

**TOWN OF CANTON
FISCAL YEAR 2011-2012 BUDGET
PRELIMINARY DRAFT**

GENERAL GOVERNMENT

1010	Board of Selectmen
1020	Chief Administrative Officer
1030	Elections
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1100	Town Counsel
1110	Town Clerk
1150	Expenses, Donations & Contributions
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February 4, 2011

GENERAL GOVERNMENT BOARD OF SELECTMEN – 1010

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- First Selectman's Salary: The First Selectman's salary remains at \$15,000.
- Dues and Memberships: MetroHartford Alliance and Farmington Valley Visitors Association are not being funded due to financial constraints. The Connecticut Conference of Municipalities (CCM) is being funded. CCM provides services and resources to local municipalities.

Organization	Description	FY08-09 Dues	FY09-10 Dues	FY10-11 Dues
MetroHartford Alliance/ Capitol Region Growth Council (CRGC)	Regional economic development organization for Greater Hartford area	2,017	0	0
Natural Gas Consortium (CRCOG)	Natural Gas Participation Fee	500	500	500
Capitol Region Conference of Governments (CRCOG)	Regional planning organization that services 29 municipalities within Greater Hartford Region	7,281	7,479	7,281
Capital Region Education Council (CREC)	Membership in cooperative purchasing program	75	75	75
Farmington Valley Visitors Association (FVVA)	Tourism/ economic development organization that markets and services the Farmington Valley	2,000	0	0
Connecticut Council of Small Towns (COST)	Statewide lobbying and collaborative organization focused upon small towns with a population of less than 30,000	925	925	925
North Central Regional Mental Health Board	Non-profit regional board that determines, monitors and provides for local mental health services	618	618	618
Connecticut Conference of Municipalities (CCM)		N/A	0	5,633
Roaring Brook Nature Center	Donation to local non-profit nature center	1,000	1,000	1,000
Farmington River Watershed	Advocacy group that supports the Farmington River	884	884	884
Other	Costs of attending various meetings and conferences	200	200	200

- Printing: Funds for printing and binding of Town's annual report. This amount has increased due to the inclusion of financial statements in the town report.
- Advertising: Funds the cost of legal notices for special town meetings and the annual town meeting.
- Miscellaneous: Funds unforeseen expenses (3 year average = 3,485).
- Newsletter: Funds the postage, printing, folding, sealing and post delivery expenses related to the production the Canton Connection newsletter. This amount has increased due to the inclusion of Park & Recreation flyer, resulting in efficiency by sending one newsletter instead of two. The cost of the newsletter is partially off-set by \$6,000 in revenues from advertisements purchased by local businesses.
- Public Access: New account to fund the live streaming and archiving of Board of Selectmen meetings.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>10-11 Authorized</u>	<u>11-12 Requested</u>	<u>11-12 Proposed</u>	<u>11-12 Approved</u>
First Selectman	\$15,000	.4	.4	.4	

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TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

PG 1
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PROJECTION: 2012 TOWN OF CANTON FISCAL YEAR 2011-2012 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE

1001010	BOARD OF SELECTMEN								
1001010	51120	SEL. SALARY	16,999.92	17,000.10	14,999.92	8,653.80	15,000.00	15,000.00	.0%
1001010	51200	PART TIME	2,374.02	1,525.04	423.50	.00	.00	.00	.0%
1001010	55200	MILEAGE	101.46	.00	.00	.00	.00	.00	.0%
1001010	56950	MTG/DUES	12,504.40	12,960.20	9,344.00	10,708.00	11,483.00	17,116.00	49.1%
1001010	57200	PRINTING	.00	.00	595.01	.00	2,000.00	2,000.00	.0%
1001010	57500	ADVERTISIN	508.13	877.14	3,290.65	205.88	500.00	500.00	.0%
1001010	59900	MISC.	1,748.83	2,668.22	6,041.84	1,032.00	2,500.00	2,500.00	.0%
1001010	60050	NEWSLETTER	3,703.40	5,058.33	10,510.39	7,134.08	13,680.00	12,000.00	-12.3%
1001010	60060	PUB ACCESS	.00	.00	.00	.00	.00	1,200.00	.0%
TOTAL BOARD OF SELECTMEN			37,940.16	40,089.03	45,205.31	27,733.76	45,163.00	50,316.00	11.4%

GENERAL GOVERNMENT CHIEF ADMINISTRATIVE OFFICER – 1020

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Full Time Salary: This line item includes the salaries for the Executive Assistant and the Project Administrator.
- Supervisor Salary: Amount represents current CAO salary. CAO contract expires on July 6, 2011.
- Part Time: Amount represents the cost of recording clerks for temporary committees and Board of Selectmen recording clerk absences.
- Bonds: CAO is required to be bonded by state statute. The cost of this bond is now covered under the Town’s standard liability policy.
- Postal Rental: Cost of renting the postage meter used by Town Hall staff. The current contract expires in December 2011. Town staff is reviewing the option of purchasing the existing machine or entering into a new lease after a competitive selection process.
- Mileage: Reimbursement for use of private vehicle pursuant to IRS guidelines.
- Copier Maintenance Contract: Reflects costs for maintenance of the Town Hall main copier. Current copier lease expires December 2011.
- Postage: Reflects cost of Bulky Permit fee used by Town Departments and increased mailings.
- Cell Phone: Cost of supplying Project Administrator with a cell phone. CAO cell phone is currently privately funded by CAO.
- Medical Doctor: Provides funding for physicals and other testing required for new hires and mandatory drug and alcohol testing required to maintain commercial driver’s licenses. The line item was decreased due to trend.
- Reference/Texts: Increased due to addition of Project Administrator.
- Consultant: Pays for engineering services including mandated DEP storm water collection and analysis reporting and other professional services as may be required.
- Office Supplies: Provides funds for the CAO, Project Administrator and Town Hall office supplies.
- Postage Supplies: Amount reflects cost of various postage supplies including “computer chips” required as a result of postage rate increases.
- Mapping Supplies: New line item for the Project Administrator position.
- Advertising: Utilized for all Town Hall job postings and bids. It has been increased consistent with current usage; \$3,798 spent as of 01/20/11.
- Copier Lease: Cost of leasing the Town Hall main copier. The lease expires December 2011.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>10-11 Authorized</u>	<u>11-12 Requested</u>	<u>11-12 Proposed</u>	<u>11-12 Approved</u>
Chief Administrative Officer (a)	114,114	1	1	1	
Project Administrator	86,700	1	1	1	
Executive Assistant	53,870	1	1	1	
CAO Clerk	16,926	.43	.43	.43	

(a) Salary is based on current contract which expires July 2011

PROJECTION: 2012 TOWN OF CANTON FISCAL YEAR 2011-2012 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE

1001020	CHIEF ADMINISTRATIVE OFFICER							
1001020	51000 F/T SALARI	35,200.17	43,090.79	79,805.77	79,751.90	139,720.00	140,570.00	.6%
1001020	51110 SUPER. SAL.	154,619.63	110,674.71	109,200.00	66,024.04	114,114.00	114,114.00	.0%
1001020	51200 PART TIME	.00	.00	264.69	444.78	2,161.00	2,148.00	-.6%
1001020	51301 F/T NAGE	.00	15,709.25	13,727.38	9,504.03	16,474.00	16,926.00	2.7%
1001020	52100 BONDS	100.00	1,040.00	.00	.00	.00	.00	.0%
1001020	53000 EQUIP. PURC	.00	.00	.00	.00	900.00	700.00	-22.2%
1001020	53700 POST. RENT.	.00	1,837.80	1,837.80	1,837.80	1,838.00	1,838.00	.0%
1001020	55200 MILEAGE	24.95	.00	154.95	198.50	800.00	800.00	.0%
1001020	55860 COPIER CON	1,446.92	1,028.21	691.26	310.02	1,250.00	800.00	-36.0%
1001020	56100 POSTAGE	840.29	887.77	1,291.25	798.50	1,600.00	1,200.00	-25.0%
1001020	56205 CELL PHONE	.00	223.93	166.93	171.61	540.00	420.00	-22.2%
1001020	56820 MED. DOCTOR	585.00	1,160.00	1,313.00	820.50	1,800.00	1,500.00	-16.7%
1001020	56910 REF/TEXTS	.00	74.00	360.00	355.31	800.00	800.00	.0%
1001020	56920 CONSULTANT	.00	.00	8,800.00	1,500.00	7,500.00	10,000.00	33.3%
1001020	56950 MTG/DUES	1,715.91	1,097.65	983.60	1,637.91	2,650.00	2,710.00	2.3%
1001020	57100 OFF. SUPPL.	2,875.04	3,749.19	3,731.03	3,064.74	5,910.00	5,500.00	-6.9%
1001020	57105 POSTG SPLS	.00	260.60	1,973.56	364.95	800.00	800.00	.0%
1001020	57220 MAPPING	.00	.00	.00	.00	.00	200.00	.0%
1001020	57500 ADVERTISIN	6,273.79	3,396.21	7,417.98	3,798.62	5,400.00	6,000.00	11.1%
1001020	57600 COMP. SUPPL	138.60	106.98	.00	162.99	600.00	400.00	-33.3%
1001020	59900 MISC.	64.86	296.06	134.46	.00	300.00	300.00	.0%
1001020	60040 COPIER LEA	1,594.82	1,589.71	1,589.64	1,589.64	1,590.00	1,590.00	.0%
TOTAL CHIEF ADMINISTRATIVE O		205,479.98	186,222.86	233,443.30	172,335.84	306,747.00	309,316.00	.8%

GENERAL GOVERNMENT ELECTIONS – 1030

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- The budget provides for one general election and one referendum. Any additional elections activity outside of those listed herein, including any election audit, will require supplemental appropriations.
- Registrar Stipend: Provides funding in amount of \$5,000 per Registrar for performance of duties during fiscal year. Payment will occur on a monthly basis in accordance with all other stipends paid by the Town to officials.
- Deputy Registrar Stipend: Provides funding in the amount of \$2,500 per Deputy Registrar for performance of duties during fiscal year. Payment will occur on a monthly basis in accordance with other stipend paid by Town.
- Election workers: Amount decreased due to anticipated reduced election activity.
- Repair/Maintenance: Increased due to loss of state subsidy for voting machine maintenance.
- Postage: Provides for all other postage related needs.
- Meals: Meals provided to election workers on election days.
- Meetings/ Dues: Funds for association dues, meetings and conventions. State law requires attendance at meetings to satisfy a 10 hour training requirement.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>10-11 Authorized</u>	<u>11-12 Requested</u>	<u>11-12 Proposed</u>	<u>11-12 Approved</u>
Registrars (PT)	5,000	2	2	2	
Deputy Registrar	2,500	2	2	2	
Election Workers (PT-various)	4,500				

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TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2012 TOWN OF CANTON FISCAL YEAR 2011-2012 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE

1001030	ELECTIONS								
1001030	51130	REGIST.SAL	8,000.00	11,000.08	10,000.00	5,833.38	10,000.00	10,000.00	.0%
1001030	51140	DEPUTY SAL	4,400.00	5,499.92	5,000.02	2,916.62	5,000.00	5,000.00	.0%
1001030	52020	ELECT.WRKS	3,792.50	3,713.65	3,037.50	3,210.25	6,600.00	4,500.00	-31.8%
1001030	55000	REP/MAINT	.00	105.00	90.00	573.00	100.00	625.00	525.0%
1001030	55200	MILEAGE	.00	.00	.00	.00	100.00	100.00	.0%
1001030	56090	CAN.POSTAG	4,255.90	120.46	75.00	.00	350.00	100.00	-71.4%
1001030	56100	POSTAGE	264.00	718.30	397.49	185.56	450.00	600.00	33.3%
1001030	56720	MEALS	396.90	740.98	517.31	435.34	900.00	700.00	-22.2%
1001030	56950	MTG/DUES	236.00	781.50	460.00	401.00	900.00	1,000.00	11.1%
1001030	57100	OFF.SUPPL.	.00	98.78	91.92	20.57	150.00	150.00	.0%
1001030	59900	MISC.	.00	.00	.00	24.35	200.00	200.00	.0%
TOTAL ELECTIONS			21,345.30	22,778.67	19,669.24	13,600.07	24,750.00	22,975.00	-7.2%

GENERAL GOVERNMENT PROBATE COURT – 1050

EXPLANATION

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

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TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2012 TOWN OF CANTON FISCAL YEAR 2011-2012 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE

1001050	PROBATE COURT							
1001050	59100	DEPT.EXP.	2,800.00	6,400.00	3,500.00	3,503.00	5,000.00	3,614.00 -27.7%
	TOTAL	PROBATE COURT	2,800.00	6,400.00	3,500.00	3,503.00	5,000.00	3,614.00 -27.7%

GENERAL GOVERNMENT TOWN COUNSEL – 1100

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Retainer: In December 2009, the Board of Selectmen retained the services of Murtha Cullina LLP through an hourly retainer agreement to represent the town on labor and employment issues. Also in December 2009, the Board of Selectmen retained Halloran & Sage through an hourly retainer agreement for all other legal matters. The hourly rate for Murtha Cullina LLP is \$230.00 and the hourly rate for Halloran & Sage is \$175.00 for general counsel and \$185.00 for land use issues. The current retainer agreements with both firms will expire on December 31, 2011.
- The budget has been divided into three categories; general, labor and land use. The total amount budgeted for legal fees have decreased by \$13,000.

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TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

PG 5
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PROJECTION: 2012 TOWN OF CANTON FISCAL YEAR 2011-2012 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE

1001100	TOWN COUNSEL								
1001100	52150	RETAINER	134,024.66	118,500.00	60,000.00	.00	.00	.00	.0%
1001100	52160	GENERAL	98,811.86	97,395.99	57,046.43	7,309.46	60,200.00	45,000.00	-25.2%
1001100	52170	LABOR	.00	.00	12,608.90	3,450.70	37,600.00	45,000.00	19.7%
1001100	52180	TAX APPEAL	.00	.00	.00	.00	.00	.00	.0%
1001100	52190	FORECLOSUR	.00	.00	.00	.00	.00	.00	.0%
1001100	52210	LAND USE	.00	.00	19,328.03	3,922.00	42,200.00	37,000.00	-12.3%
TOTAL TOWN COUNSEL			232,836.52	215,895.99	148,983.36	14,682.16	140,000.00	127,000.00	-9.3%

GENERAL GOVERNMENT TOWN CLERK - 1110

EXPLANATION

The office of the Town Clerk operates in accordance with the Connecticut General Statutes, Town Charter and Code of Ordinances. The Office interacts with State of Connecticut departments and agencies, records documents, maintains and preserves permanent and historical records and responds to inquiries from the public. The Town Clerk, responsible for the preparation and conduct of elections in cooperation with the Registrar of Voters, also issue various licenses and permits and acts as Registrar of Vital Statistics.

Highlights over the past 12 months as of November 2010 include:

- Successful completion of the August 2010 State Primary with Optical Scan voting equipment.
- Successful completion of State audit of the August 2010 State Primary results--no discrepancies found.
- Successful completion of the November 2010 Municipal Election with Optical Scan voting equipment.
- Use of Historic Document Preservation funds to provide document scanning services for meeting minutes dated prior to 2007.
- Use of Historic Document Preservation funds to purchase digital recording equipment for Board and Commission meetings.
- The Town Clerk completed MUNIS training to serve as a backup MUNIS administrator.
- A new hardware system was installed in the Land Records computer system in March 2010. This was done under contract with COTT Systems and at no additional cost to the Town.
- e-Search was added as a feature to the COTT Land Records program in April 2010. Copy revenue is electronically deposited to the Town's bank account on a monthly basis by COTT.

- In conjunction with the Executive Assistant to the CAO, the Town Clerk worked to enhance the Town's website. Improvements to the Home Page and Agendas/Minutes were made.
- Worked with the Tax Department to cross train the Assistant Town Clerk and the Tax Clerk so that there can be coverage in both offices during absences.

Department objectives for the future include:

- Completion of Ordinance Codification, funded through the CIP, to organize and make available all of the Town's local laws on the website.
- Be ready to computerize the Death Registry System in conjunction with the Department of Health timeline.
- Provide Notary services to the public.
- Index and scan all Trade Names prior to the year 2000.
- Secure an additional Historic Preservation Grant to make further improvements to records management.

BUDGET CHANGES AND COMMENTARY

- Full Time NAGE: Increase pursuant to bargaining unit contract.
- Part Time: Seasonal periodic help during busy periods or during vacancies by other staff.
- Vital Statistics: Funds utilized to maintain vital statistics. Increase due to the purchase of new binders every other year.
- Postage: Funds utilized to pay the postage for absentee ballots, return of land record documents and other miscellaneous items.
- Printing: Amount reflects the cost of election supplies including ballots and coding the election machines. Sufficient funds are budgeted to purchase ballots for 88% of eligible voters.
- Advertising: Cost of posting legal notices for town meetings, elections and conventions.
- Indexing: Reflects costs of Contractual monthly service fee (1,181); Audit fee (2,800); Dog system annul fee (175); and film storage (600). Amount decreased \$5,344 due to a new service contract awarded through a competitive process.
- Copier Lease: There is no copier lease fee because the previously leased copier was purchased at termination of lease for a nominal amount.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>10-11 Authorized</u>	<u>11-12 Requested</u>	<u>11-12 Proposed</u>	<u>11-12 Approved</u>
Town Clerk	57,373	1	1	1	
Assistant Town Clerk	41,059	1	1	1	
Seasonal Clerk (PT)	258	28 hours	28 hours	28 hours	

PROJECTION: 2012 TOWN OF CANTON FISCAL YEAR 2011-2012 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE

1001110	TOWN CLERK								
1001110	51110	SUPER. SAL.	51,121.01	54,160.07	55,764.24	33,164.06	57,373.00	57,373.00	.0%
1001110	51200	PART TIME	231.37	241.98	249.76	252.00	258.00	258.00	.0%
1001110	51301	F/T NAGE	36,969.80	38,418.65	39,038.83	23,058.00	39,986.00	41,059.00	2.7%
1001110	52100	BONDS	200.00	200.00	.00	.00	.00	.00	.0%
1001110	55200	MILEAGE	222.42	253.42	179.05	57.00	350.00	350.00	.0%
1001110	55860	COPIER CON	813.77	1,026.00	768.64	459.20	1,032.00	1,032.00	.0%
1001110	55950	VITAL STAT	206.00	341.69	683.00	264.55	350.00	700.00	100.0%
1001110	56100	POSTAGE	1,630.06	1,436.60	1,213.25	675.39	1,400.00	1,400.00	.0%
1001110	56950	MTG/DUES	1,025.10	666.50	587.25	411.50	860.00	785.00	-8.7%
1001110	57100	OFF. SUPPL.	1,065.07	1,273.59	996.25	450.15	950.00	950.00	.0%
1001110	57200	PRINTING	100.00	1,225.85	4,476.57	3,997.54	7,000.00	7,200.00	2.9%
1001110	57500	ADVERTISIN	679.31	595.38	1,494.18	158.82	950.00	950.00	.0%
1001110	57600	COMP. SUPPL	655.44	991.75	685.11	316.00	687.00	650.00	-5.4%
1001110	57700	PHOTO/BIND	699.40	967.06	601.51	215.13	800.00	800.00	.0%
1001110	57900	MICRO/INDE	19,239.64	20,918.34	20,340.40	19,480.52	22,291.00	16,947.00	-24.0%
1001110	60040	COPIER LEA	1,584.14	241.92	.00	.00	.00	.00	.0%
TOTAL TOWN CLERK			116,442.53	122,958.80	127,078.04	82,959.86	134,287.00	130,454.00	-2.9%

GENERAL GOVERNMENT EXPENSES, DONATIONS & CONTRIBUTIONS – 1150

EXPLANATION

This program accounts for expenses associated with various Town services including (a) Employee Leave Liability (anticipated costs of compensating employees for accrued sick and vacation time upon separation from employment); and (b) Animal Control Account. In addition, it accounts for donations and contributions to various community organizations and activities including (a) Memorial Day Parade; and (b) Dyer Cemetery.

BUDGET CHANGES AND COMMENTARY

- **Employee Leave Liability:** Provides funding associated with liability for paying accrued vacation and sick leave to employees upon separation. Amount reduced by \$20,000 as a result of an anticipated \$20,000 surplus in the account at the end of the current year, which because of the nature of the account, will be carried over to the next fiscal year. Furthermore, recent labor contract negotiations have decreased the future liability from large severance payouts.
- **Animal Control:** Provides funding for expenses associated with Animal Control Services which are provided through a contractual service coordinated with the Town of Avon. The current contract expires on June 30, 2013.
- **Youth Service Bureau:** For the provision of youth services, including prevention activities, positive youth development, and counseling for troubled youth.
- **Memorial Day:** Funds for flags and markers for cemeteries.
- **Dyer Cemetery:** Cost of landscaping at Dyer Cemetery. Current service provider has requested a \$100.00 increase for providing the service.

PROJECTION: 2012 TOWN OF CANTON FISCAL YEAR 2011-2012 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE

1001150	EXP DONATIONS & CONTRIBUTIONS							
1001150	51670 EE LEAVE L	.00	.00	297,371.71	70,000.00	70,000.00	50,000.00	-28.6%
1001150	53570 ANIMAL CTL	17,000.00	19,000.00	21,000.00	21,630.00	21,630.00	22,300.00	3.1%
1001150	53575 YSB	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	.0%
1001150	53580 MEMOR.DAY	500.00	500.00	500.00	.00	850.00	800.00	-5.9%
1001150	53610 DYER CEMET	300.00	300.00	300.00	300.00	300.00	400.00	33.3%
1001150	53645 PARK & REC	28,928.22	22,083.78	.00	.00	.00	.00	.0%
TOTAL EXP DONATIONS & CONTRI		51,128.22	46,283.78	323,571.71	96,330.00	97,180.00	77,900.00	-19.8%

GENERAL GOVERNMENT CONTINGENCY – 1585

EXPLANATION

This program provides the budgetary flexibility for wage/salary increases that have not yet been awarded. In addition to general wage increases for non-union personnel, the account includes funding for wage agreements in union contracts that expire, or have expired, prior to the start of the next fiscal year and have not yet been negotiated. The police union contract expires on June 30, 2011.

There is a week of pay that needs to be added to current year salaries due to only paying 364 days each year so every fifth year an additional week of salary will need to be budgeted.

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TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

PG 8
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PROJECTION: 2012 TOWN OF CANTON FISCAL YEAR 2011-2012 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE

1001585	CONTINGENCY							
1001585	59100	DEPT.EXP.	.00	43,025.09	.00	13,197.08	55,184.00	318.2%
1001585	59915	26 1/2 Wks	.00	.00	.00	.00	77,186.00	.0%
TOTAL CONTINGENCY			.00	43,025.09	.00	13,197.08	132,370.00	903.0%

GENERAL GOVERNMENT INFORMATION TECHNOLOGIES – 1901

EXPLANATION

The Information Technologies program provides for the management, acquisition, maintenance, operation, planning for and security of information technology systems utilized by Town Departments. Historically funded through the Capital Improvement Plan and/ or specific appropriations within Departmental budgets, the Fiscal Year 2010-2011 budget centralized funding within the General Government function of the Operating budget. In 2010, the Board of Selectmen appointed the Temporary Information Technology Advisory Committee. The Committee has recommended changes to the town hall phone system and other improvements which will enhance services and efficiencies.

The Town currently provides for its Information Technology services through the use of shared services agreement with the Town of Simsbury. The Town utilizes Simsbury staff on a part time basis on a contractual basis. This agreement expires on June 30, 2011.

BUDGET CHANGES AND COMMENTARY

- Computer Equipment Purchase: Funds expenses associated with the acquisition of hardware for Town Hall needs.

ITEM	AMOUNT
New Personal Computers and New Printers	4,000

- Computer Software Support: Funds expenses associated with items necessary to support software within Town Hall.

ITEM	AMOUNT
45 Trend Micro AV/AS Clients	700
Antispam Service	1,000
Arcserve SBS Maintenance	500
SSL Certificate Munis.Townofcantonct.org & Access.Townofcantonct.org	500

- Computer Hardware Support: Funds associated with items which support hardware purchases within Town Hall such as maintenance, etc.

ITEM	AMOUNT
Sonicwall Maintenance	2,500
Dell Hardware Support	4,285
Dell Tape Carousel Hardware Support	800

- Cable/ Web: Funds expenses associated with internet connectivity, web site maintenance and web site development:

ITEM	AMOUNT
Cable circuit (internet connection) - \$10 per month	120
Web Hosting – Qscend (Software Maintenance Support-\$5,040; Hosting Fee-\$1,800)	6,840

- Consultant: Funds expenses associated with services necessary to assist in the management, acquisition, maintenance, operation, planning for and security of information technology systems utilized by Town Departments.

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TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

PG 9
bgnyrpts

PROJECTION: 2012 TOWN OF CANTON FISCAL YEAR 2011-2012 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	

1001901	INFORMATION TECHNOLOGIES								
1001901	53100	COMP.EQUIP	.00	9,178.33	3,374.97	2,777.86	4,000.00	4,000.00	.0%
1001901	53120	SOFT.PURCH	.00	.00	1,572.28	.00	.00	.00	.0%
1001901	55830	SOFT.SPPRT	.00	5,429.90	1,780.07	618.75	2,700.00	2,700.00	.0%
1001901	55840	HARD.SUPP.	.00	2,130.00	6,331.26	.00	4,600.00	7,585.00	64.9%
1001901	56340	CABLE/WEB	.00	8,028.91	6,256.05	5,386.50	5,350.00	6,960.00	30.1%
1001901	56920	CONSULTANT	.00	19,955.00	20,798.82	15,025.17	24,106.00	27,000.00	12.0%
TOTAL INFORMATION TECHNOLOGI			.00	44,722.14	40,113.45	23,808.28	40,756.00	48,245.00	18.4%