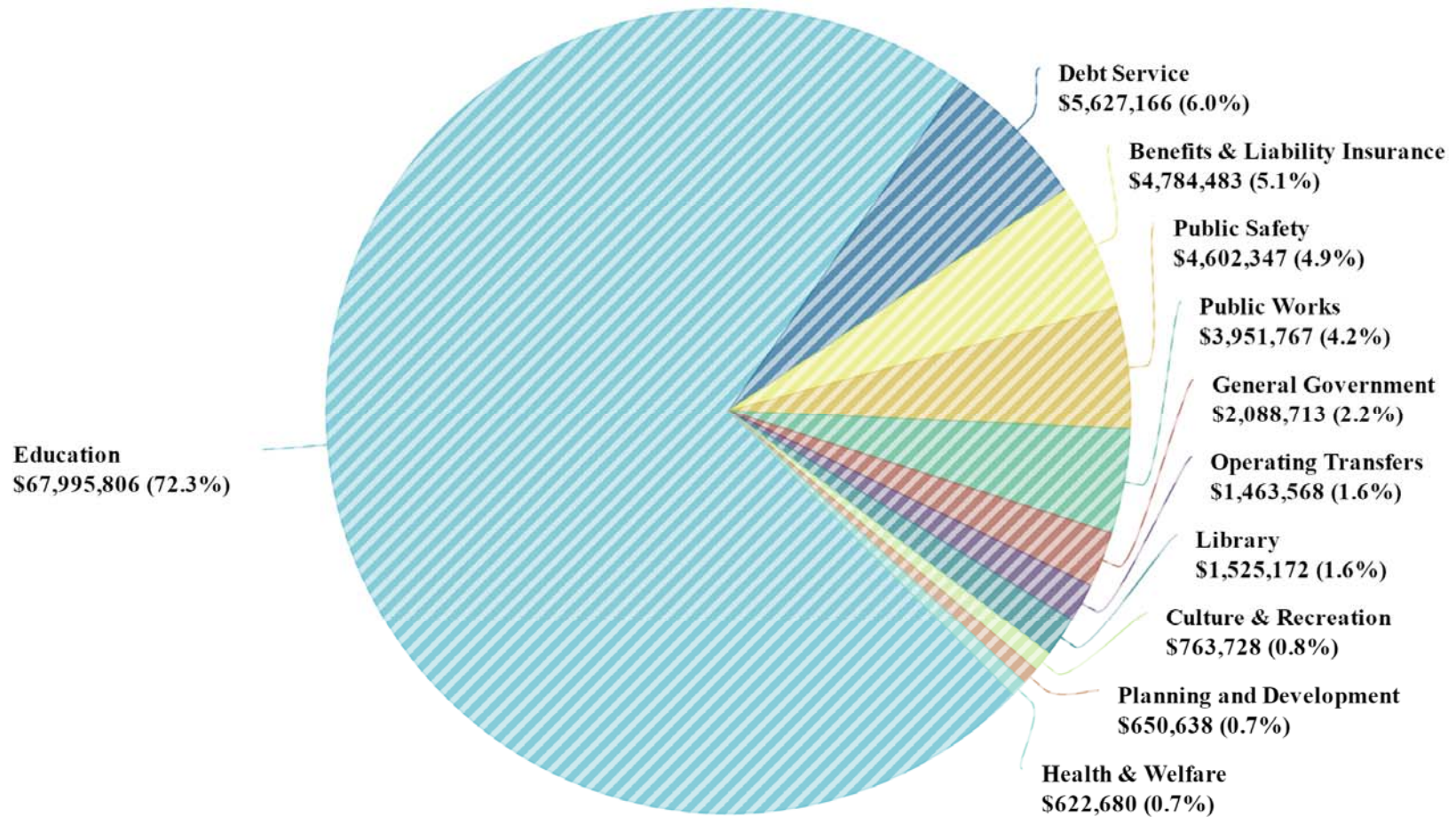


# What's in the Town Budget?

The Town Budget contains expenditures and revenues detailing what will be spent and where the money will come from.

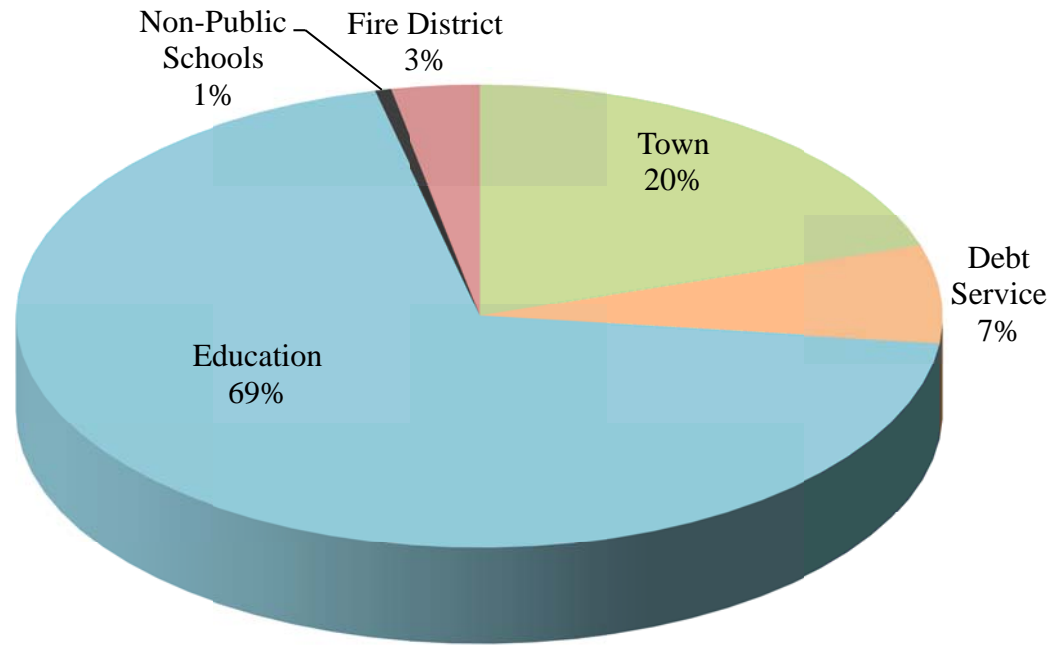
## *Expenditures – How is the Money Spent?*

The Town and Board of Education FY17 budgets totaled \$94,076,068 which was broken down as follows:



The Board of Education independently creates and manages the Education and non-public school pieces of the Town budget, while the Board of Selectmen creates and manages the Town and Debt Service budgets. The Fire District manages its own budget and sets its own separate Mill Rate (see further explanation below).

**FY17 Budgeted Expenditure Percentages (Including the Fire District)**



**Why isn't the Fire District Budget Included in the Town Budget?**

The Fire District is a separate and independent taxing district that creates its own budget which is approved at its annual meeting. While residents pay taxes to fund the Fire District, this budget is not approved or reviewed by the Board of Finance and residents do not vote at referendum on this budget. Instead, the Fire District passes their budget and sets their mill rate at their annual meeting held in May each year, which is open to the public.



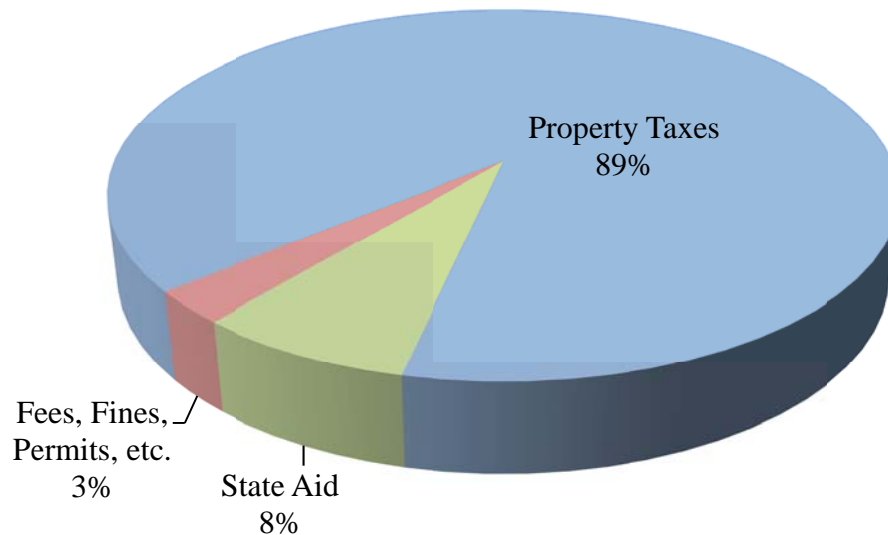
What are Special Revenue Funds and Why aren't they Included in the Operating Budget?

When voting at the budget referendum you may have noticed that you also vote to approve “special revenue funds.” Special revenue funds are “buckets of expenditures” that are *not* financed by the taxes we collect. Instead, they are funded by fees from users (for example, paying for a pool pass at Simsbury Farms). Because special revenue funds are not paid for by taxes, they do not impact the tax rate and they are not included in the Operating Budget. Even though taxes do not fund these budgets, special revenue budgets are voted on at referendum because they represent a significant dollar amount and the Town is legally obligated to make whole any shortfall. Examples of Special Revenue Funds include: Sewer Use Fund, Low Income Housing Residential Properties and Simsbury Farms/Special Programs.

***Revenue - Where does the Money Come From?***

The bulk of the revenue – fully 90% – used to fund both the Board of Selectmen and Board of Education Operating Budgets comes from property taxes. State aid contributions make up an additional 8% of the Town’s revenues, and other sources including fees, fines and permits make up the remainder of the revenue (3%).

**FY17 General Fund Revenue**



### What is the Grand List?

Simsbury's Grand List is the total assessed value of all taxable property within Simsbury and provides the basis for determining who gets taxed and how much. In Simsbury, the Grand List is \$2.28 billion, which includes residential and business properties, business equipment and all vehicles. The tax revenues generated by the current grand list are approximately \$84 million.

### **The Mill Rate: Calculating Your Taxes**

The Town uses a *mill rate* to calculate taxes that residents must contribute to pay for services provided for in the approved budgets.

A *mill* is equal to one dollar for each \$1,000 of property assessment. The property assessment, in turn, is 70% of a property's current market value as of the last revaluation date. The current *mill rate* for real estate in Simsbury is 38.35 (37.12 Town & 1.23 Fire). This means that residents will pay \$38.35 for each \$1,000 of property assessment.

Here's an example: a resident owns a house valued at \$280,000. The "property assessment" for the house would be 70% of \$280,000, or \$196,000. With a *mill rate* 38.35, the owner will contribute \$7,516 in taxes. ( $\$196,000/1000 \times 38.35 = \$7,516$ ).

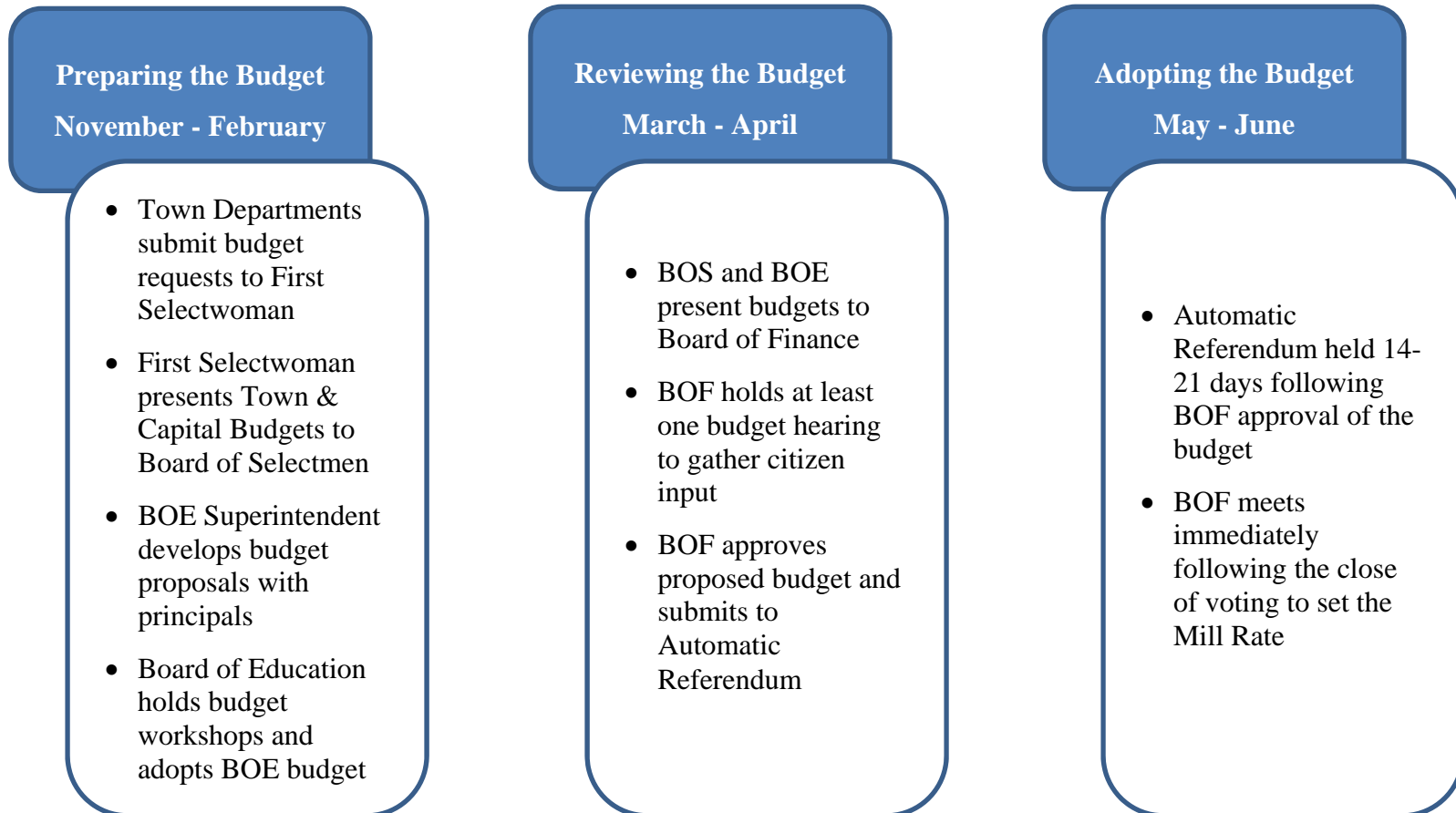
NOTE: Although the Town does not set the Fire District Mill Rate, the Town collects the taxes for the Fire District.



## How is the Budget Created?

The Simsbury Town Charter outlines the budget creation and adoption process for the Town, Board of Education, the Special Revenue Fund budgets and the Capital budgets. The Charter can be found in the Town Clerk's Office or online here: <http://www.simsbury-ct.gov/town-clerk/pages/simsbury-town-charter-and-ordinances>

Here is the process outlined in the Charter:



## **Where Can You Find the Town and Board of Education Budgets?**

Simsbury's budget documents for the Town are located on the Town's website: <http://www.simsbury-ct.gov/finance/pages/2017-2018-budget-information>

The Board of Education Budget can be found on the Simsbury Public Schools website: [www.simsbury.k12.ct.us](http://www.simsbury.k12.ct.us) on the Board of Education webpage.

## **What is in the Town Budget Book?**

The Town Budget Book is compiled by the First Selectwoman and the Director of Finance and is the formal document presented to the Board of Selectmen and the Board of Finance. The Town budget book lists line-by-line proposed expenditures by department, including: Public Works, Police, Social Services and Senior Center, Culture, Parks and Recreation, Library, Tax Collector, Central Administration, Assessment, Engineering, Planning, Water Pollution Control and Town Clerk. It contains goals and objectives for each department and a narrative of changes from the previous year's budget. It also includes the Capital plan for the Town. It does not contain education, fire or ambulance information.

### **Budget Message**

The Town budget book contains a *budget message* prepared by the First Selectwoman which summarizes the major features of the budget, highlighting challenges, goals, savings and changes compared to previous years. It is a good starting point for understanding the budget details that follow.

Outline of a Town Budget

The budget book presents proposed revenues and expenditures for the upcoming year as compared to the previous year, and as required by the Town Charter, has columns indicating the following:

- Itemized estimates of expenditures for the proposed budget
- Actual expenditures for each department for the last completed fiscal year
- Actual expenditures for the current fiscal year
- Total expenditures as estimated for the current year
- Appropriations proposed for all items in the ensuing fiscal year

A sample from last year’s budget looks like this:

	<b>FY 2015 Actual</b>	<b>FY16 Budget</b>	<b>FY16 6 Month Actual</b>	<b>FY16 Estimate</b>	<b>FY17 FS Rec. Budget</b>	<b>FY 2017 Change</b>	<b>% Inc/Dec</b>
Central Administration	\$ 421,947	\$ 451,719	\$ 225,860	\$ 451,719	\$ 455,881	\$ 4,162	0.9%
Administrative Services	\$ 127,672	\$ 59,260	\$ 29,630	\$ 59,260	\$ 60,400	\$ 1,140	1.9%
BOS - Community Services	\$ 63,283	\$ 56,881	\$ 28,441	\$ 56,881	\$ 59,521	\$ 2,640	4.6%
Legal Services	\$ 233,252	\$ 136,000	\$ 68,000	\$ 136,000	\$ 136,000	\$ -	0.0%
Health	\$ 119,281	\$ 122,694	\$ 61,347	\$ 122,694	\$ 125,869	\$ 3,175	2.6%
<b>Total General Government</b>	<b>\$ 965,435</b>	<b>\$ 826,554</b>	<b>\$ 413,277</b>	<b>\$ 826,554</b>	<b>\$ 837,671</b>	<b>\$ 11,117</b>	<b>1.3%</b>

## **Capital Improvement Program**

The budget includes capital items that will be funded in the fiscal year and a Capital Improvement Plan (CIP) that extends five years out. Capital improvement pays for costs associated with construction, renovations, physical improvements, land or building acquisitions, and large equipment.

The Capital Improvement Plan (CIP) is a multiyear plan used to coordinate the financing and timing of major public improvements for the Town of Simsbury. It reflects the recommendations of citizens, boards, commissions and Town staff. The CIP identifies each proposed project and presents a summary description, estimate of cost, methods of financing, future operating cost impacts and a schedule of implementation. The Capital Improvement Program constitutes a rational plan for preserving, as well as adding to the capital assets of the Town.

Examples of capital projects include land acquisitions, construction or major improvements to public buildings, road construction and the acquisition of large equipment. The combination of all General Government and Board of Education capital projects constitutes the Town of Simsbury Capital Improvement Program.

### How do we Fund Capital Projects?

Capital projects may require an appropriation from the General Fund for capital expenditures as one of several funding sources. Other financing sources for Simsbury's capital projects include state and federal grants, donations, capital outlay funds and debt. The largest source of financing for capital projects is borrowing through the issuance of general obligation bonds in accordance with the Town Charter.

**Simsbury has a Moody's Aaa  
bond rating**

*The highest rating for a municipality*

### Why Does Simsbury Borrow for Capital Projects?

Much like mortgaging a house, borrowing allows the Town of Simsbury to purchase expensive capital assets and spread the costs over the useful life of the asset, thus eliminating the need to temporarily raise taxes every time a large capital asset is acquired or improved. In addition, debt allows current and future beneficiaries to share the cost of long-term capital improvements such as new open space, schools or roads.

### What is the 7% Cap on Debt Retirement?

The Board of Finance has established a long term objective that the debt retirement expenses (interest and principal) be at a rate of no more than 5-7% of the total annual Operating Budget. This keeps debt service in proportion to budgets and limits the amount the Town can bond for projects.

### Why Do We Vote on Some Capital Projects But Not Others?

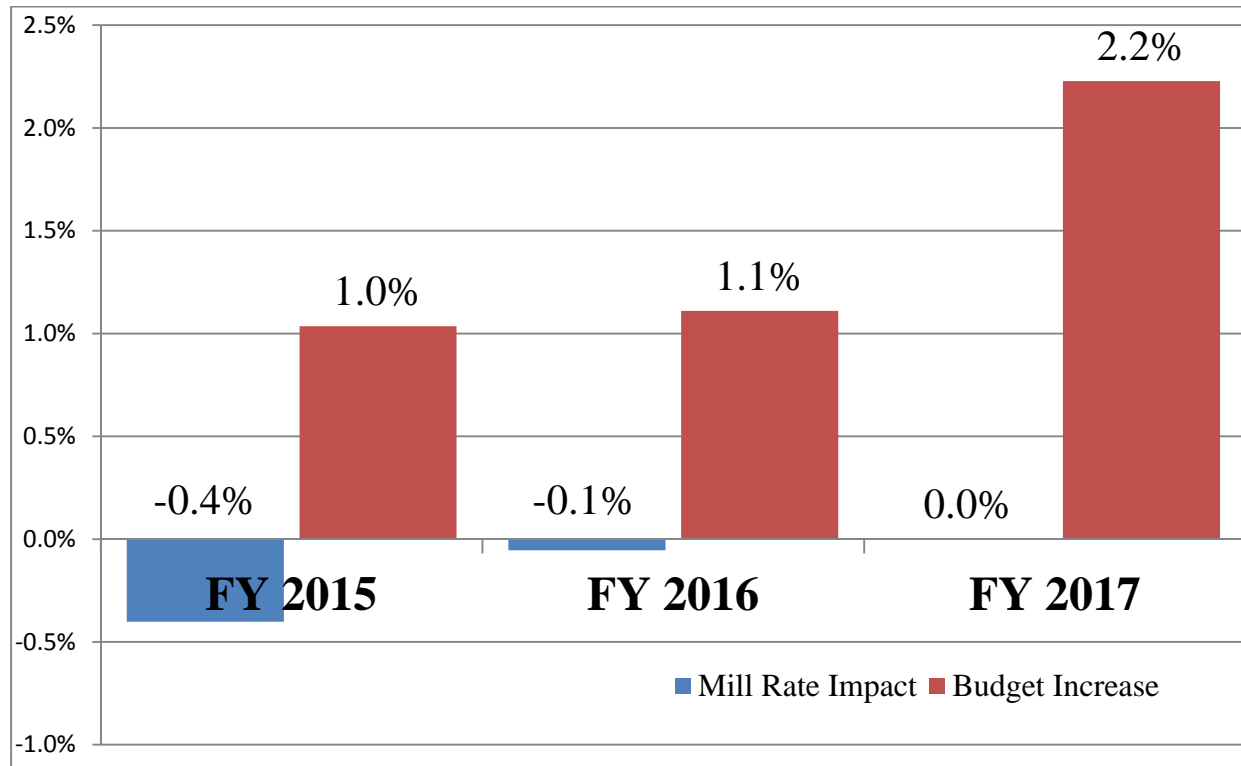
Capital items greater than 1% of the total budget are presented as separate referendum questions for the voters. Capital items under 1% are included under the Town budget and do not require a special referendum vote.



## Does a Budget Increase Mean a Tax Increase? – *Not Always!*

A budget increase does *not* necessarily mean a tax increase. Whether your taxes go up or down is based on many factors, only one of which is the budget increase. Other factors include Grand List growth (for example, new businesses or developments), State or Federal aid to the Town, and the tax rate collection assumption used by the Board of Finance.

This last fiscal year, for example, even though the Town’s budget increased 3.3%, taxes remained flat *for the third year in a row*. This was due to Grand List growth, more State aid and the tax rate collection assumption used by the Board of Finance.





## **Property Tax Relief**

For residents who need help paying their taxes, Simsbury offers a number of property tax abatement programs. Taxpayers that may be eligible for property tax relief include veterans, seniors, and disabled persons. Information about tax abatement programs in Simsbury, including eligibility requirements, can be obtained by contacting our Assessor's office at (860) 658-3251 or on the website at <http://www.simsbury-ct.gov/assessor>.

## **Conclusion**

Understanding Simsbury's budget process is one way to understand how local government prioritizes and spends your tax dollars and is an important step in becoming an active participant in our community. We welcome your feedback and input!

## FY 2017-2018 Board of Selectmen Approved Budget

	FY 16 Actual	FY 17 Budget	FY 17 Estimate	<u>Department</u> <u>Requested</u>	<u>First</u> <u>Selectwoman</u> <u>Recommended</u>	<u>Board of Selectmen Approved</u>		
				FY 18	FY 18	FY 18	FY 18 Change From FY 17	% Change
Central Administration	455,473	455,881	448,400	457,728	457,728	463,560	7,679	1.7%
Administrative Services	50,245	60,400	58,300	74,400	74,400	74,400	14,000	23.2%
BOS - Community Services	70,793	59,521	59,521	61,248	61,248	61,248	1,727	2.9%
Legal Services	182,376	136,000	136,000	161,000	161,000	155,167	19,167	14.1%
Health	122,694	125,869	125,869	130,262	130,262	130,262	4,393	3.5%
Economic Development	57,568	55,400	55,200	55,200	55,200	55,200	(200)	-0.4%
Tourism	6,500	5,245	6,745	8,000	5,745	5,745	500	9.5%
<b>Total General Government</b>	<b>945,648</b>	<b>898,316</b>	<b>890,035</b>	<b>947,838</b>	<b>945,583</b>	<b>945,582</b>	<b>47,266</b>	<b>5.3%</b>
Land Use Commissions	20,865	24,050	24,700	28,600	26,100	26,100	2,050	8.5%
Historic District Commission	328	1,575	1,196	1,575	1,575	1,575	-	0.0%
Public Building Commission	1,597	1,405	1,345	1,345	1,345	1,345	(60)	-4.3%
Beautification	4,410	4,715	4,715	4,715	4,715	4,715	-	0.0%
<b>Total Boards and Commissions</b>	<b>27,201</b>	<b>31,745</b>	<b>31,956</b>	<b>36,235</b>	<b>33,735</b>	<b>33,735</b>	<b>1,990</b>	<b>6.3%</b>
Election Administration	104,759	116,812	104,959	101,896	101,896	101,896	(14,916)	-12.8%
<b>Total Registrars</b>	<b>104,759</b>	<b>116,812</b>	<b>104,959</b>	<b>101,896</b>	<b>101,896</b>	<b>101,896</b>	<b>(14,916)</b>	<b>-12.8%</b>
Town Clerk	224,383	231,315	227,861	221,178	221,178	221,178	(10,137)	-4.4%
<b>Total Town Clerk</b>	<b>224,383</b>	<b>231,315</b>	<b>227,861</b>	<b>221,178</b>	<b>221,178</b>	<b>221,178</b>	<b>(10,137)</b>	<b>-4.4%</b>
Regional Probate Court	2,104	2,104	2,104	4,252	2,104	2,104	-	0.0%
<b>Total Probate Court</b>	<b>2,104</b>	<b>2,104</b>	<b>2,104</b>	<b>4,252</b>	<b>2,104</b>	<b>2,104</b>	<b>-</b>	<b>0.0%</b>
Finance Department	315,372	346,903	323,214	451,926	375,926	375,926	29,023	8.4%
Audit Services	48,804	36,950	36,600	40,000	40,000	37,600	650	1.8%
Board of Finance	11,790	10,220	10,569	8,720	8,720	8,720	(1,500)	-14.7%
<b>Total Finance</b>	<b>375,966</b>	<b>394,073</b>	<b>370,383</b>	<b>500,646</b>	<b>424,646</b>	<b>422,246</b>	<b>28,173</b>	<b>7.1%</b>
Tax Department	172,181	169,671	169,652	174,257	174,257	174,257	4,586	2.7%
<b>Total Tax Department</b>	<b>172,181</b>	<b>169,671</b>	<b>169,652</b>	<b>174,257</b>	<b>174,257</b>	<b>174,257</b>	<b>4,586</b>	<b>2.7%</b>

## FY 2017-2018 Board of Selectmen Approved Budget

	FY 16 Actual	FY 17 Budget	FY 17 Estimate	<u>Department</u> <u>Requested</u>	<u>First</u> <u>Selectwoman</u> <u>Recommended</u>	<u>Board of Selectmen Approved</u>		
				FY 18	FY 18	FY 18	FY 18 Change From FY 17	% Change
Assessor's Office	231,698	248,279	248,271	255,160	254,160	254,160	5,881	2.4%
<b>Total Assessors Department</b>	<b>231,698</b>	<b>248,279</b>	<b>248,271</b>	<b>255,160</b>	<b>254,160</b>	<b>254,160</b>	<b>5,881</b>	<b>2.4%</b>
Information Technology	175,106	204,697	164,180	216,360	178,360	178,360	(26,337)	-12.9%
<b>Total Information Technology</b>	<b>175,106</b>	<b>204,697</b>	<b>164,180</b>	<b>216,360</b>	<b>178,360</b>	<b>178,360</b>	<b>(26,337)</b>	<b>-12.9%</b>
Community Development	168,751	181,869	181,950	205,342	186,192	186,192	4,323	2.4%
Planning Dept	145,209	162,603	162,390	171,919	168,919	168,919	6,316	3.9%
<b>Total Planning and Development</b>	<b>313,960</b>	<b>344,472</b>	<b>344,340</b>	<b>377,261</b>	<b>355,111</b>	<b>355,111</b>	<b>10,639</b>	<b>3.1%</b>
Building Department	198,994	223,736	220,683	286,552	286,252	286,252	62,516	27.9%
<b>Total Building Department</b>	<b>198,994</b>	<b>223,736</b>	<b>220,683</b>	<b>286,552</b>	<b>286,252</b>	<b>286,252</b>	<b>62,516</b>	<b>27.9%</b>
Police Department	4,332,370	4,530,861	4,522,036	4,725,884	4,698,234	4,711,981	181,120	4.0%
Animal Control	62,026	64,801	64,801	66,909	66,909	66,909	2,108	3.3%
Civil Preparedness	6,684	6,685	6,685	6,685	6,685	6,685	-	0.0%
<b>Total Police</b>	<b>4,401,080</b>	<b>4,602,347</b>	<b>4,593,522</b>	<b>4,799,478</b>	<b>4,771,828</b>	<b>4,785,575</b>	<b>183,228</b>	<b>4.0%</b>
Engineering Department	167,626	219,405	207,786	262,791	261,649	261,649	42,244	19.3%
<b>Total Engineering</b>	<b>167,626</b>	<b>219,405</b>	<b>207,786</b>	<b>262,791</b>	<b>261,649</b>	<b>261,649</b>	<b>42,244</b>	<b>19.3%</b>
Public Works Administration	207,808	262,185	238,497	269,906	269,906	269,906	7,721	2.9%
Buildings & Maintenance Admin	406,718	444,645	413,760	461,763	458,763	458,763	14,118	3.2%
Town Offices	144,360	134,296	138,900	140,980	146,330	146,330	12,034	9.0%
Eno Memorial Hall	74,202	77,873	59,914	77,243	77,493	77,493	(380)	-0.5%
Misc Buildings	15,454	22,970	25,360	32,400	32,400	32,400	9,430	41.1%
Highway - Facilities & Programs	1,067,868	1,012,957	1,032,140	1,066,240	828,550	828,550	(184,407)	-18.2%
Highway - Labor & Equipment	1,614,234	1,710,936	1,719,190	1,742,581	1,732,194	1,732,194	21,258	1.2%
Landfill	78,523	66,500	65,853	70,000	70,000	70,000	3,500	5.3%
<b>Total Public Works</b>	<b>3,609,165</b>	<b>3,732,362</b>	<b>3,693,614</b>	<b>3,861,113</b>	<b>3,615,636</b>	<b>3,615,636</b>	<b>(116,726)</b>	<b>-3.1%</b>

### FY 2017-2018 Board of Selectmen Approved Budget

	FY 16 Actual	FY 17 Budget	FY 17 Estimate	<u>Department</u>	<u>First</u>	<u>Board of Selectmen Approved</u>		
				<u>Requested</u>	<u>Selectwoman</u>	FY 18	FY 18 Change From FY 17	% Change
			FY 18	FY 18				
Elderly Services Outreach	24,159	24,408	24,383	24,408	24,408	24,408	-	0.0%
Senior Transportation	112,035	118,760	118,760	121,217	121,217	121,217	2,457	2.1%
Senior Center	142,956	149,355	142,442	145,444	145,444	145,444	(3,911)	-2.6%
Social Services Administration	203,205	204,288	204,163	206,826	206,826	206,826	2,538	1.2%
<b>Total Social Services</b>	<b>482,356</b>	<b>496,811</b>	<b>489,748</b>	<b>497,895</b>	<b>497,895</b>	<b>497,895</b>	<b>1,084</b>	<b>0.2%</b>
Parks & Open Space-Maintenance	624,129	635,768	638,520	645,019	646,019	646,019	10,251	1.6%
Parks & Open Space-Mem Field	24,311	23,682	27,202	28,190	28,190	28,190	4,508	19.0%
Parks & Open Space-Mem Pool	28,373	20,825	23,181	23,966	23,966	23,966	3,141	15.1%
Recreation - Memorial Pool	26,299	27,993	27,993	28,692	28,692	28,692	699	2.5%
Recreation - Administration	53,868	55,460	56,145	50,688	50,688	50,688	(4,772)	-8.6%
<b>Total Culture Park and Rec</b>	<b>756,979</b>	<b>763,728</b>	<b>773,041</b>	<b>776,555</b>	<b>777,555</b>	<b>777,555</b>	<b>13,827</b>	<b>1.8%</b>
Library Adult & Young Adult	518,184	509,630	516,946	526,110	526,110	526,110	16,480	3.2%
Library Buildings & Grounds	137,201	122,810	121,245	127,500	127,500	127,500	4,690	3.8%
Library Children Services	312,864	335,848	317,970	331,507	331,507	331,507	(4,341)	-1.3%
Library Administration	508,672	556,884	561,775	572,198	563,498	563,498	6,614	1.2%
<b>Total Library</b>	<b>1,476,921</b>	<b>1,525,172</b>	<b>1,517,936</b>	<b>1,557,315</b>	<b>1,548,615</b>	<b>1,548,615</b>	<b>23,443</b>	<b>1.5%</b>
Employee Benefits	4,139,047	4,309,262	4,435,852	4,672,256	4,672,256	4,672,256	362,994	8.4%
<b>Total Employee Benefits</b>	<b>4,139,047</b>	<b>4,309,262</b>	<b>4,435,852</b>	<b>4,672,256</b>	<b>4,672,256</b>	<b>4,672,256</b>	<b>362,994</b>	<b>8.4%</b>
General Liability & Insurance	463,129	475,221	481,328	497,442	497,442	497,442	22,221	4.7%
<b>Total Liability and Workers Comp</b>	<b>463,129</b>	<b>475,221</b>	<b>481,328</b>	<b>497,442</b>	<b>497,442</b>	<b>497,442</b>	<b>22,221</b>	<b>4.7%</b>
Operating Transfers	590,615	500,915	500,915	561,300	561,300	561,300	60,385	12.1%
<b>Total Operating Transfers</b>	<b>590,615</b>	<b>500,915</b>	<b>500,915</b>	<b>561,300</b>	<b>561,300</b>	<b>561,300</b>	<b>60,385</b>	<b>12.1%</b>
<b>Grand Total</b>	<b>18,858,917</b>	<b>19,490,443</b>	<b>19,468,166</b>	<b>20,607,780</b>	<b>20,181,458</b>	<b>20,192,804</b>	<b>702,361</b>	<b>3.60%</b>

**Department Title**

First Selectwoman's Office / Department of Administrative Services

**Department Description and Mission Statement**

The mission of the First Selectwoman's Office and the Administrative Services Department is to provide overall management, policy direction and human resources support to town departments and agencies, to address constituent concerns and to communicate to the public. The First Selectwoman is also responsible for representing the town both in contract matters and in public affairs.

The First Selectwoman serves as Chief Executive Officer of the town and all Director-level positions report to her. She chairs the Board of Selectmen, the Open Space Committee and the Business Development Committee. Responsibility for economic development initiatives and activities were transferred to the First Selectwoman's Office and the Administrative Services Department, in coordination with the Planning Department Office and Main Street Partnership.

The Administrative Services Department is primarily responsible for the development and administration of the town's human resources program and for providing assistance to the First Selectwoman in managing the general government operations of the town. The department plays a key role in the development of the Board of Selectmen's annual budget, assists in the implementation of town policies and initiatives and supports the town's economic development activities. In addition, the department leads the town's contract negotiations with its six unions and, with the Department of Finance, oversees the town's risk management function.

The Director and Deputy Director of Administrative Services staff the Retirement Plan Sub-Committee, the Economic Development Commission, the Insurance Committee, the Technology Task Force, the Business Development Committee, the Public Safety Sub-Committee, the Charter Revision Commission and the town's Safety Committee. The Director serves as the town's Americans with Disabilities Act (ADA) coordinator and the Deputy Director serves as the town's risk manager and provides communications support.

The department also includes an Employee Benefits and Human Resources Coordinator responsible for health and wellness benefits administration and day-to-day human resources issues.

This budget recommends the elimination of the part-time communications staff with those responsibilities transferred to the Deputy Director of Administrative Services.

**FY 2016/2017 Accomplishments**

• **Economic Development, Shared Services and Cost Savings**

○ **Economic Development Initiatives:**

- **Business Visitation Program:** Initiated a business visitation program to support and retain existing businesses as an important component of economic development. Met with over 80 local businesses over 150 times on-site and in Town Hall to discuss business development opportunities and available town, state and federal services and resources.
- Established regular coordinating meetings between Simsbury Main Street Partnership, Simsbury Chamber of Commerce, Planning, the FSO and the Business Resource Coordinator.
- **Economic Development Updates:** First Selectwoman's Report contains up-to-date status of development initiatives, opportunities and new businesses in Simsbury.
- **Tariffville Water District:** Worked with the Board of Selectmen, Town Staff and the Tariffville Water District to provide easement exchanges and to ensure that the District's water tank replacement project was completed in a timely manner.
- **Development Approval Process:** The First Selectwoman's Office works closely with the Planning Department and developers to communicate application processes and procedures.
- **Economic Development Implementation and Strategic Activities Report:** The First Selectwoman's Office completed an update on current and anticipated actions to promote economic development as recommended by the Board of Selectmen policies, the town's Marketing Study, and the Economic Development Task Force.

○ **Grants:**

- Coordinated grant application efforts working with the Board of Selectmen, Simsbury Main Street Partnership, the Town of Bloomfield, Simsbury Veterans and Town Staff resulting in over \$900,000 in grants, including a \$460,760 Main Street Investment Grant to advance the town's Streetscape project, a \$305,000 grant for Farmington Valley Greenway multipurpose trail and a \$150,000 STEAP grant to help complete construction of the beautiful new Veterans Memorial; worked closely with the Housing Authority on the administration of a Small Cities grant in the amount of over \$775,000 for roof replacement at Virginia Connelly Residences and other improvements for the Owen L. Murphy Apartments.

○ **Shared Services and Collaboration:**

- Participated in the creation of CT Prime – a regional captive insurance company designed to pool municipal resources and save tax dollars by reducing insurance costs – working with other municipalities, the Board of Selectmen and CREC.
- Worked with Board of Selectmen, Simsbury Fire District and Simsbury Volunteer Ambulance to update tax abatement ordinance for volunteers to better attract and retain new members.

- Conducted a joint study with the Board of Education on Information Technology to ensure coordination and identify efficiencies.
- Advocated with CIRMA for inclusion of Cyber Security insurance coverage for municipalities resulting in savings of \$10,000 and reduced risk.
- Worked CRCOG, Town Staff and the Board of Education to introduce Voice over Internet Protocol technology for Town and School offices.
- Served on the CCM State and Local Partnership Panel.
- **Emergency Preparation:**
  - Worked with Simsbury Fire District, Simsbury Volunteer Ambulance, Board of Education and others to conduct a simulated school emergency at the former site of The Hartford.
  - Participated in State Wide Emergency Drill on November 2, 2016.
  - Worked with the Board of Selectmen to pass a Fire Hydrant Maintenance ordinance to ensure that fire hydrants are always accessible in emergencies.
- **Access to and Transparency in Government:**
  - **Budget Process:** Unveiled OpenSimsbury to provide Simsbury residents with up-to-date, easy to understand information about the budget process.
  - **Accessibility:** Installed Hearing Assist in the Main Meeting Room to provide the public with an ADA-compliant assistive listening system.
  - **Website:** Upgrades to the town's website included easy access to municipal legal notices and information about town boards and commissions.
  - Created a Citizen's Guide to the Budget to assist residents in understanding the budgeting process.
- **Town Human Resources**
  - **Collective Bargaining:** Reached agreements with AFSCME (representing the bulk of the town's public works, parks and water pollution control employees) and UE Local 222, CILU/CIPU Local #41 (representing the town's dispatchers), providing competitive compensation and achieving the Board of Selectmen's goal of closing the pension plans to new employees represented by these unions.
- **Open Space**
  - Worked with Board of Selectmen to pass Open Space Ordinance for the sale or disposition of open space.
- **Constituent Response**
  - Coordinated with Department heads and provided assistance to over 500 constituent inquiries.

### **FY 2016/2017 Trends and Key Issues**

With Connecticut's state government facing significant financial challenges, economic development remains at the forefront of priorities. FY 2016/2017 saw the first full year of responsibility for economic development in the First Selectwoman's Office. The

First Selectwoman's office initiated and then expanded the business visitation program conducting on-site and town hall meetings with Simsbury-based businesses of all sizes. The First Selectwoman's office also coordinated grant activities to enhance economic development and adapted the First Selectwoman's Report to include up-to-date information on new businesses, programming at the Business Resource Center and development activities in town. The First Selectwoman's office staffed the Economic Development Commission and actively partnered with the Director of Planning and Community Development to ensure that interested developers, boards and commissions, and the public were fully served in all phases of the application process.

With the increased number of residential units in Town, the First Selectwoman's office will continue to analyze service needs and adjustments.

### **FY 2017/2018 Department Goals and Objectives**

- ***Sound Budgeting:*** Maintain a commitment to fiscal responsibility, cost savings and value to citizens.
- ***Economic Health. High Performing Government:*** Seek public input through public discussions on additional economic development initiatives and continue communications about economic development activities.
- ***Sound Budgeting. High Performing Government:*** Successfully conduct negotiations with the IBPO and the town's three CSEA bargaining units.
- ***High Performing Government:*** Represent Simsbury in statewide organizations to ensure Simsbury's priorities are heard and advocated for.
- ***High Performing Government:*** Design and implement a plan for transitioning to a Town Manager/Board of Selectmen model as required by Charter.
- ***Safe Community; High Performing Government:*** Implement cybersecurity improvements and audit testing to improve the security of the town's assets via a proposed project on the Capital Improvement Plan.

### **FY 2017/2018 Budget Summary**

Budget increases in this department reflect salary increases, costs associated with the transition to Town Manager, increased legal fees due to anticipated complex development and union negotiations. Savings were found by eliminating a part-time communications staff position and eliminating UPS pick-up charges. Telephone charges increased due to lateral transfers from other departments.



**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Responses to constituent inquiries				600+	600+
Board and Commission meetings staffed				86	80
Meetings with businesses				140	140

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5</b>	<b>5</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>CENTRAL ADMINISTRATION</u></b>									
FULL-TIME	400,240	172,603	384,381	385,000	369,627	369,627	369,627	(14,754)	-3.8%
PART-TIME	25,913	2,860	29,600	23,000	10,000	10,000	10,000	(19,600)	-66.2%
SEASONAL	2,720	1,395	5,500	4,000	4,000	4,000	4,000	(1,500)	-27.3%
FIRST SELECTPERSON STIPEND	-	-	-	-	1	1	5,833	5,833	***
CONTRACTUAL SERVICES	4,100	11,725	15,900	15,900	50,000	50,000	50,000	34,100	214.5%
ADVERTISING	11,100	7,172	6,000	9,000	9,000	9,000	9,000	3,000	50.0%
SPECIAL ACTIVITIES	3,975	347	3,000	3,000	3,000	3,000	3,000	-	0.0%
POSTAGE	3,509	1,104	2,500	2,500	1,900	1,900	1,900	(600)	-24.0%
OFFICE SUPPLIES	2,071	1,406	6,000	2,500	5,000	5,000	5,000	(1,000)	-16.7%
DUES & SUBSCRIPTIONS	1,846	2,235	3,000	3,500	5,200	5,200	5,200	2,200	73.3%
<b>Subtotal</b>	<b>455,473</b>	<b>200,848</b>	<b>455,881</b>	<b>448,400</b>	<b>457,728</b>	<b>457,728</b>	<b>463,560</b>	<b>7,679</b>	<b>1.7%</b>
<b><u>ADMINISTRATIVE SERVICES</u></b>									
EDUCATION REIMBURSEMENT	629	-	4,400	1,500	4,400	4,400	4,400	-	0.0%
CONSULTANT	2,125	-	5,000	5,000	5,000	5,000	5,000	-	0.0%
COPY & PRINTING SERVICES	5,920	2,775	9,000	7,000	9,000	9,000	9,000	-	0.0%
EQUIPMENT MAINTENANCE	8,425	2,923	8,000	7,300	8,000	8,000	8,000	-	0.0%
TELEPHONE SERVICE	30,673	18,619	29,000	34,000	45,000	45,000	45,000	16,000	55.2%
CONFERENCES & EDUCATION	1,408	2,521	4,500	3,000	2,500	2,500	2,500	(2,000)	-44.4%
TRAVEL	1,066	295	500	500	500	500	500	-	0.0%
<b>Subtotal</b>	<b>50,245</b>	<b>27,133</b>	<b>60,400</b>	<b>58,300</b>	<b>74,400</b>	<b>74,400</b>	<b>74,400</b>	<b>14,000</b>	<b>23.2%</b>
<b><u>BOS - COMMUNITY SERVICES</u></b>									
SPECIAL ACTIVITIES	5,911	2,184	9,000	9,000	10,000	10,000	10,000	1,000	11.1%
PUBLIC AGENCY SUPPORT	64,881	50,521	50,521	50,521	51,248	51,248	51,248	727	1.4%
<b>Subtotal</b>	<b>70,793</b>	<b>52,705</b>	<b>59,521</b>	<b>59,521</b>	<b>61,248</b>	<b>61,248</b>	<b>61,248</b>	<b>1,727</b>	<b>2.9%</b>
<b><u>LEGAL SERVICES</u></b>									
LEGAL FEES	157,043	71,475	111,000	111,000	111,000	111,000	111,000	-	0.0%
LABOR RELATIONS	25,333	10,099	25,000	25,000	50,000	50,000	44,167	19,167	76.7%
<b>Subtotal</b>	<b>182,376</b>	<b>81,574</b>	<b>136,000</b>	<b>136,000</b>	<b>161,000</b>	<b>161,000</b>	<b>155,167</b>	<b>19,167</b>	<b>14.1%</b>
<b><u>HEALTH</u></b>									
CONTRACTUAL SERVICES	122,694	62,935	125,869	125,869	130,262	130,262	130,262	4,393	3.5%
<b>Subtotal</b>	<b>122,694</b>	<b>62,935</b>	<b>125,869</b>	<b>125,869</b>	<b>130,262</b>	<b>130,262</b>	<b>130,262</b>	<b>4,393</b>	<b>3.5%</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>ECONOMIC DEVELOPMENT</u></b>									
PART-TIME	1,168	376	1,000	800	1,000	1,000	1,000	-	0.0%
POSTAGE	-	0	200	200	200	200	200	-	0.0%
OFFICE SUPPLIES	-	-	200	200	-	-	-	(200)	-100.0%
PUBLIC AGENCY SUPPORT	56,400	54,000	54,000	54,000	54,000	54,000	54,000	-	0.0%
<b>Subtotal</b>	<b>57,568</b>	<b>54,376</b>	<b>55,400</b>	<b>55,200</b>	<b>55,200</b>	<b>55,200</b>	<b>55,200</b>	<b>(200)</b>	<b>-0.4%</b>
<b><u>TOURISM</u></b>									
CONTRACTUAL SERVICES	6,500	6,500	5,000	6,500	6,500	5,000	5,000	-	0.0%
ADVERTISING	-	-	100	100	1,000	500	500	400	400.0%
POSTAGE	-	-	-	-	100	100	100	100	***
OFFICE SUPPLIES	-	-	145	145	300	145	145	-	0.0%
CONFERENCES & EDUCATION	-	-	-	-	100	-	-	-	0.0%
<b>Subtotal</b>	<b>6,500</b>	<b>6,500</b>	<b>5,245</b>	<b>6,745</b>	<b>8,000</b>	<b>5,745</b>	<b>5,745</b>	<b>500</b>	<b>9.5%</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>LAND USE COMMISSIONS</u></b>									
PART-TIME	9,356	4,464	8,000	9,000	9,500	9,500	9,500	1,500	18.8%
CONTRACTUAL SERVICES	-	-	2,500	2,500	5,000	2,500	2,500	-	0.0%
ADVERTISING	8,352	3,447	8,000	7,750	8,500	8,500	8,500	500	6.3%
COPY & PRINTING SERVICES	845	748	1,500	1,500	1,500	1,500	1,500	-	0.0%
POSTAGE	1,416	328	1,500	1,400	1,500	1,500	1,500	-	0.0%
OFFICE SUPPLIES	80	147	550	550	600	600	600	50	9.1%
DUES & SUBSCRIPTIONS	816	210	2,000	2,000	2,000	2,000	2,000	-	0.0%
<b>Subtotal</b>	<b>20,865</b>	<b>9,344</b>	<b>24,050</b>	<b>24,700</b>	<b>28,600</b>	<b>26,100</b>	<b>26,100</b>	<b>2,050</b>	<b>8.5%</b>
<b><u>HISTORIC DISTRICT COMMISSION</u></b>									
PART-TIME	328	348	700	696	700	700	700	-	0.0%
ADVERTISING	-	-	200	-	200	200	200	-	0.0%
OFFICE SUPPLIES	-	-	175	-	175	175	175	-	0.0%
TRAFFIC CONTROL SUPPLIES	-	-	500	500	500	500	500	-	0.0%
<b>Subtotal</b>	<b>328</b>	<b>348</b>	<b>1,575</b>	<b>1,196</b>	<b>1,575</b>	<b>1,575</b>	<b>1,575</b>	<b>-</b>	<b>0.0%</b>
<b><u>PUBLIC BUILDING COMMISSION</u></b>									
PART-TIME	1,570	575	1,200	1,200	1,200	1,200	1,200	-	0.0%
POSTAGE	27	47	180	120	120	120	120	(60)	-33.3%
OFFICE SUPPLIES	-	-	25	25	25	25	25	-	0.0%
<b>Subtotal</b>	<b>1,597</b>	<b>622</b>	<b>1,405</b>	<b>1,345</b>	<b>1,345</b>	<b>1,345</b>	<b>1,345</b>	<b>(60)</b>	<b>-4.3%</b>
<b><u>BEAUTIFICATION</u></b>									
POSTAGE	42	-	45	45	45	45	45	-	0.0%
AGRICULTURAL SUPPLIES	3,876	622	4,000	4,000	4,000	4,000	4,000	-	0.0%
FACILITIES MAINTENANCE	199	-	120	120	120	120	120	-	0.0%
WATER CHARGES	294	153	550	550	550	550	550	-	0.0%
<b>Subtotal</b>	<b>4,410</b>	<b>775</b>	<b>4,715</b>	<b>4,715</b>	<b>4,715</b>	<b>4,715</b>	<b>4,715</b>	<b>-</b>	<b>0.0%</b>

**Department Title**

Election Administration/Registrars of Voters

**Department Description and Mission Statement**

The operations of the office of the Registrars of Voters are governed by the Secretary of the State's office and state statute. The Registrars of Voters are jointly responsible for the administration of state election laws.

The department directs all local, state and federal elections and primaries, and the town's budget referendum, including hiring and training of poll staff, equipment testing and operation, absentee voter counting, reporting of results, and records retention. Registrars supervise voter registration, maintain the list of qualified electors, and conduct the annual canvass of registered voters.

**FY 2016/2017 Accomplishments**

- Successfully implemented use of new voting equipment for disabled voters.
- Registered more than 2000 new voters in first half of fiscal year.
- Conducted Presidential election and reported results using new Election Management System.

**FY 2016/2017 Trends and Key Issues**

Our department was faced with unexpected and unfunded expenses, including implementing use of new voting equipment for disabled voters (result of a Department of Justice Order), and registered more than twice the number of voters anticipated due to automatic voter registration at Department of Motor Vehicles (mandated after 2017 budget was already approved).

**FY 2017/2018 Goals and Objectives**

- ***High Performing Government:*** To support election related legislation that creates opportunity for cost savings and regional efficiency.
- ***High Performing Government:*** To lobby against state legislation that would increase department costs including no-excuse absentee voting.
- ***High Performing Government:*** To administer state and federal election laws fairly and accurately.
- ***Sound Budgeting, High Performing Government:*** To ensure transparent and efficient elections in the most cost effective manner.

**FY 2017/2018 Budget Summary**

The Registrars of Voters budget decreased \$14,916 or -12.8% due to Board of Selectmen approved salary increases and not having to hold a Presidential election in November 2017.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Registered Voters	15,660	15,732	16,130	17,813	17,813
Department Budget	94,725	86,173	99,020	104,949 (*unfunded state mandated training)	103,496 (*unfunded state mandated training)
Cost per registered voter	\$6.04	\$5.47	\$6.13	\$5.89	\$5.81

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>1.0 (2 P/T EEs)</b>	<b>1.0 (2 P/T EEs)</b>	<b>1.0 (2 P/T EEs)</b>	<b>1.0 (2 P/T EEs)</b>	<b>1.0 (2 P/T EEs)</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>ELECTION ADMINISTRATION</u></b>									
PART-TIME	29,082	18,798	30,246	25,000	20,780	20,780	20,780	(9,466)	-31.3%
REGISTRARS	47,538	22,949	47,540	50,040	52,540	52,540	52,540	5,000	10.5%
UNEMPLOYMENT COMPENSATION	895	98	321	200	200	200	200	(121)	-37.7%
ADVERTISING	909	145	2,000	1,200	2,000	2,000	2,000	-	0.0%
COPY & PRINTING SERVICES	7,807	5,553	10,500	6,803	5,350	5,350	5,350	(5,150)	-49.0%
POSTAGE	1,930	1,991	1,968	3,000	1,680	1,680	1,680	(288)	-14.6%
OFFICE SUPPLIES	532	4,247	2,000	4,247	2,000	2,000	2,000	-	0.0%
PROGRAM SUPPLIES	2,061	968	2,340	1,800	1,278	1,278	1,278	(1,062)	-45.4%
EQUIPMENT MAINTENANCE	12,384	6,564	14,150	10,414	10,535	10,535	10,535	(3,615)	-25.5%
CONFERENCES & EDUCATION	1,100	395	5,140	1,700	4,180	4,180	4,180	(960)	-18.7%
TRAVEL	365	155	487	400	1,198	1,198	1,198	711	146.0%
DUES & SUBSCRIPTIONS	155	75	120	155	155	155	155	35	29.2%
<b>Subtotal</b>	<b>104,759</b>	<b>61,937</b>	<b>116,812</b>	<b>104,959</b>	<b>101,896</b>	<b>101,896</b>	<b>101,896</b>	<b>(14,916)</b>	<b>-12.8%</b>

**Department Title**

Town Clerk

**Department Description and Mission Statement**

It is the mission of the Town Clerk's Office to serve as the liaison between the local government and the residents and patrons of Simsbury, making sure that information is easily accessible and reliably provided, all while delivering the highest quality of customer service.

The Town Clerk's Office receives and maintains extensive records concerning real estate transactions; births, deaths, and marriages; elections, primaries and referenda; meeting minutes for Town boards and commissions; military discharges; hunting and fishing sport licenses; dog licenses; liquor licenses; notaries public; justices of the peace; trade name certificates; and other historical documents that date back to the seventeenth century. State Statutes, the Town Charter, and local ordinances govern the implementation of duties for this office.

**FY 2016/2017 Accomplishments**

- In November of 2016, pages from volumes 293 through 331 of the Simsbury Town Clerk's Land Records were scanned, and the images were then attached to the Town Clerk's Electronic Land Record Index using monies from the Town Clerk's Office Special Revenue Fund.
- The Town Clerk's Office applied for and received \$4,000 from the CT State Library as part of the Historic Documents Preservation Program. This money was used to scan and attach more images to the Town Clerk's Electronic Land Record Index.
- The Town Clerk's Office issued nearly 1,900 Absentee Ballots for the November 2016 State Election.

**FY 2016/2017 Trends and Key Issues**

- Property sales were steady resulting in a good amount of conveyance tax revenue for the Town of Simsbury. Generally, December does not bring in a lot of conveyance tax revenue, but it was one of the best months this fiscal year.
- With an increase in land record recordings, it is likely that there were more title searches being executed, which could have been the cause of an increase in number of land record copies sold.



### **FY 2017/2018 Goals and Objectives**

- ***Sound Budgeting, Economic Health, High Performing Government:*** To launch eRecording (the electronic recording of land records), allowing title companies, attorneys, etc. to submit land records electronically to the Town Clerk's Office for recording. This new capability will create cost and time savings for the Town Clerk's Office.
- ***Economic Health, High Performing Government:*** To begin establishing/implementing a Records Management Program for the Town Clerk's Office. In doing so, the Town Clerk's Office will be able to more effectively and efficiently keep control of its records throughout their life cycle. Having a program in place will make it easier for Town Clerk Staff to locate records, determine which records are permanent and which records can be appropriately disposed of. Requesting disposal will be able to be done in a more timely fashion, freeing up valuable space in the vault that needs to be retained for permanent records.
- ***Sound Budgeting, High Performing Government:*** Apply for the annual Connecticut State Library Historic Documents Preservation Grant to be used for the preservation and conservation of the Town Clerk's permanent records.
- ***High Performing Government:*** To take part in the State Elections Enforcement Commission's pilot program, which entails all candidates, candidate committees and political committees that normally file with the Town Clerk's office to now register and file disclosure statements with the Commission for the 2017 election cycle. The Town of Simsbury was one of twenty municipalities invited to apply for the pilot program in January of 2016.

### **FY 2017/2018 Budget Summary**

The Town Clerk's budget decreased 4.4% (-\$10,138) due primarily to the hiring of a new Town Clerk at a reduced salary.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Gross Amount of Fees Collected	\$773,308	\$717,381	\$878,744	\$863,300	\$850,000
Percentage of Fees Sent to State	30%	30%	25%	30%	30%
Conveyance Taxes Collected	\$331,491	\$293,385	\$454,628	\$362,600	\$360,000
Land Record Fees Collected	\$125,213	\$119,436	\$121,029	\$142,445	\$140,000
Number of Land Record Documents	4,280	3,852	3,979	4,275	4,200
Number of Maps Filed	45	51	29	50	50
Number of Land Record Copies Sold	18,254	19,235	19,563	20,250	20,960
Dog Licenses Issued	2,364	2,229	2,273	2,300	2,300
Sport Licenses Issued	446	363	381	260	220
Liquor Licenses Filed	49	36	35	40	40
Trade Names Filed	83	58	58	50	50
Notary Certificates Filed	55	62	46	55	55
Military Discharges Filed	13	24	23	24	24
Burial Permits Issued	113	125	96	100	100
Cremation Certificates Issued	59	63	48	50	50
Births (occurring in town & Simsbury as resident town-filed in Town Clerk Vault)	171	164	202	170	175
Deaths (occurring in town & Simsbury as resident town-filed in Town Clerk Vault)	196	215	168	176	185
Marriages (occurring in town & Simsbury as resident town-filed in Town Clerk Vault)	281	303	241	346	300
Certified Copies of Vitals (Births, Deaths & Marriages) Issued	1368	1550	1347	1372	1400
Marriage Licenses Issued	248	258	210	268	280

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>TOWN CLERK</u></b>									
FULL-TIME	197,336	98,265	199,523	199,500	189,136	189,136	189,136	(10,387)	-5.2%
OVERTIME	54	57	500	257	500	500	500	-	0.0%
CONTRACTUAL SERVICES	15,840	7,125	16,900	17,000	17,125	17,125	17,125	225	1.3%
ADVERTISING	101	32	160	152	160	160	160	-	0.0%
COPY & PRINTING SERVICES	6,014	2,451	7,799	6,710	2,800	2,800	2,800	(4,999)	-64.1%
BANK FEES	-	-	118	-	118	118	118	-	0.0%
POSTAGE	2,313	1,120	3,000	2,463	3,000	3,000	3,000	-	0.0%
OFFICE SUPPLIES	387	120	600	474	5,599	5,599	5,599	4,999	833.2%
EQUIPMENT MAINTENANCE	-	-	100	-	100	100	100	-	0.0%
CONFERENCES & EDUCATION	2,128	492	2,025	987	2,025	2,025	2,025	-	0.0%
MILEAGE	-	-	355	84	355	355	355	-	0.0%
DUES & SUBSCRIPTIONS	210	-	235	235	260	260	260	25	10.6%
<b>Subtotal</b>	<b>224,383</b>	<b>109,661</b>	<b>231,315</b>	<b>227,861</b>	<b>221,178</b>	<b>221,178</b>	<b>221,178</b>	<b>(10,137)</b>	<b>-4.4%</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>REGIONAL PROBATE COURT</u></b>									
PUBLIC AGENCY SUPPORT	2,104	-	2,104	2,104	4,252	2,104	2,104	-	0.0%
<b>Subtotal</b>	<b>2,104</b>	<b>-</b>	<b>2,104</b>	<b>2,104</b>	<b>4,252</b>	<b>2,104</b>	<b>2,104</b>	<b>-</b>	<b>0.0%</b>

**Department Title**

Finance Department

**Department Mission Statement and Description**

The mission of the Finance Department is to provide the highest level of fiscal integrity and department support through training, prudent policies and business practices within its procurement, payroll, accounts payable, accounting and reporting, tax collection and debt management.

The Department of Finance consists of the following offices: Financial Administration, Assessor's Office, and Tax Office. The budgets for the Assessor's Office and Tax Office are presented separately in the budget document. The Director of Finance staffs the Board of Finance, the Tri-Board Long Term Planning Committee, and the Tri-Board Simsbury Farms Special Revenue Committee.

The Finance Department handles all the day-to-day fiscal operations of the Town including accounts payable, payroll, accounting, treasury management, and financial reporting. The department is responsible for establishing policies and procedures to safeguard the town's assets. The Finance Department prepares the Comprehensive Annual Financial Report and has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the last 18 years. The Finance Director coordinates with the Board of Selectmen and Board of Finance to issue debt in accordance with town policy.

**FY 2016/2017 Accomplishments**

- Awarded the GFOA Award for Excellence in Financial Reporting for the 18<sup>th</sup> consecutive year.
- Closed FY 2016 with an increase to general fund reserves totaling \$877,481, successfully meeting the goal of enabling the Board of Finance to assign \$1.5 million of fund balance to be used to offset the tax loss from the former Hartford Insurance property in FY18 and FY19.
- Launched the OpenSimsbury online budget tool to provide increased transparency into government operations.
- Created a dynamic cash flow planning model for capital affordability considerations by the Boards of Selectmen and Finance.
- Developed a robust long-range budget planning model to facilitate budget discussions.
- Redesigned the FY17 budget website and proposed FY18 budget documents to increase transparency and ease of use.
- Provided staff support for the Long-Range Planning Subcommittee, Simsbury Farms Special Revenue Fund Committee, Finance Subcommittee of the Board of Selectmen, Insurance Advisory Committee; and Retirement Subcommittee.
- Launched a Fraud Hotline in accordance with the recommendation of the town's auditor, Blum Shapiro & Co., enabling anonymous reporting of suspected fraud to further protect and safeguard the town's assets.

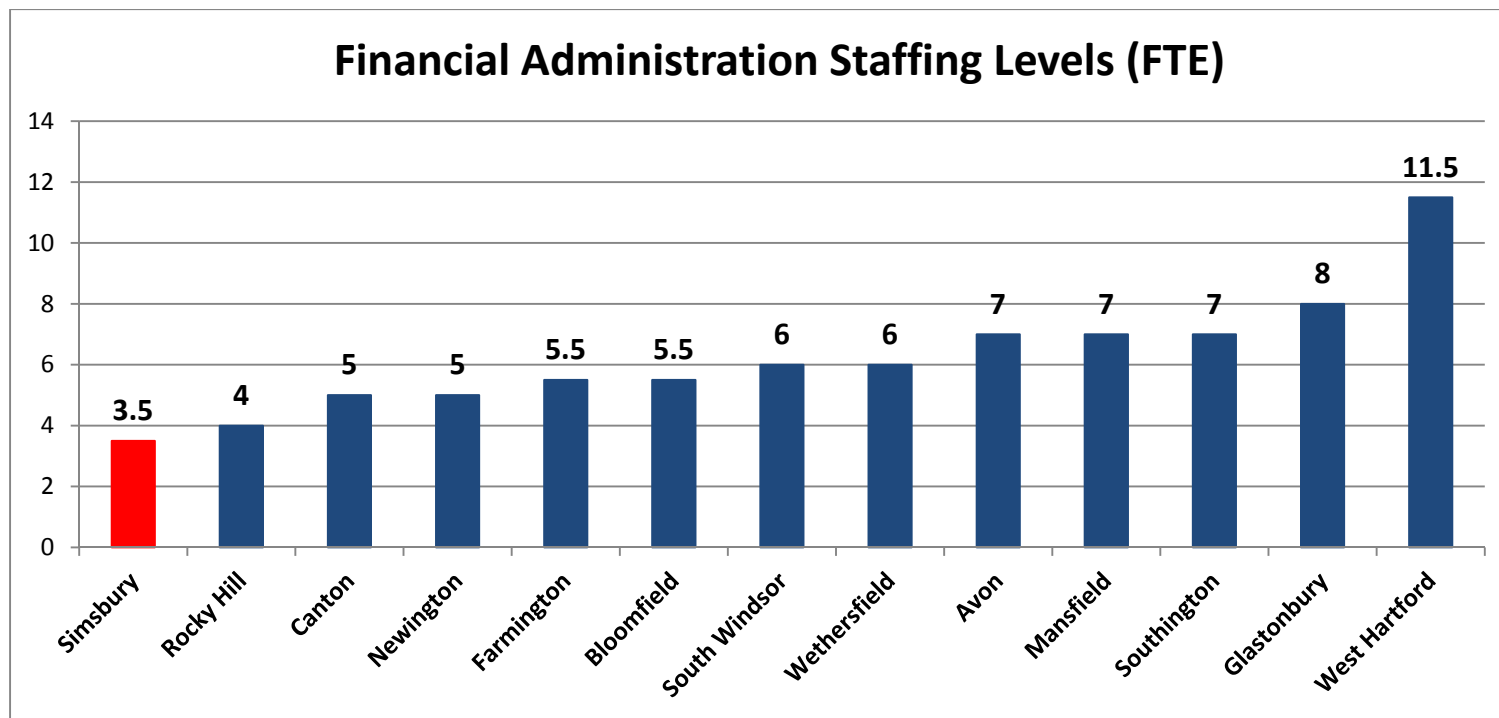
- The Finance Director represented the Town's interests throughout the development of the CT Prime Municipal Captive Insurance Company, attending multiple meetings and was appointed to the Executive Board of Directors to be in a position to best protect Simsbury's interests.
- Instituted monthly budget updates for the First Selectwoman and Department Heads.
- Reinstated quarterly budget updates for the Board of Selectmen and Board of Finance.

### **FY 2016/2017 Trends and Key Issues**

The perpetual fiscal challenges facing the State of Connecticut continue to create budgeting challenges and revenue uncertainties. The state's budget planning process does not provide timely information for preparing meaningful state-aid revenue estimates. The state is currently projecting an estimated \$1.5 billion deficit for FY18.

Cybersecurity is an ever-increasing concern in both the public and private sector. We are examining our policies and procedures for improvements and looking to upgrade various financial programs to improve our protection against cyber threats.

The staffing level in the Finance Department continue to be a challenge as the department has an ever-increasing work load while a position eliminated in FY14 has never been refilled. During FY17 the Department partnered with UConn as part of an Internship/Professional Practicum Program to better meet the Department's needs. It is anticipated that the Department will need to increase staffing in the near future as the grand list grows. The department has been tasked with staffing an increased number of subcommittees and providing an increased amount of financial analysis including the creation of new financial planning models and capital cash flow projections. Additionally, the Finance Department is the only town department without an administrative assistant, which means that filing, copying/printing, scheduling and room reservations, agenda filing and board packet distribution are primarily done by the Finance Director and Assistant Finance Director. A survey of 12 towns typically considered by the Board of Selectmen Personnel Subcommittee reveals that the town's staffing level is the lowest of its peers, including 1.5 FTEs lower than our neighbor Canton, which has a smaller budget and overall operation.



#### **FY 2017/2018 Goals and Objectives**

- ***Sound Budgeting, High Performing Government:*** Maintain Aaa Bond Rating through sound financial management policies and healthy reserve levels.
- ***Sound Budgeting, High Performing Government:*** Implement Positive Pay through Simsbury Bank in accordance with the auditors recommendation to further enhance cash management security.
- ***Sound Budgeting, Safe Community, High Performing Government:*** In partnership with the Board of Education, conduct a fraud audit and perform needed cyber security upgrades to improve the protection of town assets via a proposed project on the Capital Improvement Plan.
- ***High Performing Government:*** Increase staff training opportunities, particularly with regard to cyber-security threat risk avoidance.
- ***Economic Health, High Performing Government:*** Work to improve the OpenSimsbury program based on feedback from citizens, public officials and town staff.

**FY 2017/2018 Budget Summary**

The Finance Department budget increased 8.4% (\$29,023) due to anticipated and negotiated salary increases, the inclusion of the UConn IPP Intern at \$15,700 to partially offset the requested budget analyst position not included (\$75,000), and the addition of an asset control system as recommended by the Town’s auditors as part of the FY16 audit. The Board of Finance budget also reflects a decrease in the advertising budget due to Charter language changes to the budget notice requirements.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Consecutive Years Receiving GFOA Financial Reporting Award	16	17	18	19	20
Unassigned General Fund Balance as a % of Expenditures	12.6%	12.9%	12.2%	12.4%	12.5%
Moody’s Bond Rating	Aaa (Highest)	Aaa (Highest)	Aaa (Highest)	Aaa (Highest)	Aaa (Highest)
W-2’s Issued	398	385	394	390	390
1099’s Issued	178	187	173	175	175
Accounts Payable Checks Issued	6,101	6,296	6,312	6,500	6,600

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>4.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>



	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>FINANCE DEPARTMENT</u></b>									
FULL-TIME	291,819	132,045	324,213	293,177	405,386	330,386	330,386	6,173	1.9%
PART-TIME	1,558	-	-	-	-	-	-	-	0.0%
OVERTIME	(22)	359	-	550	700	700	700	700	***
SEASONAL	2,110	-	4,000	3,000	3,000	2,000	2,000	(2,000)	-50.0%
CONTRACTUAL SERVICES	9,929	15,925	10,000	17,850	33,200	33,200	33,200	23,200	232.0%
ADVERTISING	365	-	-	-	400	400	400	400	***
COPY & PRINTING SERVICES	992	38	200	200	1,000	1,000	1,000	800	400.0%
BANK FEES	258	572	500	750	500	500	500	-	0.0%
POSTAGE	2,877	1,137	3,000	3,000	3,000	3,000	3,000	-	0.0%
OFFICE SUPPLIES	4,012	1,519	3,000	3,000	3,000	3,000	3,000	-	0.0%
CONFERENCES & EDUCATION	649	535	1,000	1,000	750	750	750	(250)	-25.0%
DUES & SUBSCRIPTIONS	825	316	990	687	990	990	990	-	0.0%
<b>Subtotal</b>	<b>315,372</b>	<b>152,447</b>	<b>346,903</b>	<b>323,214</b>	<b>451,926</b>	<b>375,926</b>	<b>375,926</b>	<b>29,023</b>	<b>8.4%</b>
<b><u>AUDIT SERVICES</u></b>									
CONSULTANT	48,804	27,740	36,950	36,600	40,000	40,000	37,600	650	1.8%
<b>Subtotal</b>	<b>48,804</b>	<b>27,740</b>	<b>36,950</b>	<b>36,600</b>	<b>40,000</b>	<b>40,000</b>	<b>37,600</b>	<b>650</b>	<b>1.8%</b>
<b><u>BOARD OF FINANCE</u></b>									
PART-TIME	1,669	729	2,000	1,700	2,000	2,000	2,000	-	0.0%
ADVERTISING	3,185	-	3,000	3,200	1,000	1,000	1,000	(2,000)	-66.7%
COPY & PRINTING SERVICES	6,462	2,739	5,000	5,400	5,500	5,500	5,500	500	10.0%
POSTAGE	177	-	120	120	120	120	120	-	0.0%
OFFICE SUPPLIES	298	149	100	149	100	100	100	-	0.0%
<b>Subtotal</b>	<b>11,790</b>	<b>3,617</b>	<b>10,220</b>	<b>10,569</b>	<b>8,720</b>	<b>8,720</b>	<b>8,720</b>	<b>(1,500)</b>	<b>-14.7%</b>

**Department Title**

Tax Department

**Department Mission Statement and Description**

The mission of the Tax Department is to maintain the financial well-being of the town through the efficient collection of taxes. Property taxes are the major source of revenue for the town and fund the quality services Simsbury residents depend on.

The Tax Collector collects both current and delinquent taxes for real estate and motor vehicles and sewer use and sewer/water assessments. The Department is also responsible for the collection and balancing of all fire district taxes.

**FY 2016/2017 Accomplishments**

- The Department collected taxes at a rate above 99%.
- Increased the number of people paying online by over 25%.
- Increased paperless billing by 226% from 87 to 284.
- Recorded record collection on one day at over one million dollars, all in online payments.
- Initiated a Pay-By-Text option for residents.
- Tax Collector serves as Chairwoman of the Bank of Escrow Committee for the Connecticut Tax Collector's Association.
- Tax Collector serves on the Executive Board for the Connecticut Tax Collector's Association.

**FY 2016/2017 Trends and Key Issues**

Despite the continued slow economic recovery from the Great Recession of 2008, tax collections remain high. We anticipate seeing more residents pay by text over the coming years.

**FY 2017/2018 Goals and Objectives**

- ***Sound Budgeting, High Performing Government:*** Keep collection rate above 99%.
- ***Sound Budgeting:*** Hold a tax sale in July 2017.
- ***Safe Community, Economic Health, High Performing Government:*** Evaluate and possibly install an ATM in the Police Department lobby for tax payment ease.

- **Neighborhood Livability and Social Health:** Initiate Pay by Phone Interactive Voice Response (IVR) system for 1-800 tax payment option.
- **Economic Health, Neighborhood Livability and Social Health, High Performing Government:** Communicate new tax payment options including pay by text.

**FY 2017/2018 Budget Summary**

The Tax department’s budget increased 2.7% (\$4,586) due to negotiated salary increases and contractual increases for Quality Data Processing.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Online Payments	7,527	9,372	10,430	11,000	12,000
Collection Rate	99.45%	99.38%	99.59%	99.60%	99.60%
Paperless Billing	0	87	284	350	500

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>TAX DEPARTMENT</u></b>									
FULL-TIME	89,852	44,499	92,073	92,073	93,560	93,560	93,560	1,487	1.6%
PART-TIME	39,920	20,317	32,573	32,800	33,387	33,387	33,387	814	2.5%
SEASONAL	3,908	2,123	3,300	2,123	3,000	3,000	3,000	(300)	-9.1%
BOND INSURANCE	183	196	190	196	200	200	200	10	5.3%
CONTRACTUAL SERVICES	25,539	14,687	28,000	28,000	30,400	30,400	30,400	2,400	8.6%
ADVERTISING	459	230	460	460	460	460	460	-	0.0%
COPY & PRINTING SERVICES	969	1,092	1,100	1,100	500	500	500	(600)	-54.5%
BANK FEES	4,257	2,871	4,500	4,900	5,000	5,000	5,000	500	11.1%
POSTAGE	3,653	3,210	4,000	4,500	4,500	4,500	4,500	500	12.5%
OFFICE SUPPLIES	701	290	1,000	1,000	750	750	750	(250)	-25.0%
TECHNICAL & PROGRAM SUPPLIES	1,218	273	650	650	650	650	650	-	0.0%
CONFERENCES & EDUCATION	1,275	70	1,575	1,575	1,575	1,575	1,575	-	0.0%
DUES & SUBSCRIPTIONS	247	98	250	275	275	275	275	25	10.0%
<b>Subtotal</b>	<b>172,181</b>	<b>89,956</b>	<b>169,671</b>	<b>169,652</b>	<b>174,257</b>	<b>174,257</b>	<b>174,257</b>	<b>4,586</b>	<b>2.7%</b>

## **Department Title**

Assessor's Office

## **Department Description and Mission Statement**

The Assessor's Office is responsible for discovering, listing, and valuing property and administering exemption and tax relief programs as required by applicable state and federal law or local ordinance.

## **FY 2016/2017 Accomplishments**

- The Board of Selectmen awarded the revaluation contract to Municipal Valuation Services, LLC at \$141,100. The range of responsive bids for that option was \$141,100 to \$275,000, and work began in September, with an initial field review completed by early December. The assessor's office worked with the company on this, including providing current property record cards and other information, and orientation in field review.
- Personal property annual canvass and sending, receiving and data entering personal property declarations.
- Field work for new construction.
- Completed the 2015 Supplemental Motor Vehicle list, which was larger than usual this year, probably because some vehicles had been left off of the October 1, 2015 regular list from DMV. The supplemental assessments for a full year are the same as if on the October 1, 2015 list, and the tax is the same amount, and received in the same fiscal year.
- Valuation of taxable real estate and personal property (other than registered motor vehicles) is substantially complete, as are exemptions, subject to further edits and the motor vehicle list has been priced, and exemptions applied. The 2016 grand list will be complete by January 31, 2017.

## **FY 2016/2017 Trends and Key Issues**

The demolition of the Hartford Life building and the loss of its personal property make the 2016 grand list, combined with new construction and newly-approved sites, roughly 1% less than the previous year. Apart from the changes in value from the 2017 revaluation, it appears that the October 1, 2017 grand list likely will have recovered to its 2015 level.

## **FY 2017/2018 Goals and Objectives**

- ***Sound Budgeting, High Performing Government:*** Complete the 2017 revaluation.
- ***High Performing Government:*** Maintain staff training.

- **Sound Budgeting, Economic Health, High Performing Government:** Continue to value property fairly and in a timely manner.
- **Sound Budgeting, Neighborhood Livability and Social Health:** Continue to administer the tax exemption relief programs.

**FY 2017/2018 Budget Summary**

The Assessor's budget increased 2.4% (\$5,881) due to negotiated salary increases and contractual service increases for maintaining maps under GIS. The part-time line item increased to pay for additional commission clerk hours for Board of Assessment Appeals meetings due to an anticipated increase in revaluation appeals.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Assessment Corrections	1,943	1,833	1,827	1,800	1,942
Real Estate Parcels	9,356	9,334	9,398	9,417	9,438
Assessment Appeals	58	54	64	70	275

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>2.5</b>	<b>2.4</b>	<b>2.8</b>	<b>3.0</b>	<b>3.0</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>ASSESSOR'S OFFICE</u></b>									
FULL-TIME	203,523	106,818	221,883	221,810	225,657	225,657	225,657	3,774	1.7%
PART-TIME	142	-	651	651	651	651	651	-	0.0%
CONTRACTUAL SERVICES	22,822	17,737	21,000	21,000	23,390	22,390	22,390	1,390	6.6%
ADVERTISING	21	30	35	30	35	35	35	-	0.0%
POSTAGE	1,228	582	1,300	1,200	1,300	1,300	1,300	-	0.0%
OFFICE SUPPLIES	1,047	870	1,200	1,200	1,200	1,200	1,200	-	0.0%
EQUIPMENT MAINTENANCE	822	-	375	100	375	375	375	-	0.0%
CONFERENCES & EDUCATION	1,399	323	1,045	1,500	1,045	1,045	1,045	-	0.0%
MILEAGE	-	-	-	-	642	642	642	642	***
DUES & SUBSCRIPTIONS	693	780	790	780	865	865	865	75	9.5%
<b>Subtotal</b>	<b>231,698</b>	<b>127,140</b>	<b>248,279</b>	<b>248,271</b>	<b>255,160</b>	<b>254,160</b>	<b>254,160</b>	<b>5,881</b>	<b>2.4%</b>

**Department Title**

Computer Department

**Department Description and Mission Statement**

The Computer department has two FTE that oversee the daily operations of municipal offices, including the offices of the Simsbury Police Department, Simsbury Public Library, Board of Education, Regional Probate Office and Water Treatment Facilities. In addition to daily operations the department continues to research and implement technologies that provide cost and administrative efficiencies. Department participates in monthly meetings with Simsbury's Technology Task Force on technology activities, issues and recommendations.

**FY 2016/2017 Accomplishments**

- Deployment of Virtual Desktop technology.
- Hosted VoIP projects – Simsbury Farms and Board of Education via State sponsored CEN network.
- Completion of Security Vulnerability Assessment by MS-ISAC.
- Completion of Technology assessment by BlumShapiro.

**FY 2016/2017 Trends and Key Issues**

- Migration of municipal and law enforcement wired/wireless network.
- Cybersecurity review and activities.
- Cloud-based technology.

**FY 2017/2018 Goals and Objectives**

- ***Safe Community; High Performing Government:*** Implement cybersecurity improvements and audit testing to improve the security of the town's assets via a proposed project on the Capital Improvement Plan.
- ***Safe Community; High Performing Government:*** Research in Cloud-based Disaster Recovery / Backup site.
- ***Safe Community; High Performing Government:*** CJIS review and implementation of security standards.



**FY 2017/2018 Budget Summary**

The Computer budget decreased -12.9% (-\$26,337) due to the elimination of a full-time computer position. Increases resulted from negotiated salaries and contractual services due to the elimination of the full-time position.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Help Desk Tickets	1886	1654	1346	1526	1700
Total support/services hours	1130	1045	780	839	1000
Tickets response within 24 hours	95.7%	96.3%	90.7%	92%	97%
Internet Portal Service Requests	185	152	328	300	400

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>INFORMATION TECHNOLOGY</u></b>									
FULL-TIME	106,683	53,251	147,377	109,428	159,550	109,550	109,550	(37,827)	-25.7%
OVERTIME	338	-	-	-	-	-	-	-	0.0%
CONTRACTUAL SERVICES	41,959	4,600	37,500	35,600	36,990	46,990	46,990	9,490	25.3%
POSTAGE	-	29	50	42	50	50	50	-	0.0%
OFFICE SUPPLIES	130	166	200	190	200	200	200	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	2,973	1,900	3,000	3,000	3,000	3,000	3,000	-	0.0%
CONFERENCES & EDUCATION	480	-	2,000	1,945	2,000	2,000	2,000	-	0.0%
DUES & SUBSCRIPTIONS	731	487	1,570	1,375	1,570	1,570	1,570	-	0.0%
TECHNICAL & PROGRAM EQUIPMENT	21,813	2,726	13,000	12,600	13,000	15,000	15,000	2,000	15.4%
<b>Subtotal</b>	<b>175,106</b>	<b>63,158</b>	<b>204,697</b>	<b>164,180</b>	<b>216,360</b>	<b>178,360</b>	<b>178,360</b>	<b>(26,337)</b>	<b>-12.9%</b>

**Department Title**

Planning and Community Development (Building and Land Use)

**Department Description and Mission Statement**

The Department's primary mission is to engage the Town's residents and provide professional guidance and coordination in a manner which allows them to envision and plan for a highly desirable and livable town, and to then implement and maintain that vision through the implementation of astute use of land controls including form-based development while allocating resources thereby ensuring a high quality of life for all generations.

In support of achieving this mission, the Department consists of seven unified core service areas:

- Current Planning (including review of site plans, special exceptions subdivisions, re-zonings, land use permits, building permits and certificates of zoning compliance).
- Environmental Planning (Wetlands and flood plain management)
- Transportation Planning and Implementation (vehicle, pedestrian, bike and public transit)
- Historic Preservation
- Community Planning and Development
- Economic Development
- Long Range, Comprehensive Planning & Implementation (Open Space, Plan of Conservation and Development)
- Connecticut General Statutes 8-24 referrals and reviews

The Department also provides staff support to a number of the Town's elected and appointed boards and commissions including the Planning Commission, Zoning Commission, the Zoning Board of Appeals, Historic District Commission (HDC) and the Conservation Commission. Staff also provides support to the Design Review Board, Open Space Commission, and numerous other Boards and Commissions. Further, the department represents the Town at various regional and state levels on issues such as regional planning, transportation and economic development.

By local, State and Federal law, the Planning Department provides the following services:

- Processing applications for building permits
- Land use permits and re-zonings
- Processing applications for the subdivision of land
- Processing applications for code amendments

## *Planning and Community Development (Building and Land Use)*

- Processing applications for construction projects in historic preservation areas
- Processing applications for construction projects in the Simsbury Center District
- Site Plan, architecture and landscape review
- Enforcement of all zoning regulations
- Enforcement of Wetlands regulations and Flood regulations
- Enforcement of Historic Preservation District regulations
- Enforcement of the Simsbury Center Code Design District regulations
- Maintaining and updating the Town's Plan of Conservation and Development, and
- In addition, the Planning and Community Development Department is also responsible for providing support to the Selectwoman's office and Public Works Department on various land use and development matters

### **FY 2016/2017 Accomplishments**

- Initiated Planning Commission's update to 2007 Plan of Conservation and Development (Mandated by CGS).
- Initiated comprehensive review and update of Town's Zoning Regulations.
- Provided guidance and direction to the redevelopment of the ITT Hartford (Silverman Group) – Northern Parcel, Master Site Development Plan for 275 Residential units, 3,500 square feet of commercial space, and 120 assisted living facility approved (\$50-\$60 million project).
- Provided guidance and direction to the redevelopment of Girard Brothers site on Iron Horse Blvd.
- Initiated and assisted the First Selectwoman's office with development of Economic Development projects.
- Co-authored the Town's sidewalk improvement grant +/- \$500,000.
- Continue to utilize prudent financial management of existing department assets.
- Authored report on residential development trends in Simsbury to assist the First Selectwoman's office on various initiatives.

### **FY 2016/2017 Trends and Key Issues**

- Continue to plan for Simsbury's future
  - Residential Development - Evaluate and track residential growth by number and housing type. Based on a conservative estimate of the impact of anticipated, permitted and approved residential building projects on population, by FY23 Simsbury's **population is likely to increase by almost 12%** over 2010 Census Data figures. Using a similarly conservative estimate of what is likely to be built over the next five years, Simsbury can **anticipate an increase in its grand list of over \$131,129,630 from FY2017 to FY2023** (subsequent to the demolition of The Hartford's corporate offices at 200 Hopmeadow Street).
  - Non-Residential Development - Evaluate and track non-residential growth by section.

- Economic Development - Monitor economic development in the state, region and local area, as well as New England in order to position Simsbury to compete in both niche and global markets.
- Regulatory review - continue to monitor compliance issues and regulatory pertinence to support high quality development.

### **FY 2017/2018 Goals and Objectives**

- ***Environmental Health; Economic Health; Culture, Education & Recreation; Neighborhood Livability and Social Health:*** Complete Planning Commission's update to 2007 Plan of Conservation and Development (Mandated by CGS).
- ***Environmental Health; Economic Health; Neighborhood Livability and Social Health; High Performing Government:*** Complete comprehensive review and update of Town's Zoning Regulations.
- ***Environmental Health; Economic Health; Neighborhood Livability and Social Health; High Performing Government:*** Undertake comprehensive review of Town's Form Based Codes.
- ***Environmental Health; Economic Health; High Performing Government:*** Continue to provide guidance and direction to the redevelopment of the ITT Hartford (Silverman Group).
- ***Economic Health; High Performing Government:*** Assist the Selectmen's office with Economic Development.
- ***Sound Budgeting; High Performing Government:*** Continue to utilize prudent financial management of existing department assets.

### **FY 2017/2018 Budget Summary**

The Planning Department's budget increased 3.1% (\$10,639) due to negotiated salaries, staff training and certifications. The Building Department's budget increased 27.9% (\$62,516) due to additional hours for a building inspector from part-time to a full-time to accommodate increased need from economic development. Part-time was reduced due to the addition of the full-time position.

*Planning and Community Development (Building and Land Use)*

**Key Metrics**

<b>BUILDING DEPARTMENT</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Building Permits	# of Permits	# of Permits	# of Permits	# of Permits
Commercial	223	298	262	225
Residential	1,936	1,934	1,686	1,800
<b>Total</b>	<b>2,159</b>	<b>2,232</b>	<b>1,948</b>	<b>2,025</b>
Inspections	2,473	2,684	1,199	2,600

<b>LAND USE DEPARTMENT</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Zoning Permits	-	81	300	310
Zoning Inquires		700	750	750
Planning Commission	-	1	6	10
Zoning Commission	-	36	38	40
Zoning Board of Appeals	-	0	6	6
Design Review Board	-	13	20	20
Historic District Commission	-	2	6	6
Conservation Commission	-	21	16	20
8-3a Referrals Zoning Commission	-	2	6	6
8-24 Referrals Board of Selectmen	-	2	4	6
Sub-total	-	77	102	114
<b>Total</b>	<b>-</b>	<b>735</b>	<b>1,104</b>	<b>1,138</b>

<b>Revenue (Per Department)</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Building Fees	\$606,218	\$1,121,573	\$600,000	\$750,000
Land Use Permit Fees	-	\$35,730	\$50,000	\$40,000
<b>Total</b>	<b>\$606,218</b>	<b>\$1,157,303</b>	<b>\$650,000</b>	<b>\$790,000</b>

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
FT - Employees	6	6	6	6	7
PT - Employees	2	2	2	2	1

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>COMMUNITY DEVELOPMENT</u></b>									
FULL-TIME	151,858	82,188	169,994	169,900	173,667	173,667	173,667	3,673	2.2%
SEASONAL	202	-	-	-	-	-	-	-	0.0%
CONTRACTUAL SERVICES	11,150	-	2,500	2,500	20,000	2,500	2,500	-	0.0%
ADVERTISING	-	-	800	800	800	800	800	-	0.0%
COPY & PRINTING SERVICES	480	-	250	250	500	500	500	250	100.0%
POSTAGE	46	-	200	200	200	200	200	-	0.0%
OFFICE SUPPLIES	64	418	275	500	275	275	275	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	178	-	350	300	2,000	350	350	-	0.0%
CONFERENCES & EDUCATION	3,744	778	5,250	5,250	5,450	5,450	5,450	200	3.8%
DUES & SUBSCRIPTIONS	1,029	-	2,250	2,250	2,450	2,450	2,450	200	8.9%
<b>Subtotal</b>	<b>168,751</b>	<b>83,384</b>	<b>181,869</b>	<b>181,950</b>	<b>205,342</b>	<b>186,192</b>	<b>186,192</b>	<b>4,323</b>	<b>2.4%</b>
<b><u>PLANNING DEPARTMENT</u></b>									
FULL-TIME	143,417	75,182	156,608	156,415	161,669	161,669	161,669	5,061	3.2%
CONTRACTUAL SERVICES	-	-	2,000	2,000	5,000	2,000	2,000	-	0.0%
COPY & PRINTING SERVICES	130	-	420	400	450	450	450	30	7.1%
POSTAGE	72	-	50	50	100	100	100	50	100.0%
CONFERENCES & EDUCATION	-	-	1,775	1,775	2,000	2,000	2,000	225	12.7%
OFFICE SUPPLIES	808	51	1,000	1,000	1,200	1,200	1,200	200	20.0%
GASOLINE	-	-	-	-	500	500	500	500	***
DUES & SUBSCRIPTIONS	781	825	750	750	1,000	1,000	1,000	250	33.3%
<b>Subtotal</b>	<b>145,209</b>	<b>76,058</b>	<b>162,603</b>	<b>162,390</b>	<b>171,919</b>	<b>168,919</b>	<b>168,919</b>	<b>6,316</b>	<b>3.9%</b>
<b><u>BUILDING DEPARTMENT</u></b>									
FULL-TIME	150,011	74,380	154,237	153,513	237,492	237,492	237,492	83,255	54.0%
PART-TIME	32,856	10,177	52,629	32,000	30,000	30,000	30,000	(22,629)	-43.0%
CONTRACTUAL SERVICES	9,287	8,858	8,000	15,000	8,500	8,500	8,500	500	6.3%
ADVERTISING	-	-	200	200	200	200	200	-	0.0%
COPY & PRINTING SERVICES	214	-	360	360	400	400	400	40	11.1%
BANK FEES	357	171	360	360	360	360	360	-	0.0%
POSTAGE	940	328	900	900	1,000	1,000	1,000	100	11.1%
OFFICE SUPPLIES	693	140	1,500	1,300	1,500	1,500	1,500	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	-	-	100	100	400	100	100	-	0.0%
VEHICLE MAINTENANCE	39	-	500	500	500	500	500	-	0.0%
GASOLINE	1,219	426	1,500	13,000	1,500	1,500	1,500	-	0.0%
CONFERENCES & EDUCATION	3,120	287	3,050	3,050	4,000	4,000	4,000	950	31.1%
DUES & SUBSCRIPTIONS	258	278	400	400	700	700	700	300	75.0%
<b>Subtotal</b>	<b>198,994</b>	<b>95,045</b>	<b>223,736</b>	<b>220,683</b>	<b>286,552</b>	<b>286,252</b>	<b>286,252</b>	<b>62,516</b>	<b>27.9%</b>

**Department Title**

Police Department

**Department Description and Mission Statement**

To protect life, safeguard property, and maintain social order within carefully prescribed ethical and constitutional restrictions while providing community-based police services.

**FY 2016/2017 Accomplishments**

- Maintained accreditation through CALEA and State of CT.
- Received 2 State Traffic Safety Program Awards for 2015.
- Captain Graduation at the FBI National Academy (March 2016).
- Lieutenant Graduation from CT Municipal Legal Traffic Authority Program August 2016.
- Reduction of overtime (greater than 25% in 1st half of FY17) through changes to staffing levels, rank and assignment.
- Maintained positive and active relations with groups within the community (such as schools, their faculty and student populations and their family members, the elderly, those with special needs, the business community, residential associations and neighborhoods, etc.).
- Used Project Lifesaver Equipment to assist with 3 successful and safe recoveries of endangered individuals who had wandered from their caregivers.

**FY 2016/2017 Trends and Key Issues**

The nationwide opioid epidemic has not avoided Simsbury. Officers have been equipped with Naloxone (Narcan) since 2015 and saved 5 lives with it since June 2016. Additionally, the Department has continued efforts to combat the epidemic through education and enforcement.

Public and police relations throughout the country have been challenged for the last couple years and 2016 had the greatest number of deadly assaults against police officers. The Department has maintained positive relations and made significant efforts to protect that valuable relationship, while, at the same time, training, equipping and preparing members for this societal change.



**FY 2017/2018 Goals and Objectives**

***Safe Community; Economic Health; Neighborhood Livability and Social Health:*** Goal: Prepare the Department for contemporary means of policing to adjust to the shift in community expectations, societal violence and aggression toward police.

Objective: Provide de-escalation training and crisis intervention training, especially during high risk emergencies.

Objective: Train members for active threats to include rifle ballistic vests and civil disobedience.

Objective: Seeks means to maintain or enhance our positive relations with the community.

***Safe Community; Economic Health; Neighborhood Livability and Social Health; High Performing Government:*** Goal: Staff the Department with the proper number of personnel and assignments and provide training to meet a high standard of expectations for quality and service.

Objective: Staff the Communications Division with an additional full time dispatcher to meet the needs of an ever-increasing demand for police service, coordination of resources and community standard.

Objective: Seek quality assurance efforts throughout the Department to meet high standards, increase proficiency and public access to police services.

**FY 2017/2018 Budget Summary**

The Police Department's budget increased 3.7% (\$169,481) due to negotiated salary increases and the addition of one dispatch officer for \$57,495. Savings were found by eliminating a part-time Police clerk position. Holiday Pay for dispatchers was transferred from the Over-Time line item to the Holiday Pay line item. The Board of Selectmen increased the fees for Police Department Private Duty rates enabling some equipment purchases for Tasers, vests and other items to be paid for from those fees, through a special revenue fund. Telephone costs were transferred to Central Administration for all telephones except cell phones.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed*</b>
Part 1 Crimes	169	151	147	160	156
Motor Vehicle Accidents	651	615	584	575	575
Motor Vehicle Enforcements	2980	3754	3985	4000	4025
Medical Calls	1544	1559	1669	1800	1900
Alarm Response	789	865	915	925	945

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	45	46	46	48	49

**\*FY18 Proposed is based on trends since 2014**

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>POLICE DEPARTMENT</u></b>									
FULL-TIME	3,505,331	1,847,497	3,702,928	3,705,413	3,887,000	3,887,000	3,887,000	184,072	5.0%
PART-TIME	41,905	11,621	43,110	31,800	41,293	21,143	34,890	(8,220)	-19.1%
OVERTIME	185,623	79,704	158,000	158,000	154,100	154,100	154,100	(3,900)	-2.5%
OVERTIME TRAINING	50,661	12,231	59,880	59,880	61,640	61,640	61,640	1,760	2.9%
OVERTIME SPECIAL	3,559	-	-	-	-	-	-	-	0.0%
SEASONAL	52,113	21,239	53,525	53,525	53,525	53,525	53,525	-	0.0%
HOLIDAY PAY	147,734	74,253	173,905	173,905	187,688	187,688	187,688	13,783	7.9%
LONGEVITY	4,525	2,675	4,775	4,775	4,075	4,075	4,075	(700)	-14.7%
COLLECTIVE BARGAINING	50,220	44,088	53,820	53,820	51,770	51,770	51,770	(2,050)	-3.8%
CONTRACTUAL SERVICES	40,656	24,108	46,990	46,990	47,250	47,250	47,250	260	0.6%
ADVERTISING	500	890	800	800	800	800	800	-	0.0%
INVESTIGATIONS	1,069	704	3,750	3,750	3,750	3,750	3,750	-	0.0%
COPY & PRINTING SERVICES	390	944	1,000	1,000	1,000	1,000	1,000	-	0.0%
POSTAGE	1,602	459	800	800	800	800	800	-	0.0%
EQUIPMENT RENTALS	583	308	4,600	4,600	4,600	4,600	4,600	-	0.0%
OFFICE SUPPLIES	4,267	1,514	5,000	5,000	5,000	5,000	5,000	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	21,496	20,600	24,000	24,000	29,000	24,000	24,000	-	0.0%
SPECIAL ACTIVITIES	4,000	-	-	-	-	-	-	-	0.0%
MEDICAL SUPPLIES	5,282	3,768	6,300	6,300	6,300	6,300	6,300	-	0.0%
CHEMICAL & LAB SUPPLIES	-	147	900	900	900	900	900	-	0.0%
CLOTHES & SAFETY SUPPLIES	8,426	1,576	8,125	8,125	8,625	6,125	6,125	(2,000)	-24.6%
EQUIPMENT MAINTENANCE	42,409	16,779	45,190	45,190	50,630	50,630	50,630	5,440	12.0%
VEHICLE MAINTENANCE	17,388	9,027	15,476	15,476	15,476	15,476	15,476	-	0.0%
GASOLINE	75,787	24,913	55,000	55,000	54,180	54,180	54,180	(820)	-1.5%
TELEPHONE SERVICE	22,270	8,102	17,000	17,000	9,000	9,000	9,000	(8,000)	-47.1%
PUBLIC AGENCY SUPPORT	18,920	19,857	19,857	19,857	20,952	20,952	20,952	1,095	5.5%
CONFERENCES & EDUCATION	23,655	6,336	24,000	24,000	24,400	24,400	24,400	400	1.7%
DUES & SUBSCRIPTIONS	2,000	1,640	2,130	2,130	2,130	2,130	2,130	-	0.0%
<b>Subtotal</b>	<b>4,332,370</b>	<b>2,234,982</b>	<b>4,530,861</b>	<b>4,522,036</b>	<b>4,725,884</b>	<b>4,698,234</b>	<b>4,711,981</b>	<b>181,120</b>	<b>4.0%</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>ANIMAL CONTROL</u></b>									
FULL-TIME	51,501	26,854	55,626	55,626	57,734	57,734	57,734	2,108	3.8%
OVERTIME	41	-	-	-	-	-	-	-	0.0%
CONTRACTUAL SERVICES	2,642	-	-	-	-	-	-	-	0.0%
ADVERTISING	93	13	200	200	200	200	200	-	0.0%
COPY & PRINTING SERVICES	395	180	400	400	400	400	400	-	0.0%
POSTAGE	695	30	575	575	575	575	575	-	0.0%
OFFICE SUPPLIES	-	-	50	50	50	50	50	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	456	265	400	400	400	400	400	-	0.0%
PARTS SUPPLIES	600	500	600	600	600	600	600	-	0.0%
CLOTHES & SAFETY SUPPLIES	300	210	300	300	300	300	300	-	0.0%
FEES PAID TO STATE	5,211	6,403	6,500	6,500	6,500	6,500	6,500	-	0.0%
CONFERENCES & EDUCATION	75	-	100	100	100	100	100	-	0.0%
DUES & SUBSCRIPTIONS	17	-	50	50	50	50	50	-	0.0%
<b>Subtotal</b>	<b>62,026</b>	<b>34,455</b>	<b>64,801</b>	<b>64,801</b>	<b>66,909</b>	<b>66,909</b>	<b>66,909</b>	<b>2,108</b>	<b>3.3%</b>
<b><u>CIVIL PREPAREDNESS</u></b>									
TECH & PROGRAM SUPPLIES	6,684	4,557	6,685	6,685	6,685	6,685	6,685	-	0.0%
<b>Subtotal</b>	<b>6,684</b>	<b>4,557</b>	<b>6,685</b>	<b>6,685</b>	<b>6,685</b>	<b>6,685</b>	<b>6,685</b>	<b>-</b>	<b>0.0%</b>

Police Special Duty Fund (238) - FY 18 Budget

YTD As of 2/22/2017	FY 16 YTD Actual	FY 17 YTD Actual	YTD Vs Prior Year	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Estimate	FY 18 BOS Approved
<b><u>Revenues</u></b>								
POLICE PRIVATE DUTY	143,047	126,667	(16,380)	241,705	180,499	179,876	209,000	255,000
<b><u>Expenditures</u></b>								
SPECIAL DUTY	106,001	102,639	(3,362)	169,357	136,757	137,662	161,000	160,000
SOCIAL SECURITY/FICA	8,109	7,852	(257)	16,067	10,462	10,531	12,317	12,240
COMMUNICATIONS EQUIPMENT	12,800		(12,800)	49,506	3,575	12,800	-	-
TECH & PROGRAM SUPPLIES	-	-	-	-	-	-	45,000	20,000
POLICE VEHICLES			-	22,000	-	-	-	-
<b>Total</b>	<b>126,910</b>	<b>110,491</b>	<b>(16,419)</b>	<b>256,930</b>	<b>150,794</b>	<b>160,993</b>	<b>218,317</b>	<b>192,240</b>
<b><u>Transfers</u></b>								
From Fund Balance				15,225	(29,705)	(18,883)	9,317	(62,760)
Beginning Fund Balance				140,581	125,356	155,061	173,944	164,628
Ending Fund Balance				125,356	155,061	173,944	164,628	227,388

**Department Title**

Engineering

**Department Description and Mission Statement**

To provide professional infrastructure and building design, project management, and planning services to effectively sustain and improve the current quality of life for Simsbury residents and businesses.

**FY 2016/2017 Accomplishments**

- Completed design and construction of the Tennis Court Facility at Simsbury Farms Recreational Complex.
- Completed design and construction of the Ice Rink Shelter at Simsbury Farms Recreational Complex.
- Completed construction of the Simsbury Veterans Memorial Project.
- Completed a condition study and design for the Rehabilitation of the Simsbury Farms Recreational Complex Pool Facility.
- Prepared and submitted a grant application to obtain funding for the Tariffville Multi-Use Trail Connector. This pending application is anticipated to be approved in the amount of \$605,000.
- Prepared and submitted a grant application for extending a multi-use trail from the Farmington Valley Greenway at Hopmeadow Street to Curtiss & Pattison Parks. This application has been short listed under this grant solicitation and if the application is successful, it would provide \$305,000 of funding toward this important project.
- Worked with the Finance Department to develop guidance for capital planning preparation and execution.
- Continue to work to advance the Senior Community Center project in preparation of a future funding opportunity.
- Continue to expand on information available to the Geographic Information System.
- Continue to complete timely technical reviews for land use development applications.
- Maintain schedules and budgets for several programmed capital projects including several new project funded in FY17.

**FY 2016/2017 Trends and Key Issues**

The increase in private development activities as anticipated has in fact occurred during the fiscal year. Also, the trend toward decreases in state and federal funds for projects should create an increased focus on pursuing potential grant opportunities. Additional staff support provided in the fiscal year through the hiring of a new staff engineer has provided required staffing to support project and development activities.

**FY 2017/2018 Goals and Objectives**

- ***Culture, Education, and Recreation:*** Continue to advance the Senior Center project in preparation of a potential referendum on the project.
- ***Economic Health:*** Support increased private development activities through appropriate and timely technical reviews.
- ***High Performing Government:*** Manage and maintain schedules for a significant number of programmed capital projects.
- ***Economic Health, High Performing Government:*** Continue to update and expand information available to the public domain via the Geographic Information System (GIS).
- ***Sound Budgeting, High Performing Government:*** Seek grant opportunities and leverage town funds for various projects.
- ***Safe Community, Environmental Health, Economic Health, Transportation:*** Complete an update to the Town of Simsbury Highway Design and Construction and Design Standards to the current standards in coordination with updates to Land Use Regulations.
- ***Environmental Health:*** Assist the Culture, Parks & Recreation Department in the stewardship of the Betty Hudson Property and the Ethel Walker Woods.

**FY 2017/2018 Budget Summary**

The Engineering Department’s budget increased by 19.3% (\$42,244) due to negotiated salaries, the hiring of a new Project Engineer during FY17 and transferring the cost of GIS from the capital budget to the Engineering budget.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Actual Department Budget	\$189,722	\$169,719	\$167,626	\$218,505	\$261,649
Capital Projects Managed	12	13	32	26	27
Development Projects Reviewed	18	17	27	20	25

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>1.85</b>	<b>1.85</b>	<b>1.85</b>	<b>2.85</b>	<b>2.85</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>ENGINEERING DEPARTMENT</u></b>									
FULL-TIME	108,740	65,641	156,419	145,700	174,701	174,701	174,701	18,282	11.7%
PART-TIME	49,197	23,301	44,886	44,886	47,150	46,008	46,008	1,122	2.5%
CONSULTANT	3,841	-	10,000	10,000	31,500	31,500	31,500	21,500	215.0%
ADVERTISING	-	-	500	500	500	500	500	-	0.0%
COPY & PRINTING SERVICES	-	-	100	100	100	100	100	-	0.0%
POSTAGE	154	65	200	300	300	300	300	100	50.0%
OFFICE SUPPLIES	758	206	400	400	400	400	400	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	1,156	385	1,000	1,000	1,000	1,000	1,000	-	0.0%
PARTS SUPPLIES	37	-	200	200	200	200	200	-	0.0%
EQUIPMENT MAINTENANCE	961	168	1,200	1,000	1,100	1,100	1,100	(100)	-8.3%
VEHICLE MAINTENANCE	122	13	500	200	500	500	500	-	0.0%
GASOLINE	500	184	1,500	1,000	1,200	1,200	1,200	(300)	-20.0%
CONFERENCES & EDUCATION	465	-	1,500	1,500	1,500	1,500	1,500	-	0.0%
DUES & SUBSCRIPTIONS	1,695	110	1,000	1,000	1,500	1,500	1,500	500	50.0%
COMPUTER SOFTWARE	-	-	-	-	1,140	1,140	1,140	1,140	***
<b>Subtotal</b>	<b>167,626</b>	<b>90,073</b>	<b>219,405</b>	<b>207,786</b>	<b>262,791</b>	<b>261,649</b>	<b>261,649</b>	<b>42,244</b>	<b>19.3%</b>



**Department Title**

Public Works

**Department Description and Mission Statement**

The mission of the Public Works Department is to manage and maintain the Town's infrastructure, including roads, public buildings, and transfer station in a cost effective and efficient manner that will benefit the safety and comfort of our residents and employees.

The Simsbury Public Works Department is comprised of five divisions: administrative, highway, buildings and ground, landfill and recycling, and water pollution control.

The Highway Department maintains 165 miles of town roads, including construction and snow plowing, and 3,850 catch basins, the storm drainage system, roadside mowing and sign and guide-rail maintenance. The department is responsible for tree work along town roadways.

Administration is responsible for the oversight of the other departments in an efficient and coordinated manner.

The Building Maintenance Department is responsible for the inside and outside maintenance and safety for large town buildings, six rental properties, a service facility, a commuter bus shelter and the Old Tariffville Cemetery.

Landfill and Recycling is responsible for the landfill located at 66 Wolcott Road and conducts annual monitoring of ground water and storm water at this site. The town also holds hazardous waste collection days.

The Water Pollution Control department is a customer-funded utility owned and operated by the Town of Simsbury. The towns of Avon and Granby are co-owners of the treatment facility which is responsible for the operation and maintenance of over 80 miles of collection system, five pumping stations and the treatment facility.

**FY 2016/2017 Accomplishments**

- Paved over 12 miles of roadway.
- Held 3 Household Hazardous Waste Collections – Simsbury coordinated this regional effort with Avon, Canton, Farmington and Granby.
- Acquired new shared equipment (road side mower, 4-ton hot box and a track paver) as part of a state ICE grant.

- Repaired/Replaced 247 storm drains.
- Cleaned 2,339 catch basins - 6 times more catch basins than in the previous years.
- Developed a cloud based Work Order System for tracking and managing all resident's requests.
- Managed the process of purchasing our Town street lights.
- Worked with other Town Departments to re-establish the meadows River Trail.
- Support of the Town's Bike Friendly initiatives with painted lane markings "sharrows" and roadway signage.
- Coordinated with Simsbury Public High School to secure a grant of \$40,500 for solar panels at the high school.
- Supported the Clean Energy Task Force and received a \$10,000 grant for Electric Vehicle Charging.
- Selected for a Pro-bono Road safety audit to improve bicycle and pedestrian safety.
- Trained all Highway and Buildings and Grounds staff in CPR and the use of AED's.
- Participated in eZIQC Procurement Program through CRCOG to save tax dollars.
- Supported the Board of Selectmen in adopting an amended sidewalk policy.
- Received a Bright Ideas Grant to insulate six town owned residential homes.
- Successfully completed the Farmington River Stabilization Project.

### **FY 2016/2017 Trends and Key Issues**

- Public Works is preparing for the impact of the State's new MS4 regulations.
- With the increasing number of programs at the Sr. Center and Library, our custodial staff is setting up more events.
- Monitor the condition of trees along our roadways and prepare for the impact of the Emerald Ash Borer.
- Staff is continuing to manage a number of capital improvements to Public Works facility – truck wash, fire sprinklers, new roof, water line, upgraded electrical service, generator and sanitary sewer pump station.

## **FY 2017/2018 Goals and Objectives**

Overall the budget submitted by Public Works represents an effort to maintain our existing infrastructure, programs and emergency response capabilities.

### Public Works Administration:

- ***Sound Budgeting, Safe Community, Transportation:*** Continue to manage the capital improvements to our Public Works facility.
- ***Environmental Health, Economic Health, High Performing Government:*** Improve our customer support to both employees and residents using a GIS based work order system.
- ***Safe Community, Transportation:*** Remain in a state of readiness to respond to severe weather and emergency situations.
- ***Sound Budgeting, Environmental Health, High Performing Government:*** Continue our work to improve our management and tracking of all energy procurements as well as our implementation of energy reduction programs and initiatives.
- ***Sound Budgeting, High Performing Government:*** Help manage costs by applying for grants where applicable
- ***Environmental Health:*** Provide for three household hazardous waste collections.
- ***Economic Health, Culture, Education, and Recreation, Transportation:*** Work with the Bicycle Pedestrian Committee and Culture, Parks and Recreation to develop a bicycle master plan.
- ***Economic Health, Culture, Education, and Recreation, Transportation:*** Coordinate with and assist the Town Engineer on capital projects including the completion of new bicycle trails.
- ***Economic Health, High Performing Government:*** Coordinate with the Director of Planning to ensure timely land use approvals.

### Buildings and Grounds:

- ***Sound Budgeting, High Performing Government:*** Continue to manage our staff to gain efficiencies where possible and to utilize outside vendors where appropriate.
- ***Environmental Health, High Performing Government:*** Continue to maintain buildings in a well-kept manner.
- ***Culture, Education, and Recreation, High Performing Government:*** Continue to support programming at the Simsbury Public Library and the Senior Center.

### Highway Department:

- **Sound Budgeting, Safe Community, Economic Health, Transportation:** Continue to be focused on our paving work to maintain road quality at current level. In conjunction with our paving work our crews will be working to reconstruct and rehabilitate drainage systems in advance of the paving work.
- **Safe Community, Environmental Health, Transportation:** Continue to improve the condition of the many trees along the Town roadways and to address tresses that should be removed for various safety reasons.

Residential Rentals:

- **Neighborhood Livability:** Maintain these units in good repair and perform necessary preventative maintenance while working with our property manager, Imagineers.
- **Neighborhood Livability:** Support the Town's mission of providing affordable housing.

Landfill:

- **Environmental Health:** Continue to oversee the contracted operation of the landfill.
- **Sound Budgeting, Environmental Health:** Improve the overall look and feel of the facility to be a more welcoming environment and to increase the towns recycling rates. We are hopeful that we can continue our ability to offer the recycling of more items as a benefit to our residents and the environment.
- **Sound Budgeting, Environmental Health:** Work with CCSWA to procure new tip-fees for the upcoming years as our current contract with MIRA is in the process of expiring.

**FY 2017/2018 Budget Summary**

The Public Works budget as recommended decreased by 3.1% (-\$116,726) despite accommodating an increase in negotiated salaries, state mandates, and increased tree service in response to damage from the Emerald Ash Bore. Savings were found by recommending a policy change in response to the Governor's proposed budget: *maintaining the current conditions of roads, instead of improving the overall quality of roads.* Excess fund balance in the Town Aid Road fund is proposed for use on salt purchases and Road and Drainage Supplies. Road Improvements were decreased to reflect the policy change.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Miles of Road	165	165	165	165	165
Miles of Sidewalk	8	8	8	8	8
Sanitary Sewers (miles of)	81	81	81	81	81
Storm Sewers (repaired/replaced)	55	55	186	247	130
Roadway miles resurfaced	8.15	9.04	17.42	14.05	10.00
Catch Basins Cleaned	200	250	350	2339	2250
Roadway Miles Cracksealed	9.	18	27	12	9
Crosswalks repainted	94	94	94	94	94
Haz-Waste Collection (residents)	274	341	446	592	600
Residential Units Occupied	6	6	6	6	6
Debris Swept off Roadway c.y.	1050	1420	1275	648	650

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>38</b>	<b>40</b>	<b>40</b>	<b>41</b>	<b>41</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>PUBLIC WORKS ADMINISTRATION</u></b>									
FULL-TIME	193,494	95,627	236,320	215,397	246,441	246,441	246,441	10,121	4.3%
OVERTIME	-	-	2,200	500	1,000	1,000	1,000	(1,200)	-54.5%
SEASONAL	705	-	800	-	-	-	-	(800)	-100.0%
CONSULTANT	2,700	-	5,500	5,500	5,500	5,500	5,500	-	0.0%
CONTRACTUAL SERVICES	5,290	-	8,200	8,200	8,200	8,200	8,200	-	0.0%
ADVERTISING	217	632	1,050	1,000	1,050	1,050	1,050	-	0.0%
POSTAGE	298	91	750	350	350	350	350	(400)	-53.3%
OFFICE SUPPLIES	1,126	449	900	1,100	900	900	900	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	601	72	850	850	850	850	850	-	0.0%
CONFERENCES & EDUCATION	1,610	686	4,020	4,000	4,020	4,020	4,020	-	0.0%
DUES & SUBSCRIPTIONS	1,767	648	1,595	1,600	1,595	1,595	1,595	-	0.0%
<b>Subtotal</b>	<b>207,808</b>	<b>98,205</b>	<b>262,185</b>	<b>238,497</b>	<b>269,906</b>	<b>269,906</b>	<b>269,906</b>	<b>7,721</b>	<b>2.9%</b>
<b><u>BUILDINGS &amp; MAINTENANCE ADMINISTRATION</u></b>									
FULL-TIME	335,130	166,947	386,482	366,668	409,163	406,163	406,163	19,681	5.1%
PART-TIME	14,087	5,284	12,400	12,000	12,461	12,461	12,461	61	0.5%
OVERTIME	23,878	6,907	15,621	15,600	16,367	16,367	16,367	746	4.8%
SEASONAL	12,178	4,988	11,680	1,080	4,840	4,840	4,840	(6,840)	-58.6%
LAUNDRY SERVICE	3,727	2,442	3,600	3,600	4,250	4,250	4,250	650	18.1%
TECHNICAL & PROGRAM SUPPLIES	2,520	-	2,250	2,250	2,250	2,250	2,250	-	0.0%
BUILDING SUPPLIES	1,236	10	600	600	500	500	500	(100)	-16.7%
VEHICLE MAINTENANCE	5,326	1,640	5,000	5,000	5,000	5,000	5,000	-	0.0%
GASOLINE	8,523	2,435	6,562	6,562	6,482	6,482	6,482	(80)	-1.2%
CONFERENCES & EDUCATION	113	-	450	400	450	450	450	-	0.0%
<b>Subtotal</b>	<b>406,718</b>	<b>190,651</b>	<b>444,645</b>	<b>413,760</b>	<b>461,763</b>	<b>458,763</b>	<b>458,763</b>	<b>14,118</b>	<b>3.2%</b>
<b><u>TOWN OFFICES</u></b>									
CUSTODIAL SERVICES	2,000	-	-	-	2,500	2,500	2,500	2,500	***
BUILDING SUPPLIES	7,115	2,824	7,150	7,150	7,150	7,150	7,150	-	0.0%
CLEANING SUPPLIES	5,318	936	5,355	5,355	5,355	5,355	5,355	-	0.0%
EQUIPMENT MAINTENANCE	17,285	2,944	16,500	16,800	16,800	16,800	16,800	300	1.8%
FACILITIES MAINTENANCE	8,652	3,119	5,838	5,500	5,838	5,838	5,838	-	0.0%
WATER CHARGES	2,436	1,401	2,650	2,800	2,800	2,800	2,800	150	5.7%
SEWER USE FEES	1,558	1,445	1,558	1,445	1,517	1,517	1,517	(41)	-2.6%
NATURAL GAS/PROPANE	16,850	4,524	18,000	17,000	18,000	18,000	18,000	-	0.0%
ELECTRIC	77,269	45,434	67,395	73,000	76,000	76,000	76,000	8,605	12.8%
DIESEL FUEL	-	-	-	-	520	520	520	520	***
BUILDING IMPROVEMENTS	5,378	-	9,350	9,350	4,000	9,350	9,350	-	0.0%
TECHNICAL & PROGRAM EQUIPMENT	499	-	500	500	500	500	500	-	0.0%
<b>Subtotal</b>	<b>144,360</b>	<b>62,626</b>	<b>134,296</b>	<b>138,900</b>	<b>140,980</b>	<b>146,330</b>	<b>146,330</b>	<b>12,034</b>	<b>9.0%</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>ENO MEMORIAL HALL</u></b>									
CUSTODIAL SERVICES	545	-	250	200	-	250	250	-	0.0%
BUILDING SUPPLIES	3,809	1,586	4,150	4,150	3,900	3,900	3,900	(250)	-6.0%
CLEANING SUPPLIES	3,762	796	2,850	2,850	3,250	3,250	3,250	400	14.0%
EQUIPMENT MAINTENANCE	15,068	10,583	16,600	1,600	19,100	19,100	19,100	2,500	15.1%
FACILITIES MAINTENANCE	8,480	4,997	4,350	4,400	4,350	4,350	4,350	-	0.0%
WATER CHARGES	1,866	986	2,155	2,000	2,155	2,155	2,155	-	0.0%
SEWER USE FEES	714	703	544	714	738	738	738	194	35.7%
NATURAL GAS/PROPANE	13,440	3,783	20,000	19,000	17,250	17,250	17,250	(2,750)	-13.8%
ELECTRIC	19,721	12,537	21,974	22,500	22,500	22,500	22,500	526	2.4%
BUILDING IMPROVEMENTS	6,797	-	5,000	2,500	4,000	4,000	4,000	(1,000)	-20.0%
<b>Subtotal</b>	<b>74,202</b>	<b>35,971</b>	<b>77,873</b>	<b>59,914</b>	<b>77,243</b>	<b>77,493</b>	<b>77,493</b>	<b>(380)</b>	<b>-0.5%</b>
<b><u>MISCELLANEOUS BUILDINGS</u></b>									
BUILDING SUPPLIES	697	354	1,350	1,350	1,350	1,350	1,350	-	0.0%
EQUIPMENT MAINTENANCE	171	416	2,950	2,950	2,950	2,950	2,950	-	0.0%
FACILITIES MAINTENANCE	2,123	175	6,200	6,200	13,700	13,700	13,700	7,500	121.0%
WATER CHARGES	1,765	1,356	500	2,660	2,000	2,000	2,000	1,500	300.0%
ELECTRIC	9,059	4,268	10,000	10,200	10,000	10,000	10,000	-	0.0%
HEATING OIL	1,640	495	1,970	2,000	2,400	2,400	2,400	430	21.8%
<b>Subtotal</b>	<b>15,454</b>	<b>7,064</b>	<b>22,970</b>	<b>25,360</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>	<b>9,430</b>	<b>41.1%</b>
<b><u>HIGHWAY - LABOR &amp; EQUIPMENT</u></b>									
FULL-TIME	1,204,718	617,128	1,258,370	1,274,765	1,297,236	1,297,236	1,297,236	38,866	3.1%
OVERTIME	96,758	35,070	141,463	135,000	147,300	141,463	141,463	-	0.0%
SEASONAL	17,195	7,680	20,800	20,800	21,120	21,120	21,120	320	1.5%
EQUIPMENT RENTALS	1,317	-	1,500	1,500	1,500	1,500	1,500	-	0.0%
LAUNDRY SERVICE	7,638	2,972	8,200	8,200	8,200	8,200	8,200	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	6,819	3,341	7,800	7,800	7,800	7,800	7,800	-	0.0%
PARTS SUPPLIES	106,891	36,586	116,000	116,000	120,000	116,000	116,000	-	0.0%
CLOTHES & SAFETY SUPPLIES	12,455	7,700	12,200	12,200	12,500	12,500	12,500	300	2.5%
OIL & LUBRICANTS	8,728	6,209	8,750	8,750	8,750	8,750	8,750	-	0.0%
EQUIPMENT MAINTENANCE	7,966	5,787	12,000	12,000	12,600	12,000	12,000	-	0.0%
VEHICLE MAINTENANCE	11,794	1,102	14,300	14,300	14,250	14,300	14,300	-	0.0%
NATURAL GAS/PROPANE	5,213	993	5,000	5,000	5,000	5,000	5,000	-	0.0%
GASOLINE	31,947	(1,547)	27,563	27,000	24,768	24,768	24,768	(2,795)	-10.1%
DIESEL FUEL	65,716	5,525	65,865	65,000	55,432	55,432	55,432	(10,433)	-15.8%
CONFERENCES & EDUCATION	3,680	255	4,250	4,000	4,250	4,250	4,250	-	0.0%
DUES & SUBSCRIPTIONS	1,720	-	1,875	1,875	1,875	1,875	1,875	-	0.0%
TRUCKS	23,676	-	5,000	5,000	-	-	-	(5,000)	-100.0%
<b>Subtotal</b>	<b>1,614,234</b>	<b>728,802</b>	<b>1,710,936</b>	<b>1,719,190</b>	<b>1,742,581</b>	<b>1,732,194</b>	<b>1,732,194</b>	<b>21,258</b>	<b>1.2%</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>HIGHWAY - FACILITIES &amp; PROGRAMS</u></b>									
CONTRACTUAL SERVICES	68,206	35,110	71,500	71,500	84,500	84,500	84,500	13,000	18.2%
TREE SERVICE	51,630	23,395	35,000	35,000	55,000	55,000	55,000	20,000	57.1%
BUILDING SUPPLIES	4,258	1,167	4,400	4,400	4,400	4,400	4,400	-	0.0%
CLEANING SUPPLIES	1,422	135	1,500	1,500	1,500	1,500	1,500	-	0.0%
AGRICULTURAL SUPPLIES	2,487	1,800	2,500	2,500	2,500	2,500	2,500	-	0.0%
TRAFFIC CONTROL SUPPLIES	15,474	16,859	17,700	17,700	19,000	19,000	19,000	1,300	7.3%
ROAD & DRAINAGE SUPPLIES	318,352	172,496	325,000	325,000	352,690	225,000	352,000	27,000	8.3%
PARTS SUPPLIES	5,147	99	4,000	4,000	4,000	4,000	4,000	-	0.0%
MISCELLANEOUS SUPPLIES	2,374	792	2,500	2,500	2,500	2,500	2,500	-	0.0%
EQUIPMENT MAINTENANCE	5,337	3,292	4,500	4,500	5,400	5,400	5,400	900	20.0%
FACILITIES MAINTENANCE	10,800	8,276	10,600	13,000	11,500	11,500	11,500	900	8.5%
WATER CHARGES	3,693	1,674	4,000	4,040	5,500	5,500	5,500	1,500	37.5%
NATURAL GAS/PROPANE	6,689	4,472	27,500	22,000	27,500	27,500	27,500	-	0.0%
ELECTRIC	18,926	5,107	14,257	14,000	19,000	19,000	19,000	4,743	33.3%
STREET LIGHTS	131,284	65,444	55,000	78,000	26,750	26,750	26,750	(28,250)	-51.4%
HEATING OIL	1,225	-	-	-	-	-	-	-	0.0%
BUILDING IMPROVEMENTS	6,329	1,393	5,500	5,500	7,000	7,000	7,000	1,500	27.3%
ROADS & DRAINAGE	64,623	31,176	60,000	60,000	60,000	60,000	60,000	-	0.0%
SIDEWALKS	2,150	-	2,500	2,000	2,500	2,500	2,500	-	0.0%
ROAD IMPROVEMENTS	347,463	199,223	365,000	365,000	375,000	265,000	138,000	(227,000)	-62.2%
<b>Subtotal</b>	<b>1,067,868</b>	<b>571,908</b>	<b>1,012,957</b>	<b>1,032,140</b>	<b>1,066,240</b>	<b>828,550</b>	<b>828,550</b>	<b>(184,407)</b>	<b>-18.2%</b>
<b><u>LANDFILL</u></b>									
PART-TIME	2,880	653	-	653	-	-	-	-	0.0%
CONTRACTUAL SERVICES	59,000	4,302	53,500	51,000	57,000	57,000	57,000	3,500	6.5%
FACILITIES MAINTENANCE	16,642	889	10,500	12,000	10,500	10,500	10,500	-	0.0%
PUBLIC AGENCY SUPPORT	-	-	2,500	2,200	2,500	2,500	2,500	-	0.0%
<b>Subtotal</b>	<b>78,523</b>	<b>5,844</b>	<b>66,500</b>	<b>65,853</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>3,500</b>	<b>5.3%</b>



Town Aid Road Fund (227) - FY 18 Budget

	FY 16 YTD Actual	FY 17 YTD Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimate	FY 18 BOS Approved
<b><u>Revenues</u></b>								
Town Aid			360,991	361,234	362,351	363,595	363,595	363,595
Miscellaneous				27,000				
ICE Grant			-	-	84,873	-	-	-
<b>Total</b>			360,991	388,234	447,224	363,595	363,595	363,595
<b><u>Expenditures</u></b>								
ROAD IMPROVEMENTS	-	-	-	-	-	-	-	127,000
MACHINERY & EQUIPMENT	-	15,130	-	-	145,503	15,130	20,000	-
MACHINERY	151,447	455,096	485,929	156,274	234,188	347,723	500,000	360,000
<b>Total</b>	151,447	470,226	485,929	156,274	379,691	362,853	520,000	487,000
<b><u>Transfers</u></b>								
From Fund Balance			124,938	(231,960)	(67,533)	(742)	156,405	123,405
Beginning Fund Balance			636,142	511,204	743,164		810,697	654,292
Ending Fund Balance			511,204	743,164	810,697		654,292	530,887

**Department Title**

Social Services

**Department Description and Mission Statement**

The Mission of the Social Services Department is to assist residents with their social, emotional, and financial needs, welcoming the commonalities and diversity of all who walk through our doors.

The Social Services Department provides assistance to families, youth and senior residents in a professional and confidential manner. The department offers a variety of services to Simsbury residents, including: financial and medical assistance, cheese day, bread day, the food closet, mobile Foodshare, energy assistance, emergency shelter, counseling, eviction assistance, medical transportation, renter's rebate, family therapy, youth services, notary services, cell phones and more.

The department also oversees the Senior Center which serves a community focal point where older adults come together for programs that reflect their experience and skills. The Senior Center responds to older adults' diverse needs and interests, enhances their dignity, supports their independence, and encourages their involvement in and with the center and community. Programming includes health, wellness, the arts, informational and educational offerings, music, recreational and social activities, nutrition and more.

The Social Services Department is responsible for overseeing the Dial-A-Ride program in providing transportation to Simsbury's seniors and persons with disabilities.

**FY 2016/2017 Accomplishments**

- Partnered with the Simsbury Police, Board of Education and the Community for Care to support programming on drug prevention.
- Initiated a Vision Support Group for people with all stages of vision loss.
- Updated Social Services website to include program dates and new financial guidelines.
- Partnered with the Library on programming and grant assistance.
- Held the 14<sup>th</sup> annual town-wide Family Day and worked with Culture, Parks and Recreation on the *Trunk or Treat* event.
- Served as an intake site for the State Energy Assistance Program, facilitating \$97,860 in federal heating assistance.
- Collected over \$97,000 in donations for 910 families in need of assistance.
- Worked with the Community for Care to update the "Parent's Guide for the Prevention of Alcohol, Tobacco and other Drugs".
- Supported the Simsbury Public Schools with grants for programming.

- Collaborated with the Simsbury Fire Department to provide a Senior Breakfast event.
- Partnered with the Visiting Nurses Association to hold a Wellness Fair for seniors.
- Added an additional meal program at the Senior Center on the first Monday of the month.
- Were among the first five Senior Centers statewide to participate and receive funds for the LGBT Movable Senior Center Partnership.
- Continue to partner with the schools to offer Senior Nights at Simsbury High School.
- Increased collaborations with the Library to offer 15 joint programs.
- Hosted a Bridge Tournament for over 80 bridge players from the Farmington Valley.

### **FY 2016/2017 Trends and Key Issues**

We will be working with town staff, commissions and the public to ensure that a vibrant senior center space is created in Eno Memorial Hall and evaluating programming to continue to meet the needs of an increasing senior population. This year's budget is essentially flat with a 2% increase for the Dial-A-Ride offset in part and a -5.7% decrease in salary due to new a new replacement hire.

### **FY 2017/2018 Goals and Objectives**

- ***Safe Community, Neighborhood Livability and Social Health:*** Work with the Simsbury Police Department to assist with the Cadet Program, the Narcan Program and the Distracted Drivers campaign.
- ***Culture, Education, and Recreation, Neighborhood Livability and Social Health:*** Work with the Aging and Disability Commission, the Building Committee and Town Engineer on the design and programming requirements for the renovated space at Eno Memorial Hall for the Senior Center.
- ***Culture, Education, and Recreation, Neighborhood Livability and Social Health:*** Continue to partner with the schools and the Community for Care on programming with grant support.
- ***Culture, Education, and Recreation:*** Develop a fitness brochure for older adults to encourage and increase participation in Senior Center fitness programs.
- ***Culture, Education, and Recreation, Neighborhood Livability and Social Health:*** Explore the possibility of expanding the dinner program at the Senior Center by adding a second Monday night supper for seniors.

### **FY 2017/2018 Budget Summary**

The Social Services budget increased 0.2% (\$1,084) due to negotiated salary increases and Dial-a-Ride contractual increases. Increases were mostly offset by savings realized from a new hire at the Senior Center at a lower salary.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Dial-A-Ride passengers	9,405	9,704	9,901	9,951	10,000
Dial-A-Ride miles	48,799	49,066	64,475	65,000	68,000
Client Contacts	8,584	8,146	7,169	7,200	7,200
Energy Assistance	266	258	209	200	200
Financial Assistance	\$105,456	\$92,420	\$116,184	\$100,000	\$110,000
Donations/Funds Received	\$134,893	\$118,030	\$112,946	\$90,000	\$95,000
Food Distribution (people served)	7,432	7,093	7,327	7,400	7,500
Youth Service Program (children served)	14,077	21,278	13,752	15,000	15,000
Senior Center Fitness Participants	12,956	13,222	13,169	13,300	13,400
Senior Center Total Participant Visits	25,717	25,753	25,968	26,000	26,100

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
FT – Employees	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
PT – Employees	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>SOCIAL SERVICES - ADMINISTRATION</u></b>									
FULL-TIME	155,192	77,503	156,238	156,238	158,776	158,776	158,776	2,538	1.6%
CONTRACTUAL SERVICES	857	203	800	800	800	800	800	-	0.0%
COPY & PRINTING SERVICES	709	-	500	450	500	500	500	-	0.0%
POSTAGE	841	361	1,000	1,000	1,000	1,000	1,000	-	0.0%
OFFICE SUPPLIES	1,000	391	800	800	800	800	800	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	107	100	100	100	100	100	100	-	0.0%
PUBLIC AGENCY SUPPORT	41,880	11,289	42,000	42,000	42,000	42,000	42,000	-	0.0%
CONFERENCES & EDUCATION	286	768	2,000	2,000	2,000	2,000	2,000	-	0.0%
DUES & SUBSCRIPTIONS	2,333	605	850	775	850	850	850	-	0.0%
<b>Subtotal</b>	<b>203,205</b>	<b>91,220</b>	<b>204,288</b>	<b>204,163</b>	<b>206,826</b>	<b>206,826</b>	<b>206,826</b>	<b>2,538</b>	<b>1.2%</b>
<b><u>ELDERLY SERVICES OUTREACH</u></b>									
PART-TIME	24,002	11,663	24,258	24,258	24,258	24,258	24,258	-	0.0%
TECH & PROGRAM SUPPLIES	157	-	150	125	150	150	150	-	0.0%
<b>Subtotal</b>	<b>24,159</b>	<b>11,663</b>	<b>24,408</b>	<b>24,383</b>	<b>24,408</b>	<b>24,408</b>	<b>24,408</b>	<b>-</b>	<b>0.0%</b>
<b><u>SENIOR CENTER</u></b>									
FULL-TIME	117,168	48,811	121,233	114,320	117,322	117,322	117,322	(3,911)	-3.2%
PART-TIME	1,801	3,618	2,000	2,000	2,000	2,000	2,000	-	0.0%
CONTRACTUAL SERVICES	15,623	5,437	17,680	17,680	17,680	17,680	17,680	-	0.0%
COPY & PRINTING SERVICES	841	312	1,000	1,000	1,000	1,000	1,000	-	0.0%
POSTAGE	3,052	1,315	3,052	3,052	3,052	3,052	3,052	-	0.0%
EQUIPMENT RENTALS	700	50	585	585	585	585	585	-	0.0%
OFFICE SUPPLIES	582	313	600	600	600	600	600	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	1,571	907	1,580	1,580	1,580	1,580	1,580	-	0.0%
EQUIPMENT MAINTENANCE	1,619	1,458	1,625	1,625	1,625	1,625	1,625	-	0.0%
CONTRACTUAL SERVICES	112,035	48,151	118,760	118,760	121,217	121,217	121,217	2,457	2.1%
<b>Subtotal</b>	<b>254,992</b>	<b>110,373</b>	<b>268,115</b>	<b>261,202</b>	<b>266,661</b>	<b>266,661</b>	<b>266,661</b>	<b>(1,454)</b>	<b>-0.5%</b>

**SOCIAL SERVICES DEPARTMENT**

**PROGRAMS NOT TOWN-FUNDED**

**2015-2016**

<b><u>Program Name</u></b>	<b><u>Grants Received</u></b>	<b><u>Donation Funds</u></b>
Emergency Fuel & Shelter	\$ 3,500.00	
Enhanced Dial-A-Ride	\$ 34,051.00	
Fuel Assistance	\$ 97,860.00	
Renter's Rebate	\$ 54,551.00	
Youth Services	\$ 25,140.00	
Back To School		\$ 10,000.00
Cheese Day		\$ 12,133.00
Financial Assistance		\$116,184.00
Food Closet		\$ 1,493.00
Keep Simsbury Warm		\$ 13,374.00
Medical Assistance		\$ 19,097.00
Senior Lunch Program		\$ 13,814.00
	<b>\$ 215,102.00</b>	<b>\$ 186,095.00</b>

**Other Donation Programs**

Holiday Program

Free Bed Funds

**Department Title**

Culture, Parks and Recreation

**Department Description and Mission Statement**

The Culture, Parks and Recreation Department provides quality leisure opportunities which contribute to the environment, needs and interests of the community. The programs and services provided by the department contribute to Simsbury's outstanding quality of life and are integral to Simsbury's health, welfare, attractiveness and economic vitality.

The department is responsible for the maintenance of all parks, fields and trails, the Simsbury Farms Recreation Complex and Golf Course, and for mowing the bicycle trails. The department hosts or assists with community events and develops programming to meet the needs of residents of all ages. The department coordinates with local sports teams on scheduling of field use.

**FY 2016/2017 Accomplishments**

- Re-constructed the tennis courts at Simsbury Farms.
- Completed the construction of the new ice rink warming room.
- Renovations to the Simsbury Farms Golf Course were completed on the hole #2 green.
- A new senior tee on hole #6 was completed.
- The course was again voted the "Best Course in the Farmington Valley" by the Farmington Valley Visitors Association.
- Maintained over 2,400 acres of parks and open space, 40 athletic fields and facilities including the Performing Arts Center and the Farmington Valley Greenway.
- Began improvements to the Simsbury Farms Swimming Pools.
- Recognized as one of six golf courses selected for a pro-bono site evaluation by the US Golf Association and the American Society of Golf Course Architects.
- Received a \$1,500 grant from the Farmington Valley Trails Council for fencing repairs along the greenway.
- Coordinated 24 public gathering permits.
- Worked with 6 Eagle Scouts on community projects including improvements to the David Emott Memorial Fitness Trail at Simsbury Farms, the Tariffville Park Pavilion, the Simsbury Skate Park, and the open space triangle at West Mountain and Notch Roads.

**FY 2016/2017 Trends and Key Issues**

With over one third of Simsbury's land designated as open space, the Department will be evaluating maintenance and accessibility issues.

**FY 2017/2018 Goals and Objectives**

- ***Economic Health, Culture, Education, and Recreation:*** Complete the cleaning of the ponds on holes #3 and #15 at the Simsbury Farms Golf Course.
- ***Environmental Health, Culture, Education and Recreation, Transportation:*** Initiate improvements to the Farmington Valley Greenway and other bike/walking trails in the community.
- ***Environmental Health, Culture, Education and Recreation:*** Complete parking and accessibility improvements to the Ethel Walker Woods property.
- ***Culture, Education, and Recreation, Neighborhood Livability and Social Health:*** Continue to offer outstanding programming to Simsbury residents.
- ***Environmental Health, Culture, Education and Recreation, Transportation:*** Maintain an excellent level of maintenance of town fields, trails, and assets like the pool and golf course.
- ***High Performing Government:*** Conduct recreation program survey to best meet the needs of our residents.

**FY 2017/2018 Budget Summary**

The Culture, Parks and Recreation budget increased 1.8% (\$13,827) due to negotiated salaries and increased use of town assets, including maintenance of the Betty Hudson property. Savings have been realized in capital equipment purchases for Simsbury Farms due to the golf surcharge implemented in FY15 generating approximately \$42,000 per year and from a new hire at a reduced salary.



**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Golf Course Rounds Played	36,551	37,226	35,468	36,500	37,000
Golf Course Revenues	\$857,374	\$872,200	\$937,124	\$912,000	\$920,000
Ice Rink Revenue	\$198,815	\$202,127	\$199,712	\$210,000	\$210,000
Programs Offered	632	645	658	665	675
Pool Passes Issued	814	855	867	880	890
Summer Camp Enrollment	1005	1035	1087	1100	1150

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>RECREATION - ADMINISTRATION</u></b>									
SPLIT TIME	51,615	24,176	53,160	53,280	47,998	47,998	47,998	(5,162)	-9.7%
ADVERTISING	424	177	340	340	340	340	340	-	0.0%
COPY & PRINTING SERVICES	139	284	250	300	250	250	250	-	0.0%
POSTAGE	574	176	650	650	650	650	650	-	0.0%
OFFICE SUPPLIES	149	527	450	550	450	450	450	-	0.0%
EQUIPMENT MAINTENANCE	256	309	250	325	300	300	300	50	20.0%
DUES & SUBSCRIPTIONS	711	585	360	700	700	700	700	340	94.4%
SEASONAL	26,299	21,774	27,993	27,993	28,692	28,692	28,692	699	2.5%
<b>Subtotal</b>	<b>80,167</b>	<b>48,008</b>	<b>83,453</b>	<b>84,138</b>	<b>79,380</b>	<b>79,380</b>	<b>79,380</b>	<b>(4,073)</b>	<b>-4.9%</b>
<b><u>PARKS &amp; OPEN SPACE - MAINTENANCE</u></b>									
FULL-TIME	447,426	227,321	460,107	464,387	467,009	467,009	467,009	6,902	1.5%
OVERTIME	15,647	10,290	18,526	18,526	18,803	18,803	18,803	277	1.5%
SEASONAL	22,882	8,997	26,250	24,250	24,250	24,250	24,250	(2,000)	-7.6%
EQUIPMENT RENTALS	7,536	3,143	5,000	5,000	5,250	5,250	5,250	250	5.0%
LAUNDRY SERVICE	2,199	-	2,200	2,200	2,200	2,200	2,200	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	501	-	360	360	360	360	360	-	0.0%
BUILDING SUPPLIES	5,916	2,198	4,600	4,600	4,600	4,600	4,600	-	0.0%
CLEANING SUPPLIES	1,129	1,478	1,600	2,000	2,200	2,200	2,200	600	37.5%
AGRICULTURAL SUPPLIES	6,241	3,864	6,300	6,300	6,300	6,300	6,300	-	0.0%
ROAD & DRAINAGE SUPPLIES	2,047	1,369	4,200	4,200	4,200	4,200	4,200	-	0.0%
PARTS SUPPLIES	14,686	3,615	13,100	13,100	13,600	13,600	13,600	500	3.8%
CLOTHES & SAFETY SUPPLIES	2,450	1,896	2,700	2,700	2,700	2,700	2,700	-	0.0%
OIL & LUBRICANTS	835	600	1,500	1,500	1,500	1,500	1,500	-	0.0%
EQUIPMENT MAINTENANCE	6,789	2,949	7,000	7,000	7,000	7,000	7,000	-	0.0%
VEHICLE MAINTENANCE	2,035	165	3,300	2,300	2,500	2,500	2,500	(800)	-24.2%
FACILITIES MAINTENANCE	40,335	15,530	30,000	32,000	34,000	34,000	34,000	4,000	13.3%
WATER CHARGES	2,673	9,636	9,200	9,200	9,650	9,650	9,650	450	4.9%
NATURAL GAS/PROPANE	1,812	786	6,448	4,000	4,000	4,000	4,000	(2,448)	-38.0%
ELECTRIC	13,207	5,345	10,480	12,000	12,000	13,000	13,000	2,520	24.0%
GASOLINE	21,437	9,790	17,415	17,415	17,415	17,415	17,415	-	0.0%
DIESEL FUEL	5,825	4,189	5,182	5,182	5,182	5,182	5,182	-	0.0%
DUES & SUBSCRIPTIONS	521	25	300	300	300	300	300	-	0.0%
TECHNICAL & PROGRAM EQUIPMENT	-	222	-	-	-	-	-	-	0.0%
<b>Subtotal</b>	<b>624,129</b>	<b>313,408</b>	<b>635,768</b>	<b>638,520</b>	<b>645,019</b>	<b>646,019</b>	<b>646,019</b>	<b>10,251</b>	<b>1.6%</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>PARKS &amp; OPEN SPACE - MEMORIAL FIELD</u></b>									
SEASONAL	7,987	4,425	5,760	8,080	8,080	8,080	8,080	2,320	40.3%
BUILDING SUPPLIES	977	161	800	800	1,000	1,000	1,000	200	25.0%
AGRICULTURAL SUPPLIES	4,643	4,200	5,800	5,800	5,800	5,800	5,800	-	0.0%
PARTS SUPPLIES	3,919	1,354	2,800	3,000	3,300	3,300	3,300	500	17.9%
EQUIPMENT MAINTENANCE	4,055	95	2,500	2,500	3,000	3,000	3,000	500	20.0%
VEHICLE MAINTENANCE	238	-	300	300	300	300	300	-	0.0%
WATER CHARGES	491	5,500	4,500	5,500	5,500	5,500	5,500	1,000	22.2%
GASOLINE	1,000	172	630	630	630	630	630	-	0.0%
DIESEL FUEL	1,000	-	592	592	580	580	580	(12)	-2.0%
<b>Subtotal</b>	<b>24,311</b>	<b>15,908</b>	<b>23,682</b>	<b>27,202</b>	<b>28,190</b>	<b>28,190</b>	<b>28,190</b>	<b>4,508</b>	<b>19.0%</b>
<b><u>PARKS &amp; OPEN SPACE - MEMORIAL POOL</u></b>									
BUILDING SUPPLIES	3,356	71	2,000	2,000	2,000	2,000	2,000	-	0.0%
CLEANING SUPPLIES	555	650	600	600	600	600	600	-	0.0%
CHEMICAL & LAB SUPPLIES	4,057	1,157	2,800	2,800	2,940	2,940	2,940	140	5.0%
PARTS SUPPLIES	707	-	1,100	1,100	1,300	1,300	1,300	200	18.2%
EQUIPMENT MAINTENANCE	2,060	1,574	2,000	2,000	2,500	2,500	2,500	500	25.0%
WATER CHARGES	11,236	6,805	5,500	6,805	6,500	6,500	6,500	1,000	18.2%
SEWER USE FEES	2,374	3,426	2,375	3,426	3,426	3,426	3,426	1,051	44.3%
ELECTRIC	1,414	1,591	1,850	1,850	1,850	1,850	1,850	-	0.0%
REFUSE DISPOSAL	2,615	1,213	2,600	2,600	2,850	2,850	2,850	250	9.6%
<b>Subtotal</b>	<b>28,373</b>	<b>16,487</b>	<b>20,825</b>	<b>23,181</b>	<b>23,966</b>	<b>23,966</b>	<b>23,966</b>	<b>3,141</b>	<b>15.1%</b>

## **Department Title**

Simsbury Public Library

## **Department Description and Mission Statement**

The Simsbury Public Library educates and enriches the community by providing free and equal access to information, resources and experiences. It is the community's multigenerational gathering place and destination for early literacy, technology access, hands-on learning and volunteer opportunities. A community partner, the Library coordinates programming and services with other Town Departments, including the Senior Center, Parks & Recreation and Public Works, as well as local groups, organizations and businesses, such as the Simsbury Historical Society, Simsbury Camera Club and Metro Bis. The award-winning Business Resource Center continues to support local job seekers and economic development with both an increase in program attendance and requests for assistance and information. The Library's *Innovators' Workshop* Makerspace provides equipment and a collaborative workspace for entrepreneurs and curious learners. Teens find not only areas for quiet study, but also a safe space in which to socialize and gain vital leadership and 21<sup>st</sup> century workforce skills. Over the next five years, as guided by its new strategic plan, the Library will work to create cultural and intergenerational awareness; provide a comfortable, safe place for patrons to visit both physical and virtual; provide opportunities for lifelong learning; promote community resources and services; assist in building successful enterprises, both commercial and nonprofit and support the informational needs of informed citizens of the local, national and world communities.

## **FY 2016/2017 Accomplishments**

- Opened *Innovators' Workshop* Makerspace offering 3D printing and digitizing, sewing machines, digital embroidery, Cricut, video to digital transfer equipment, Sphero, Makey Makey, snap circuits, Lego Mindstorm and more. Training classes and training by appointment are available. *Innovators' Workshop* equipment may be reserved by users through the Library's website, [simsburylibrary.info](http://simsburylibrary.info). Public Works staff have received 3D printer training and are now creating parts in *Innovators' Workshop* to be used in their equipment.
- Expanded programming for families affected by Autism with Everybody Plays, a regularly scheduled program facilitated by Library staff and staff from Creative Interventions, LLC, funded through an Autism Welcome Here grant.
- Opened a Seed Library reflecting the Town's commitment to renewable resources, conservation and agriculture.
- Continued to provide volunteer opportunities to residents which also helps manage Library costs. There were 1,133 hours of volunteer service July-December 2016.
- Library Board amended the Library's Room Use Policy to accommodate Town Departments offering programs at the Library.
- Equipment was added to the circulating collection including a GoPro camera, portable WiFi hotspot, knitting needles and cake pans, supporting the Town's commitment to reusing resources by providing the community with shared access to tools and equipment.
- Engaged 3,967 people at 25 outreach events and programs throughout the community.

- Continued to work collaboratively with other Town Departments, local organizations, schools, businesses and libraries to provide a broad array of programs and services, such as weekly Friday Flicks with the Senior Center, National Novel Writing Month with the Granby Libraries, a Victorian Tea with the Historical Society, rotating art exhibits with Simsbury elementary schools and cookbook author events with Metro Bis.
- Undertook a number of cost saving measures including: renegotiating contracts for the public book scanner, RFID equipment maintenance and costs for RFID supplies; changing periodical vendors; staff has applied for and received grants to support their professional development and the Library is in the process of changing to a credit card processing vendor with lower transaction fees.
- Developed a strategic plan for 2017-2021 through the work of a Strategic Planning Committee comprised of a diverse range of Library staff, trustees and community representatives who sought input from residents on their aspirations for the Town. The Strategic Plan can be found at [simsburylibrary.info](http://simsburylibrary.info).

### **FY 2016/2017 Trends and Key Issues**

The Library continues to strive to provide user-focused services through a variety of means and in various locations, in-house, around-the-clock virtually and throughout the community using the talents and skills of both Library staff and community volunteers. Currently 50% of residents have library cards, while the statewide average of library card holders is 42%. Use of the Library's digital offerings has increased nearly 30% in the past two years. The Library serves as both a formal and informal community gathering place seeing the number of visitors climb to over 375,000 in FY16. Staff answers an increasing number of information requests and work to meet the need for additional hands-on learning opportunities for all ages, from technology classes to sewing and upcycling. Attendance at these maker programs continuously fills them to capacity. The Library actively supports economic development through its varied resources, trainings and programs, as well as through the work of the Business Resource Center Coordinator who consistently serves more than 50 individuals each month who are performing business and marketing research or seeking job and career assistance. The Library will continue to evaluate programming, materials and services to provide the most relevant offerings in the most cost effective manner possible.

### **FY 2017/2018 Goals and Objectives**

- ***Culture, Education & Recreation; Neighborhood Livability and Social Health: Goal:*** Expand the Library's presence beyond its physical location to increase access to Library services throughout the community.

#### **Objectives:**

- Increase programming in various locations throughout the community, including businesses and non-profits
- Explore options to reach all segments of the Town's population
- Increase digital content/virtual offerings accessible 24/7 as they becomes available

- **Economic Health; Culture, Education & Recreation; High Performing Government: Goal:** Increase the awareness and usage by 2% of *Innovators' Workshop* Makerspace

**Objectives:**

- Engage in strategic marketing
- Provide additional classes and trainings with the use of Library staff and community volunteers
- Expand Children's Department programming to include *Innovators' Workshop* use

- **Economic Health; Culture, Education & Recreation: Goal:** Explore and assess increasing meeting room and programming space to meet the growing community needs

**Objectives:**

- Consider ways to increase flexibility and overall use of Library space
- Identify possible areas of reconfiguration within the Library to accommodate formal and informal gatherings, programs and meetings

**FY 2017/2018 Budget Summary**

The library's budget increased 1.5% (\$23,443) due primarily to negotiated salary increases, contractual services increases, and equipment maintenance increases due to age of equipment. Two additional hours per week for part-time reference librarians were added to help meet the goals established by the Library Board of Trustees' Strategic Plan and to meet the needs of increased use. The budget decreased in the Part-time Library Administration line due to the fact that a currently vacant Part-time Circulation Assistant position in the Adult Department will not be filled in FY18 and decreased in the Full-time Children's Services line due to new staff hired at lower salary and step than the staff who had served for 10 years that they were replacing.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Total Library Visits	314,928	356,957	375,523	382,000	383,500
Programming					
Children's Programs Offered	465	717	656	546*	675
Children's Program Participants	18,028	26,103	36,315	29,319	37,125
Teen Programs Offered	41	118	196	205	210
Teen Program Attendance	1,514	2,241	2,457	2,650	2,750
Adult Programs Offered	594	738	779	790	795
Adult Program Attendance	7,208	10,290	13,391	16,000	16,100
Total Annual Programs	1,100	1,573	1,631	1,541	1,680
Total Annual Program Attendance	26,750	38,634	52,163	48,141	55,975
Circulation					
Downloadable	12,462	14,920	18,760	21,990	23,000
Circulation (all other)	414,109	366,996**	370,880	363,990**	362,000
Total Annual Circulation	426,571	381,916	389,640	385,990	385,000
Total Collection Size	160,415	151,537	151,735	151,000	151,500
Reference Transactions	67,858	68,706	69,801	70,500	71,300
Notary Transactions	326	425	566	830	880

\*Fewer programs offered due to 2 full-time Children's Department position vacancies September 2016-February 2017

\*\*Drop attributed to multiple transactions recorded at self-checks prior to FY15

\*\*\*Drop attributed to inadequate and restricted CT State Library inter-library delivery

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>17.28</b>	<b>17.78</b>	<b>17.78</b>	<b>17.78</b>	<b>17.8*</b>

\*Additional 2 hours/week for current Part-time Reference Librarian

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>LIBRARY ADMINISTRATION</u></b>									
FULL-TIME	284,850	155,389	340,487	334,818	341,838	341,838	341,838	1,351	0.4%
PART-TIME	105,648	49,836	112,935	112,000	117,555	108,855	108,855	(4,080)	-3.6%
OVERTIME	-	41	-	-	-	-	-	-	0.0%
CONTRACTUAL SERVICES	62,456	52,757	58,867	58,867	64,185	64,185	64,185	5,318	9.0%
COPY & PRINTING SERVICES	366	-	300	300	300	300	300	-	0.0%
BANK FEES	3,653	1,838	1,900	3,170	2,800	2,800	2,800	900	47.4%
POSTAGE	365	133	250	260	260	260	260	10	4.0%
OFFICE SUPPLIES	3,805	1,674	3,500	3,500	3,500	3,500	3,500	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	14,716	6,366	8,600	11,000	10,000	10,000	10,000	1,400	16.3%
EQUIPMENT MAINTENANCE	27,444	22,960	21,885	30,000	23,800	23,800	23,800	1,915	8.8%
CONFERENCES & EDUCATION	4,508	1,248	7,000	7,000	7,000	7,000	7,000	-	0.0%
DUES & SUBSCRIPTIONS	860	860	1,160	860	960	960	960	(200)	-17.2%
<b>Subtotal</b>	<b>508,672</b>	<b>293,101</b>	<b>556,884</b>	<b>561,775</b>	<b>572,198</b>	<b>563,498</b>	<b>563,498</b>	<b>6,614</b>	<b>1.2%</b>
<b><u>LIBRARY ADULT &amp; YOUNG ADULT</u></b>									
FULL-TIME	353,207	160,570	334,713	334,713	343,922	343,922	343,922	9,209	2.8%
PART-TIME	29,216	27,139	40,184	46,000	43,118	43,118	43,118	2,934	7.3%
CONTRACTUAL SERVICES	4,306	3,340	10,480	10,480	10,480	10,480	10,480	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	2,999	1,638	1,000	2,500	3,000	3,000	3,000	2,000	200.0%
REFERENCE MATERIALS	128,315	57,563	123,253	123,253	125,590	125,590	125,590	2,337	1.9%
CONFERENCES & EDUCATION	140	-	-	-	-	-	-	-	0.0%
<b>Subtotal</b>	<b>518,184</b>	<b>250,250</b>	<b>509,630</b>	<b>516,946</b>	<b>526,110</b>	<b>526,110</b>	<b>526,110</b>	<b>16,480</b>	<b>3.2%</b>
<b><u>LIBRARY CHILDREN SERVICES</u></b>									
FULL-TIME	168,787	66,626	184,802	165,000	179,254	179,254	179,254	(5,548)	-3.0%
PART-TIME	109,450	62,943	110,076	112,000	110,553	110,553	110,553	477	0.4%
OVERTIME	1,642	264	-	-	-	-	-	-	0.0%
CONTRACTUAL SERVICES	1,598	843	2,000	2,000	2,000	2,000	2,000	-	0.0%
COPY & PRINTING SERVICES	11	-	100	100	100	100	100	-	0.0%
TECHNICAL & PROGRAM SUPPLIES	1,198	668	1,400	1,400	1,400	1,400	1,400	-	0.0%
REFERENCE MATERIALS	30,178	11,728	37,470	37,470	38,200	38,200	38,200	730	1.9%
<b>Subtotal</b>	<b>312,864</b>	<b>143,071</b>	<b>335,848</b>	<b>317,970</b>	<b>331,507</b>	<b>331,507</b>	<b>331,507</b>	<b>(4,341)</b>	<b>-1.3%</b>



	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>LIBRARY BUILDINGS &amp; GROUNDS</u></b>									
CUSTODIAL SERVICES	1,289	505	2,935	2,935	2,100	2,100	2,100	(835)	-28.4%
TECHNICAL & PROGRAM SUPPLIES	777	-	300	300	300	300	300	-	0.0%
BUILDING SUPPLIES	8,120	4,023	5,640	5,400	5,640	5,640	5,640	-	0.0%
CLEANING SUPPLIES	2,299	31	2,500	2,500	2,500	2,500	2,500	-	0.0%
EQUIPMENT MAINTENANCE	18,230	4,147	15,000	13,000	17,500	17,500	17,500	2,500	16.7%
FACILITIES MAINTENANCE	3,969	2,422	2,000	3,500	3,000	3,000	3,000	1,000	50.0%
WATER CHARGES	3,312	647	2,040	2,040	3,366	3,366	3,366	1,326	65.0%
SEWER USE FEES	1,148	1,275	1,200	1,275	1,339	1,339	1,339	139	11.6%
NATURAL GAS/PROPANE	18,502	5,542	24,960	24,500	25,960	25,960	25,960	1,000	4.0%
ELECTRIC	77,400	33,052	63,445	63,445	63,445	63,445	63,445	-	0.0%
HEATING OIL	-	-	400	-	-	-	-	(400)	-100.0%
REFUSE DISPOSAL	2,155	1,175	2,390	2,350	2,350	2,350	2,350	(40)	-1.7%
<b>Subtotal</b>	<b>137,201</b>	<b>52,818</b>	<b>122,810</b>	<b>121,245</b>	<b>127,500</b>	<b>127,500</b>	<b>127,500</b>	<b>4,690</b>	<b>3.8%</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>EMPLOYEE BENEFITS</u></b>									
MAJOR MEDICAL INSURANCE	2,015,358	1,102,542	2,124,484	2,231,009	2,505,631	2,505,631	2,505,631	381,147	17.9%
LIFE INSURANCE	42,235	25,600	42,000	50,000	44,000	44,000	44,000	2,000	4.8%
DISABILITY INSURANCE	24,000	22,684	23,935	44,000	25,000	25,000	25,000	1,065	4.4%
SOCIAL SECURITY/FICA	729,129	363,059	750,000	725,000	765,000	765,000	765,000	15,000	2.0%
POLICE PENSIONS	615,577	677,434	677,434	677,434	600,240	600,240	600,240	(77,194)	-11.4%
TOWN PENSIONS	711,025	681,588	686,409	706,409	702,385	702,385	702,385	15,976	2.3%
DEFINED CONTRIBUTION	-	-	-	-	25,000	25,000	25,000	25,000	***
UNEMPLOYMENT COMPENSATION	222	1,057	5,000	2,000	5,000	5,000	5,000	-	0.0%
CONSULTANT	1,500	-	-	-	-	-	-	-	0.0%
<b>Subtotal</b>	<b>4,139,047</b>	<b>2,873,964</b>	<b>4,309,262</b>	<b>4,435,852</b>	<b>4,672,256</b>	<b>4,672,256</b>	<b>4,672,256</b>	<b>362,994</b>	<b>8.4%</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>GENERAL LIABILITY &amp; INSURANCE</u></b>									
WORKER'S COMPENSATION	212,301	128,168	249,999	213,249	234,545	234,545	234,545	(15,454)	-6.2%
LIABILITY, AUTO & PROPERTY	208,248	192,806	181,235	224,092	217,889	217,889	217,889	36,654	20.2%
FLEET INSURANCE	27,980	32,681	29,203	29,203	30,079	30,079	30,079	876	3.0%
BOILER INSURANCE	4,600	-	4,784	4,784	4,929	4,929	4,929	145	3.0%
INSURANCE DEDUCTIBLE	10,000	62,523	10,000	10,000	10,000	10,000	10,000	-	0.0%
<b>Subtotal</b>	<b>463,129</b>	<b>416,178</b>	<b>475,221</b>	<b>481,328</b>	<b>497,442</b>	<b>497,442</b>	<b>497,442</b>	<b>22,221</b>	<b>4.7%</b>

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 17 Estimate	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change From FY 17	% Change
<b><u>OPERATING TRANSFERS</u></b>									
CONTINGENCY RESERVE	-	-	30,000	30,000	70,000	70,000	70,000	40,000	133.3%
CNR-2012	73,000	-	-	-	-	-	-	-	0.0%
CNR-2013	62,865	-	62,865	62,865	-	-	-	(62,865)	-100.0%
CNR-2014	83,250	-	83,250	83,250	83,250	83,250	83,250	-	0.0%
CNR-2015	83,250	-	83,250	83,250	83,250	83,250	83,250	-	0.0%
CNR-2016	-	-	83,250	83,250	83,250	83,250	83,250	-	0.0%
CNR-2016	83,250	-	-	-	-	-	-	-	0.0%
CNR-2017	115,000	-	68,300	68,300	68,300	68,300	68,300	-	0.0%
CNR-2018	-	-	-	-	83,250	83,250	83,250	83,250	***
SIMSBURY FARMS CONTRIBUTION	90,000	-	90,000	90,000	90,000	90,000	90,000	-	0.0%
<b>Subtotal</b>	<b>590,615</b>	-	<b>500,915</b>	<b>500,915</b>	<b>561,300</b>	<b>561,300</b>	<b>561,300</b>	<b>60,385</b>	<b>12.1%</b>

**Department Title**

Water Pollution Control

**Department Description and Mission Statement**

Simsbury Water Pollution Control (SWPC) is a customer-funded utility owned and operated by the Town of Simsbury. The Towns of Avon and Granby are also co-owners of the treatment facility. SWPC is responsible for the operation and maintenance of over 80 miles of collection system, five pumping stations and the treatment facility. The Department is staffed by a Superintendent, an Assistant Superintendent, four Operators, two Maintainers, Administrative Secretary, Truck driver and an Engineering Inspector.

**FY 2016/2017 Accomplishments**

- Completed riverbank stabilization project near Mathers Crossing to protect our 30” diameter transmission line.
- Upgraded oxidation ditch dissolved oxygen control system as part of our continuing effort to limit electrical consumption.
- Assisted Highway and Parks Departments reestablishing the walking trail behind the Performing Arts Center.
- Completed a collection system flow analysis of south interceptor tributaries.

**FY 2016/2017 Trends and Key Issues**

SWPCA Staff will continue to work with Town staff on development projects to ensure adequate capacity is available within the plant and collection system.

**FY 2017/2018 Goals and Objectives**

- ***Environmental Health; High Performing Government:*** Perform engineering analysis of plant phosphorous reduction strategy in preparation of 2018 NPDES permit renewal.
- ***Safe Community; Environmental Health:*** Complete an analysis of the protection dike surrounding the WPC facility to ensure that it is in compliance with the new FEMA regulations.
- ***Sound Budgeting; Safe Community; Environmental Health; High Performing Government:*** Update the existing Water Pollution Control Plan.

**FY 2017/2018 Budget Summary**

The Water Pollution Control budget increased 3.0% (\$104,288) due to negotiated salary increases, health insurance increases, and other contractual increases Savings were found from. This department's operating expenses are from user fees and do not impact the mill rate.

**Key Metrics**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
Expenditures	\$2,755,886	\$2,706,783	\$2,813,833	\$2,932,423	\$3,135,645
Capital Expenditures	\$1,147,300	\$325,000	\$382,000	\$379,103	\$370,000
Revenue	\$2,994,221	\$3,135,428	\$3,103,960	\$3,110,480	\$3,554,271

**Employees (FTE- Full Time Equivalent)**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Proposed</b>
	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

## WPCA Special Revenue Fund

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	Change in Budget	% Change
<b>Revenues</b>								
<u>WATER POLLUTION CONTROL</u>								
<b>Total</b>	<b>3,649,185</b>	<b>3,002,378</b>	<b>3,451,183</b>	<b>3,555,471</b>	<b>3,553,972</b>	<b>3,553,972</b>	<b>102,789</b>	<b>3.0%</b>

## Expenditures

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	Change in Budget	% Change
<u>WATER POLLUTION CONTROL</u>								
FULL-TIME	691,211	349,061	738,609	769,029	769,029	769,029	30,420	4.1%
OVERTIME	46,198	22,110	53,491	53,491	53,491	53,491	-	0.0%
SEASONAL	3,360	3,040	21,190	21,190	21,190	21,190	-	0.0%
MAJOR MEDICAL INSURANCE	150,312	66,642	181,852	190,944	190,944	190,944	9,092	5.0%
LIFE INSURANCE	3,441	2,251	3,812	4,002	4,002	4,002	190	5.0%
DISABILITY INSURANCE	2,401	2,398	2,904	3,050	3,050	3,050	146	5.0%
SOCIAL SECURITY/FICA	56,669	22,790	62,217	64,840	64,544	64,544	2,327	3.7%
TOWN PENSIONS	94,403	98,974	98,974	103,569	103,923	103,923	4,949	5.0%
WORKER'S COMPENSATION	18,060	-	20,460	21,483	21,483	21,483	1,023	5.0%
CONSULTANT	11,433	150	48,000	48,000	48,000	48,000	-	0.0%
CONTRACTUAL SERVICES	35,549	15,603	58,200	63,901	63,901	63,901	5,701	9.8%
COMPREHENSIVE PROP& CASL	15,882	-	16,517	17,343	17,343	17,343	826	5.0%
FLEET INSURANCE	2,701	-	2,809	2,950	2,950	2,950	141	5.0%
BOILER INSURANCE	490	-	515	541	541	541	26	5.0%
ADVERTISING	1,390	-	1,300	1,300	1,300	1,300	-	0.0%
COPY & PRINTING SERVICES	581	508	750	750	750	750	-	0.0%
POSTAGE	1,446	1,269	2,200	2,200	2,200	2,200	-	0.0%
EQUIPMENT RENTALS	758	381	1,500	1,500	1,500	1,500	-	0.0%
OFFICE SUPPLIES	997	1,315	1,500	1,500	1,500	1,500	-	0.0%
TECH & PROGRAM SUPPLIES	1,999	900	2,000	2,000	2,000	2,000	-	0.0%
BUILDING SUPPLIES	-	80	2,000	2,000	2,000	2,000	-	0.0%
CLEANING SUPPLIES	1,378	265	2,300	2,300	2,300	2,300	-	0.0%
AGRICULTURAL SUPPLIES	-	-	250	250	250	250	-	0.0%

## WPCA Special Revenue Fund

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 18 Department Requested	FY 18 First Selectswoman Recommended	FY 18 BOS Approved	Change in Budget	% Change
ROAD & DRAINAGE SUPPLIES	7,424	1,290	10,500	11,000	11,000	11,000	500	4.8%
CHEMICAL & LAB SUPPLIES	48,339	21,256	48,175	48,175	48,175	48,175	-	0.0%
PARTS SUPPLIES	45,400	25,448	52,000	52,000	52,000	52,000	-	0.0%
CLOTHES & SAFETY SUPPLIE	5,569	4,292	7,400	8,165	8,165	8,165	765	10.3%
OIL & LUBRICANTS	1,012	-	2,800	2,800	2,800	2,800	-	0.0%
EQUIPMENT MAINTENANCE	524	7,375	20,740	20,740	20,740	20,740	-	0.0%
VEHICLE MAINTENANCE	4,026	1,972	7,500	7,500	7,500	7,500	-	0.0%
FACILITIES MAINTENANCE	22,794	5,357	17,400	17,400	17,400	17,400	-	0.0%
WATER CHARGES	5,089	3,132	6,003	6,003	6,002	6,002	(1)	0.0%
NATURAL GAS/PROPANE	22,598	7,874	30,350	31,850	31,850	31,850	1,500	4.9%
ELECTRIC	258,381	151,680	284,294	295,583	285,583	285,583	1,289	0.5%
GASOLINE	19,975	10,327	13,965	13,965	13,965	13,965	-	0.0%
TELEPHONE SERVICE	6,349	253	4,940	4,940	4,940	4,940	-	0.0%
REFUSE DISPOSAL	143,649	45,880	160,200	160,200	160,200	160,200	-	0.0%
PUBLIC AGENCY SUPPORT	101,446	-	104,094	108,545	108,989	108,989	4,895	4.7%
CONFERENCES & EDUCATION	2,133	12	3,565	3,565	3,565	3,565	-	0.0%
TRAVEL	321	299	1,000	1,000	1,000	1,000	-	0.0%
DUES & SUBSCRIPTIONS	824	-	1,500	1,500	1,500	1,500	-	0.0%
SEWER EXTENSIONS	30,447	13,687	32,000	32,000	32,000	32,000	-	0.0%
WPC PLANT COMPUTER EQUIP	-	-	1,200	1,200	1,200	1,200	-	0.0%
MACHINERY	54,672	26,923	53,000	84,000	92,000	92,000	39,000	73.6%
<b>Subtotal</b>	<b>1,921,630</b>	<b>914,796</b>	<b>2,185,976</b>	<b>2,290,264</b>	<b>2,288,765</b>	<b>2,288,765</b>	<b>102,789</b>	<b>4.7%</b>
<b><u>CLEAN WATER FUND LOAN</u></b>								
CLEAN WATER - PRINCIPAL	999,616	422,438	999,616	999,616	999,616	999,616	-	0.0%
CLEAN WATER - INTEREST	265,592	104,732	265,592	265,592	265,592	265,592	-	0.0%
<b>Subtotal</b>	<b>1,265,207</b>	<b>527,170</b>	<b>1,265,207</b>	<b>1,265,207</b>	<b>1,265,207</b>	<b>1,265,207</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>3,186,837</b>	<b>1,441,965</b>	<b>3,451,183</b>	<b>3,555,471</b>	<b>3,553,972</b>	<b>3,553,972</b>	<b>102,789</b>	<b>3.0%</b>



## Residential Property Special Revenue Fund

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	FY 18 Change from FY 17	% Change
<b>Revenues</b>								
<b><u>RESIDENTIAL PROPERTY</u></b>								
<b>Total</b>	<b>72,663</b>	<b>27,290</b>	<b>42,060</b>	<b>34,222</b>	<b>34,222</b>	<b>34,222</b>	<b>(7,838)</b>	<b>-18.6%</b>
<b>Expenditures</b>								
<b><u>RESIDENTIAL PROPERTY</u></b>								
CONTRACTUAL SERVICES	9,000	3,000	15,450	15,450	15,450	15,450	-	0.0%
BUILDING SUPPLIES	-	-	1,500	500	500	500	(1,000)	-66.7%
AGRICULTURAL SUPPLIES	-	-	-	-	-	-	-	***
EQUIPMENT MAINTENANCE	-	-	-	1,000	1,000	1,000	1,000	***
FACILITIES MAINTENANCE	10,620	4,386	10,300	10,300	10,300	10,300	-	0.0%
WATER CHARGES	1,137	273	1,250	1,250	1,250	1,250	-	0.0%
SEWER USE FEES	1,169	2,116	538	2,222	2,222	2,222	1,684	313.0%
ELECTRIC	-	67	-	1,000	1,000	1,000	1,000	***
BUILDING IMPROVEMENTS	6,983	-	4,500	2,500	2,500	2,500	(2,000)	-44.4%
HOUSING LOAN-PRINCIPAL	7,774	3,916	7,639	-	-	-	(7,639)	-100.0%
HOUSING LOAN- INTEREST	748	345	883	-	-	-	(883)	-100.0%
<b>Total</b>	<b>37,430</b>	<b>14,104</b>	<b>42,060</b>	<b>34,222</b>	<b>34,222</b>	<b>34,222</b>	<b>(7,838)</b>	<b>-18.6%</b>

## Simsbury Farms Special Revenue Fund

Revenues	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	Change in Budget	% Change
<b><u>SPECIAL PROGRAMS</u></b>								
PLAYGROUNDS	159,563	22,658	-	-	-	-	-	***
SPECIAL PROGRAMS-RECREATN	256,639	80,570	436,000	436,000	436,000	436,000	-	0.0%
SPONSORSHIP/ADVERTISING	-	-	12,000	7,500	7,500	7,500	(4,500)	-37.5%
<b>Subtotal</b>	<b>416,202</b>	<b>103,228</b>	<b>448,000</b>	<b>443,500</b>	<b>443,500</b>	<b>443,500</b>	<b>(4,500)</b>	<b>-1.0%</b>
<b><u>SIMSBURY FARMS COMPLEX</u></b>								
SIMSBURY FARMS POOLS	183,735	46,158	172,000	179,000	179,000	179,000	7,000	4.1%
SKATING	199,712	36,691	210,000	210,000	210,000	210,000	-	0.0%
VENDING	54,533	20,559	27,900	29,900	29,900	29,900	2,000	7.2%
COURT RENTAL	19,700	22,703	24,000	24,000	24,000	24,000	-	0.0%
APPLE BARN RENT	6,847	840	11,000	3,500	3,500	3,500	(7,500)	-68.2%
INSUFFICIENT FUND FEES	60	-	-	-	-	-	-	***
MISCELLANEOUS	3,000	500	-	-	-	-	-	***
<b>Subtotal</b>	<b>467,587</b>	<b>127,452</b>	<b>444,900</b>	<b>446,400</b>	<b>446,400</b>	<b>446,400</b>	<b>1,500</b>	<b>0.3%</b>
<b><u>GOLF COURSE</u></b>								
GOLF COURSE FEE	937,124	396,994	912,000	920,000	920,000	920,000	8,000	0.9%
GOLF SURCHARGE	24,000	17,058	-	42,000	42,000	42,000	42,000	***
MISCELLANEOUS	-	-	25,800	26,500	26,500	26,500	700	2.7%
<b>Subtotal</b>	<b>961,124</b>	<b>414,052</b>	<b>937,800</b>	<b>988,500</b>	<b>988,500</b>	<b>988,500</b>	<b>50,700</b>	<b>5.4%</b>
<b><u>OPERATING TRANSFERS</u></b>								
GENERAL FUND	90,000	-	90,000	90,000	90,000	90,000	-	0.0%
<b>Subtotal</b>	<b>90,000</b>	<b>-</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>-</b>	<b>0.0%</b>
<b>Total</b>	<b>1,934,913</b>	<b>644,732</b>	<b>1,920,700</b>	<b>1,968,400</b>	<b>1,968,400</b>	<b>1,968,400</b>	<b>95,400</b>	<b>5.0%</b>

## Simsbury Farms Special Revenue Fund

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	Change in Budget	% Change
<b>Expenditures</b>								
<b><u>ADMINISTRATION</u></b>								
SPLIT TIME	120,435	53,877	116,041	114,143	114,143	114,143	(1,898)	-1.6%
MAJOR MEDICAL INSURANCE	23,200	10,822	31,567	27,000	27,000	27,000	(4,567)	-14.5%
LIFE INSURANCE	677	360	650	650	650	650	-	0.0%
DISABILITY INSURANCE	280	203	290	290	290	290	-	0.0%
SOCIAL SECURITY/FICA	9,213	3,093	8,808	8,808	8,808	8,808	-	0.0%
TOWN PENSIONS	16,665	17,950	17,950	17,950	17,950	17,950	-	0.0%
WORKER'S COMPENSATION	14,200	-	14,200	14,626	14,626	14,626	426	3.0%
COMPREHENSIVE PROP& CASLT	15,890	-	15,890	16,366	16,366	16,366	476	3.0%
FLEET INSURANCE	2,725	-	2,725	2,725	2,725	2,725	-	0.0%
BOILER INSURANCE	450	-	450	450	450	450	-	0.0%
POSTAGE	3	-	200	200	200	200	-	0.0%
OFFICE SUPPLIES	309	120	200	250	250	250	50	25.0%
EQUIPMENT MAINTENANCE	471	279	700	700	700	700	-	0.0%
NATURAL GAS/PROPANE	4,358	852	7,384	5,338	5,338	5,338	(2,046)	-27.7%
ELECTRIC	2,517	1,150	2,825	2,825	2,825	2,825	-	0.0%
CONFERENCES & EDUCATION	1,332	535	2,400	2,400	2,400	2,400	-	0.0%
DUES & SUBSCRIPTIONS	190	-	250	250	250	250	-	0.0%
<b>Subtotal</b>	<b>212,917</b>	<b>89,241</b>	<b>222,530</b>	<b>214,971</b>	<b>214,971</b>	<b>214,971</b>	<b>(7,559)</b>	<b>-3.4%</b>

## Simsbury Farms Special Revenue Fund

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	Change in Budget	% Change
<b><u>SPECIAL PROGRAMS</u></b>								
FULL-TIME	66,979	31,812	70,311	71,365	71,365	71,365	1,054	1.5%
OVERTIME	838	583	-	500	500	500	500	***
SEASONAL	71,507	55,185	71,993	73,294	73,294	73,294	1,301	1.8%
MAJOR MEDICAL INSURANCE	6,099	5,097	7,760	7,760	7,760	7,760	-	0.0%
LIFE INSURANCE	327	198	295	295	295	295	-	0.0%
DISABILITY INSURANCE	235	226	215	215	215	215	-	0.0%
SOCIAL SECURITY/FICA	10,648	6,263	10,760	10,760	10,760	10,760	-	0.0%
TOWN PENSIONS	10,008	10,895	10,895	10,895	10,895	10,895	-	0.0%
CONTRACTUAL SERVICES	184,961	140,414	172,700	170,000	170,000	170,000	(2,700)	-1.6%
ADVERTISING	628	-	400	400	400	400	-	0.0%
SPECIAL ACTIVITIES	1,337	-	8,357	8,778	8,778	8,778	421	5.0%
COPY & PRINTING SERVICES	2,140	200	2,200	2,200	2,200	2,200	-	0.0%
BANK FEES	13,011	5,111	14,000	13,000	13,000	13,000	(1,000)	-7.1%
EQUIPMENT RENTALS	10,677	9,758	10,600	10,725	10,725	10,725	125	1.2%
TECH & PROGRAM SUPPLIES	5,571	226	5,200	5,700	5,700	5,700	500	9.6%
MEDICAL SUPPLIES	623	-	525	525	525	525	-	0.0%
DUES & SUBSCRIPTIONS	-	-	150	-	-	-	(150)	-100.0%
<b>Subtotal</b>	<b>385,589</b>	<b>265,968</b>	<b>386,361</b>	<b>386,412</b>	<b>386,412</b>	<b>386,412</b>	<b>51</b>	<b>0.0%</b>

## Simsbury Farms Special Revenue Fund

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	Change in Budget	% Change
<b><u>SIMSBURY FARMS COMPLEX</u></b>								
FULL-TIME	74,096	35,124	76,505	78,058	78,058	78,058	1,553	2.0%
PART-TIME	661	283	-	-	-	-	-	***
OVERTIME	1,325	1,509	500	1,000	1,000	1,000	500	100.0%
SEASONAL	134,374	88,985	144,304	153,911	153,911	153,911	9,607	6.7%
MAJOR MEDICAL INSURANCE	19,242	10,627	21,758	21,758	21,758	21,758	-	0.0%
LIFE INSURANCE	366	219	350	350	350	350	-	0.0%
DISABILITY INSURANCE	263	249	255	255	255	255	-	0.0%
SOCIAL SECURITY/FICA	16,106	9,174	13,945	13,945	13,945	13,945	-	0.0%
TOWN PENSIONS	10,008	10,895	10,895	10,895	10,895	10,895	-	0.0%
UNEMPLOYMENT COMPENSATION	(5)	-	-	-	-	-	-	***
CONTRACTUAL SERVICES	22,786	14,281	22,300	22,300	22,300	22,300	-	0.0%
COPY & PRINTING SERVICES	-	-	400	-	-	-	(400)	-100.0%
EQUIPMENT RENTALS	2,919	2,968	3,000	3,000	3,000	3,000	-	0.0%
OFFICE SUPPLIES	1,104	92	800	1,000	1,000	1,000	200	25.0%
TECH & PROGRAM SUPPLIES	4,841	5,676	5,400	5,400	5,400	5,400	-	0.0%
BUILDING SUPPLIES	9,581	2,639	8,000	8,000	8,000	8,000	-	0.0%
CLEANING SUPPLIES	2,396	1,650	1,900	1,900	1,900	1,900	-	0.0%
AGRICULTURAL SUPPLIES	140	-	600	400	400	400	(200)	-33.3%

## Simsbury Farms Special Revenue Fund

	<b>FY 16 Actual</b>	<b>FY 17 YTD Actual</b>	<b>FY 17 Budget</b>	<b>FY 18 Department Requested</b>	<b>FY 18 First Selectwoman Recommended</b>	<b>FY 18 BOS Approved</b>	<b>Change in Budget</b>	<b>% Change</b>
TRAFFIC CONTROL SUPPLIES	269	-	250	250	250	250	-	0.0%
MEDICAL SUPPLIES	518	-	400	400	400	400	-	0.0%
CHEMICAL & LAB SUPPLIES	9,042	5,608	8,785	9,274	9,274	9,274	489	5.6%
PARTS SUPPLIES	8,162	135	4,700	4,700	4,700	4,700	-	0.0%
CLOTHES & SAFETY SUPPLIES	2,207	69	1,800	1,800	1,800	1,800	-	0.0%
OIL & LUBRICANTS	-	-	600	600	600	600	-	0.0%
EQUIPMENT MAINTENANCE	16,708	1,727	9,250	10,250	10,250	10,250	1,000	10.8%
VEHICLE MAINTENANCE	1,113	47	800	800	800	800	-	0.0%
FACILITIES MAINTENANCE	13,652	2,034	8,000	8,000	8,000	8,000	-	0.0%
WATER CHARGES	3,807	426	2,800	2,800	2,800	2,800	-	0.0%
NATURAL GAS/PROPANE	15,585	4,381	25,879	19,091	19,091	19,091	(6,788)	-26.2%
ELECTRIC	72,898	38,668	80,156	80,156	80,156	80,156	-	0.0%
HEATING OIL	-	-	-	-	-	-	-	***
GASOLINE	3,644	-	4,838	4,838	4,838	4,838	-	0.0%
TELEPHONE SERVICE	4,355	1,695	3,300	4,300	4,300	4,300	1,000	30.3%
REFUSE DISPOSAL	1,817	1,184	2,700	2,200	2,200	2,200	(500)	-18.5%
DUES & SUBSCRIPTIONS	986	50	860	860	860	860	-	0.0%
<b>Subtotal</b>	<b>454,964</b>	<b>240,397</b>	<b>466,030</b>	<b>472,491</b>	<b>472,491</b>	<b>472,491</b>		<b>0.0%</b>

## Simsbury Farms Special Revenue Fund

	FY 16 Actual	FY 17 YTD Actual	FY 17 Budget	FY 18 Department Requested	FY 18 First Selectwoman Recommended	FY 18 BOS Approved	Change in Budget	% Change
<b><u>GOLF COURSE</u></b>								
FULL-TIME	276,621	132,080	280,770	286,692	286,692	286,692	5,922	2.1%
PART TIME	68,265	38,435	75,420	75,420	75,420	75,420	-	0.0%
OVERTIME	16,055	8,022	13,069	13,069	13,069	13,069	-	0.0%
SEASONAL	31,327	17,431	26,690	27,357	27,357	27,357	667	2.5%
MAJOR MEDICAL INSURANCE	55,560	29,891	68,035	68,035	68,035	68,035	-	0.0%
LIFE INSURANCE	2,278	1,355	2,180	2,180	2,180	2,180	-	0.0%
DISABILITY INSURANCE	1,513	1,429	1,450	1,450	1,450	1,450	-	0.0%
SOCIAL SECURITY/FICA	29,606	13,247	26,680	26,680	26,680	26,680	-	0.0%
TOWN PENSIONS	34,863	39,385	39,385	39,385	39,385	39,385	-	0.0%
UNEMPLOYMENT COMPENSATION	11,597	-	-	-	-	-	-	***
CONTRACTUAL SERVICES	36,904	22,811	37,505	37,505	37,505	37,505	-	0.0%
ADVERTISING	1,540	1,500	2,280	1,800	1,800	1,800	(480)	-21.1%
BANK FEES	19,286	10,379	16,000	16,000	16,000	16,000	-	0.0%
EQUIPMENT RENTALS	61,772	41,079	61,000	61,000	61,000	61,000	-	0.0%
LAUNDRY SERVICE	311	-	850	850	850	850	-	0.0%
TECH & PROGRAM SUPPLIES	16,527	4,146	15,850	16,350	16,350	16,350	500	3.2%
BUILDING SUPPLIES	3,060	469	3,450	3,850	3,850	3,850	400	11.6%
CLEANING SUPPLIES	1,334	1,050	1,200	1,600	1,600	1,600	400	33.3%
AGRICULTURAL SUPPLIES	52,870	30,074	55,000	62,000	62,000	62,000	7,000	12.7%

## Simsbury Farms Special Revenue Fund

	<b>FY 16 Actual</b>	<b>FY 17 YTD Actual</b>	<b>FY 17 Budget</b>	<b>FY 18 Department Requested</b>	<b>FY 18 First Selectwoman Recommended</b>	<b>FY 18 BOS Approved</b>	<b>Change in Budget</b>	<b>% Change</b>
ROAD & DRAINAGE SUPPLIES	7,763	4,201	8,170	11,875	11,875	11,875	3,705	45.3%
PARTS SUPPLIES	18,230	6,146	20,200	19,200	19,200	19,200	(1,000)	-5.0%
CLOTHES & SAFETY SUPPLIES	1,346	674	950	1,250	1,250	1,250	300	31.6%
OIL & LUBRICANTS	1,419	837	2,400	2,400	2,400	2,400	-	0.0%
EQUIPMENT MAINTENANCE	2,603	1,131	6,850	5,800	5,800	5,800	(1,050)	-15.3%
VEHICLE MAINTENANCE	1,763	-	2,200	2,200	2,200	2,200	-	0.0%
FACILITIES MAINTENANCE	5,917	498	8,300	6,800	6,800	6,800	(1,500)	-18.1%
WATER CHARGES	2,358	705	3,200	2,800	2,800	2,800	(400)	-12.5%
NATURAL GAS/PROPANE	9,502	2,581	18,966	11,639	11,639	11,639	(7,327)	-38.6%
ELECTRIC	19,120	16,918	23,502	23,502	23,502	23,502	-	0.0%
HEATING OIL	1,740	-	2,100	2,100	2,100	2,100	-	0.0%
GASOLINE	17,606	9,909	17,362	17,362	17,362	17,362	-	0.0%
TELEPHONE SERVICE	232	-	480	280	280	280	(200)	-41.7%
REFUSE DISPOSAL	1,134	975	2,400	1,800	1,800	1,800	(600)	-25.0%
MACHINERY & EQUIPMENT	24,000	-	-	42,000	42,000	42,000	42,000	***
DUES & SUBSCRIPTIONS	2,568	275	1,850	1,850	1,850	1,850	-	0.0%
<b>Subtotal</b>	<b>838,591</b>	<b>437,635</b>	<b>845,744</b>	<b>894,081</b>	<b>894,081</b>	<b>894,081</b>	<b>48,337</b>	<b>5.7%</b>
<b>Total</b>	<b>1,892,060</b>	<b>1,033,240</b>	<b>1,920,665</b>	<b>1,967,955</b>	<b>1,967,955</b>	<b>1,967,955</b>	<b>47,290</b>	<b>2.5%</b>



**FY 2018 Proposed Capital & Non-Recurring**

**FY 2018 CNR - Draft**

**Budget Available \$83,250 x 5 = \$416,250**

	<b>Priority CNR</b>	<b>Department</b>	<b>Project</b>	<b>Budget</b>
5	1	Culture, Parks & Recreation	Baseball Infield Conditioner - Replaced 1989 Parks Conditioner	\$ 20,000
6	1	Culture, Parks & Recreation	Utility Vehicle Memorial - Replaced 1988 Vehicle	\$ 25,000
10	1	Police Dept.	Purchase of 3 Patrol Vehicle	\$ 95,000
13	1	Public Works	Town Hall Office Improvements	\$ 49,500
15	1	Public Works	50% Highway Mechanic Truck with Utility Body	\$ 36,750
17	1	Public Works	Highway Plow Truck - All Season Body	\$ 155,000
19	1	Town Hall	Upgrade HVAC Controller Modules	\$ 35,000
				<b>Total \$ 416,250</b>

**FY 2018 Proposed LOCIP Pavement Management**

Public Works	FY18 LOCIP Pavement Management (per 2/4/17 Governor Budget)	288,757
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**TOWN OF SIMSBURY  
CAPITAL IMPROVEMENT PROGRAM SUMMARY  
FISCAL YEARS 2018-2023**

Board of Selectmen Approved Budget  
March 7, 2017

	Estimated Cost	Source of Funds	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
<b>Culture, Parks &amp; Recreation</b>								
1 Muti-Use Connections & Master Plan Updates	\$ 800,000	Bonds		\$ 800,000				
2 SF Golf Course Improvements	\$ 870,000	Bonds		\$ 90,000	\$ 780,000			
3 SF Rink/Pool Improvements	\$ 1,150,000	Bonds	\$ 950,000					\$ 200,000
<b>4 Park Improvements</b>	\$ 500,000	Bonds	\$ <b>235,000</b>		\$ -		\$ 265,000	
5 Athletic Field Improvements	\$ 287,000	Bonds	\$ -		\$ 287,000		\$ -	
6 Greenway Improvements	\$ 600,000	Bonds		\$ 600,000				
7 Open Space Planning and Improvements	\$ 450,000	Bonds	\$ 150,000	\$ 150,000		\$ 150,000		
8 Townwide Park Master Plan	\$ 102,000	Bonds	\$ 102,000					
9 Irrigation Renewal Project	\$ 305,000	Bonds		\$ 105,000	\$ 100,000	\$ 100,000		
10 Street Lighting Purchase / Lighting Improvements	\$ 400,000	Bonds	\$ 400,000					
11 Iron Horse Blvd Playground Renovation	\$ 298,000	Bonds	\$ 298,000					
<b>Total</b>	<b>\$ 5,762,000</b>		<b>\$ 2,135,000</b>	<b>\$ 1,745,000</b>	<b>\$ 1,167,000</b>	<b>\$ 250,000</b>	<b>\$ 265,000</b>	<b>\$ 200,000</b>
<b>Planning and Development</b>								
12 POCD, Land Use Studies	\$ 35,000	Bonds	\$ 35,000					
<b>13 Regulation Update</b>	\$ 65,000	Bonds	\$ <b>65,000</b>					
<b>Total</b>	<b>\$ 100,000</b>		<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Government/Social Services</b>								
<b>14 Finance Security Upgrades</b>	\$ 150,000	Bonds	\$ <b>150,000</b>					
15 Senior/Community Center	\$ 5,800,000	Bonds	\$ 5,800,000	\$ -				
<b>Total</b>	<b>\$ 5,950,000</b>		<b>\$ 5,950,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Facilities Management</b>								
16 Bridge Improvements	\$ 1,610,000	Bonds	\$ 805,000		\$ 805,000			
17 Highway Pavement Management	\$ 4,500,000	Bonds		\$ 1,500,000		\$ 1,500,000		\$ 1,500,000
18 Cold Storage Facility (Police/DPW Shared)	\$ 380,000	Bonds	\$ 380,000					
19 Dam Evaluations and Repairs	\$ 625,000	Bonds	\$ 75,000	\$ 300,000	\$ 250,000			
20 Sidewalk Resurfacing	\$ 1,200,000	Bonds		\$ 600,000	\$ 600,000			
21 Town Facilities Master Plan	\$ 400,000	Bonds	\$ 400,000					
22 Townwide Bridge / Culvert Inventory and Evaluation	\$ 204,000	Bonds				\$ 204,000		
23 Townwide Drainage Master Plan Update	\$ 305,000	Bonds			\$ 305,000			
24 Various Drainage Improvements	\$ 125,000	Bonds	\$ 125,000					
25 Town Wide Mapping Update	\$ 153,000	Bonds				\$ 153,000		
26 Library Interior/Parking Renovations	\$ 584,500	Bonds	\$ 584,500					
<b>27 Library Lower Level Improvements</b>	\$ 906,048	Bonds / S	\$ <b>906,048</b>					
<b>Total</b>	<b>\$ 10,992,548</b>	<b>\$ -</b>	<b>\$ 3,275,548</b>	<b>\$ 2,400,000</b>	<b>\$ 1,960,000</b>	<b>\$ 1,857,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>

Note: Bold Text indicates new project for FY 2018

Bonds = Municipal Bonds

GF=General fund SUR= Sewer Use Fund

**TOWN OF SIMSBURY  
CAPITAL IMPROVEMENT PROGRAM SUMMARY  
FISCAL YEARS 2018-2023**

Board of Selectmen Approved Budget  
March 7, 2017

	Estimated Cost	Source of Funds	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
<b>Water Pollution Control</b>								
28 Holcomb Area Trunk Line Sewer	\$ 2,700,000	SUF/S		\$ 72,000	\$ 238,000	\$ 2,390,000		
29 36 Drake Hill Rd. Dike Analysis	\$ 375,000	SUF	\$ 75,000	\$ 300,000				
30 Phosphorous Removal Analysis	\$ 875,000	SUF	\$ 150,000	\$ 725,000				
31 Hayes Road Pump Station Upgrade	\$ 45,000	SUF	\$ 45,000					
32 Tariffville Area Sewer Repairs	\$ 100,000	SUF	\$ 100,000					
33 Water Pollution Control Plan Update	\$ 100,000	SUF/S	\$ 100,000					
<b>Total</b>	<b>\$ 4,195,000</b>		<b>\$ 470,000</b>	<b>\$ 1,097,000</b>	<b>\$ 238,000</b>	<b>\$ 2,390,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOWN PROJECT TOTAL:</b>	<b>\$ 26,999,548</b>		<b>\$ 11,930,548</b>	<b>\$ 5,242,000</b>	<b>\$ 3,365,000</b>	<b>\$ 4,497,000</b>	<b>\$ 265,000</b>	<b>\$ 1,700,000</b>
<b>GRANTS/OTHER FUNDING:</b>								
27 Library Lower Level Improvements	\$ (453,024)	Bonds /S	\$ (453,024)					
28 Holcomb Area Trunk Line Sewer	\$ (2,700,000)	SUF/S		\$ (72,000)	\$ (238,000)	\$ (2,390,000)		
29 36 Drake Hill Rd. Dike Analysis	\$ (375,000)	SUF	\$ (75,000)	\$ (300,000)				
30 Phosphorous Removal Analysis	\$ (875,000)	SUF	\$ (150,000)	\$ (725,000)				
31 Hayes Road Pump Station Upgrade	\$ (45,000)	SUF	\$ (45,000)					
32 Tariffville Area Sewer Repairs	\$ (100,000)	SUF	\$ (100,000)					
33 Water Pollution Control Plan Update	\$ (100,000)	SUF/S	\$ (100,000)					
<b>Total</b>	<b>\$ (4,648,024)</b>		<b>\$ (923,024)</b>	<b>\$ (1,097,000)</b>	<b>\$ (238,000)</b>	<b>\$ (2,390,000)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL TOWN AMOUNT Requested:</b>	<b>\$ 17,703,500</b>	<b>\$ -</b>	<b>\$ 11,007,524</b>	<b>\$ 4,145,000</b>	<b>\$ 3,127,000</b>	<b>\$ 2,107,000</b>	<b>\$ 265,000</b>	<b>\$ 1,700,000</b>

Note:

Funding Sources: Bonds = Municipal Bonds

GF=General fund SUR= Sewer Use Fund

**TOWN OF SIMSBURY  
CAPITAL IMPROVEMENT PROGRAM SUMMARY  
FISCAL YEARS 2018-2023**

Board of Selectmen Approved Budget  
March 7, 2017

	Estimated Cost	Source of Funds	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
<b>Board of Education</b>								
34 District Network Infrastructure	\$ 800,000	Bonds		\$ 400,000		\$ 400,000		
35 HJMS - Renovation - Phase 3	\$ 22,825,000	Bonds/S	\$ 22,825,000					
36 SHS Stadium Renovations and Improvements	\$ -			TBD				
37 SHS Turf Field #2 Construction	\$ 1,030,000			\$ 1,030,000				
38 SHS Tennis Court Replacement	\$ 740,000	Bonds	\$ 740,000					
39 Latimer Lane Renovation	\$ 6,800,000	Bonds/S			\$ 6,800,000			
40 Boiler Replacement - Latimer Lane	\$ 900,000	Bonds		\$ 900,000				
41 HJMS Tennis Court Replacement	\$ 500,000				500,000			
<b>BOARD OF ED PROJECT TOTAL:</b>	<b>\$ 33,595,000</b>	<b>\$ -</b>	<b>\$ 23,565,000</b>	<b>\$ 2,330,000</b>	<b>\$ 7,300,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRANTS/OTHER FUNDING:</b>								
35 HJMS - Renovation - Phase 3	\$ (4,548,110)	S	\$ (4,548,110)					
39 Latimer Lane Renovation	\$ (2,258,280)	S			\$ (2,258,280)			
<b>Total</b>	<b>\$ (6,806,390)</b>	<b>\$ -</b>	<b>\$ (4,548,110)</b>	<b>\$ -</b>	<b>\$ (2,258,280)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BOE AMOUNT Requested:</b>	<b>\$ 26,788,610</b>	<b>\$ -</b>	<b>\$ 19,016,890</b>	<b>\$ 2,330,000</b>	<b>\$ 5,041,720</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>

Note:


Funding Sources:                      Bonds = Municipal Bonds    S = State Grant Assistance                      GF=General fund



<b>GRAND TOTAL FOR CAPITAL PROJECTS:</b>	<b>\$ 60,594,548</b>		<b>\$ 35,495,548</b>	<b>\$ 7,572,000</b>	<b>\$ 10,665,000</b>	<b>\$ 4,897,000</b>	<b>\$ 265,000</b>	<b>\$ 1,700,000</b>
<b>GRAND TOTAL LESS REIMBURSEMENTS:</b>	<b>\$ 44,492,110</b>		<b>\$ 30,024,414</b>	<b>\$ 6,475,000</b>	<b>\$ 8,168,720</b>	<b>\$ 2,507,000</b>	<b>\$ 265,000</b>	<b>\$ 1,700,000</b>

## PROJECT DETAIL

Rev. 1/12/17

Project Title: Multi-Use Trail Connections-Variou Locations/Master Plan Updates	
Department: Engineering/Culture, Parks & Recreation	Category: Culture, Parks & Recreation
Description, Purpose & Justification:	
<p>This project is for continuation of development of multi-use trails throughout Simsbury. The current focus is on the the Tariffville Connection. This trail section will be a part of the East Coast Greenway upon completion of additional sections in Bloomfield and Hartford CT, which will ultimately connect to the Charter Oak Greenway. The Tariffville Connection will begins at the existing Farmington Valley Greenway and connect to trails at the Bloomfield town line through Tariffville. Improvements to the River Loop trail extends from the Greenway on Iron Horse Boulevard to and along the Farmington River have been initiated with other phases in the planning phase. These trails will be for multi-use: biking, walking, jogging, roller-blading, snowshoeing and cross country skiing, as well as an opportunity for exercise, and a means of transportation, resulting in less fuel use. The update of the Tariffville Park and Simsbury Meadows Master Plan were completed in FY 2015 with funding provide under this project. The Farmington River Trail work, consisting of stone resurfacing from Town Forest to West Mt Road, which was completed in 2014.</p>	
	

### RECOMMENDED FINANCING

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$372,000	2,5		\$80,000					\$80,000
B. Land & Right of Way									\$0
C. Construction	\$1,805,000	2.5		\$704,000					\$704,000
D. Equipment									\$0
E. Other Costs	\$91,000	2		\$16,000					\$16,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$2,268,000</b>		<b>\$0</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>	<b>\$605,000</b>			<b>\$0</b>					<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$1,663,000</b>			<b>\$0</b>					<b>\$0</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									
<b>ANNUAL REVENUE PROJECTIONS</b>									
<b>PROJECTED INCREASES IN OPERATING COSTS</b>				\$2,000	\$2,040	\$2,081	\$2,122	\$2,165	


**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Multi-Use Trail Connections-Variou s Locations/Master Plan Updates								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs		\$2,000	\$2,040	\$2,081	\$2,122	\$2,165	
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$2,000	\$2,040	\$2,081	\$2,122	\$2,165

**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Simsbury Farms Golf Course Improvements	
Department: Culture, Parks & Recreation	Category: Parks
Description, Purpose & Justification:	
<p>These projects are intended to address necessary areas of improvement at the Simsbury Farms Golf Course. The course is now 44 years old and requires capital improvements to maintain the viability and marketability of the facility. Recently completed improvements to the course include the re-grading of the #1 and #10 fairways, re-construction of the #2 green, and the dredging of the ponds on holes #3 and #15. The improvements proposed for the next year include the re-construction of the #5 green, addition of new senior tees and leveling of existing tees and selected tree work identified in the USGA Site Visit report from 2016. An irrigation system improvement feasibility study is proposed for FY 2020 as the current system is 25 years old and approaching the end of its life expectancy.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$45,000	2		\$5,000					\$5,000
B. Land & Right of Way	\$0	2		\$0					\$0
C. Construction	\$1,058,500	2		\$83,000	\$764,000				\$847,000
D. Equipment	\$0	2		\$0					\$0
E. Other Costs	\$23,500	2		\$2,000	\$16,000				\$18,000
<b>TOTAL PROJECT FUNDING</b>	\$1,127,000			\$90,000	\$780,000	\$0	\$0	\$0	\$870,000
<b>TOTAL GRANTS/OTHER FUNDING</b>									\$0
<b>TOTAL FUNDING REQUESTED</b>	\$1,127,000			\$90,000	\$780,000				\$870,000
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

**PROJECT DETAIL**


Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Simsbury Farms Golf Course Improvements								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0



## PROJECT DETAIL

Rev. 1/12/17

<b>Project Title:</b> Simsbury Farms Rink-Pool Improvements	
<b>Department:</b> Culture, Parks & Recreation	<b>Category:</b> Parks
<b>Description, Purpose &amp; Justification:</b>	
<p>Phase 1 of the project currently being completed in 2016 includes the creation of an enclosed seating area for spectators at the rink, as well as mechanical upgrades to the rink refrigeration system. Pool work consists of replacing the lap pool gutter system, anchors and deck equipment, drain replacement, deck repairs, surge tank repairs and chemical feed pumps. Phase 2 of the project will include improvements to the diving pool, training pool and the wading pool in FY 2018. These improvements will be consistent with repairs to the lap pool including new drains, decking and mechanical systems. All mechanical systems in the filter room including all valves, flow meters, pumps and filters will also be replaced. Phase 3 of the project includes major equipment replacement for the ice rink refrigeration system and repainting of the structural steel canopy over the ice rink.</p>	
	

### RECOMMENDED FINANCING

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year							
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total	
A. Planning & Engineering	\$146,000	2	\$30,000						\$16,000	\$46,000
B. Land & Right of Way										\$0
C. Construction	\$2,198,000	2	\$900,000						\$180,000	\$1,080,000
D. Equipment	\$295,000	2								\$0
E. Other Costs	\$61,000	2	\$20,000						\$4,000	\$24,000
<b>TOTAL PROJECT FUNDING</b>	\$2,700,000		\$950,000	\$0	\$0	\$0	\$0	\$0	\$200,000	\$1,150,000
<b>TOTAL GRANTS/OTHER FUNDING</b>										\$0
<b>TOTAL FUNDING REQUESTED</b>	\$2,700,000		\$950,000						\$200,000	\$1,150,000
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding										
<b>ANNUAL COST SAVINGS</b>			\$2,500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$27,500
<b>ANNUAL REVENUE PROJECTIONS</b>										\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>										\$0

**PROJECT DETAIL**

Rev. 1/12/17

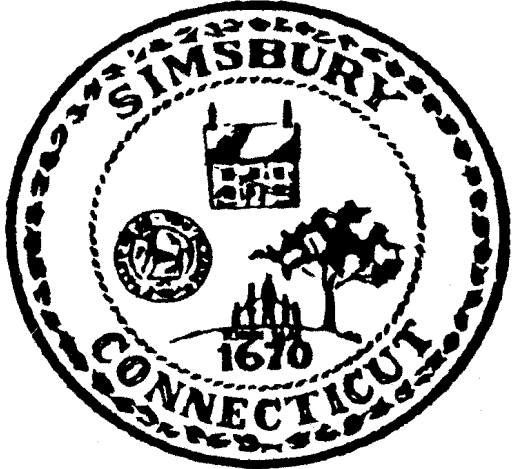
**PROJECTED INCREASES IN OPERATING COSTS**

Project Title: Simsbury Farms Rink-Pool Improvements

Category		Estimated Expenditures by Fiscal Year					
		Source of Funds					
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1	Personnel Costs - Operational						
2	Personnel Costs - Maintenance						
3	Personnel Costs - FICA /SS /OPEB						
4	Insurance Costs						
5	Programming Costs - Contractual						
6	Facility Maintenance Costs						
a.	Heating Costs						
b.	Electrical Cost						
c.	Domestic Water						
d.	CATV						
e.	Technology /Security						
f.	Cleaning Supplies						
g.	Building Supplies						
h.	Misc. Maintenance Contracts						
i.	Snow Rem./ Landscape Main.						
j.	Other Operating Costs						
k.							
l.							
m.							
o.							
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Parks Improvements	
Department: Culture, Parks & Recreation	Category: Parks
Description, Purpose & Justification:	
<p>This appropriation would include necessary upgrades to the Town's existing parks and facilities including roadway and parking improvements (\$40,000), irrigation system repair and replacement (\$85,000), trail re-construction (\$30,000), rink building painting (\$30,000) and the installation of an equipment wash-down area (\$50,000). The second phase of improvements, projected for FY 2022 includes building improvements to Simsbury Farms, the Golf Clubhouse, and the re-painting of the PAC bandshell. Also included are playground and surfacing repairs and other facility renovations not completed in the FY 2018 appropriation.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$20,500	2							\$0
B. Land & Right of Way									\$0
C. Construction	\$869,000	2	\$195,000				\$215,000		\$410,000
D. Equipment	\$130,000	2	\$35,000				\$45,000		\$80,000
E. Other Costs	\$18,500	2	\$5,000				\$5,000		\$10,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$1,038,000</b>		<b>\$235,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$265,000</b>	<b>\$0</b>	<b>\$500,000</b>
TOTAL GRANTS/OTHER FUNDING									\$0
<b>TOTAL FUNDING REQUESTED</b>	<b>\$1,038,000</b>		<b>\$235,000</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$265,000</b>	<b>0</b>	<b>\$500,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

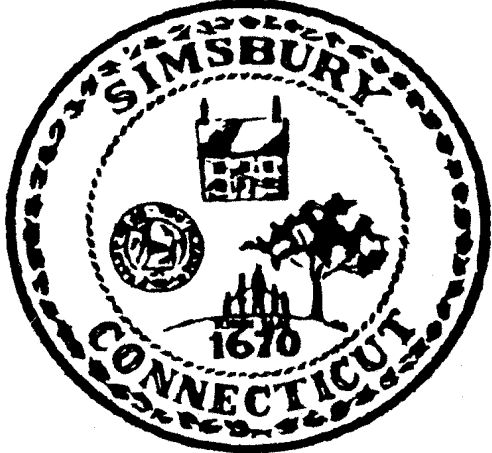
**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Parks Improvements								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Athletic Field Improvements	
Department: Culture, Parks & Recreation	Category: Parks
Description, Purpose & Justification:	
<p>This project is designed to upgrade facilities for improved safety of users and operational efficiencies. Work includes upgrades to the athletic fields at Curtiss Park, Memorial Park, Weatogue Park, Town Forest Park, Tariffville Park, Iron Horse Boulevard Fields, and Memorial Prk. Improvements consist of road and parking pavement reconstruction, fencing replacement and drainage enhancements. Additional repairs are anticipated to be identified after completion of Townwide Parks Master Plan.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$25,000	2							\$0
B. Land & Right of Way									\$0
C. Construction	\$281,000	2			\$281,000				\$281,000
D. Equipment		2							\$0
E. Other Costs	\$11,000	2			\$6,000				\$6,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$317,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$287,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$287,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$317,000</b>		<b>\$0</b>		<b>\$287,000</b>		<b>\$0</b>		<b>\$287,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									
<b>ANNUAL REVENUE PROJECTIONS</b>									
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									


**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Athletic Field Improvements								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 01/06/16

Project Title: Greenway Improvements	
Department: Culture, Parks & Recreation	Category: Parks
Description, Purpose & Justification:	
<p>Improvements to the Greenway are designed to enhance user safety and protect the infrastructure investment in the trail system. Work includes resurfacing, fence replacement, new signs, intersection warning systems, pavement markings and related work. Improvements are timely since the trail sections are nearing their 20 year life.</p> <p>Also, a consultant will prepare a Bike Master Plan to outline how the Town can continue to improve our bicycle and walking accessibility. Plan will be developed in conjunction with our stakeholder groups and provide a road-map to our infrastructure needs and opportunities over the next 3, 5, and 10 years with a focus on implementing a complete streets model for our future infrastructure improvements.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$76,000	2		\$30,000					\$30,000
B. Land & Right of Way	\$0			\$0					\$0
C. Construction	\$745,000	2		\$555,000					\$555,000
D. Equipment	\$0			\$0					\$0
E. Other Costs	\$19,000	2		\$15,000					\$15,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$840,000</b>		<b>\$0</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$840,000</b>			<b>\$600,000</b>					<b>\$600,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									<b>\$0</b>

**PROJECT DETAIL**


Rev. 01/06/16

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Greenway Improvements								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0



**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Open Space Planning and Improvements	
Department: Culture, Parks & Recreation	Category: Parks
Description, Purpose & Justification:	
<p>There is a need to develop a long and short term plan for managing all town open space parcels. The town in cooperation with the Open Space Committee is in the process of completing an inventory and evaluation of town owned parcels that will be used as a basis for the open space plan. Also, the recent acquisition of the the Ethel Walker Woods and the One Old Bridge property and under study and improvements are anticipated on both of the open space parcels. These improvements may include parking improvements, wayfinding signage, trail improvements, culvert and bridge replacement, invasive vegetation removal, interpretive educational signage, entrance signage, etc. These improvements will incorporate accessibility improvements where practicable.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$232,000	2	\$20,000	\$20,000		\$20,000			\$60,000
B. Land & Right of Way	\$0								\$0
C. Construction	\$595,000	2	\$125,000	\$125,000		\$125,000			\$375,000
D. Equipment	\$0								\$0
E. Other Costs	\$23,000	2	\$5,000	\$5,000		\$5,000			\$15,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$850,000</b>		<b>\$150,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>
TOTAL GRANTS/OTHER FUNDING									\$0
<b>TOTAL FUNDING REQUESTED</b>	<b>\$850,000</b>		<b>\$150,000</b>	<b>\$150,000</b>	<b>0</b>	<b>\$150,000</b>	<b>0</b>	<b>0</b>	<b>\$450,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									
<b>ANNUAL REVENUE PROJECTIONS</b>									
<b>PROJECTED INCREASES IN OPERATING COSTS</b>				\$2,000	\$2,040	\$2,080	\$2,120	\$2,160	


**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Open Space Planning and Improvements								
Category	Source of Funds	Estimated Expenditures by Fiscal Year						
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
		1	Personnel Costs - Operational					
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs		\$1,000	\$1,020	\$1,040	\$1,060	\$1,080	
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts		\$1,000	\$1,020	\$1,040	\$1,060	\$1,080	
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$2,000	\$2,040	\$2,080	\$2,120	\$2,160

## PROJECT DETAIL

Rev. 1/12/17

Project Title: Townwide Parks Master Plan	
Department: Culture, Parks & Recreation	Category: Parks
Description, Purpose & Justification:	
<p>The current park facilities were generally developed over 20 years ago. The park system includes 13 parks that include over 535 acres. A comprehensive review of the condition of the existing facilities and the need for a comprehensive capital improvement plan needs to be developed for future town wide parks improvements. Also, an inventory and needs assessment for new or a reconfiguration of current facilities to meet the future needs of the residents needs to be completed to develop a capital plan for the next generation of park improvements. Existing master plans that are available for individual parks will be reviewed and plans for future improvements will be incorporated into the master plan.</p>	
	

### RECOMMENDED FINANCING

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$100,000	2	\$100,000						\$100,000
B. Land & Right of Way									\$0
C. Construction									\$0
D. Equipment									\$0
E. Other Costs	\$2,000	2	\$2,000						\$2,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$102,000</b>		<b>\$102,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$102,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$102,000</b>		<b>\$102,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$102,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									<b>\$0</b>


**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Townwide Parks Master Plan								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Irrigation Renewal Project	
Department: Culture, Parks & Recreation	Category: Parks
Description, Purpose & Justification:	
<p>Following an evaluation of all park/athletic field irrigation systems, repair and replacement of these systems will be prioritized and addressed over a three year period.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering									\$0
B. Land & Right of Way									\$0
C. Construction	\$299,000	2		\$99,000	\$100,000	\$100,000			\$299,000
D. Equipment									\$0
E. Other Costs	\$6,000	2		\$6,000					\$6,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$305,000</b>		<b>\$0</b>	<b>\$105,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$305,000</b>
TOTAL GRANTS/OTHER FUNDING									\$0
<b>TOTAL FUNDING REQUESTED</b>	<b>\$305,000</b>			<b>\$105,000</b>	<b>\$100,000</b>	<b>\$100,000</b>			<b>\$305,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0


**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Irrigation Renewal Project								
Category		Source of Funds	Estimated Expenditures by Fiscal Year					
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 1/12/17

<b>Project Title: Street Lighting Purchase / Lighting Improvements</b>	
<b>Department: Parks and Recreation</b>	<b>Category:</b>
<b>Description, Purpose &amp; Justification:</b>	
<p>This project includes the required engineering, design and installation of lighting at the Simsbury Farms Recreation Complex, as well as other park locations. Much of the work would involve the replacement of the original roadway lighting and parking lot lighting at Simsbury Farms as well as the addition of new or replacement lighting to address safety issues at other parks, open space areas, or parking facilities. This project should reduce operating costs for electrical use and luminaire replacement.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$30,000	2	\$30,000						\$30,000
B. Land & Right of Way	\$0								\$0
C. Construction	\$320,000	2	\$347,000						\$347,000
D. Equipment	\$775,000								\$0
E. Other Costs	\$23,000	2	\$23,000						\$23,000
<b>TOTAL PROJECT FUNDING</b>	\$1,148,000		\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000
<b>TOTAL GRANTS/OTHER FUNDING</b>									\$0
<b>TOTAL FUNDING REQUESTED</b>									\$0
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

**PROJECT DETAIL**


Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Street lighting Purchase / Lighting Improvements								
Category	Source of Funds	Estimated Expenditures by Fiscal Year						
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
		1	Personnel Costs - Operational					
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0



## PROJECT DETAIL

Rev. 1/12/17

<b>Project Title:</b> Iron Horse Boulevard Playground Renovations	
<b>Department:</b> Culture, Parks & Recreation	<b>Category:</b> Parks
<b>Description, Purpose &amp; Justification:</b> Repair and renovate wheelchair accessible playground	
<p>The project would involve the complete renovation on the Boundless Playground located at Simsbury Meadows. The original installation was funded primarily through the efforts of the Simsbury-Granby Rotary Club. Due to its heavy use, the surfacing and some of the equipment is in need of complete replacement</p>	
	

<b>RECOMMENDED FINANCING</b>									
	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$20,000	2	\$20,000						\$20,000
B. Land & Right of Way	\$0		\$0						\$0
C. Construction	\$200,000	2	\$200,000						\$200,000
D. Equipment	\$72,000	2	\$72,000						\$72,000
E. Other Costs	\$6,000	2	\$6,000						\$6,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$298,000</b>	<b>2</b>	<b>\$298,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$298,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$298,000</b>		<b>\$298,000</b>						<b>\$298,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									<b>\$0</b>

**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Iron Horse Boulevard Playground Renovations								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 1/12/17

Project Title: POCD, Landuse Planning Studies	
Department: Community Development	Category: Planning
Description, Purpose & Justification:	
<p>Chapter 126, Section 8-23, of the Connecticut General Statutes requires that a planning commission “prepare, adopt and amend a plan of conservation and development for the municipality”. The purpose of a Plan of Conservation and Development is to develop a plan to guide future growth and to give direction to both public and private policy and development. The Plan not only encompasses a long-term vision for the community but also offers guidance for short-term decision-making. The Plan should not be thought of as a rigid blueprint, but rather as a general guide for growth for the Town. The Plan does not have the regulatory authority; instead provides broadly based recommendations for future development and improvement of Simsbury over the next decade and beyond. While future-oriented, a Plan of Conservation and Development reflects the goals and objectives of a community at a point in time, with regards to changes in economic conditions, lifestyles, goals and objectives of a community. In recognition of this, the State Statutes require that the Plan be updated at least every 10 years, so that the long-term planning process is originating from a relatively current inventory of existing conditions and economic cycles. Given the statutory timeframes, Simsbury POCD needs to be updated by November 3, 2017, per Connecticut General Statutes. The Town also initiated the <u>Weatogue Planning Study in FY 14</u>. The completion of this study along with other studies in critical</p>	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$274,000	2	\$30,000						\$30,000
B. Land & Right of Way	\$0								\$0
C. Construction	\$0								\$0
D. Equipment	\$0								\$0
E. Other Costs	\$5,500	2,4	\$5,000						\$5,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$279,500</b>		<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$279,500</b>		<b>\$35,000</b>						<b>\$35,000</b>

(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding

<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

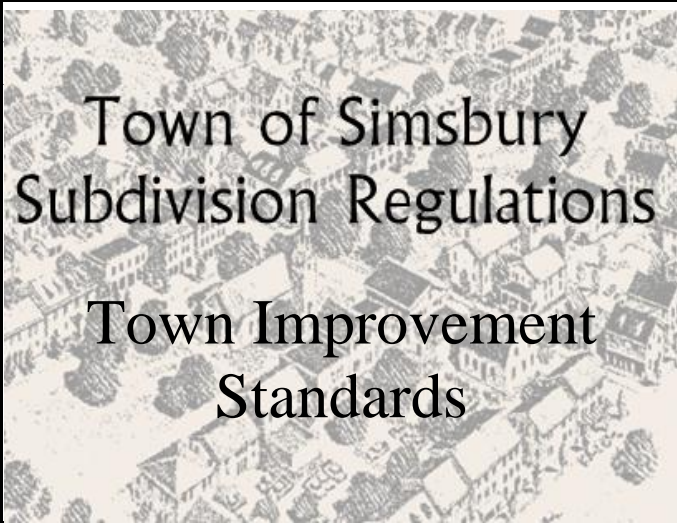
**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: POCD, Landuse Planning Studies								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Regulations Update	
Department: Planning & Comm. Dev./Engineering	Category: Planning
Description, Purpose & Justification:	
<p>Review and rewrite of existing subdivision Regulations and Town Improvement Standards. Required for consistency with state statutes and new case law associated with waiver provisions and public improvement financial security requirements. The latest revision to the subdivision regulations occurred in 2012, however, a comprehensive review has not taken place in over 20 years. Annual cost savings is anticipated with regards to legal expenses associated with permitting. The intent of this project is to streamline the permitting process by developing a clear set of regulations that can assist staff and applicants.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$63,000	2	\$63,000						\$63,000
B. Land & Right of Way									\$0
C. Construction									\$0
D. Equipment									\$0
E. Other Costs	\$2,000	2	\$2,000						\$2,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$65,000</b>	<b>2</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$65,000</b>		<b>\$65,000</b>						<b>\$65,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>			\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$12,000
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0


**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Regulations Update								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational		\$0	\$0	\$0	\$0	\$0	\$0
2	Personnel Costs - Maintenance		\$0	\$0	\$0	\$0	\$0	\$0
3	Personnel Costs - FICA /SS /OPEB		\$0	\$0	\$0	\$0	\$0	\$0
4	Insurance Costs		\$0	\$0	\$0	\$0	\$0	\$0
5	Programming Costs - Contractual		\$0	\$0	\$0	\$0	\$0	\$0
6	Facility Maintenance Costs		\$0	\$0	\$0	\$0	\$0	\$0
a.	Heating Costs		\$0	\$0	\$0	\$0	\$0	\$0
b.	Electrical Cost		\$0	\$0	\$0	\$0	\$0	\$0
c.	Domestic Water		\$0	\$0	\$0	\$0	\$0	\$0
d.	CATV		\$0	\$0	\$0	\$0	\$0	\$0
e.	Technology /Security		\$0	\$0	\$0	\$0	\$0	\$0
f.	Cleaning Supplies		\$0	\$0	\$0	\$0	\$0	\$0
g.	Building Supplies		\$0	\$0	\$0	\$0	\$0	\$0
h.	Misc. Maintenance Contracts		\$0	\$0	\$0	\$0	\$0	\$0
i.	Snow Rem./ Landscape Main.		\$0	\$0	\$0	\$0	\$0	\$0
j.	Other Operating Costs		\$0	\$0	\$0	\$0	\$0	\$0
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 2/24/17

Project Title: Finance Security Upgrades	
Department: Finance/Information Technology	Category: General Government
Description, Purpose & Justification:	
<p>These project items are intended to maintain and improve a high level of security for the financial assets and systems of the Town and Board of Education. Proposed projects include a fraud audit and cyber security analysis; financial system upgrades and data encryption (including transition to positive pay); enhanced employee cybersecurity training; firewall upgrades to include intruder detection system and active directory integration; and a capital asset/technology inventory system. These projects are intended to address recommendations made by the Town's auditor and the IT Task Force, as well as tracking best practices for cyber security.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering									\$0
B. Land & Right of Way									\$0
C. Construction									\$0
D. Equipment	\$50,000		\$50,000						\$50,000
E. Other Costs	\$100,000		\$100,000						\$100,000
<b>TOTAL PROJECT FUNDING</b>	\$150,000		\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
TOTAL GRANTS/OTHER FUNDING									\$0
<b>TOTAL FUNDING REQUESTED</b>	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000

**PROJECT DETAIL**


Rev. 2/24/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Finance Security Upgrades								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000



**PROJECT DETAIL**

Rev. 3/16/17

Project Title: Senior/Community Center at Eno Memorial Hall	
Department: Social Services	Category: Facilities Management
Description, Purpose & Justification:	
<p>The project includes the renovation of Eno Memorial Hall to preserve this important town historic building and also to provide improved facilities to support Senior Community Center activities for the entire community. Proposed improvements include the establishment of a vehicle drop-off area and new addition with entrance for the lower level on the north side of the building. This new entrance and the remaining areas of the building will be fully accessible for individuals with disabilities. The offices of the Department of Social Services and Senior Center Coordinator will be relocated to the lower level of the building to be adjacent to an expanded and dividable multi-purpose room a renovated kitchen area. Bathrooms on the lower level will also be renovated. Spaces on the first floor previously occupied with staff and volunteers will be repurposed for a health screening room, a larger food pantry storage area, and a flexible multi-purpose space in the former Blue Room. The building will be retrofitted for central air conditioning in all occupied spaces. The building envelope including roof and exterior masonry will be repaired and exterior landscaping and sidewalk areas will be improved. Funding for this project includes the relocation of a current tenant at Eno Memorial Hall, SCTV, to allow for additional programming space for Senior Community Center activities.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$474,000	2	\$474,000						\$474,000
B. Land & Right of Way									\$0
C. Construction	\$4,838,237	2	\$4,838,237						\$4,838,237
D. Equipment									\$0
E. Other Costs	\$487,763	2	\$487,763						\$487,763
<b>TOTAL PROJECT FUNDING</b>	<b>\$5,800,000</b>		<b>\$5,800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,800,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$5,800,000</b>		<b>\$5,800,000</b>	<b>\$0</b>					<b>\$5,800,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>				\$25,000	\$25,500	\$26,010	\$26,530	\$27,060	\$130,100

**PROJECT DETAIL**


Rev. 3/16/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Senior/Community Center at Eno Memorial Hall								
Category	Source of Funds	Estimated Expenditures by Fiscal Year						
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs		\$25,000	\$25,500	\$26,010	\$26,530	\$27,060	
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$25,000	\$25,500	\$26,010	\$26,530	\$27,060

Note: Operating Costs reflect the cost for additional space for Eno Memorial Hall only.

**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Bridge Improvements	
Department: Public Works	Category: Facilities Management
Description, Purpose & Justification:	
<p>This program is designed to improve and replace major stream crossing structures on a schedule that maintains their function and safety in a cost effective manner. Work includes: Firetown Rd. bridge deck &amp; rail system, Hop Brook bridge deck &amp; structure paint, Climax Road bridge deck, rail system &amp; paint, Town Forest Road bridge deck &amp; masonry, Rail Trail SI1 stone arch masonry, Rail Trail SI6 replace culvert, Stratton Brook replace culvert, and Flower bridge painting.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$291,000	2	\$89,000		\$89,000				\$178,000
B. Land & Right of Way									\$0
C. Construction	\$1,400,000	2	\$700,000		\$700,000				\$1,400,000
D. Equipment									\$0
E. Other Costs	\$34,000	2	\$16,000		\$16,000				\$32,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$1,725,000</b>		<b>\$805,000</b>	<b>\$0</b>	<b>\$805,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,610,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$1,725,000</b>		<b>\$805,000</b>		<b>\$805,000</b>				<b>\$1,610,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									<b>\$0</b>


**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Bridge Improvements								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

## PROJECT DETAIL

Rev. 1/12/17

<b>Project Title:</b> Highway Pavement Management	
<b>Department:</b> Public Works	<b>Category:</b>
<b>Description, Purpose &amp; Justification:</b>	
<p>The Pavement Management Program is based on a systematic evaluation of roads, parking lots and trails, with an applied plan to maintain paved surfaces in the most timely and cost effective manner. For 2017, this project extends the success of last year's program; 17.4 miles/yr are surfaced and 27 miles/yr crack sealing schedule. In 2019, the program includes resurfacing parking lots, surfacing 16 miles/yr of road, and 20 miles/yr of crack seal. This is a proactive program to keep the good roads in good condition and to efficiently improve the overall condition of our roads. All pavement users will be served by this project, estimated at 41,000 trips/day. The investments in our paved surfaces will be maintained, quality and safety of travel will be improved, and long term pavement maintenance and user costs will decrease.</p>	
	

### RECOMMENDED FINANCING

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$40,000	2							\$0
B. Land & Right of Way				\$0		\$0			\$0
C. Construction	\$7,825,000	2		\$1,470,000		\$1,470,000			\$2,940,000
D. Equipment				\$0		\$0			\$0
E. Other Costs	\$135,000	2		\$30,000		\$30,000			\$60,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$8,000,000</b>		<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$8,000,000</b>			<b>\$1,500,000</b>		<b>\$1,500,000</b>			<b>\$3,000,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5)				\$0					
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									<b>\$0</b>


**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Highway Pavement Management								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Cold Storage Facility	
Department: DPW/Police	Category: Facilities
Description, Purpose & Justification:	
<p>The Police and Public Works Departments have critical equipment and materials that need to be secured and protected. This facility would provide approximately 5,000 s.f. of space for storing electronic variable message signs, emergency response trailers, impounded vehicle evidence, portable generators, seasonal equipment, and similar items. In many cases, valuable parking spaces would become available at other facility parking lots.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$30,000	2	\$30,000						\$30,000
B. Land & Right of Way	\$0		\$0						\$0
C. Construction	\$340,000	2	\$340,000						\$340,000
D. Equipment	\$0		\$0						\$0
E. Other Costs	\$10,000	2	\$10,000						\$10,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$380,000</b>		<b>\$380,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$380,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$380,000</b>		<b>\$380,000</b>						<b>\$380,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>				\$500	\$500	\$500	\$500	\$500	<b>\$2,500</b>

**PROJECT DETAIL**


Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Cold Storage Facility								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost		\$500	\$500	\$500	\$500	\$500	\$500
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$500	\$500	\$500	\$500	\$500



**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Dam Evaluations and Repairs	
Department: Public Works	Category: Facilities Management
Description, Purpose & Justification:	
<p>Simsbury owns and operates 5 dams dating from 20 to nearly 100 years old. The dams include the Town Forest Road Dam, Stoddard Reservoir Dam, Library Lane Dam, Simsbury Farms Pond Dam and Lake Basile Dam. These dams provide outdoor recreation opportunities, wildlife habitat, and scenic vistas. In order to be in compliance with current state statutes in regards to the frequency of dam inspections and to protect the value of these assets, an engineering evaluation of the dams is being completed and repairs undertaken, as required. A preliminary inspection report has been received and is under review. Addition repairs beyond those that were anticipated have been identified and adjustments to the funding requested for the project has been included under this budget submission.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$119,000	2	\$74,000		\$25,000				\$99,000
B. Land & Right of Way									\$0
C. Construction	\$634,000	2		\$294,000	\$220,000				\$514,000
D. Equipment									\$0
E. Other Costs	\$17,000	2	\$1,000	\$6,000	\$5,000				\$12,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$770,000</b>		<b>\$75,000</b>	<b>\$300,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$625,000</b>
TOTAL GRANTS/OTHER FUNDING									\$0
<b>TOTAL FUNDING REQUESTED</b>	<b>\$770,000</b>		<b>\$75,000</b>	<b>\$300,000</b>	<b>\$250,000</b>				<b>\$625,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Dam Evaluations and Repairs								
Category		Source of Funds	Estimated Expenditures by Fiscal Year					
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Sidewalk Resurfacing	
Department: Public Works	Category: Facilities
Description, Purpose & Justification:	
<p>Simsbury has an extensive system of sidewalks and paths, totaling over 16 miles. Many of these facilities were constructed over 30 years ago. In order to keep these facilities safe for an increasing number of users, resurfacing and reconstruction is needed for virtually all of the walks and paths. Drainage improvements also will be provided where needed.</p>	



**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$60,000	2		\$30,000	\$30,000				\$60,000
B. Land & Right of Way									\$0
C. Construction	\$1,115,000	2		\$557,500	\$557,500				\$1,115,000
D. Equipment									\$0
E. Other Costs	\$25,000	2		\$12,500	\$12,500				\$25,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$1,200,000</b>		<b>\$0</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$1,200,000</b>			<b>\$600,000</b>	<b>\$600,000</b>				<b>\$1,200,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									<b>\$0</b>

**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Sidewalk Resurfacing								
Category		Source of Funds	Estimated Expenditures by Fiscal Year					
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0



**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Town Facilities Master Plan								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 1/12/17

<b>Project Title:</b> Townwide Bridge / Culvert Inventory and Evaluation										
<b>Department:</b> Public Works	<b>Category:</b> Facilities	Town of Simsbury Engineering Department <b>BRIDGE &amp; CULVERT INVENTORY</b>								
<b>Description, Purpose &amp; Justification:</b>		Jan-03								
The town maintains 6 bridges and 85 culverts throughout the Town of Simsbury. A comprehensive review and inspection of these structures has not been completed recently. This project will provide a plan to identify the capital needs required to maintain the serviceability of these structures.		<b>Road</b>	<b>Brook</b>	<b>Type</b>	<b>Size</b>	<b>Length</b>	<b>Year</b>	<b>Replace-ment Cost</b>	<b>Eligible - LBP</b>	<b>Eligible - FBP</b>
		Banbury (trail)	Nod	Box	96"x60"	20'	1924	23,906	x	
		Barndoor Hills Road	Bissell	Bridge	25'	36'	1988	354,597	x	x
		Bike Trail	Minister	Box	84"x36"	65'	1924	26,625	x	
		Canal Street		ACCM	72"x42"	52'	1950	21,300	x	
		Cedar Glen Road	Hop	Box	120"x96"	80'	1979	127,500	x	
		Cedar Hill Road	Hop	ACCM	180"x108"	44'	1969	31,080	x	
		Climax Road	Nod	Bridge	30'	34'	1988	422,000	x	x
		Clover Lane	Russell	Box	72"x48"	94'	1990	42,600	x	
		Country Club Road	Grimes	Bridge	10'	45'	1962	195,218	x	
		East Weatogue St.	Lucy	ACCM	90"x48"	70'	1966	31,539	x	
		Fernwood Drive	Nod	Box	120"x60"	60'	1984	43,640	x	
		Fernwood Drive	Nod	Box	96"x48"	60'	1983	43,130	x	
		Firetown Road	Bissell N	Bridge	26'	21'	1949	334,000	x	x
		Goodnich Road	Penwood	ACCM	72"x42"	30'	1966	12,288	x	
		Hedgehog Lane	Hop 1	Box	72"x48"	52'	1986	58,000	x	
		Hop Brook Road	Hop	Box	180"x72"	26'	1950	58,368	x	
		Nod Road	Cliffside	Box	72"x36"	80'	1984	55,000	x	
		Old Bridge Road	Farmington River	Bridge	18'	183'	1995	2,778,880	x	
		Old Farms Road	Hop	Box	144"x72"	64'	1986	153,452	x	
		Old Stone Crossing	Nod	Box	96"x60"	62'	1995	63,000	x	
		Princess Lane	King Phillip	RC	72"	60'	1974	20,927	x	
		Quad Hill	Calves Tongue	Box	88"x78"	28'	1950	20,000	x	
		Stonepost	Powder Mill	Box	72"x24"	28'	2001	22,015	x	
Sugar Loaf Cut	Hop	Box	96"x72"	80'	2000	224,000	x			

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$200,000	2				\$200,000			\$200,000
B. Land & Right of Way									\$0
C. Construction									\$0
D. Equipment									\$0
E. Other Costs	\$4,000	2				\$4,000			\$4,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$204,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$204,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$204,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$204,000</b>					<b>\$204,000</b>			<b>\$204,000</b>

(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding

<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Townwide Bridge / Culvert Inventory and Evaluation								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0



**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Townwide Drainage Master Plan Update	
Department: Public Works	Category: Facilities
Description, Purpose & Justification:	
<p>The town has not update the inventory and capacity of the town owned drainage systems for 30 years. This project will provide an inspection and inventory of these system along with the development of capital needs for upgrading these systems as required.</p>	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$300,000	2			\$300,000				\$300,000
B. Land & Right of Way									\$0
C. Construction									\$0
D. Equipment									\$0
E. Other Costs	\$5,000	2			\$5,000				\$5,000
<b>TOTAL PROJECT FUNDING</b>	\$305,000		\$0	\$0	\$305,000	\$0	\$0	\$0	\$305,000
TOTAL GRANTS/OTHER FUNDING									\$0
<b>TOTAL FUNDING REQUESTED</b>	\$305,000				\$305,000				\$305,000
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0


**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Townwide Drainage Master Plan Update								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 1/12/17

Project Title: Various Drainage Improvements Projects	
Department: Public Works	Category:
Description, Purpose & Justification:	
<p>There are several roadways that require site specific drainage improvements and cross culverts to improve drainage and the safety of the roadway network. The locations identified as part of the project include but are not limited to the following locations: East Weatogue Street, , Hoskins Road, Canal Street, and Tariffville Heights drainage improvements.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$25,000	2							\$0
B. Land & Right of Way									\$0
C. Construction	\$272,000	2	\$122,000						\$122,000
D. Equipment									\$0
E. Other Costs	\$3,000	2	\$3,000						\$3,000
<b>TOTAL PROJECT FUNDING</b>	\$300,000		\$125,000	\$0	\$0	\$0	\$0	\$0	\$125,000
<b>TOTAL GRANTS/OTHER FUNDING</b>									\$0
<b>TOTAL FUNDING REQUESTED</b>	\$300,000		\$125,000						\$125,000
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

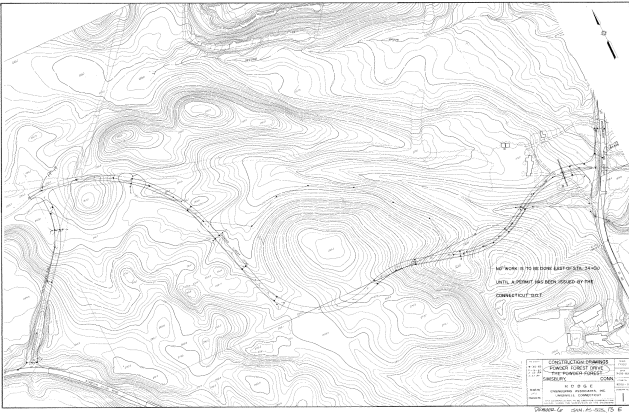
**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Various Drainage Improvements Projects								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

## PROJECT DETAIL

Rev. 1/12/17

Project Title: Town Wide Plannimetric Mapping Update	
Department: Engineering	Category: Engineering
Description, Purpose & Justification:	
<p>The Engineering Department make available plannimetric and topographic mapping to the various town departments, developers and citizen to assist in planning and development activities. The current available mapping was developed in 1990 and there has been significant changes to this mapping information in the last 25 years. The project will be completed as part of a statewide mapping project being coordinated by the Capital Region Council of Governments at a reduced cost to the member towns.</p>	
	

### RECOMMENDED FINANCING


	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$150,000	2				\$150,000			\$150,000
B. Land & Right of Way									\$0
C. Construction									\$0
D. Equipment									\$0
E. Other Costs	\$3,000	2				\$3,000			\$3,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$153,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$153,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$153,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$153,000</b>					<b>\$153,000</b>			<b>\$153,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									<b>\$0</b>

**PROJECT DETAIL**

Rev. 1/12/17

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Town Wide Plannimetric Mapping Update								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Project Title: Library Interior / Parking Renovations	
Department: Public Works	Category: Facilities Management
Description, Purpose & Justification:	
<p>The Simsbury Public Library was expanded and renovated in 2006 and after 10 years and tens of thousands of visitors, the interior of the building is in need of minor renovations, including new flooring for the upper and lower levels, as well as painting of the entire interior. The current carpeting is worn and has begun to buckle in humid weather leading to safety concerns. This project would provide a fresh, clean and professional appearance to the building and hide scuffs and marks associated with this high traffic facility. Replacing the exhaust fans in all public restrooms will provide a more pleasant environment. The installation of new flooring presents the opportunity for a reorganization of the upper level to become a more flexible, user friendly gathering space, a need defined in the Library's strategic plan. Reorganization of Library space to adapt greater functionality will provide opportunity for an increase in Library visits and use. Reconstruction of the parking lot is necessary to maintain servicability and safety for the public as library activities continue to expand. Also included is removal of trees from Scout Hall in order to ensure safety of Library users parking in the overflow lot. Upgrading the Library's current outdated phone system to more cost effective VOIP service will also be undertaken as part of this interior renovation. Funding for professional services and furniture required for the project will be provided from fundraising. These costs were not detailed in the FY17 submission.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
A. Planning & Engineering	\$30,000	7	\$30,000						\$30,000
B. Land & Right of Way									\$0
C. Construction	\$472,500	2	\$472,500						\$472,500
D. Equipment	\$75,000	2,7	\$75,000						\$75,000
E. Other Costs	\$7,000	2	\$7,000						\$7,000
<b>TOTAL PROJECT FUNDING</b>	\$584,500		\$584,500	\$0	\$0	\$0	\$0	\$0	\$584,500
<b>TOTAL GRANTS/OTHER FUNDING</b>	\$80,000		\$80,000						\$80,000
<b>TOTAL FUNDING REQUESTED</b>	504,500		\$504,000						504,000
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>			\$0		\$0	\$0	\$0	\$0	\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>			\$3,000	\$3,090	\$3,180	\$3,275	\$3,370	\$3,470	
<b>ANNUAL REVENUE PROJECTIONS</b>			\$0		\$0	\$0	\$0	\$0	\$0

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Library Interior / Parking Renovations								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security	1	\$3,000	\$3,090	\$3,180	\$3,275	\$3,370	\$3,470
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$3,000	\$3,090	\$3,180	\$3,275	\$3,370	\$3,470



## PROJECT DETAIL

**Project Title:** Simsbury Public Library - Lower Level Interior Improvements

**Department:** Library

**Category:** Facilities Management

**Description, Purpose & Justification:**

To address the need for more flexible meeting space for Library and Town programs identified in the Library's strategic plan and reflected in current use trends, the unfinished area of the Library's lower level will be renovated into more functional public space. The proposed work includes the creation of a 80 person flexible meeting room, and the relocation of the conference room to allow for the existing hallway to create a straight connection with the new meeting room. These improvements will include providing additional gallery / display space, lighting, floor and wall finishes in the new hallway area; more efficient layouts for storage areas, as well as updating finishes and fixtures in the existing handicap accessible rest room. The new meeting space will include built in cabinetry for storage, table and chair storage, technology resources for presentations, stackable chairs and folding/rolling tables for easy room layout transitions. An application for State Library Construction Funds is planned for a portion of this project. State Library Construction Funds must be matched. Gift funds are also planned to be used for a portion of the project.



**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$92,833	2,3 & 7	\$92,833						\$92,833
B. Land & Right of Way	\$0		\$0						\$0
C. Construction	\$672,663	2 & 7	\$672,663						\$672,663
D. Equipment	\$70,000	2,3 & 7	\$70,000						\$70,000
E. Other Costs	\$70,553	2,3 & 7	\$70,553						\$70,553
<b>TOTAL PROJECT FUNDING</b>	\$906,048		\$906,048	\$0	\$0	\$0	\$0	\$0	\$906,048
<b>TOTAL GRANTS/OTHER FUNDING</b>	\$453,024	3 & 7	\$453,024						\$453,024
<b>TOTAL FUNDING REQUESTED</b>	453,024	2	453,024						453,024

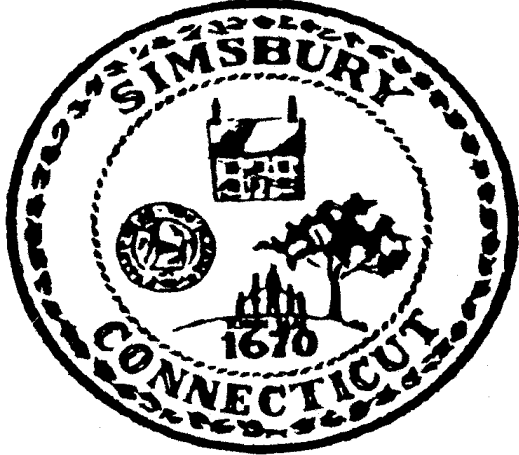
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding

<b>ANNUAL COST SAVINGS</b>		\$0	\$0	\$0	\$0	\$0	\$0
<b>ANNUAL REVENUE PROJECTIONS</b>	\$7,183	\$30,169	\$31,678	\$33,263	\$34,925	\$36,671	\$173,889

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
<b>Category</b>		<b>Estimated Expenditures by Fiscal Year</b>						
		<b>Source of Funds</b>						
			<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>
1	Personnel Costs - Operational	1	\$1,862	\$7,821	\$8,212	\$8,623	\$9,054	\$9,506
2	Personnel Costs - Maintenance	1	\$3,445	\$14,469	\$15,192	\$15,952	\$16,750	\$17,587
3	Personnel Costs - FICA /SS /OPEB	1	\$406	\$1,705	\$1,791	\$1,881	\$1,974	\$2,073
4	Insurance Costs	1	\$100	\$420	\$441	\$463	\$486	\$511
5	Programming Costs - Contractual							
6	Facility Maintenance Costs	1	\$1,370	\$5,754	\$6,042	\$6,344	\$6,661	\$6,994
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			<b>\$7,183</b>	<b>\$30,169</b>	<b>\$31,678</b>	<b>\$33,263</b>	<b>\$34,925</b>	<b>\$36,671</b>

**PROJECT DETAIL**

Rev. 9/19/16

Project Title: Holcomb Area Sewer Trunk Line	
Department: Water Pollution Control	Category:
Description, Purpose & Justification:	
This project would allow extension of public sewers into the existing residential area north of Holcomb Street. These are old homes with septic systems reaching the ends of their service life. Over 125 homes are served.	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$250,000	7		\$72,000	\$178,000				\$250,000
B. Land & Right of Way					\$0				\$0
C. Construction	\$2,390,000	4 / 7				\$2,390,000			\$2,390,000
D. Equipment					\$0				\$0
E. Other Costs	\$60,000				\$60,000				\$60,000
<b>TOTAL PROJECT FUNDING</b>	<b>\$2,700,000</b>		<b>\$0</b>	<b>\$72,000</b>	<b>\$238,000</b>	<b>\$2,390,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,700,000</b>
TOTAL GRANTS/OTHER FUNDING									\$0
<b>TOTAL FUNDING REQUESTED</b>	<b>\$2,700,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,000</b>	<b>\$238,000</b>	<b>\$2,390,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,700,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

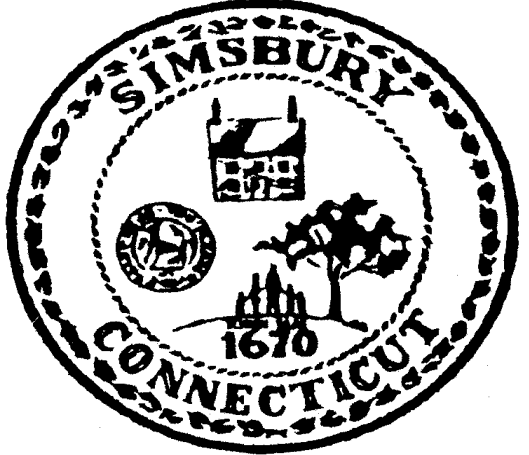
**PROJECT DETAIL**

Rev. 9/19/16

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Holcomb Area Sewer Trunk Line								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 9/19/16

Project Title: 36 Drake Hill Road Dike Analysis	
Department: Water Pollution Control	Category:
Description, Purpose & Justification:	
<p>This project is designed to evaluate the existing dike protection system around the Water Pollution Control Facility. The study will establish if the height and condition of the dike is compliant with current flood control measures. A preliminary plan and cost estimate will then be developed for repairing, replacing and reconfiguring the system to serve future protection requirements.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$75,000	7	\$75,000						\$75,000
B. Land & Right of Way									\$0
C. Construction	\$300,000	5 / 7		\$300,000					\$300,000
D. Equipment									\$0
E. Other Costs									\$0
<b>TOTAL PROJECT FUNDING</b>	<b>\$375,000</b>		<b>\$75,000</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$375,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$375,000</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$375,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									<b>\$0</b>

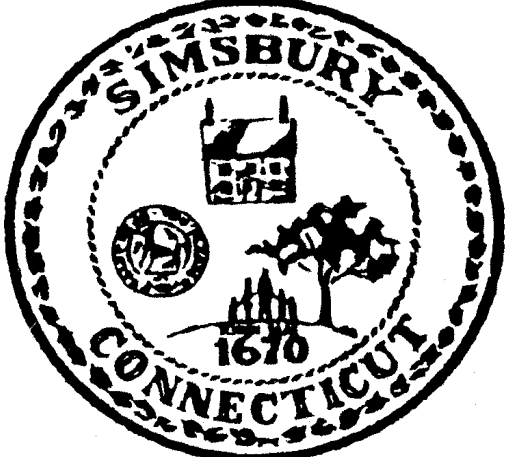
**PROJECT DETAIL**

Rev. 9/19/16

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: 36 Drake Hill Road Dike Analysis								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 9/19/16

Project Title: Phosphorous Removal Analysis	
Department: Water Pollution Control	Category:
Description, Purpose & Justification:	
<p>This project is designed to evaluate the need for a potential facility modification for removal of phosphorous from the plant effluent. The current National Pollutant Discharge Elimination System (NPDES) permit will be renewed in September of 2018. It is anticipated that the current phosphorous limit will be reduced requiring the installation of a chemical addition system or tertiary treatment system. The study will establish requirements needed to meet potential phosphorous limits. A preliminary plan and cost estimate will then be developed for installing or reconfiguring the system to serve future permit requirements.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$150,000	7	\$150,000						\$150,000
B. Land & Right of Way									\$0
C. Construction	\$600,000	4 / 7		\$600,000					\$600,000
D. Equipment	\$125,000	4 / 7		\$125,000					\$125,000
E. Other Costs									\$0
<b>TOTAL PROJECT FUNDING</b>	<b>\$875,000</b>		<b>\$150,000</b>	<b>\$725,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$875,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$875,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$725,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$875,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									<b>\$0</b>
<b>ANNUAL REVENUE PROJECTIONS</b>									<b>\$0</b>
<b>PROJECTED INCREASES IN OPERATING COSTS</b>				\$81,500	\$163,000	\$163,000	\$190,500	\$190,500	\$788,500

**PROJECT DETAIL**


Rev. 9/19/16

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Phosphorous Removal Analysis								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance		\$2,500	\$5,000	\$5,000	\$7,000	\$7,000	
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs		\$2,500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
b.	Electrical Cost		\$1,500	\$3,000	\$3,000	\$3,500	\$3,500	
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.	Chemicals		\$75,000	\$150,000	\$150,000	\$175,000	\$175,000	
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$81,500	\$163,000	\$163,000	\$190,500	\$190,500



**PROJECT DETAIL**

Rev. 9/19/16

Project Title: Hayes Road Pump Station Upgrade	
Department: Water Pollution Control	Category:
Description, Purpose & Justification:	
<p>Hayes Road pump station was designed and installed in the mid 1990's. The pump station uses antiquated air bubbler level / pump control system and phone lines for reporting alarms. Upgrading the controls and placing the pump station on the SCADA telemetry system will provide a more reliable station both operationally and for alarm monitoring.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$3,000	7	\$3,000						\$3,000
B. Land & Right of Way									\$0
C. Construction	\$5,000	7	\$5,000						\$5,000
D. Equipment	\$37,000	7	\$37,000						\$37,000
E. Other Costs									\$0
<b>TOTAL PROJECT FUNDING</b>	<b>\$45,000</b>		<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>
<b>TOTAL GRANTS/OTHER FUNDING</b>									<b>\$0</b>
<b>TOTAL FUNDING REQUESTED</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>				\$500	\$500	\$500	\$500	\$500	\$2,500
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

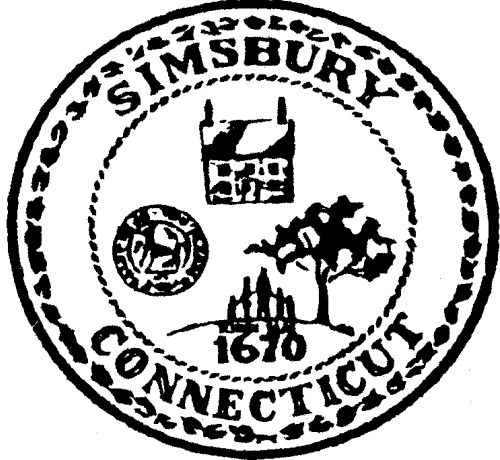
**PROJECT DETAIL**

Rev. 9/19/16

<b>PROJECTED INCREASES IN OPERATING COSTS</b>							
Project Title: Hayes Road Pump Station Upgrade							
Category	Source of Funds	Estimated Expenditures by Fiscal Year					
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
		1	Personnel Costs - Operational				
2	Personnel Costs - Maintenance						
3	Personnel Costs - FICA /SS /OPEB						
4	Insurance Costs						
5	Programming Costs - Contractual						
6	Facility Maintenance Costs						
a.	Heating Costs						
b.	Electrical Cost						
c.	Domestic Water						
d.	CATV						
e.	Technology /Security						
f.	Cleaning Supplies						
g.	Building Supplies						
h.	Misc. Maintenance Contracts						
i.	Snow Rem./ Landscape Main.						
j.	Other Operating Costs						
k.							
l.							
m.							
o.							
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>		\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 9/19/16

Project Title: Tariffville Area Sewer Repairs	
Department: Water Pollution Control	Category:
Description, Purpose & Justification:	
<p>This project is designed to repair, though relining and inserts, one of Simsbury's oldest sewers, dating back to the early 1900's. These sewers serve the Tariffville Area and adjacent residential streets. Work would be coordinated to complement other improvements identified during planning. This project meets environmental permit requirements and reduces treatment costs by reducing infiltration. A TV inspection of the existing sewer to determine the condition and to identify areas that need repair and replacement was completed in FY16.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$10,000	7	\$10,000						\$10,000
B. Land & Right of Way									\$0
C. Construction									\$0
D. Equipment	\$90,000	7	\$90,000						\$90,000
E. Other Costs									\$0
<b>TOTAL PROJECT FUNDING</b>	\$100,000		\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
<b>TOTAL GRANTS/OTHER FUNDING</b>									\$0
<b>TOTAL FUNDING REQUESTED</b>	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

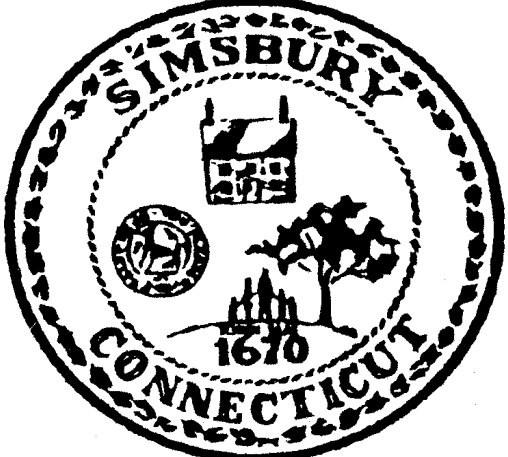
**PROJECT DETAIL**

Rev. 9/19/16

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Tariffville Area Sewer Repairs								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.								
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT DETAIL**

Rev. 9/19/16

Project Title: Water Pollution Control Plan Update	
Department: Water Pollution Control	Category:
Description, Purpose & Justification:	
<p>This project is designed to evaluate the Town of Simsbury Water Pollution Control collection system and plant loading. This plan will become part of the Town Plan of Conservation and Development. The current plan was last updated in 1984. The plan will evaluate the existing and potential sewer collection system and establish areas of concern including, septic system failures and potential flow restrictions within the sewer service area. It will also establish a priority list for sewer extensions based on the findings. The study will provide the Water Pollution Control Authority a valuable tool to prevent possible overloading of the collection system and plant.</p>	
	

**RECOMMENDED FINANCING**

	Total Project Cost Including Prior CIP Allocations	Source of Funds	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
A. Planning & Engineering	\$100,000	7	\$100,000						\$100,000
B. Land & Right of Way									\$0
C. Construction									\$0
D. Equipment									\$0
E. Other Costs									\$0
<b>TOTAL PROJECT FUNDING</b>	\$100,000		\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
<b>TOTAL GRANTS/OTHER FUNDING</b>									\$0
<b>TOTAL FUNDING REQUESTED</b>	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
(1) General Fund, (2) Municipal Bonds, (3) Donations, (4) State Aid, (5) Federal Aid, (6) Special Assessments, (7) Other Funding									
<b>ANNUAL COST SAVINGS</b>									\$0
<b>ANNUAL REVENUE PROJECTIONS</b>									\$0
<b>PROJECTED INCREASES IN OPERATING COSTS</b>									\$0

**PROJECT DETAIL**

Rev. 9/19/16

<b>PROJECTED INCREASES IN OPERATING COSTS</b>								
Project Title: Water Pollution Control Plan Update								
Category		Estimated Expenditures by Fiscal Year						
		Source of Funds						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Personnel Costs - Operational							
2	Personnel Costs - Maintenance							
3	Personnel Costs - FICA /SS /OPEB							
4	Insurance Costs							
5	Programming Costs - Contractual							
6	Facility Maintenance Costs							
a.	Heating Costs							
b.	Electrical Cost							
c.	Domestic Water							
d.	CATV							
e.	Technology /Security							
f.	Cleaning Supplies							
g.	Building Supplies							
h.	Misc. Maintenance Contracts							
i.	Snow Rem./ Landscape Main.							
j.	Other Operating Costs							
k.	Chemicals							
l.								
m.								
o.								
<b>TOTAL PROJECTED INCREASES IN OPERATING COSTS</b>			\$0	\$0	\$0	\$0	\$0	\$0

## FY18 General Fund Revenue

	FY 16 YTD Actual	FY 17 YTD Actual	YTD Vs Prior Year	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimate	FY 18 Budget	FY 18 Change From FY 17	% Change
<b>PROPERTY TAXES</b>										
INTEREST & LIENS	145,139	129,404	(15,735)	291,117	329,910	300,000	270,000	300,000	-	0.0%
<b>Total Property Taxes</b>	<b>145,139</b>	<b>129,404</b>	<b>(15,735)</b>	<b>291,117</b>	<b>329,910</b>	<b>300,000</b>	<b>270,000</b>	<b>300,000</b>	<b>-</b>	<b>0.0%</b>
<b>INTERGOVERNMENTAL REVENUE</b>										
<b><u>Property Tax Relief</u></b>										
DISABLED	-	1,266	1,266	1,361	1,562	1,400	1,266	1,400	-	0.0%
PROP TAX RELIEF ELDERLY	-	64,492	64,492	76,805	77,783	85,000	64,492	70,248	(14,752)	-17.4%
VETERANS EXEMPTION	-	5,884	5,884	5,826	5,858	5,000	5,884	5,000	-	0.0%
<b>Subtotal Property Tax Relief</b>	<b>-</b>	<b>71,641</b>	<b>71,641</b>	<b>83,993</b>	<b>85,203</b>	<b>91,400</b>	<b>71,642</b>	<b>76,648</b>	<b>(14,752)</b>	<b>-16.1%</b>
<b><u>Payment in Lieu of Taxes (PILOT)</u></b>										
WESTMINISTER SCHOOL	120,000	120,000	-	120,000	120,000	120,000	120,000	120,000	-	0.0%
HOUSING AUTH IN LIEU TAX	4,802	20,640	15,838	2,512	19,739	18,000	20,640	20,640	2,640	14.7%
STATE OWNED PROPERTY	-	2,555	2,555	123,399	139	2,555	2,555	83,170	80,615	3155.2%
<b>Subtotal PILOT</b>	<b>124,802</b>	<b>143,195</b>	<b>18,393</b>	<b>245,910</b>	<b>139,878</b>	<b>140,555</b>	<b>143,195</b>	<b>223,810</b>	<b>83,255</b>	<b>59.2%</b>
<b><u>Education</u></b>										
EDUCATION COST SHARING	1,488,692	1,558,382	69,690	5,664,940	5,911,918	6,233,528	6,087,799	4,213,907	(2,019,621)	-32.4%
ELEM/SEC TRANSPORTATION	-	-	-	42,224	33,229	-	-	-	-	0.0%
ADULT EDUCATION	7,319	8,877	1,558	10,428	11,214	10,090	13,657	12,604	2,514	24.9%
NON PUBLIC SCHOOLS	-	-	-	31,588	22,499	-	-	-	-	0.0%
TUITION REGULAR	65,254	16,194	(49,060)	24,246	38,250	43,500	32,456	30,000	(13,500)	-31.0%
<b>Subtotal Education</b>	<b>1,561,265</b>	<b>1,583,453</b>	<b>22,188</b>	<b>5,773,426</b>	<b>6,017,110</b>	<b>6,287,118</b>	<b>6,133,912</b>	<b>4,256,511</b>	<b>(2,030,607)</b>	<b>-32.3%</b>
<b><u>Miscellaneous</u></b>										
PEQUOT CASINO REVENUE	10,933	9,493	(1,440)	33,613	32,798	28,478	28,478	29,418	940	3.3%
GRANTS FOR MUNI PROJECTS	-	588,191	588,191	73,028	77,648	665,839	851,056	-	(665,839)	-100.0%
MUNICIPAL REVENUE SHARING	-	-	-	-	-	-	-	797,039	797,039	0.0%
OPM: CAR TAX REIMBURSEMENT	-	-	-	-	-	-	-	1,302,932	1,302,932	0.0%
TELEPHONE ACCESS GRANT	-	-	-	55,725	52,816	55,000	55,000	55,000	-	0.0%
STATE & FEDERAL GRANTS	(2,403)	-	2,403	30,280	7,897	-	-	-	-	0.0%
SOLID WASTE CRRRA	1,624	821	(803)	22,032	34,710	-	-	-	-	0.0%
ELD/HANDICAPPED TRANSPRT	-	170	170	8,496	6,800	6,000	6,000	6,000	-	0.0%
STATE AID - LIBRARY	-	-	-	1,158	1,087	-	-	-	-	0.0%
<b>Subtotal Miscellaneous</b>	<b>10,153</b>	<b>598,674</b>	<b>588,521</b>	<b>224,332</b>	<b>213,755</b>	<b>755,317</b>	<b>940,534</b>	<b>2,190,389</b>	<b>1,435,072</b>	<b>190.0%</b>
<b>Total Intergovernmental Revenue</b>	<b>1,696,221</b>	<b>2,396,964</b>	<b>700,743</b>	<b>6,327,661</b>	<b>6,455,946</b>	<b>7,274,390</b>	<b>7,289,283</b>	<b>6,747,358</b>	<b>(527,032)</b>	<b>-7.2%</b>

## FY18 General Fund Revenue

	FY 16 YTD Actual	FY 17 YTD Actual	YTD Vs Prior Year	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimate	FY 18 Budget	FY 18 Change From FY 17	% Change
<b>INVESTMENT INCOME</b>										
INTEREST ON INVESTMENTS	76,442	84,064	7,622	(27,684)	160,510	180,000	158,824	175,000	(5,000)	-2.8%
CHANGE IN MARKET VALUE	9,841	(3,501)	(13,342)	4,020	5,861	-		-	-	0.0%
UNREALIZED GAIN	(37,683)	(100,304)	(62,621)	1,133	169,402	-		-	-	0.0%
<b>Total Investment Income</b>	<b>48,600</b>	<b>(19,741)</b>	<b>(68,341)</b>	<b>(22,532)</b>	<b>335,773</b>	<b>180,000</b>	<b>158,824</b>	<b>175,000</b>	<b>(5,000)</b>	<b>-2.8%</b>
<b>CHARGES FOR GOODS AND SERVICES</b>										
MISCELLANEOUS - CEN ADMIN	14,787	10,535	(4,252)	23,671	20,257	2,000	10,535	2,000	-	0.0%
FIRE DISTRICT	-	36,563	36,563	6,500	6,500	6,500	6,500	6,500	-	0.0%
CONVEYANCE TAX RECEIPTS	240,410	210,581	(29,829)	293,385	454,628	290,000	362,600	360,000	70,000	24.1%
RECORDING FEES	61,150	72,978	11,828	119,193	121,029	140,000	142,445	140,000	-	0.0%
FARMLAND PRESERV FEES	11,908	1,534	(10,374)	5,450	2,900	5,500	4,500	5,500	-	0.0%
TOWN CLERK MISCELLANEOUS	29,242	28,504	(738)	60,988	56,466	60,000	59,000	60,000	-	0.0%
INSUFFICIENT FUND FEES	20	60	40	40	40	-		-	-	0.0%
EMERGENCY REPORTING SYSTM	-	(36,563)	(36,563)	35,252	36,563	35,000	36,563	36,563	1,563	4.5%
MISCELLANEOUS	1,373	1,730	358	6,546	6,954	4,000	3,600	4,000	-	0.0%
ANIMAL CONTROL OTHER	-	-	-	-	-	500	-	-	(500)	-100.0%
ENGINEERING DEP FEES	226	163	(63)	362	366	700	350	350	(350)	-50.0%
BOE MISCELANEOUS	6,375	9,312	2,937	12,908	7,593	5,000	10,000	7,500	2,500	50.0%
LIBRARY FINES	780	1,699	919	2,269	1,134	2,000	2,300	2,000	-	0.0%
MEMORIAL POOLS & FIELDS	2,241	814	(1,427)	2,320	2,876	9,600	2,800	2,800	(6,800)	-70.8%
COMMUNITY GARDENS	-	266	266	2,759	2,575	2,500	2,500	2,500	-	0.0%
<b>Total Charges for Goods and Services</b>	<b>368,511</b>	<b>338,176</b>	<b>(30,335)</b>	<b>571,643</b>	<b>719,879</b>	<b>563,300</b>	<b>643,693</b>	<b>629,713</b>	<b>66,413</b>	<b>11.8%</b>



## FY18 General Fund Revenue

	FY 16 YTD Actual	FY 17 YTD Actual	YTD Vs Prior Year	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 17 Estimate	FY 18 Budget	FY 18 Change From FY 17	% Change
<b>FINES AND FORFEITURES</b>										
LIBRARY FEES/COPY	20,527	20,165	(362)	40,120	41,371	44,000	42,000	44,000	-	0.0%
COURT FINES	-	-	-	-	-	1,000	1,000	1,000	-	0.0%
POLICE FALSE ALARM FEES	3,665	3,000	(665)	5,860	23,945	10,000	8,500	10,000	-	0.0%
POLICE TRAFFIC TICKETS	1,865	1,437	(428)	2,705	3,116	4,000	4,000	4,000	-	0.0%
ANIMAL CONTROL FINES	305	165	(140)	560	500	500	500	500	-	0.0%
<b>Total Fines and Forfeitures</b>	<b>26,362</b>	<b>24,767</b>	<b>(1,595)</b>	<b>49,244</b>	<b>68,932</b>	<b>59,500</b>	<b>56,000</b>	<b>59,500</b>	<b>-</b>	<b>0.0%</b>
<b>RENTAL OF TOWN-OWNED PROPERTY</b>										
ENO MEMORIAL HALL RENT	-	360	360	3,480	1,485	1,000	1,000	1,000	-	0.0%
RENT SCHOOL BUILDINGS	4,857	3,958	(899)	64,070	52,982	45,000	42,345	45,000	-	0.0%
LIBRARY RENTALS	1,450	1,575	125	3,922	3,300	-	3,000	3,000	3,000	0.0%
WORLD SKATE	26,000	26,000	-	80,000	80,000	75,000	80,000	80,000	5,000	6.7%
<b>Total Rental of Town-Owned Property</b>	<b>58,668</b>	<b>56,659</b>	<b>(2,009)</b>	<b>151,472</b>	<b>137,767</b>	<b>121,000</b>	<b>126,345</b>	<b>129,000</b>	<b>8,000</b>	<b>6.6%</b>
<b>LICENSES AND PERMITS</b>										
LICENSES-SPORT	43	522	479	133	145	200	750	200	-	0.0%
DOG LICENSES	4,004	4,023	19	14,940	15,033	10,000	13,000	13,000	3,000	30.0%
LAND USE COMMISSION	17,050	38,158	21,108	51,124	35,738	20,000	50,000	30,000	10,000	50.0%
POLICE PERMIT	2,785	5,280	2,495	6,410	11,320	8,000	8,000	8,000	-	0.0%
BUILDING DEP FEES	562,434	187,820	(374,614)	602,484	1,113,473	750,000	550,000	700,000	(50,000)	-6.7%
<b>Total Licenses and Permits</b>	<b>586,315</b>	<b>235,802</b>	<b>(350,513)</b>	<b>675,091</b>	<b>1,175,708</b>	<b>788,200</b>	<b>621,750</b>	<b>751,200</b>	<b>(37,000)</b>	<b>-4.7%</b>
<b>TRANSFERS</b>										
SEWER USE FUND	-	-	-	99,909	101,446	104,094	104,094	108,545	4,451	4.3%
DESIGNATED FUND BALANCE	-	-	-	-	-	423,000	423,000	950,000	527,000	124.6%
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>99,909</b>	<b>101,446</b>	<b>527,094</b>	<b>527,094</b>	<b>1,058,545</b>	<b>531,451</b>	<b>100.8%</b>
<b>Total General Fund Revenue</b>	<b>2,903,455</b>	<b>3,137,264</b>	<b>233,810</b>	<b>8,143,605</b>	<b>9,325,361</b>	<b>9,813,484</b>	<b>9,692,989</b>	<b>9,850,316</b>	<b>36,832</b>	<b>0.4%</b>