



TOWN OF CANTON
FISCAL YEAR 2016-2017
CAO PROPOSED BUDGET

February 5, 2016

TOWN OF CANTON
FISCAL YEAR 2016-2017 BUDGET
CAO BUDGET MESSAGE

February 5, 2016

Dear Board of Selectmen:

The following is the 2016/2017 CAO's Preliminary Budget for general government operations in accordance with Town Charter Section 7.04(A). The budget was drafted with an emphasis on balancing the needs of local government with the resident's ability to pay. As has been the trend in the last couple of years, revenues continue to remain flat and are predicted to actually decrease in certain categories. The Capital Improvement Plan which is a total of \$1,109,300 represents a decrease of \$1,200 from last year's Capital Improvement Plan. The operating budget is \$9,257,968 which represents an increase of 4.35% or \$385,653. The total budget is \$10,367,268 which represents an increase of 3.85% or \$384,453 over last year's budget.

Besides continuing basic level services, the proposed budget places an emphasis in two areas, emergency medical services and maintaining the Town's infrastructure. Over the past several years the Town has increased significantly the amount budgeted for pavement management. This budget continues that level of funding. Over one-half of all capital funding goes towards maintaining town roads. During the past two construction seasons there has been 6.6 million dollars spent on improving Town roads. The dedicated staff at Public Works, including the Director, Robert Martin and the Project Administrator, George Wallace was able to maximize these dollars through competitive bidding and direct oversight of the projects. The Town Web Page at <http://www.townofcantonct.org/content/19178/19240/19707/default.aspx>. has a complete list of the roads improved and the cost for each road.

There is significant additional funding allocated for emergency services. Starting in July 2016, the Town will now fund its own paramedic service. Previously paramedic services were provided from UCONN Health Center. Due to regulatory changes, the Town's ambulance service either had to down grade to a basic level service (currently an advance level service) or upgrade to a paramedic level service. It was decided that the Town's ambulance service would upgrade to a paramedic level service in order to provide a higher level care with a quicker response time than it takes a paramedic to respond from the UCONN Health Center. There was also a concern that the UCONN Health Center may not be providing paramedic services in the future. The paramedic services will be 24/7 and provided by contracted services through a third party vendor and will be supplemented in the evenings and on the weekends with EMT volunteers. Although the Town will be able to charge for the paramedic services it will not cover the total cost of the additional staffing. The ambulance service is expected to run a deficit next year of \$193,752. This deficit will have to be paid out of the general fund. There is also additional funding for a new ambulance and a new fire truck. Although the Town sets aside funding every year for emergency apparatus, there will need to be additional funding above the normal amount set aside to be able to purchase both vehicles next year. If not for the additional emergency services funding necessary to support these items the budget would only be a 2.1% increase.

In order to promote efficiency and make services more user friendly to the public the Town will be looking to provide information and services through the use of the internet. One of these areas is in the Tax Office. The Town will make tax bills available to the public on line. Now residents,

title searchers and other professionals will be able to access tax information on line. Tax payers will be able to access their own tax information and make payments on line. According to the Tax Collector this will also help reduce errors tax payers sometimes make when paying bills.

The Land Use Department will be making building and land use applications available to everyone on line. This will allow residents and contractors to complete and file applications along with pay the filing fee on line. Then the applications will be tracked and reviewed by Town staff electronically thereby helping manage the review process. These “cloud based” services will make both the application process and the review process more user friendly and efficient.

There are some expenses that although going up, are not as significant as in prior years. The total increase in the cost of employee benefits (health insurance, pension, life insurance, etc.) is \$49,103 or a 3.15% increase. In recent years the Town has negotiated or instituted health insurance plan changes in the form of high deductible health savings accounts that have helped lower the costs.

The final CAO proposed budget totals \$10,367,268, an increase of 3.8% over Fiscal Year 2015/2016 approved budget.

	Fiscal Year 2015-2016	Fiscal Year 2016-2017	% Change	\$ Change
Board of Selectmen Operations	8,872,315	9,257,968	385,653	4.35%
Capital Improvements	1,110,500	1,109,300	(1,200)	(.11)
TOTAL	9,982,815	10,367,268	384,453	3.85

ASSUMPTIONS

The Fiscal Year 2016/2017 Preliminary Budget encompasses a number of basic fixed expenditures affecting operations. Some items are purchased at market price and are indicated as being purchased as “trend”. The assumptions upon which certain expenditures are based are detailed below.

FACTOR	Assumption	Total Amount
Pension Contribution – Defined Benefit Plan (General Fund portion=580,879)	100% as recommended	600,581
Defined Contribution Plan (General Fund portion= 267,961)		285,717
Vehicle Fuel – Regular	1.5377 per gallon	
Vehicle Fuel – Diesel	2.1080 per gallon	
Heating Fuel – #2 Oil	2.0861 per gallon	
Heating Fuel – Natural Gas	Trend	
Electricity – Light & Power	Trend	
Water	Trend	
Mileage Reimbursement	0.54	
Workers Compensation Insurance (General Fund portion = 115,170)		123,839
Property & Casualty Insurance (General Fund portion = 154,652)		181,507
Employee Health Benefits – Medical (General Fund portion =694,445)	100% of recommendation	745,341

STAFFING:

There is only one year round additional employee requested and that is a part-time Recreation Coordinator for the Parks & Recreation Department. Position would average 25 hours a week and be paid a rate of \$16 per hour. The Recreation Coordinator position would be funded entirely from the Park & Recreation Special Revenue Account and would therefore be funded by fees made through Park & Recreation programming. The position would also work at the “Cave” (Teen Center) thereby off-setting some costs currently budgeted in the Youth Services Account. The position would concentrate on afternoon programming, youth activities and assisting in the office. In the past year the Park & Recreation has added programming, including youth basketball which would be assisted by the additional staffing.

Last year Town officials completed a detailed salary survey which included the Recreation Supervisor position. The salary survey indicated that the position was being paid 35% below her peers. As part of this budget I am seeking to raise the Recreation Supervisor’s salary from \$36,691 to \$46,691 which, unfortunately even after the increase, would still leave the Recreation Supervisor below the average for the position.

There were a number of departments that requested additional staffing including Senior Social Services (increase Senior Center Coordinator to full time), Library (increase Teen Librarian to full time) and Police (requested additional Patrol Officer). Although all these requests have merit, due to limited funding I cannot recommend these staff changes at this time.

Compensation – In order to retain quality employees Canton must maintain competitive salaries. The amount budgeted set aside for wage increases for non-union employees is equal to 2.75% of the total full time non-union employee wages. Final wage increases will be distributed based on merit.

Both the Police and Dispatch Union Agreements expire on June 30, 2016. Negotiations for successor agreements shall begin this spring. The Public Works agreement does not expire until June 30, 2017. Pursuant to their contract, DPW Union employees will receive a 2.9% increase in fiscal year 2016/2017.

TRANSFER STATION:

Pursuant to vote of the Board of Selectmen and approval of the Board of Finance, the Transfer Station is now a Special Revenue Fund similar to the Water Pollution Control Facility and Emergency Medical Services. The revenue and expenses for the Transfer Station are accounted for in a special account which is not part of the general fund. This is appropriate since the goal of the Transfer Station is that it be self-supporting. The CIP budget proposes to fund construction of a roof over the bulky waste container thereby keeping water out of the container and decreasing the weight resulting in decreased transportation costs. The Transfer Station CIP projects will be paid from the Special Revenue Fund. As of January 1, 2016 the Transfer Station is open three (3) days a week which shall include one day a week of evening hours during daylight savings hours. Below is a comparison of expenses and revenues:

Transfer Station Analysis								
	Fiscal Year 2009-2010	Fiscal Year 2010-2011	Fiscal Year 2011-2012	Fiscal Year 2012-2013	Fiscal Year 2013-2014	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017
Expenses	237,815	264,791	232,906	229,394	218,806	220,792	224,000	217,779
Permit Fee & Token Revenue	179,992	228,636	232,718	226,612	221,749	214,159	204,500	214,000
CRRA Hauling Offset	21,825	21,930	20,938	7,668	10,027	9,795	7,500	3,750
Metal Payments		4,134	15,524	12,598	13,750	14,310	12,000	6,000
Operating (Deficit)/Surplus	(35,998)	(10,091)	36,274	17,484	26,720	17,472	0	5,971

CAPITAL IMPROVEMENT PLAN:

The Capital Improvement Plan (CIP) represents a financial plan that identifies capital needs, establishes priorities and identifies potential funding sources. Comprehensive in scope, it includes projects that are funded through the Town's operating budget, state and federal grants and other sources. Department Heads requested over \$2,244,331 dollars in new capital expenditures. Last year the Board of Finance approved \$1,110,500 for the Capital Improvement Plan. Since approximately half the funding is utilized towards pavement management, there is approximately \$550,000 for all other expenditures.

As is usually the case, the other major capital expenditures other than pavement management are vehicles. The contribution to vehicles in this years recommended CIP expenditures include DPW truck (\$180,000), Fire Dept apparatus (\$150,000) Ambulance (\$67,500) and Police vehicles (\$54,000).

A complete list of CIP projects is supplied in the CIP section of the budget. Included in the CIP section of the budget is a spreadsheet indicating all the requests made by Department Heads and those projects that are recommended to be funded by the CAO. Also included is a list of projects to be funded over the next five years, including those projects which are likely to be funded under the current funding levels and other projects which will not be funded unless current funding levels are increased.

The capital expenditures listed below are recommended for funding.

Projects to be funded in the 2016-2017 CIP Budget

	Amount	Source
INFORMATION TECHNOLOGIES		
Back-up Hardware	10,000	Operating
FACILITIES – PUBLIC WORKS GARAGE		
DPW Garage Roof Replacement	26,000	Operating
Engineering for Garage Replacement	25,000	Operating
FACILITIES – PUBLIC WORKS GRANGE		
Grange Roof Replacement	10,800	Operating
PUBLIC WORKS		
Equipment Purchase – upgrade existing radio system	28,000	Operating
Pavement Management – road projects	531,000	Operating
Pavement Management – LoCIP	69,000	LoCIP
LAND USE		
3 Ped Cross Safety Beacons	12,000	Operating
RECREATION/SENIOR & SOCIAL SVS		
Farmington River Trail Island Reconstruction at Bridge Street	15,000	Operating
EQUIPMENT VEHICLE PURCHASE		
Highway - Truck # 7 Replacement	180,000	Operating
Police - Patrol Vehicle Replacement	54,000	Operating
EMS - New Ambulance	67,500	Operating
Fire - New Apparatus	150,000	Operating

SPECIAL REVENUE FUNDS

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

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

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

The *Emergency Medical Services Fund* accounts for all user fees collected and expenditures needed to operate the Town's emergency medical services program (ambulance). Over the past several years, the Town has operated this fund at a deficit. The deficit is projected to increase significantly because of the addition of paramedic services.

GENERAL FUND REVENUES AND TAXES

The total revenue necessary to finance the Fiscal Year 2016/2017 budget comes from a variety of sources including taxes, state grants and local fees. The grand list increased 0.6%. Although the total amount of anticipated tax collections is increasing .3% there are some areas within tax collections that are decreasing. As a result of several tax sales and other collection methods, the Town can anticipate collecting less prior taxes along with interest and liens next year. By far the largest account for back taxes is the Cadle property and even after years of litigation there is no certainty as to when that account will be collected. Also, due to a slow real estate market and projected increase in interest rate there is an anticipated decrease in the collection of conveyance fees through the Town Clerk's Office. The actual revenue collected from all sources, excluding transfers from fund balance, indicates that revenues will remain relatively flat. Governor Malloy's recently released budget includes increased revenues for the Town but at this point it is very speculative whether these increases will be approved by the Legislature.

CONCLUSION

This year's budget concentrates on continuing basic services, maintaining infrastructure, especially road maintenance, and updating emergency medical services to a paramedic level service. The budget also has initiatives aimed at using the internet to automate processes including paying taxes and filing land use applications. The total cost for operating general government will result in a 3.8% total increase in the proposed Board of Selectmen budget.

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

Respectfully,

Robert H. Skinner
Chief Administrative Officer

02/03/2016 16:47
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
BOARD OF SELECTMEN	52,542.38	45,308.39	45,036.04	28,850.20	44,743.00	45,667.00	2.1%
CHIEF ADMINISTRATIVE O	289,396.59	298,377.29	237,922.49	135,611.39	245,341.00	245,996.00	.3%
ELECTIONS	22,368.69	23,035.82	24,117.26	17,426.41	29,725.00	34,075.00	14.6%
PROBATE COURT	2,439.00	2,627.00	2,719.00	2,719.00	2,801.00	2,885.00	3.0%
TOWN COUNSEL	77,066.17	59,985.57	48,560.92	37,436.00	70,000.00	70,000.00	.0%
TOWN CLERK	118,525.12	119,696.40	127,291.12	81,986.23	130,866.00	130,962.00	.1%
CONTINGENCY	.00	.00	.00	.00	41,385.00	130,616.00	215.6%
INFORMATION TECHNOLOGI	61,726.10	55,998.64	104,583.67	88,717.04	134,376.00	137,596.00	2.4%
ASSESSMENT	126,570.38	126,301.96	127,656.07	79,566.13	123,667.00	106,184.00	-14.1%
BOARD OF ASSESSMENT AP	45.00	.00	.00	.00	.00	.00	.0%
TAX COLLECTOR	88,275.01	85,081.60	86,019.20	46,721.31	90,718.00	91,869.00	1.3%
FINANCE OFFICER	193,583.16	194,205.40	204,820.05	139,051.57	210,036.00	215,368.00	2.5%
POLICE DEPT - ADMIN	281,163.13	293,749.05	310,663.32	199,326.82	317,142.00	318,603.00	.5%
POLICE DEPT - PATROL	989,156.13	980,616.63	1,002,514.62	614,990.55	1,064,682.00	1,084,245.00	1.8%
POLICE DEPT - DETECTIV	77,051.41	81,853.49	92,347.24	52,108.16	92,835.00	90,835.00	-2.2%
POLICE DEPT - COMMUN/D	265,966.22	265,893.94	297,466.61	174,295.98	302,665.00	307,193.00	1.5%
POLICE DEPT - VEHICLE	55,191.52	63,717.85	55,433.15	23,748.95	61,000.00	53,500.00	-12.3%
POLICE - ANIMAL CONTRO	23,000.00	24,150.00	17,880.14	6,207.86	24,893.00	25,346.00	1.8%
POLICE DEPT - FACILITI	41,533.26	55,018.17	36,862.17	18,871.34	41,293.00	39,393.00	-4.6%
SERVICE INCENTIVE	29,900.00	33,900.00	33,900.00	23,785.00	23,785.00	25,820.00	8.6%
FIRE SERVICES	289,606.17	250,383.45	272,730.32	138,012.71	277,975.00	280,452.00	.9%
EMERGENCY SERVICES	71,075.54	119,707.17	144,501.65	56,965.27	100,505.00	214,442.00	113.4%
FIRE MARSHAL	76,801.22	80,425.03	56,310.38	39,993.82	66,823.00	69,094.00	3.4%
TOWN HALL	253,013.65	286,341.90	279,150.37	170,299.55	280,303.00	288,263.00	2.8%
PARKS DEPARTMENT	92,784.66	85,323.76	89,701.37	50,822.11	102,899.00	115,320.00	12.1%

02/03/2016 16:47
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 2
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
GENERAL HIGHWAY	909,836.61	1,091,130.25	1,212,490.21	689,592.54	1,098,992.00	1,128,020.00	2.6%
TOWN GARAGE	41,643.29	38,228.60	37,455.15	22,575.73	37,443.00	36,498.00	-2.5%
GRANGE	.00	200.00	5,207.32	833.23	6,480.00	4,500.00	-30.6%
UTILITIES	195,262.56	196,424.15	200,079.25	105,739.17	209,000.00	207,000.00	-1.0%
COMMUNITY CENTER	93,246.16	91,408.90	76,494.35	56,581.47	96,944.00	92,444.00	-4.6%
COMMUNITY AGENCIES	69,445.40	78,341.44	89,891.94	78,878.00	94,668.00	98,418.00	4.0%
SENIOR/SOCIAL SERVICES	124,681.35	139,519.95	164,439.07	121,551.08	170,936.00	180,791.00	5.8%
PARK AND RECREATION	212,840.11	174,994.95	203,932.86	136,929.22	212,085.00	226,043.00	6.6%
BUILDING OFFICIAL	44,437.17	44,499.52	46,595.15	28,610.69	60,262.00	64,872.00	7.6%
TOWN PLANNER	229,271.45	237,463.95	249,002.68	145,338.09	258,063.00	263,244.00	2.0%
INSURANCE	322,662.68	296,354.55	264,849.69	210,332.45	278,141.00	283,326.00	1.9%
EMPLOYEE BENEFITS & IN	1,912,261.13	1,939,927.34	2,004,215.85	1,454,086.95	1,893,735.00	1,947,419.00	2.8%
LIBRARY	535,039.39	569,969.02	568,721.01	357,116.79	594,522.00	601,669.00	1.2%
CIP/CAPITAL & NonRECUR	1,539,750.00	1,111,747.00	910,353.00	1,326,086.00	1,326,086.00	1,109,300.00	-16.3%
TOTAL GENERAL FUND	9,809,157.81	9,641,908.13	9,731,914.69	6,961,764.81	10,217,815.00	10,367,268.00	1.5%
GRAND TOTAL	9,809,157.81	9,641,908.13	9,731,914.69	6,961,764.81	10,217,815.00	10,367,268.00	1.5%

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

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND		2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
1001010	BOARD OF SELECTMEN						
1001010	51120 SEL.SALARY	14,999.92	15,000.00	15,000.00	15,000.00	15,000.00	
1001010	56950 MTG/DUES	16,789.72	16,443.00	16,443.00	16,567.00	16,567.00	
1001010	57200 PRINTING	1,063.50	1,100.00	1,100.00	1,100.00	1,100.00	
1001010	57500 ADVERTISIN	1,033.69	1,000.00	1,000.00	1,000.00	1,000.00	
1001010	60050 NEWSLETTER	10,649.21	11,200.00	11,200.00	12,000.00	12,000.00	
TOTAL BOARD OF SELECTMEN		44,536.04	44,743.00	44,743.00	45,667.00	45,667.00	.00
1001020	CHIEF ADMINISTRATIVE OFFICER						
1001020	51000 F/T SALARI	57,378.03	55,485.00	57,130.00	57,130.00	57,130.00	
1001020	51110 SUPER.SAL.	125,862.57	130,363.00	130,363.00	135,578.00	135,578.00	
1001020	51200 PART TIME	23,322.65	24,068.00	24,068.00	24,784.00	24,784.00	
1001020	53000 EQUIP.PURC	179.98	300.00	300.00	300.00	300.00	
1001020	53700 POST.RENT.	1,790.76	1,800.00	1,800.00	1,800.00	1,800.00	
1001020	55200 MILEAGE	2,424.15	2,500.00	2,500.00	2,500.00	2,500.00	
1001020	56100 POSTAGE	1,146.71	900.00	900.00	1,100.00	1,100.00	
1001020	56820 MED.DOCTOR	4,526.50	2,390.00	2,390.00	2,800.00	2,800.00	
1001020	56920 CONSULTANT	16,090.00	16,825.00	16,825.00	16,000.00	12,000.00	
1001020	56950 MTG/DUES	1,395.29	1,765.00	1,765.00	1,804.00	1,504.00	
1001020	57100 OFF.SUPPL.	2,403.49	3,400.00	3,400.00	3,400.00	3,400.00	
1001020	57105 POSTG SPLS	124.50	700.00	700.00	500.00	500.00	
1001020	57500 ADVERTISIN	1,243.86	2,500.00	2,500.00	2,200.00	2,200.00	
1001020	57600 COMP.SUPPL	34.00	400.00	400.00	400.00	400.00	
TOTAL CHIEF ADMINISTRATIVE O		237,922.49	243,396.00	245,041.00	250,296.00	245,996.00	.00
1001030	ELECTIONS						
1001030	51130 REGIST.SAL	13,999.96	16,000.00	16,000.00	16,000.00	16,000.00	
1001030	51140 DEPUTY SAL	4,999.80	6,000.00	6,000.00	6,000.00	6,000.00	
1001030	52020 ELECT.WRKS	1,646.00	3,500.00	3,500.00	6,350.00	6,350.00	
1001030	55000 MC CODING	1,199.00	1,200.00	1,200.00	1,200.00	1,200.00	
1001030	55200 MILEAGE	191.90	300.00	300.00	500.00	500.00	
1001030	56100 POSTAGE	509.38	625.00	625.00	625.00	625.00	
1001030	56720 MEALS	251.22	500.00	500.00	100.00	100.00	
1001030	56950 MTG/DUES	1,225.00	1,300.00	1,300.00	3,000.00	3,000.00	
1001030	57100 OFF.SUPPL.	95.00	300.00	300.00	300.00	300.00	
TOTAL ELECTIONS		24,117.26	29,725.00	29,725.00	34,075.00	34,075.00	.00
1001050	PROBATE COURT						
1001050	59100 DEPT.EXP.	2,719.00	2,801.00	2,801.00	2,885.00	2,885.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 2
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
TOTAL PROBATE COURT	2,719.00	2,801.00	2,801.00	2,885.00	2,885.00	.00
1001100 TOWN COUNSEL						
1001100 52160 GENERAL	19,907.47	28,000.00	28,000.00	28,000.00	28,000.00	
1001100 52170 LABOR	8,157.70	20,000.00	20,000.00	20,000.00	20,000.00	
1001100 52210 LAND USE	20,495.75	22,000.00	22,000.00	22,000.00	22,000.00	
TOTAL TOWN COUNSEL	48,560.92	70,000.00	70,000.00	70,000.00	70,000.00	.00
1001110 TOWN CLERK						
1001110 51110 SUPER.SAL.	66,753.17	62,928.00	66,424.00	66,424.00	66,424.00	
1001110 51200 PART TIME	23,346.93	31,515.00	31,515.00	30,857.00	33,621.00	
1001110 55200 MILEAGE	267.86	275.00	275.00	275.00	275.00	
1001110 55860 COPIER CON	299.96	525.00	525.00	525.00	525.00	
1001110 55950 VITAL STAT	132.00	700.00	700.00	250.00	250.00	
1001110 56100 POSTAGE	1,233.65	1,272.00	1,272.00	1,272.00	1,272.00	
1001110 56205 CELL PHONE	480.00	480.00	480.00	480.00	480.00	
1001110 56950 MTG/DUES	757.53	735.00	735.00	735.00	735.00	
1001110 57100 OFF.SUPPL.	1,145.73	1,040.00	1,040.00	1,040.00	1,040.00	
1001110 57200 BALLOTS	4,886.66	6,400.00	6,400.00	6,100.00	6,100.00	
1001110 57500 ADVERTISIN	954.32	950.00	950.00	950.00	950.00	
1001110 57600 COMP.SUPPL	703.07	720.00	720.00	720.00	720.00	
1001110 57700 PHOTO/BIND	104.00	350.00	350.00	250.00	250.00	
1001110 57900 MICRO/INDE	17,550.65	18,580.00	18,580.00	17,420.00	17,420.00	
1001110 60040 COPY LEASE	882.48	900.00	900.00	900.00	900.00	
TOTAL TOWN CLERK	119,498.01	127,370.00	130,866.00	128,198.00	130,962.00	.00
1001585 CONTINGENCY						
1001585 59914 WAGE INC	.00	72,000.00	41,385.00	122,000.00	130,616.00	
TOTAL CONTINGENCY	.00	72,000.00	41,385.00	122,000.00	130,616.00	.00
1001901 INFORMATION TECHNOLOGIES						
1001901 51300 F/T SALARY	11,298.28	14,500.00	14,500.00	15,000.00	14,250.00	
1001901 53100 HARD PURCH	16,117.08	16,000.00	16,000.00	19,300.00	18,000.00	
1001901 55200 MILEAGE	83.77	200.00	200.00	200.00	200.00	
1001901 55830 SOFT SUPRT	1,966.40	4,330.00	4,330.00	5,300.00	12,300.00	
1001901 55840 HARD SUPRT	1,148.80	2,200.00	2,200.00	1,400.00	1,400.00	
1001901 56340 CABLE/WEB	5,793.43	7,000.00	7,000.00	5,400.00	6,500.00	
1001901 56920 CONSULTANT	56,350.98	54,600.00	54,600.00	51,900.00	50,400.00	
1001901 60030 VOIP/WAN	10,954.18	34,546.00	34,546.00	34,546.00	34,546.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 3
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
TOTAL INFORMATION TECHNOLOGI	103,712.92	133,376.00	133,376.00	133,046.00	137,596.00	.00
1002060 ASSESSMENT						
1002060 51200 PART TIME	.00	300.00	300.00	500.00	35,600.00	
1002060 51301 F/T HOURLY	53,918.92	47,687.00	50,174.00	47,687.00	50,174.00	
1002060 55200 MILEAGE	1,067.75	1,120.00	1,120.00	1,150.00	1,150.00	
1002060 55830 SOFT. SUPPO	9,937.63	9,500.00	9,500.00	11,050.00	11,050.00	
1002060 56100 POSTAGE	583.02	1,035.00	1,035.00	1,035.00	1,035.00	
1002060 56910 REF/TEXTS	454.95	500.00	500.00	500.00	500.00	
1002060 56920 CONSULTANT	55,932.00	55,488.00	55,488.00	55,488.00	.00	
1002060 56950 MTG/DUES	.00	100.00	100.00	100.00	1,125.00	
1002060 57100 OFF. SUPPL.	900.51	600.00	600.00	600.00	600.00	
1002060 57200 PRINTING	525.43	650.00	650.00	650.00	650.00	
1002060 57210 GRAND LIST	600.00	600.00	600.00	600.00	600.00	
1002060 57220 MAPPING	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	
1002060 57500 ADVERTISIN	.00	.00	.00	100.00	100.00	
1002060 57600 COMP. SUPPL	535.86	400.00	400.00	400.00	400.00	
TOTAL ASSESSMENT	127,656.07	121,180.00	123,667.00	123,060.00	106,184.00	.00
1002080 TAX COLLECTOR						
1002080 51110 SUPER. SAL.	47,496.01	52,831.00	52,831.00	55,022.63	53,550.00	
1002080 51200 PART TIME	18,491.37	22,199.00	22,199.00	24,381.81	21,356.00	
1002080 53400 COLL. SERV.	250.00	250.00	250.00	1,330.00	1,330.00	
1002080 55200 MILEAGE	171.44	460.00	460.00	472.00	460.00	
1002080 56100 POSTAGE	10,521.61	8,250.00	8,250.00	7,245.50	7,245.00	
1002080 56950 MTG/DUES	625.00	1,250.00	1,250.00	1,565.00	1,565.00	
1002080 57100 OFF. SUPPL.	492.57	638.00	638.00	614.00	614.00	
1002080 57110 BUS. FORMS	4,169.48	3,200.00	3,200.00	4,284.70	4,285.00	
1002080 57120 BIND. BOOKS	566.00	406.00	406.00	281.00	281.00	
1002080 57500 ADVERTISIN	297.71	350.00	350.00	350.00	350.00	
1002080 57600 COMP. SUPPL	178.74	600.00	600.00	833.00	833.00	
TOTAL TAX COLLECTOR	83,259.93	90,434.00	90,434.00	96,379.64	91,869.00	.00
1002090 FINANCE OFFICER						
1002090 51000 F/T SALARI	18,625.45	17,145.00	17,748.00	17,748.00	17,748.00	
1002090 51110 SUPER. SAL.	76,319.44	73,516.00	75,973.00	75,973.00	75,973.00	
1002090 51200 PART TIME	33,599.37	39,015.00	39,015.00	40,182.00	42,116.00	
1002090 51301 F/T HOURLY	37,156.16	35,337.00	36,980.00	36,980.00	36,980.00	
1002090 51400 OVERTIME	.00	.00	.00	1,000.00	.00	
1002090 55200 MILEAGE	409.23	775.00	775.00	775.00	775.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 4
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
1002090 55830 SOFT.SUPPO	29,608.99	30,825.00	30,825.00	34,350.00	32,606.00	
1002090 55860 COPIER CON	322.73	420.00	420.00	420.00	420.00	
1002090 56100 POSTAGE	1,912.53	1,900.00	1,900.00	2,100.00	2,100.00	
1002090 56950 MTG/DUES	3,260.23	3,000.00	3,000.00	3,500.00	3,000.00	
1002090 57100 OFF.SUPPL.	3,276.03	3,000.00	3,000.00	3,250.00	3,250.00	
1002090 57600 COMP.SUPPL	329.89	400.00	400.00	400.00	400.00	
TOTAL FINANCE OFFICER	204,820.05	205,333.00	210,036.00	216,678.00	215,368.00	.00
1003170 POLICE DEPT - ADMIN						
1003170 51110 SUPER.SAL.	211,363.56	211,305.00	213,430.00	213,420.00	213,430.00	
1003170 51200 PART TIME	3,671.90	3,732.00	3,732.00	3,841.00	3,820.00	
1003170 51301 F/T HOURLY	48,355.53	47,687.00	48,435.00	48,435.00	48,435.00	
1003170 51400 OT-ADMIN	1,194.95	1,542.00	1,542.00	1,500.00	1,500.00	
1003170 55810 OFF.MAINT.	3,117.50	3,790.00	3,790.00	3,790.00	3,790.00	
1003170 55830 SOFT.SUPPO	12,650.00	14,000.00	14,000.00	14,500.00	14,065.00	
1003170 55860 COPIER CON	792.92	1,260.00	1,260.00	1,260.00	1,260.00	
1003170 56100 POSTAGE	650.34	800.00	800.00	800.00	800.00	
1003170 56205 CELL PHONE	959.77	960.00	960.00	960.00	960.00	
1003170 56240 REG PROG.	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
1003170 56700 UNIFORMS	1,757.37	2,216.00	2,216.00	2,216.00	2,216.00	
1003170 56820 MED.DOCTOR	375.00	1,915.00	1,915.00	1,915.00	1,915.00	
1003170 56950 MTG/DUES	2,345.44	3,570.00	3,570.00	3,720.00	3,720.00	
1003170 56951 TRAINING	1,547.80	1,500.00	1,500.00	2,000.00	2,000.00	
1003170 57100 OFF.SUPPL.	3,562.38	2,550.00	2,550.00	3,050.00	3,050.00	
1003170 59910 EXP.PERSON	848.00	500.00	500.00	700.00	700.00	
1003170 59920 EXP. DEPT.	2,109.13	2,000.00	2,000.00	2,000.00	2,000.00	
1003170 60000 EMERG MGMT	.00	1,050.00	1,050.00	1,050.00	1,050.00	
1003170 60040 LEASED EQU	9,017.17	8,892.00	8,892.00	8,892.00	8,892.00	
TOTAL POLICE DEPT - ADMIN	309,318.76	314,269.00	317,142.00	319,049.00	318,603.00	.00
1003171 POLICE DEPT - PATROL						
1003171 51303 F/T AFSCME	897,460.98	927,531.00	927,531.00	949,684.00	949,694.00	
1003171 51310 HBENAFSCME	53,093.81	46,000.00	46,000.00	46,000.00	46,000.00	
1003171 51400 OVERTIME	33,554.12	60,000.00	60,000.00	60,000.00	60,000.00	
1003171 51660 ED. INCENT.	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	
1003171 55800 DEPT.MAINT	4,273.76	4,437.00	4,437.00	4,337.00	4,337.00	
1003171 56700 UNIFORMS	6,709.58	12,096.00	12,096.00	12,096.00	12,096.00	
1003171 56710 WEAPONS/AM	2,893.25	5,868.00	5,868.00	5,868.00	5,868.00	
1003171 56951 TRAINING	29.12	2,250.00	2,250.00	2,750.00	750.00	
1003171 57800 EDUC REIMB	.00	2,000.00	2,000.00	2,000.00	1,000.00	
TOTAL POLICE DEPT - PATROL	1,002,514.62	1,064,682.00	1,064,682.00	1,087,235.00	1,084,245.00	.00
1003172 POLICE DEPT - DETECTIVE						
1003172 51303 F/T AFSCME	79,185.55	81,224.00	81,224.00	81,224.00	81,224.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 5
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
1003172 51310 HBENAFSCME	303.12	933.00	933.00	933.00	933.00	
1003172 51400 OVERTIME	9,788.23	6,000.00	6,000.00	6,000.00	4,500.00	
1003172 51660 ED. INCENT.	750.00	750.00	750.00	750.00	750.00	
1003172 56205 CELL PHONE	386.32	420.00	420.00	420.00	420.00	
1003172 56230 CRIME LAB.	1,024.72	2,000.00	2,000.00	2,000.00	1,500.00	
1003172 56700 UNIFORMS	909.30	1,008.00	1,008.00	1,008.00	1,008.00	
1003172 56951 TRAINING	.00	500.00	500.00	500.00	500.00	
TOTAL POLICE DEPT - DETECTIV	92,347.24	92,835.00	92,835.00	92,835.00	90,835.00	.00
1003173 POLICE DEPT - COMMUN/DISPATCH						
1003173 51200 PART TIME	14,187.16	11,578.00	11,578.00	14,000.00	14,000.00	
1003173 51302 F/T CILU	206,997.57	219,445.00	219,445.00	218,445.00	219,995.00	
1003173 51311 H. BEN. CILU	12,735.00	10,845.00	10,845.00	10,845.00	10,845.00	
1003173 51321 O/T DISPAT	39,296.52	35,000.00	35,000.00	36,000.00	36,000.00	
1003173 55020 RADIO MAIN	19,649.95	20,291.00	20,291.00	20,847.00	20,847.00	
1003173 56250 COLLECT	343.00	2,826.00	2,826.00	2,826.00	2,826.00	
1003173 56700 UNIFORMS	2,112.40	1,680.00	1,680.00	1,680.00	1,680.00	
1003173 56951 TRAINING	1,823.26	1,000.00	1,000.00	1,500.00	1,000.00	
TOTAL POLICE DEPT - COMMUN/D	297,144.86	302,665.00	302,665.00	306,143.00	307,193.00	.00
1003174 POLICE DEPT - VEHICLE MAINT						
1003174 54100 TIRES	4,079.99	4,500.00	4,500.00	4,500.00	4,000.00	
1003174 54200 VEHIC. FUEL	40,175.46	41,000.00	41,000.00	41,000.00	34,000.00	
1003174 55010 VEH. MAINT.	11,177.70	15,500.00	15,500.00	17,000.00	15,500.00	
TOTAL POLICE DEPT - VEHICLE	55,433.15	61,000.00	61,000.00	62,500.00	53,500.00	.00
1003175 POLICE - ANIMAL CONTROL						
1003175 51200 PART TIME	675.00	14,508.00	14,508.00	14,461.00	14,461.00	
1003175 55700 POUND MAIN	1,762.84	3,000.00	3,000.00	3,000.00	2,500.00	
1003175 56900 POUND SUPP	456.91	500.00	500.00	600.00	800.00	
1003175 56950 MTG/DUES	12.54	65.00	65.00	65.00	65.00	
1003175 57500 ADVERTISIN	33.33	120.00	120.00	120.00	120.00	
1003175 57950 LIC -ST CT	7,370.22	6,700.00	6,700.00	6,700.00	7,400.00	
TOTAL POLICE - ANIMAL CONTRO	10,310.84	24,893.00	24,893.00	24,946.00	25,346.00	.00
1003179 POLICE DEPT - FACILITIES						
1003179 55100 MAIN/CLEAN	5,247.58	7,333.00	7,333.00	7,333.00	7,333.00	
1003179 55300 H/C REPAIR	3,359.75	4,000.00	4,000.00	4,000.00	4,000.00	
1003179 55310 H/C CONTRA	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 6
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2015	2016	2016	2017	2017	
GENERAL FUND			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	COMMENT
1003179	55500	LIGHT/POWE	18,583.40	20,000.00	20,000.00	20,000.00	18,500.00	
1003179	56200	TELEPHONE	.00	.00	.00	6,040.00	.00	
1003179	56340	CABLE/WEB	742.39	360.00	360.00	760.00	760.00	
1003179	56500	FUEL/HEAT	6,018.43	6,800.00	6,800.00	6,800.00	6,000.00	
1003179	56750	WATER	1,240.62	1,125.00	1,125.00	1,125.00	1,125.00	
1003179	56760	SEWER USE	350.00	355.00	355.00	355.00	355.00	
TOTAL POLICE DEPT - FACILITI			36,862.17	41,293.00	41,293.00	47,733.00	39,393.00	.00
1004157	SERVICE INCENTIVE							
1004157	52050	FIRE DB/DC	33,900.00	23,785.00	23,785.00	25,820.00	25,820.00	
TOTAL SERVICE INCENTIVE			33,900.00	23,785.00	23,785.00	25,820.00	25,820.00	.00
1004158	FIRE SERVICES							
1004158	51200	STIPENDS	9,449.88	13,950.00	13,950.00	13,950.00	16,450.00	
1004158	51230	PAY / CALL	24,270.40	23,400.00	23,400.00	23,400.00	26,400.00	
1004158	51301	F/T HOURLY	4,899.45	4,666.00	4,878.00	4,878.00	4,878.00	
1004158	53000	EQUIP.PURC	47,456.90	53,103.00	53,103.00	53,103.00	50,000.00	
1004158	53100	COMP.EQUIP	4,278.62	1,000.00	1,000.00	1,000.00	1,000.00	
1004158	53630	SVC AWARDS	1,866.67	1,600.00	1,600.00	1,600.00	1,600.00	
1004158	54100	TIRES	7,644.64	6,000.00	6,000.00	6,000.00	4,500.00	
1004158	54200	VEHIC.FUEL	8,158.77	9,000.00	9,000.00	9,000.00	8,000.00	
1004158	55010	VEH.MAINT.	50,607.26	53,400.00	53,400.00	53,400.00	53,400.00	
1004158	55020	RADIO MAIN	5,508.14	1,000.00	1,000.00	1,000.00	1,000.00	
1004158	55030	EQUIP.MAIN	4,380.25	4,000.00	4,000.00	4,000.00	4,000.00	
1004158	55100	MAIN/CLEAN	21,827.20	19,000.00	19,000.00	19,000.00	19,000.00	
1004158	55500	LIGHT/POWE	15,515.47	15,500.00	15,500.00	15,500.00	15,500.00	
1004158	56200	TELEPHONE	3,239.22	2,880.00	2,880.00	2,880.00	2,880.00	
1004158	56205	CELL PHONE	4,406.86	4,280.00	4,280.00	4,280.00	4,280.00	
1004158	56340	CABLE/WEB	2,812.80	2,800.00	2,800.00	2,800.00	2,800.00	
1004158	56500	FUEL/HEAT	12,997.53	16,500.00	16,500.00	16,500.00	13,000.00	
1004158	56750	WATER	328.48	600.00	600.00	600.00	600.00	
1004158	56760	SEWER USE	763.20	764.00	764.00	764.00	764.00	
1004158	56820	PHYSICALS	9,111.61	11,000.00	11,000.00	12,350.00	11,000.00	
1004158	56950	MTG/DUES	1,009.00	1,200.00	1,200.00	1,200.00	1,200.00	
1004158	57100	OFF.SUPPL.	532.58	450.00	450.00	450.00	450.00	
1004158	57550	RECRUITMNT	.00	900.00	900.00	900.00	600.00	
1004158	57800	TRAIN/EDUC	10,572.46	12,000.00	12,000.00	16,000.00	16,000.00	
1004158	57820	BSA CHARTE	.00	350.00	350.00	350.00	350.00	
1004158	59930	NFPA COMPL	16,057.20	12,500.00	12,500.00	16,000.00	16,000.00	
1004158	59950	CONSUMABLE	1,507.30	2,000.00	2,000.00	2,000.00	2,000.00	
1004158	59980	RETENTION	2,693.55	3,200.00	3,200.00	3,200.00	2,800.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 7
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
TOTAL FIRE SERVICES	271,895.44	277,043.00	277,255.00	286,105.00	280,452.00	.00
1004162 EMERGENCY SERVICES						
1004162 53480 EMS DEFICT	107,366.00	42,691.00	62,105.00	180,000.00	193,752.00	
1004162 53500 C-MED	20,184.45	20,601.00	20,601.00	20,085.00	20,690.00	
TOTAL EMERGENCY SERVICES	127,550.45	63,292.00	82,706.00	200,085.00	214,442.00	.00
1004440 FIRE MARSHAL						
1004440 51110 SUPER.SAL.	20,752.00	43,200.00	43,200.00	44,496.00	44,496.00	
1004440 51200 PART TIME	4,439.28	2,000.00	2,000.00	2,000.00	2,000.00	
1004440 51301 F/T HOURLY	13,362.12	12,724.00	13,303.00	13,303.00	13,303.00	
1004440 53000 EQUIP.PURC	643.43	300.00	300.00	1,600.00	1,000.00	
1004440 55200 MILEAGE	1,072.85	1,500.00	1,500.00	1,500.00	1,500.00	
1004440 55800 DEPT.MAINT	329.95	350.00	350.00	350.00	.00	
1004440 55830 SOFT.SUPPO	875.99	1,700.00	1,700.00	2,580.00	2,580.00	
1004440 56100 POSTAGE	55.47	100.00	100.00	100.00	100.00	
1004440 56205 CELL PHONE	420.00	720.00	720.00	720.00	720.00	
1004440 56700 UNIFORMS	181.00	150.00	150.00	200.00	200.00	
1004440 56910 REF/TEXTS	1,253.00	1,200.00	1,200.00	1,995.00	1,395.00	
1004440 56950 MTG/DUES	617.45	1,000.00	1,000.00	1,000.00	700.00	
1004440 57100 OFF.SUPPL.	177.48	200.00	200.00	200.00	250.00	
1004440 59940 FIRE PREV.	611.98	1,100.00	1,100.00	1,100.00	850.00	
TOTAL FIRE MARSHAL	44,792.00	66,244.00	66,823.00	71,144.00	69,094.00	.00
1005120 TOWN HALL						
1005120 51200 PART TIME	3,932.03	9,000.00	9,000.00	9,000.00	4,200.00	
1005120 51304 F/T NAGE	139,095.82	149,339.00	149,339.00	153,464.00	151,439.00	
1005120 51400 OVERTIME	19,057.51	12,000.00	12,000.00	12,000.00	12,000.00	
1005120 55000 REP/MAINT	11,442.79	17,000.00	17,000.00	17,000.00	20,000.00	
1005120 55100 MAIN/CLEAN	8,143.61	15,000.00	15,000.00	15,000.00	12,000.00	
1005120 55200 MILEAGE	822.48	200.00	200.00	200.00	200.00	
1005120 55300 H/C REPAIR	6,248.02	3,500.00	3,500.00	3,500.00	4,500.00	
1005120 55310 H/C CONTRA	2,900.00	2,900.00	2,900.00	2,900.00	3,000.00	
1005120 55500 LIGHT/POWE	35,822.36	36,500.00	36,500.00	35,000.00	36,000.00	
1005120 55600 ELEV.CONT.	2,248.62	2,304.00	2,304.00	2,100.00	2,304.00	
1005120 56200 TELEPHONE	16,710.34	6,240.00	6,240.00	6,240.00	18,500.00	
1005120 56205 CELL PHONE	1,280.95	1,300.00	1,300.00	1,300.00	1,300.00	
1005120 56500 FUEL/HEAT	20,546.37	20,000.00	20,000.00	20,000.00	20,000.00	
1005120 56750 WATER	2,555.20	2,000.00	2,000.00	2,000.00	2,000.00	
1005120 56760 SEWER USE	557.46	670.00	670.00	670.00	670.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 8
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
1005120 57100 OFF.SUPPL.	166.81	150.00	150.00	150.00	150.00	
1005120 57400 PURC.MAJOR	.00	2,200.00	2,200.00	5,772.00	.00	
TOTAL TOWN HALL	271,530.37	280,303.00	280,303.00	286,296.00	288,263.00	.00
1005200 PARKS DEPARTMENT						
1005200 51304 F/T NAGE	57,989.04	70,294.00	70,294.00	82,906.00	84,365.00	
1005200 51400 OVERTIME	3,988.67	3,000.00	3,000.00	2,500.00	2,500.00	
1005200 53610 DYER CEMET	550.00	700.00	700.00	700.00	700.00	
1005200 55000 REP/MAINT	8,651.88	6,500.00	6,500.00	6,500.00	6,500.00	
1005200 55500 LIGHT/POWE	755.93	750.00	750.00	700.00	700.00	
1005200 56500 FUEL/HEAT	1,905.21	2,100.00	2,100.00	2,000.00	2,000.00	
1005200 56750 WATER	3,643.47	4,700.00	4,700.00	3,700.00	3,700.00	
1005200 56760 SEWER USE	350.00	355.00	355.00	355.00	355.00	
1005200 57400 EQUIP PURC	1,459.43	.00	.00	4,000.00	.00	
1005200 58310 FIELD MAIN	10,407.74	14,500.00	14,500.00	14,500.00	14,500.00	
TOTAL PARKS DEPARTMENT	89,701.37	102,899.00	102,899.00	117,861.00	115,320.00	.00
1005210 GENERAL HIGHWAY						
1005210 51000 F/T SALARI	73,776.04	67,473.00	69,173.00	69,046.64	63,852.00	
1005210 51110 SUPER.SAL.	90,718.34	88,374.00	90,333.00	90,332.58	90,333.00	
1005210 51200 PART TIME	25,568.08	5,005.00	5,005.00	5,005.00	6,005.00	
1005210 51301 F/T HOURLY	.00	33,415.00	33,415.00	33,415.20	33,416.00	
1005210 51304 F/T NAGE	429,831.52	434,338.00	434,338.00	442,940.00	442,940.00	
1005210 51400 OVERTIME	115,042.46	75,000.00	75,000.00	75,000.00	85,000.00	
1005210 53710 EQUIP.RENT	944.73	1,500.00	1,500.00	2,500.00	1,500.00	
1005210 54100 TIRES	4,003.21	5,225.00	5,225.00	5,225.00	5,225.00	
1005210 54200 VEHIC.FUEL	7,859.34	4,750.00	4,750.00	5,500.00	4,750.00	
1005210 54210 DIESEL FUE	52,404.93	45,000.00	45,000.00	47,500.00	43,000.00	
1005210 54220 OIL	3,341.35	3,800.00	3,800.00	3,800.00	3,500.00	
1005210 54230 TREE CARE	23,900.00	24,000.00	24,000.00	24,000.00	24,000.00	
1005210 54500 SNOW REMOV	188,252.80	155,998.00	155,998.00	172,216.00	172,216.00	
1005210 55000 REP/MAINT	66,923.49	45,000.00	45,000.00	42,000.00	45,000.00	
1005210 55020 RADIO MAIN	2,100.00	2,425.00	2,425.00	2,153.00	2,153.00	
1005210 55110 TN.MAINT.	16,980.16	16,000.00	16,000.00	16,000.00	16,000.00	
1005210 55120 CATCH BASI	6,933.03	8,000.00	8,000.00	10,000.00	8,000.00	
1005210 55130 SWEEPING	2,526.56	5,000.00	5,000.00	5,000.00	3,500.00	
1005210 55140 ST.PAINT.	192.00	2,000.00	2,000.00	2,000.00	1,500.00	
1005210 55200 MILEAGE	761.89	2,050.00	2,050.00	1,750.00	1,750.00	
1005210 55510 ROAD MAINT	37,928.35	34,000.00	34,000.00	32,000.00	33,000.00	
1005210 56100 POSTAGE	.00	200.00	200.00	200.00	200.00	
1005210 56205 CELL PHONE	1,440.00	2,160.00	2,160.00	2,160.00	2,160.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 9
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2015	2016	2016	2017	2017	
GENERAL FUND			ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	COMMENT
1005210	56340	CABLE/WEB	1,134.18	1,020.00	1,020.00	1,020.00	1,020.00	
1005210	56910	REF/TEXTS	.00	300.00	300.00	300.00	300.00	
1005210	56920	PLOW ROUTE	56,270.00	30,000.00	30,000.00	30,000.00	30,000.00	
1005210	56950	MTG/DUES	1,657.75	2,500.00	2,500.00	2,500.00	2,000.00	
1005210	57220	MAPPING	1,600.00	800.00	800.00	800.00	800.00	
1005210	57400	PURC.MAJOR	.00	.00	.00	4,900.00	4,900.00	
TOTAL GENERAL HIGHWAY			1,212,090.21	1,095,333.00	1,098,992.00	1,129,263.42	1,128,020.00	.00
1005260	TOWN GARAGE							
1005260	55000	REP/MAINT	7,661.62	10,000.00	10,000.00	10,000.00	8,500.00	
1005260	55100	MAIN/CLEAN	509.98	400.00	400.00	400.00	1,900.00	
1005260	55500	LIGHT/POWE	4,025.69	4,500.00	4,500.00	4,250.00	4,250.00	
1005260	56500	FUEL/HEAT	9,561.30	7,800.00	7,800.00	6,500.00	6,500.00	
1005260	56700	UNIFORMS	11,232.89	9,963.00	9,963.00	10,268.00	10,268.00	
1005260	56720	MEALS	2,925.00	2,925.00	2,925.00	2,925.00	2,925.00	
1005260	56750	WATER	264.75	800.00	800.00	800.00	800.00	
1005260	56760	SEWER USE	350.00	355.00	355.00	355.00	355.00	
1005260	57100	OFF.SUPPL.	923.92	700.00	700.00	1,000.00	1,000.00	
TOTAL TOWN GARAGE			37,455.15	37,443.00	37,443.00	36,498.00	36,498.00	.00
1005270	GRANGE							
1005270	55000	REP/MAINT	1,525.25	2,000.00	2,000.00	2,000.00	2,000.00	
1005270	55500	LIGHT/POWE	816.07	1,000.00	1,000.00	1,000.00	1,000.00	
1005270	56500	FUEL/HEAT	2,866.00	3,000.00	3,000.00	.00	1,500.00	
TOTAL GRANGE			5,207.32	6,000.00	6,000.00	3,000.00	4,500.00	.00
1005470	UTILITIES							
1005470	55500	LIGHT/POWE	30,316.06	29,000.00	29,000.00	29,000.00	29,000.00	
1005470	56750	WATER	169,763.19	180,000.00	180,000.00	180,000.00	178,000.00	
TOTAL UTILITIES			200,079.25	209,000.00	209,000.00	209,000.00	207,000.00	.00
1005550	COMMUNITY CENTER							
1005550	55000	REP/MAINT	3,251.68	15,500.00	15,500.00	15,500.00	15,500.00	
1005550	55100	MAIN/CLEAN	12,055.32	10,000.00	10,000.00	10,000.00	10,000.00	
1005550	55300	H/C REPAIR	1,687.32	2,500.00	2,500.00	2,500.00	2,500.00	
1005550	55310	H/C CONTRA	3,240.00	3,240.00	3,240.00	3,240.00	3,240.00	
1005550	55500	LIGHT/POWE	36,485.75	39,000.00	39,000.00	38,500.00	37,000.00	
1005550	55600	ELEV.CONT.	2,248.62	2,304.00	2,304.00	2,100.00	2,304.00	
1005550	56500	FUEL/HEAT	13,319.82	20,000.00	20,000.00	19,000.00	17,500.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 10
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
1005550 56750 WATER	3,412.01	3,500.00	3,500.00	4,000.00	3,500.00	
1005550 56760 SEWER USE	793.83	900.00	900.00	900.00	900.00	
TOTAL COMMUNITY CENTER	76,494.35	96,944.00	96,944.00	95,740.00	92,444.00	.00
1006340 COMMUNITY AGENCIES						
1006340 53575 YSB	14,300.00	14,300.00	14,300.00	14,300.00	11,300.00	
1006340 53580 MEMOR.DAY	788.69	905.00	905.00	905.00	905.00	
1006340 53585 HEALTH DIS	52,273.00	53,339.00	53,339.00	53,339.00	53,339.00	
1006340 53595 FV VNA	17,281.25	19,625.00	19,625.00	19,625.00	19,625.00	
1006340 53600 HIST MUSEU	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
1006340 53615 SAM COLLIN	.00	500.00	500.00	500.00	500.00	
1006340 53620 MEN.HEALTH	720.00	720.00	720.00	720.00	720.00	
1006340 53625 MAIN ST	.00	.00	.00	.00	7,500.00	
1006340 58520 WATERSHED	1,029.00	1,029.00	1,029.00	1,029.00	1,029.00	
1006340 58530 NAT.CENTER	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	
1006340 60011 INT.HOUSE	750.00	1,000.00	1,000.00	1,000.00	1,000.00	
TOTAL COMMUNITY AGENCIES	89,141.94	93,918.00	93,918.00	93,918.00	98,418.00	.00
1006380 SENIOR/SOCIAL SERVICES						
1006380 51110 SUPER.SAL.	61,689.77	53,574.00	61,295.00	61,294.19	61,295.00	
1006380 51200 PART TIME	30,843.75	40,445.00	40,445.00	59,505.00	40,679.00	
1006380 54420 DIAL-RIDE	49,500.00	50,484.00	50,484.00	60,141.00	60,141.00	
1006380 55200 MILEAGE	73.30	225.00	225.00	225.00	225.00	
1006380 55860 COPIER MAI	318.66	500.00	500.00	500.00	500.00	
1006380 56100 POSTAGE	815.88	1,600.00	1,600.00	1,600.00	1,600.00	
1006380 56205 CELL PHONE	480.00	480.00	480.00	480.00	480.00	
1006380 56720 MEALS	3,690.81	3,934.00	3,934.00	4,053.00	4,053.00	
1006380 56950 MTG/DUES	558.00	618.00	618.00	843.00	843.00	
1006380 57100 OFF.SUPPL.	1,145.09	800.00	800.00	800.00	800.00	
1006380 57200 PRINTING	2,497.46	1,800.00	1,800.00	1,800.00	1,800.00	
1006380 57600 COMP.SUPPL	67.88	455.00	455.00	280.00	75.00	
1006380 59030 SENIOR ACT	1,561.21	1,300.00	1,300.00	1,300.00	1,300.00	
1006380 59050 MEALS WHEE	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	
1006380 59100 GEN ASST	7,697.26	3,500.00	3,500.00	3,500.00	3,500.00	
TOTAL SENIOR/SOCIAL SERVICES	164,439.07	163,215.00	170,936.00	199,821.19	180,791.00	.00
1006450 PARK AND RECREATION						
1006450 51000 F/T SALARI	20,041.25	28,620.00	28,620.00	38,620.00	35,952.00	
1006450 51110 SUPER.SAL.	56,349.01	56,300.00	56,300.00	57,815.00	57,815.00	
1006450 51150 P/T SEASON	50,876.13	44,917.00	44,917.00	53,335.00	48,000.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 11
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
1006450 55100	4,231.06	5,810.00	5,810.00	5,838.00	5,838.00	
1006450 55200	219.02	300.00	300.00	100.00	100.00	
1006450 55500	7,148.33	7,000.00	7,000.00	8,300.00	8,300.00	
1006450 55800	13,619.41	11,600.00	11,600.00	21,400.00	10,900.00	
1006450 56100	48.51	50.00	50.00	50.00	50.00	
1006450 56440	8,592.35	8,900.00	8,900.00	18,400.00	9,900.00	
1006450 56500	164.35	600.00	600.00	300.00	300.00	
1006450 56760	3,387.30	3,400.00	3,400.00	3,500.00	3,500.00	
1006450 56950	5,597.00	2,805.00	2,805.00	1,405.00	1,405.00	
1006450 57100	847.09	800.00	800.00	800.00	800.00	
1006450 58400	5,572.44	6,000.00	6,000.00	6,000.00	6,000.00	
1006450 58410	16,100.00	15,000.00	15,000.00	21,000.00	17,000.00	
1006450 58420	2,440.21	3,500.00	3,500.00	3,500.00	3,000.00	
1006450 58430	7,217.49	15,500.00	15,500.00	16,300.00	16,300.00	
1006450 60040	882.48	883.00	883.00	883.00	883.00	
TOTAL PARK AND RECREATION	203,333.43	211,985.00	211,985.00	257,546.00	226,043.00	.00
1007065 BUILDING OFFICIAL						
1007065 51110	17,448.66	30,900.00	30,900.00	38,122.00	35,510.00	
1007065 51301	26,278.64	25,024.00	26,162.00	26,162.00	26,162.00	
1007065 55200	2,388.98	2,300.00	2,300.00	2,300.00	2,300.00	
1007065 56100	129.63	300.00	300.00	300.00	300.00	
1007065 56910	.00	200.00	200.00	200.00	200.00	
1007065 56950	125.00	200.00	200.00	200.00	200.00	
1007065 57100	224.24	200.00	200.00	200.00	200.00	
TOTAL BUILDING OFFICIAL	46,595.15	59,124.00	60,262.00	67,484.00	64,872.00	.00
1007410 TOWN PLANNER						
1007410 51000	63,351.91	60,000.00	60,000.00	60,000.00	60,000.00	
1007410 51110	103,168.61	102,758.00	102,758.00	112,792.00	112,792.00	
1007410 51200	2,981.81	4,000.00	4,000.00	4,000.00	3,500.00	
1007410 51301	39,973.12	44,117.00	44,117.00	44,117.00	44,117.00	
1007410 55200	695.02	1,300.00	1,300.00	1,300.00	1,300.00	
1007410 55860	2,802.43	2,400.00	2,400.00	2,400.00	2,400.00	
1007410 56000	20,495.00	21,900.00	21,900.00	53,300.00	18,800.00	
1007410 56100	1,016.21	1,200.00	1,200.00	1,200.00	1,100.00	
1007410 56910	28.42	300.00	300.00	300.00	300.00	
1007410 56950	3,067.00	3,556.00	3,556.00	6,243.00	5,003.00	
1007410 57100	856.55	2,200.00	2,200.00	2,300.00	1,300.00	
1007410 57220	400.00	4,050.00	4,050.00	4,050.00	4,050.00	
1007410 57500	4,778.75	5,800.00	5,800.00	4,000.00	4,000.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 12
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
1007410 57600 COMP.SUPPL	730.85	750.00	750.00	8,250.00	850.00	
1007410 60040 COPIER LEA	3,732.00	3,732.00	3,732.00	3,732.00	3,732.00	
TOTAL TOWN PLANNER	248,077.68	258,063.00	258,063.00	307,984.00	263,244.00	.00
1008130 INSURANCE						
1008130 52000 PRO.CASUL.	143,789.55	147,429.00	147,429.00	154,655.00	154,655.00	
1008130 52010 WORK.COMP.	113,947.00	117,212.00	117,212.00	115,171.00	115,171.00	
1008130 52030 UNEMPLOY.	529.00	7,500.00	7,500.00	7,500.00	7,500.00	
1008130 53560 REC.EXPENS	6,584.14	6,000.00	6,000.00	6,000.00	6,000.00	
TOTAL INSURANCE	264,849.69	278,141.00	278,141.00	283,326.00	283,326.00	.00
1009141 EMPLOYEE BENEFITS & INSURANCE						
1009141 52110 LIFE INS.	9,525.81	10,000.00	10,000.00	7,800.00	7,800.00	
1009141 52120 MEDICAL IN	720,525.72	672,977.00	672,977.00	737,619.00	694,445.00	
1009141 52130 SEC125 ADM	874.96	1,500.00	1,500.00	1,000.00	1,000.00	
1009141 52140 LTD & ADD	7,668.50	8,200.00	8,200.00	7,920.00	7,920.00	
1009141 52145 HEART&HYPE	43,576.00	43,576.00	43,576.00	44,414.00	44,414.00	
1009141 52300 PENSION	822,284.05	819,063.00	819,063.00	848,840.00	848,840.00	
1009141 52400 F.I.C.A.	320,791.43	335,419.00	335,419.00	345,485.00	340,000.00	
1009141 56820 EAP	2,943.00	3,000.00	3,000.00	3,000.00	3,000.00	
TOTAL EMPLOYEE BENEFITS & IN	1,928,189.47	1,893,735.00	1,893,735.00	1,996,078.00	1,947,419.00	.00
1010320 LIBRARY						
1010320 51110 SUPER.SAL.	76,780.91	80,500.00	80,500.00	80,500.00	80,500.00	
1010320 51200 PART TIME	187,721.16	195,035.00	195,035.00	201,056.00	201,056.00	
1010320 51300 F/T SALARY	182,635.01	189,263.00	191,365.00	191,364.00	191,364.00	
1010320 53110 COMP.HARD.	3,100.00	3,520.00	3,520.00	3,520.00	3,520.00	
1010320 53120 COMP.SOFT.	.00	970.00	970.00	970.00	970.00	
1010320 55200 MILEAGE	741.32	833.00	833.00	850.00	850.00	
1010320 55800 DEPT.MAINT	676.42	800.00	800.00	800.00	800.00	
1010320 55860 COPIER CON	643.42	700.00	700.00	700.00	700.00	
1010320 56100 POSTAGE	153.70	270.00	270.00	270.00	270.00	
1010320 56950 MTG/DUES	951.75	1,315.00	1,315.00	1,442.00	1,442.00	
1010320 57100 OFF.SUPPL.	4,593.35	5,100.00	5,100.00	5,100.00	5,100.00	
1010320 57310 ELECT.SERV	28,926.35	28,954.00	28,954.00	28,954.00	28,954.00	
1010320 57320 PUBLICATIO	73,034.00	76,034.00	76,034.00	76,034.00	76,034.00	
1010320 57600 COMP.SUPPL	1,404.44	1,465.00	1,465.00	2,348.00	2,348.00	
1010320 57800 TRAIN/EDUC	1,035.52	1,000.00	1,000.00	1,100.00	1,100.00	
1010320 59010 PROGRAMS	4,662.86	5,000.00	5,000.00	5,000.00	5,000.00	
1010320 60040 COPIER LEA	1,660.80	1,661.00	1,661.00	1,661.00	1,661.00	

02/03/2016 16:49
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET COMPARISON REPORT

P 13
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 DEPT HEADS	2017 CAO	COMMENT
TOTAL LIBRARY	568,721.01	592,420.00	594,522.00	601,669.00	601,669.00	.00 _____
1011590 CIP/CAPITAL & NonRECURRING						
1011590 59150 CIP	910,353.00	1,110,500.00	1,326,086.00	2,244,331.00	1,109,300.00	_____
TOTAL CIP/CAPITAL & NonRECUR	910,353.00	1,110,500.00	1,326,086.00	2,244,331.00	1,109,300.00	.00 _____
TOTAL GENERAL FUND	9,595,130.68	9,961,382.00	10,196,382.00	11,675,695.25	10,367,268.00	.00 _____
GRAND TOTAL	9,595,130.68	9,961,382.00	10,196,382.00	11,675,695.25	10,367,268.00	.00 _____

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

02/03/2016 17:32
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

EMERGENCY SERVICES - FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
3704162 EMERGENCY SERVICES - FUND									
3704162	34000	BILLING	312,381.80	281,749.73	298,274.11	174,924.87	310,000.00	382,827.00	23.5%
3704162	36100	INT STIF	2.73	.00	.00	.00	.00	.00	.0%
3704162	36102	INT-OTHER	127.35	152.64	121.58	53.51	.00	.00	.0%
3704162	39100	SUBSIDY GF	36,329.00	83,478.17	107,366.00	19,414.00	62,105.00	193,752.00	212.0%
TOTAL EMERGENCY SERVICES - F			348,840.88	365,380.54	405,761.69	194,392.38	372,105.00	576,579.00	55.0%
TOTAL EMERGENCY SERVICES - F			348,840.88	365,380.54	405,761.69	194,392.38	372,105.00	576,579.00	55.0%
GRAND TOTAL			348,840.88	365,380.54	405,761.69	194,392.38	372,105.00	576,579.00	55.0%

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

02/03/2016 17:33
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

EMERGENCY SERVICES - FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
3704162 EMERGENCY SERVICES - FUND									
3704162	51200	STIPENDS	4,400.00	5,650.00	5,250.00	.00	5,650.00	5,650.00	.0%
3704162	51210	FIN.SERV.	10,426.94	9,924.64	11,163.81	6,567.05	11,150.00	11,485.00	3.0%
3704162	51230	PAY / CALL	20,927.85	18,302.80	12,265.91	.00	20,000.00	20,000.00	.0%
3704162	52000	INS EMS	16,821.69	12,860.10	17,742.45	12,936.26	18,700.00	18,700.00	.0%
3704162	52200	FR.BENEFIT	19,220.00	21,143.25	20,331.00	14,996.00	22,500.00	22,000.00	-2.2%
3704162	52400	F.I.C.A.	1,531.88	2,591.62	2,194.00	401.65	3,100.00	3,100.00	.0%
3704162	53000	EQUIP.PURC	25,322.54	19,422.93	10,221.63	14,204.60	25,540.00	12,000.00	-53.0%
3704162	53100	COMP.EQUIP	2,347.87	1,380.87	2,404.33	1,035.57	1,000.00	2,500.00	150.0%
3704162	53400	BILL SRVCS	10,252.16	10,534.01	11,774.37	7,790.72	10,500.00	13,500.00	28.6%
3704162	53500	C-MED	6,889.17	7,496.73	7,813.43	8,225.06	8,226.00	8,568.00	4.2%
3704162	54200	VEHIC.FUEL	10,663.23	8,264.58	8,099.72	3,877.49	9,000.00	9,000.00	.0%
3704162	55010	VEH.MAINT.	6,457.89	9,645.02	23,301.43	9,136.05	13,000.00	14,000.00	7.7%
3704162	55020	RADIO MAIN	214.85	.00	451.50	197.48	1,000.00	500.00	-50.0%
3704162	55030	EQUIP.MAIN	379.28	484.50	924.62	2,275.25	1,000.00	5,500.00	450.0%
3704162	55100	MAIN/CLEAN	6,734.04	7,799.58	3,869.53	3,187.43	5,700.00	5,700.00	.0%
3704162	55500	LIGHT/POWE	4,402.40	3,599.86	2,835.12	1,701.90	3,600.00	3,200.00	-11.1%
3704162	55830	SOFT.SUPPO	3,300.96	3,377.62	3,919.12	4,012.91	3,150.00	3,500.00	11.1%
3704162	56200	TELEPHONE	1,256.14	1,802.14	400.28	308.90	500.00	500.00	.0%
3704162	56205	CELL PHONE	1,730.03	1,267.85	1,112.96	403.28	1,000.00	1,500.00	50.0%
3704162	56340	CABLE/WEB	601.31	641.81	729.83	322.36	600.00	600.00	.0%
3704162	56500	FUEL/HEAT	3,351.65	3,243.36	3,117.69	963.37	2,500.00	3,000.00	20.0%
3704162	56750	WATER	359.74	736.49	328.49	111.81	450.00	450.00	.0%
3704162	56760	SEWER USE	350.90	283.85	413.21	175.00	415.00	415.00	.0%
3704162	56800	FIRST AID	35,728.00	40,218.95	34,868.30	34,402.61	39,874.00	38,000.00	-4.7%
3704162	56820	MED.DOCTOR	640.00	142.00	1,177.39	.00	1,350.00	.00	-100.0%
3704162	57100	OFF.SUPPL.	455.39	534.93	588.00	414.24	600.00	600.00	.0%
3704162	57550	RECRUITMNT	485.10	419.63	.00	.00	500.00	500.00	.0%
3704162	57800	TRAIN/EDUC	11,423.00	10,105.85	10,255.77	6,702.80	11,000.00	12,500.00	13.6%
3704162	59100	DEPT.EXP.	137,711.25	161,558.68	207,110.97	148,000.00	148,000.00	357,111.00	141.3%
3704162	59980	RETENTION	3,770.59	980.95	1,096.83	395.30	2,500.00	2,500.00	.0%
TOTAL EMERGENCY SERVICES - F			348,155.85	364,414.60	405,761.69	282,745.09	372,105.00	576,579.00	55.0%
TOTAL EMERGENCY SERVICES - F			348,155.85	364,414.60	405,761.69	282,745.09	372,105.00	576,579.00	55.0%
GRAND TOTAL			348,155.85	364,414.60	405,761.69	282,745.09	372,105.00	576,579.00	55.0%

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

02/04/2016 09:05
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

WATER POLLUTION CONTROL AUTHOR			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2400000 WATER POLLUTION CONTROL AUTHOR									
2400000	36100	INT STIF	155.62	94.19	689.81	1,259.39	.00	.00	.0%
2400000	36600	MISC REVEN	1,324.41	.00	500.00	.00	.00	500.00	.0%
2400000	39100	Trans In	.00	25,000.00	40,602.21	.00	.00	.00	.0%
TOTAL WATER POLLUTION CONTRO			1,480.03	25,094.19	41,792.02	1,259.39	.00	500.00	.0%
2400031 WATER POLLUTION CONTROL AUTHOR									
2400031	34400	CUR USE RE	803,826.12	812,604.51	878,175.45	728,510.65	850,000.00	875,000.00	2.9%
2400031	34402	PRIOR USE	58,223.58	40,983.61	63,294.16	55,239.83	40,000.00	40,000.00	.0%
2400031	34411	USE INTLIE	22,003.14	22,599.55	25,135.83	16,624.82	15,000.00	15,000.00	.0%
2400031	34412	SEW PERMIT	300.00	500.00	.00	.00	.00	.00	.0%
2400031	34414	FOG Fees	4,575.00	2,750.00	2,850.00	3,000.00	2,850.00	2,775.00	-2.6%
2400031	39000	USE OF R/E	.00	.00	.00	-775,990.00	.00	.00	.0%
TOTAL WATER POLLUTION CONTRO			888,927.84	879,437.67	969,455.44	27,385.30	907,850.00	932,775.00	2.7%
TOTAL WATER POLLUTION CONTRO			890,407.87	904,531.86	1,011,247.46	28,644.69	907,850.00	933,275.00	2.8%
GRAND TOTAL			890,407.87	904,531.86	1,011,247.46	28,644.69	907,850.00	933,275.00	2.8%

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

02/04/2016 09:11
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

WATER POLLUTION CONTROL AUTHOR		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2400031 WATER POLLUTION CONTROL AUTHOR								
2400031	51110	SUPER.SAL.	162,480.96	168,519.57	174,371.08	105,422.01	179,149.00	179,149.00 .0%
2400031	51200	PART TIME	16,332.45	3,387.20	.00	.00	1,000.00	.00 -100.0%
2400031	51210	FIN.SERV.	27,438.82	25,637.14	29,895.93	17,666.16	30,392.00	31,753.00 4.5%
2400031	51304	F/T NAGE	55,681.60	56,959.64	94,632.00	60,579.05	105,706.00	114,234.00 8.1%
2400031	51400	OVERTIME	8,987.47	8,266.81	11,874.97	7,328.15	13,032.00	12,767.00 -2.0%
2400031	52000	PRO.CASUL.	6,564.35	6,693.79	6,047.00	5,968.41	7,866.00	8,115.00 3.2%
2400031	52200	FR.BENEFIT	82,541.83	85,584.79	97,656.99	66,580.96	96,191.00	91,768.00 -4.6%
2400031	52220	LEGAL FEES	612.50	.00	750.00	9,267.00	2,500.00	10,000.00 300.0%
2400031	52400	F.I.C.A.	20,329.13	20,101.93	23,031.04	14,221.81	25,191.00	26,615.00 5.7%
2400031	54200	VEHIC.FUEL	1,263.53	1,055.56	1,119.85	532.06	1,500.00	1,300.00 -13.3%
2400031	55000	REP/MAINT	11,161.83	11,565.53	11,490.03	8,365.48	12,000.00	12,000.00 .0%
2400031	55030	EQUIP.MAIN	1,660.55	3,106.23	2,738.12	260.00	3,500.00	3,130.00 -10.6%
2400031	55100	MAIN/CLEAN	9,595.74	11,192.62	10,139.75	7,464.84	12,000.00	12,000.00 .0%
2400031	55120	MANHOLE	.00	.00	2,803.00	1,000.00	2,000.00	2,000.00 .0%
2400031	55150	TOX.TESTS	7,686.70	7,847.20	7,084.91	3,879.20	10,000.00	8,500.00 -15.0%
2400031	55160	LABORATORY	2,616.99	2,667.41	2,632.68	1,756.13	2,700.00	2,700.00 .0%
2400031	55200	MILEAGE	115.83	476.83	314.99	455.40	500.00	500.00 .0%
2400031	55500	LIGHT/POWE	57,563.62	66,102.39	65,443.47	33,572.71	75,000.00	73,000.00 -2.7%
2400031	55830	SOFT.SUPPO	4,846.09	5,227.15	5,194.25	4,282.63	5,550.00	6,050.00 9.0%
2400031	56100	POSTAGE	999.66	1,148.78	245.66	975.55	1,500.00	1,200.00 -20.0%
2400031	56200	TELEPHONE	2,193.96	1,971.25	243.49	.00	2,500.00	2,500.00 .0%
2400031	56205	CELL PHONE	1,127.64	1,114.78	1,616.91	839.52	1,750.00	2,000.00 14.3%
2400031	56500	FUEL/HEAT	7,353.86	7,009.99	8,746.40	2,428.77	15,000.00	10,700.00 -28.7%
2400031	56700	UNIFORMS	2,010.13	2,218.60	2,269.43	1,473.65	3,400.00	3,100.00 -8.8%
2400031	56750	WATER	336.40	333.06	416.53	169.13	500.00	500.00 .0%
2400031	56760	SEWER USE	320.00	320.00	350.00	350.00	350.00	350.00 .0%
2400031	56950	MTG/DUES	735.00	589.00	1,307.00	778.00	1,000.00	1,000.00 .0%
2400031	57100	OFF.SUPPL.	2,344.98	1,289.66	1,228.96	212.84	2,500.00	1,500.00 -40.0%
2400031	57400	PURC.MAJOR	6,194.31	52,462.88	68,535.00	19,974.13	30,000.00	30,000.00 .0%
2400031	57500	ADVERTISIN	380.21	585.00	124.25	202.41	750.00	500.00 -33.3%
2400031	58400	CHEMICALS	3,256.00	2,442.00	3,728.62	3,248.56	6,000.00	5,000.00 -16.7%
2400031	58700	ENGINEERIN	18,371.55	24,435.46	26,453.17	20,000.00	20,000.00	25,000.00 25.0%
2400031	58701	PRJCT ENG	.00	9,848.41	4,975.00	5,000.00	5,000.00	5,000.00 .0%
2400031	58710	AUDITOR	4,100.00	4,100.00	4,182.50	4,100.00	4,500.00	4,150.00 -7.8%
2400031	59100	DEPT.EXP.	.00	.00	.00	.00	.00	10,000.00 .0%
2400031	59210	FARM.USE	25,042.51	44,750.13	39,000.00	39,250.00	39,250.00	39,250.00 .0%
2400031	59220	NPDS PERM.	1,722.50	1,722.50	1,918.70	1,722.50	1,723.00	1,723.00 .0%
2400031	59221	DEP PERMIT	.00	.00	.00	5,000.00	5,000.00	2,500.00 -50.0%
2400031	59230	FLUSHING	630.00	8,893.72	4,708.41	2,964.50	8,000.00	6,500.00 -18.8%
2400031	59240	SLUDGE/GRI	56,986.74	57,826.15	52,618.55	52,541.98	53,200.00	57,000.00 7.1%
2400031	59250	NITROG CRD	27,419.00	21,395.00	25,800.00	24,230.00	30,000.00	30,000.00 .0%
TOTAL WATER POLLUTION CONTRO		639,004.44	728,848.16	795,688.64	534,063.54	817,700.00	835,054.00	835,054.00 2.1%
TOTAL WATER POLLUTION CONTRO		639,004.44	728,848.16	795,688.64	534,063.54	817,700.00	835,054.00	835,054.00 2.1%
GRAND TOTAL		639,004.44	728,848.16	795,688.64	534,063.54	817,700.00	835,054.00	835,054.00 2.1%

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

02/03/2016 18:01
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

PARK & RECREATION REVENUE FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2100000 PARK & RECREATION FUND									
2100000	34722	SWIM LESSO	23,167.50	24,209.50	22,825.00	13,720.00	23,000.00	23,000.00	.0%
2100000	34742	CONCESSION	626.23	457.00	401.55	281.76	600.00	500.00	-16.7%
2100000	34743	RESALE REV	.00	.00	545.00	39.48	100.00	100.00	.0%
2100000	34772	BROCHURES	2,135.00	2,060.00	.00	997.75	2,000.00	1,500.00	-25.0%
2100000	34775	SPONSORS	.00	.00	.00	1,550.00	.00	1,000.00	.0%
2100000	34782	PROG FEES	174,956.97	162,820.83	178,532.92	205,410.38	200,000.00	228,000.00	14.0%
2100000	36100	INT STIF	14.65	8.89	35.92	112.05	.00	.00	.0%
2100000	36500	DONATS/GIF	1,500.00	2,000.00	300.00	.00	.00	.00	.0%
TOTAL PARK & RECREATION FUND			202,400.35	191,556.22	202,640.39	222,111.42	225,700.00	254,100.00	12.6%
TOTAL PARK & RECREATION REVE			202,400.35	191,556.22	202,640.39	222,111.42	225,700.00	254,100.00	12.6%
GRAND TOTAL			202,400.35	191,556.22	202,640.39	222,111.42	225,700.00	254,100.00	12.6%

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

02/03/2016 18:03
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

PARK & RECREATION REVENUE FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2100045 PARK & RECREATION REVENUE FUND								
2100045	51000							
	F/T SALARI	.00	.00	5,652.67	4,945.53	8,321.00	10,739.00	29.1%
2100045	51110	.00	8,745.81	10,000.00	6,874.92	10,000.00	10,000.00	.0%
2100045	51150	43,802.45	55,162.75	61,724.79	43,219.45	72,623.00	75,324.00	3.7%
2100045	51200	6,606.25	16,292.86	.00	.00	.00	21,344.00	.0%
2100045	51210	10,479.13	9,872.45	11,163.76	6,567.06	11,636.00	11,836.00	1.7%
2100045	52200	4,020.00	3,643.25	2,831.00	3,436.00	4,016.00	3,347.00	-16.7%
2100045	52400	4,303.28	6,890.65	6,773.40	4,443.00	7,702.00	9,887.00	28.4%
2100045	55200	5.55	120.91	.00	.00	150.00	.00	-100.0%
2100045	55800	.00	8,035.53	.00	.00	.00	.00	.0%
2100045	55830	5,180.54	5,495.06	4,967.12	5,861.31	5,586.00	6,330.00	13.3%
2100045	56100	.00	.00	.00	.00	50.00	.00	-100.0%
2100045	56950	500.00	639.58	438.29	32.27	550.00	400.00	-27.3%
2100045	57200	51.10	96.27	.00	.00	200.00	100.00	-50.0%
2100045	57360	3,561.27	590.26	754.38	1,204.26	2,500.00	1,000.00	-60.0%
2100045	59010	96,231.45	78,595.61	96,942.81	78,685.73	95,000.00	95,000.00	.0%
2100045	59020	.00	75.00	.00	.00	500.00	.00	-100.0%
2100045	59425	4,701.32	4,456.19	6,036.20	4,003.05	5,000.00	6,000.00	20.0%
2100045	59920	326.97	330.00	335.00	336.00	340.00	340.00	.0%
TOTAL PARK & RECREATION REVE		179,769.31	199,042.18	207,619.42	159,608.58	224,174.00	251,647.00	12.3%
TOTAL PARK & RECREATION REVE		179,769.31	199,042.18	207,619.42	159,608.58	224,174.00	251,647.00	12.3%
GRAND TOTAL		179,769.31	199,042.18	207,619.42	159,608.58	224,174.00	251,647.00	12.3%

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

02/04/2016 10:14
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

DPW - TRANSFER STATION	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1300290 DPW -TRANSFER STATION							
1300290 51200 PART TIME	8,691.06	9,389.95	11,104.35	6,286.54	10,117.00	10,417.00	3.0%
1300290 51304 F/T NAGE	49,271.49	54,500.21	50,610.40	28,927.82	43,358.00	34,195.00	-21.1%
1300290 51400 OVERTIME	.00	472.63	1,001.16	38.39	500.00	500.00	.0%
1300290 52400 F.I.C.A.	4,310.17	4,923.75	4,556.91	2,878.87	.00	5,000.00	.0%
1300290 55000 REP/MAINT	14,051.91	4,145.73	4,196.44	9,608.66	6,000.00	6,000.00	.0%
1300290 55500 LIGHT/POWE	3,252.50	3,058.94	3,769.64	2,107.83	2,200.00	3,000.00	36.4%
1300290 56340 CABLE/WEB	.00	1,153.84	1,069.71	534.19	1,067.00	1,067.00	.0%
1300290 56750 WATER	388.90	169.28	146.25	73.63	300.00	300.00	.0%
1300290 56950 MTG/DUES	.00	.00	.00	1,688.00	1,688.00	1,688.00	.0%
1300290 57100 OFF SUPPLY	39.98	.00	829.56	672.37	800.00	800.00	.0%
1300290 59150 CIP	.00	.00	.00	.00	8,720.00	3,783.00	-56.6%
1300290 59425 C CRD FEES	.00	349.26	565.69	406.37	450.00	450.00	.0%
1300290 59920 PERMIT FEE	800.00	890.00	800.00	.00	800.00	800.00	.0%
1300290 59960 HAULING	42,315.00	42,860.00	42,055.00	46,000.00	46,000.00	44,000.00	-4.3%
1300290 59970 TIPPING FE	106,273.31	96,892.50	100,086.90	92,614.98	102,000.00	111,750.00	9.6%
TOTAL DPW -TRANSFER STATION	229,394.32	218,806.09	220,792.01	191,837.65	224,000.00	223,750.00	-.1%
TOTAL DPW - TRANSFER STATION	229,394.32	218,806.09	220,792.01	191,837.65	224,000.00	223,750.00	-.1%
GRAND TOTAL	229,394.32	218,806.09	220,792.01	191,837.65	224,000.00	223,750.00	-.1%

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

02/04/2016 10:14
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

DPW - TRANSFER STATION	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1300290 DPW -TRANSFER STATION							
1300290 51200 PART TIME	8,691.06	9,389.95	11,104.35	6,286.54	10,117.00	10,417.00	3.0%
1300290 51304 F/T NAGE	49,271.49	54,500.21	50,610.40	28,927.82	43,358.00	34,195.00	-21.1%
1300290 51400 OVERTIME	.00	472.63	1,001.16	38.39	500.00	500.00	.0%
1300290 52400 F.I.C.A.	4,310.17	4,923.75	4,556.91	2,878.87	.00	5,000.00	.0%
1300290 55000 REP/MAINT	14,051.91	4,145.73	4,196.44	9,608.66	6,000.00	6,000.00	.0%
1300290 55500 LIGHT/POWE	3,252.50	3,058.94	3,769.64	2,107.83	2,200.00	3,000.00	36.4%
1300290 56340 CABLE/WEB	.00	1,153.84	1,069.71	534.19	1,067.00	1,067.00	.0%
1300290 56750 WATER	388.90	169.28	146.25	73.63	300.00	300.00	.0%
1300290 56950 MTG/DUES	.00	.00	.00	1,688.00	1,688.00	1,688.00	.0%
1300290 57100 OFF SUPPLY	39.98	.00	829.56	672.37	800.00	800.00	.0%
1300290 59150 CIP	.00	.00	.00	.00	8,720.00	3,783.00	-56.6%
1300290 59425 C CRD FEES	.00	349.26	565.69	406.37	450.00	450.00	.0%
1300290 59920 PERMIT FEE	800.00	890.00	800.00	.00	800.00	800.00	.0%
1300290 59960 HAULING	42,315.00	42,860.00	42,055.00	46,000.00	46,000.00	44,000.00	-4.3%
1300290 59970 TIPPING FE	106,273.31	96,892.50	100,086.90	92,614.98	102,000.00	111,750.00	9.6%
TOTAL DPW -TRANSFER STATION	229,394.32	218,806.09	220,792.01	191,837.65	224,000.00	223,750.00	-.1%
TOTAL DPW - TRANSFER STATION	229,394.32	218,806.09	220,792.01	191,837.65	224,000.00	223,750.00	-.1%
GRAND TOTAL	229,394.32	218,806.09	220,792.01	191,837.65	224,000.00	223,750.00	-.1%

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

TOWN OF CANTON
CAO PROPOSED
FISCAL YEAR 2016-2017 BUDGET

GENERAL GOVERNMENT

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

GENERAL GOVERNMENT BOARD OF SELECTMEN – 1010

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- First Selectman's Salary: The First Selectman's salary remains at \$15,000.
- Dues and Memberships: Regional Agencies that the Town is a member of. Funding for Sam Collins Day was transferred to Community Agencies. The dues for the Solid Waste Authority have been transferred to the Transfer Station Special Revenue Fund.

Organization	Description	FY 14-15 Dues	FY 15-16 Dues	FY 16-17 Dues
Capitol Region Conference of Governments (CRCOG)	Regional planning organization that services 29 municipalities within Greater Hartford Region	8,009	9,629	9,753
Connecticut Council of Small Towns (COST)	Statewide lobbying and collaborative organization focused upon small towns with a population of less than 30,000	925	925	925
Connecticut Conference of Municipalities (CCM)	Organization that provides assistance to CT municipalities	5,689	5,689	5,689
Solid Waste Authority	An organization of municipal representatives overseeing trash disposal alternatives	1,597		
Other	Costs of attending various meetings and conferences	200	200	200
Sam Collins Day	Funds Booth at local Sam Collins Day event	500		

- Newsletter: Funds the postage, printing, folding and sealing expenses related to the production of the Canton Connection newsletter. The Park & Recreation portion of the newsletter has increased resulting in an \$800 increase. The cost of the newsletter is partially off-set by \$4,500 in revenues from advertisements purchased by local businesses.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
First Selectman	\$15,000	.4	.4	.4	

02/03/2016 16:52
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 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	14,999.92	15,000.00	14,999.92	8,942.26	15,000.00	15,000.00	.0%
1001010	56950 MTG/DUES	20,960.20	20,970.00	16,789.72	6,784.16	16,443.00	16,567.00	.8%
1001010	57200 PRINTING	2,070.01	1,143.40	1,063.50	799.39	1,100.00	1,100.00	.0%
1001010	57500 ADVERTISIN	1,515.92	411.77	1,033.69	596.89	1,000.00	1,000.00	.0%
1001010	59900 MISC.	816.93	650.00	500.00	527.50	.00	.00	.0%
1001010	60050 NEWSLETTER	12,159.45	7,133.22	10,649.21	11,200.00	11,200.00	12,000.00	7.1%
1001010	60060 PUB ACCESS	19.95	.00	.00	.00	.00	.00	.0%
	TOTAL BOARD OF SELECTMEN	52,542.38	45,308.39	45,036.04	28,850.20	44,743.00	45,667.00	2.1%
	TOTAL GENERAL FUND	52,542.38	45,308.39	45,036.04	28,850.20	44,743.00	45,667.00	2.1%
	GRAND TOTAL	52,542.38	45,308.39	45,036.04	28,850.20	44,743.00	45,667.00	2.1%

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

GENERAL GOVERNMENT CHIEF ADMINISTRATIVE OFFICER – 1020

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Full Time Salary: This account pays the salary of the Executive Assistant
- Supervisor Salary: Amount represents CAO salary. CAO contract expires on July 6, 2017.
- Part Time: Includes cost of 25 hour a week CAO Clerk and cost of substitute Board of Selectmen Clerks.
- Postal Rental: Cost of renting the postage meter used by Town Hall staff.
- Mileage: Mileage includes \$2,400 mileage reimbursement for CAO pursuant to CAO’s contract and reimbursement for other department personnel for use of private vehicle pursuant to IRS guidelines.
- Postage: Reflects cost of P.O. Box Permit fee and miscellaneous mailings.
- Medical Doctor: Provides funding for physicals and other testing required for new hires and mandatory drug and alcohol testing required to maintain commercial driver’s licenses. Line also includes mandatory hearing testing required by OSHA.
- Ref/Texts: This line item was eliminated. Future resources will be purchased from office supplies.
- Consultant: Pays for professional services including mandated DEEP storm water collection and analysis reporting, hydro licensing consultant, and engineering costs utilized by Public Works and the Land Use Department. This line item was reduced again this year as a result of the Project Administrator performing application reviews for the Land Use Department.
- Meetings and Dues: Pays for membership in ICMA (1,084) and CTCMA (70)
- Office Supplies: Provides funds for office supplies in the CAO office and paper for all departments.
- Postage Supplies: Amount reflects cost of various postage supplies
- Advertising: Utilized for all Town Hall job postings and bids. Reduced as a result of less ads being placed in the Hartford Courant which is very expensive.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Chief Administrative Officer (a)	135,578	1	1	1	
Executive Assistant	57,130	1	1	1	
CAO Clerk (.71 FTE)	24,584	.71	.71	.71	

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

02/03/2016 16:54
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 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	134,614.96	121,481.90	57,378.03	33,618.73	57,130.00	57,130.00	.0%
1001020	51110	SUPER.SAL.	118,724.80	122,775.49	125,862.57	74,671.89	130,363.00	135,578.00	4.0%
1001020	51200	PART TIME	1,570.99	1,204.02	23,322.65	14,242.84	24,068.00	24,784.00	3.0%
1001020	51301	F/T HOURLY	16,777.92	16,084.66	.00	.00	.00	.00	.0%
1001020	53000	EQUIP.PURC	.00	1,723.93	179.98	.00	300.00	300.00	.0%
1001020	53700	POST.RENT.	1,790.76	1,790.76	1,790.76	895.38	1,800.00	1,800.00	.0%
1001020	55200	MILEAGE	2,895.85	2,899.13	2,424.15	12.96	2,500.00	2,500.00	.0%
1001020	56100	POSTAGE	917.13	1,329.56	1,146.71	319.03	900.00	1,100.00	22.2%
1001020	56205	CELL PHONE	480.00	340.00	.00	.00	.00	.00	.0%
1001020	56820	MED.DOCTOR	1,298.00	3,270.00	4,526.50	1,637.50	2,390.00	2,800.00	17.2%
1001020	56910	REF/TEXTS	.00	.00	.00	.00	300.00	.00	-100.0%
1001020	56920	CONSULTANT	2,095.00	19,983.88	16,090.00	5,281.57	16,825.00	12,000.00	-28.7%
1001020	56950	MTG/DUES	1,815.10	1,404.63	1,395.29	1,417.90	1,765.00	1,504.00	-14.8%
1001020	57100	OFF.SUPPL.	3,201.41	2,629.45	2,403.49	3,043.70	3,400.00	3,400.00	.0%
1001020	57105	POSTG SPLS	489.00	294.75	124.50	229.00	700.00	500.00	-28.6%
1001020	57500	ADVERTISIN	2,410.24	1,092.00	1,243.86	.00	2,500.00	2,200.00	-12.0%
1001020	57600	COMP.SUPPL	315.43	73.13	34.00	240.89	400.00	400.00	.0%
	TOTAL CHIEF ADMINISTRATIVE O		289,396.59	298,377.29	237,922.49	135,611.39	245,341.00	245,996.00	.3%
	TOTAL GENERAL FUND		289,396.59	298,377.29	237,922.49	135,611.39	245,341.00	245,996.00	.3%
	GRAND TOTAL		289,396.59	298,377.29	237,922.49	135,611.39	245,341.00	245,996.00	.3%

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

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.

This year the voting location was changed to the High School for November elections and the Community Center for all other elections. The change in voting location requires Election Officials to have staff at both the voting location and Town Hall. There will also be a presidential election which due to the volume of voters requires additional staffing.

BUDGET CHANGES AND COMMENTARY

- The budget provides for one general election, one primary and one referendum. Any additional election activity outside of those listed herein, including any election audit, may require supplemental appropriations.
- Registrar Stipend: Annual stipend of \$8,000 paid to the Registrars.
- Deputy Registrar Stipend: Provides funding in the amount of \$3,000 per Deputy Registrar for performance of duties during fiscal year.
- Election Workers: Increased due to additional staff required to cover both the voting location and Town Hall for Election Day registration. There is also a need for a police officer for traffic control and additional workers for the increased volume expected due to the presidential election.
- Repair/Maintenance: Cost of maintaining voting machines, including maintenance agreements on 3 tabulators, Voter Checklist annual contract and one new memory card and UPS power backup system.
- Mileage: Cost of reimbursing election staff for use of private vehicle to attend seminars, training, etc.; reimbursement is at the IRS rate. Increased due to necessary travel to attend State mandated classes.
- Postage: Provides for all other postage related needs and includes cost of canvassing.
- Meals: Meals provided to election workers on election days. This item was reduced due to less food being provided.
- Meetings/ Dues: Funds for association dues (120), training (1,600) and conferences (1,320). New State laws requires additional training.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Registrars (2PT)	8,000	8,000	8,000	8,000	8,000
Deputy Registrar (2PT)	3,000	3,000	3,000	3,000	3,000
Election Workers (PT-various)	3,500	3,500	6,350	6,350	

02/03/2016 16:55
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1001030	ELECTIONS								
1001030	51130	REGIST.SAL	10,000.12	14,076.88	13,999.96	9,499.93	16,000.00	16,000.00	.0%
1001030	51140	DEPUTY SAL	4,999.80	4,999.80	4,999.80	3,557.55	6,000.00	6,000.00	.0%
1001030	52020	ELECT.WRKS	4,014.00	1,728.50	1,646.00	862.50	3,500.00	6,350.00	81.4%
1001030	55000	MC CODING	.00	90.00	1,199.00	1,435.00	1,200.00	1,200.00	.0%
1001030	55200	MILEAGE	161.45	135.60	191.90	132.25	300.00	500.00	66.7%
1001030	56090	CANVASSING	65.00	65.00	.00	.00	.00	.00	.0%
1001030	56100	POSTAGE	612.52	421.77	509.38	127.79	625.00	625.00	.0%
1001030	56720	MEALS	666.09	298.53	251.22	.00	500.00	100.00	-80.0%
1001030	56950	MTG/DUES	1,070.00	1,025.00	1,225.00	1,600.00	1,300.00	3,000.00	130.8%
1001030	57100	OFF.SUPPL.	779.71	194.74	95.00	211.39	300.00	300.00	.0%
	TOTAL ELECTIONS		22,368.69	23,035.82	24,117.26	17,426.41	29,725.00	34,075.00	14.6%
	TOTAL GENERAL FUND		22,368.69	23,035.82	24,117.26	17,426.41	29,725.00	34,075.00	14.6%
	GRAND TOTAL		22,368.69	23,035.82	24,117.26	17,426.41	29,725.00	34,075.00	14.6%

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

GENERAL GOVERNMENT PROBATE COURT – 1050

EXPLANATION

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

02/03/2016 16:58
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 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.	2,439.00	2,627.00	2,719.00	2,719.00	2,801.00	2,885.00	3.0%
	TOTAL PROBATE COURT	2,439.00	2,627.00	2,719.00	2,719.00	2,801.00	2,885.00	3.0%
	TOTAL GENERAL FUND	2,439.00	2,627.00	2,719.00	2,719.00	2,801.00	2,885.00	3.0%
	GRAND TOTAL	2,439.00	2,627.00	2,719.00	2,719.00	2,801.00	2,885.00	3.0%

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

GENERAL GOVERNMENT TOWN COUNSEL – 1100

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Retainer: In December 2011, the Board of Selectmen retained the services of Murtha Cullina LLP through an hourly retainer agreement to represent the town on labor and employment issues. Also in December 2011, the Board of Selectmen retained Halloran & Sage through an hourly retainer agreement for all other legal matters. The hourly rate for Murtha Cullina LLP is \$240 and the hourly rate for Halloran & Sage is \$175 for general counsel and \$185 for land use issues. At the time this budget is being drafted the legal services for the Town are being competitively bid. The amount budgeted may need to be adjusted based on the firm selected to represent the Town.
- The budget has been divided into three categories; General, Labor and Land Use.
- The Police and Dispatch Union contract negotiations will begin in the spring of 2016 and therefore labor costs will depend on the length of negotiations.

ACCOUNT #	ACCOUNT TITLE	<u>15-16 Authorized</u>	<u>15-16 Requested</u>	<u>15-16 Proposed</u>	<u>15-16 Approved</u>
1001100 52160	General	28,000	28,000	28,000	
1001100 52170	Labor	20,000	20,000	20,000	
1001100 52210	Land Use	22,000	22,000	22,000	
	GRAND TOTAL	70,000	70,000	70,000	

02/03/2016 17:00
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001100	TOWN COUNSEL							
1001100	52160 GENERAL	30,489.74	28,553.04	19,907.47	11,856.20	28,000.00	28,000.00	.0%
1001100	52170 LABOR	35,580.31	15,124.15	8,157.70	13,000.00	20,000.00	20,000.00	.0%
1001100	52210 LAND USE	10,996.12	16,308.38	20,495.75	12,579.80	22,000.00	22,000.00	.0%
	TOTAL TOWN COUNSEL	77,066.17	59,985.57	48,560.92	37,436.00	70,000.00	70,000.00	.0%
	TOTAL GENERAL FUND	77,066.17	59,985.57	48,560.92	37,436.00	70,000.00	70,000.00	.0%
	GRAND TOTAL	77,066.17	59,985.57	48,560.92	37,436.00	70,000.00	70,000.00	.0%

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

GENERAL GOVERNMENT TOWN CLERK - 1110

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Salary for Town Clerk
- Part-Time: Reflects amount paid to the Assistant Town Clerk and temporary assistance during busy periods. Additional hours were added this year to cover office times when neither the Town Clerk nor Assistant Town Clerk are available.
- Copier Contract: Cost of maintenance and toner for new copier machine.
- Vital Statistics: Funds utilized to maintain vital statistics; decreased due to the purchase of new binders every other year.
- Postage: Funds utilized to pay the postage for absentee ballots, return of land record documents and other miscellaneous items.
- Meetings/Dues: Includes cost of attending fall and spring Town Clerk Conferences and membership in the Hartford County Town Clerk Association, Ct. Town Clerk Association and the International Institute of Municipal Clerks.
- Cell Phone: Town Clerk also functions as the town’s information officer during special and emergency events. As part of this process she frequently utilizes her cell phone when she is out of the office.
- Printing Ballots: 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 (12,300); Audit fee (2,000); Dog system annual fee (200); Film storage (600); General code (1,200). Line item is reduced due to a renegotiated contract with COTT Systems has eliminated certain costs, including hardware leasing costs.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Town Clerk	66,424	1	1	1	
Assistant Town Clerk (PT)	32,123	.71	.71	.71	
Seasonal Clerk (PT)	1,498	32 hours	32 hours	70 hours	

02/03/2016 17:01
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1001110	TOWN CLERK								
1001110	51110	SUPER.SAL.	59,695.42	61,484.52	66,753.17	39,087.38	66,424.00	66,424.00	.0%
1001110	51200	PART TIME	.00	297.00	23,346.93	18,702.66	31,515.00	33,621.00	6.7%
1001110	51301	FT HOURLY	28,929.62	29,875.74	7,793.11	.00	.00	.00	.0%
1001110	51400	OVERTIME	.00	181.44	.00	268.80	.00	.00	.0%
1001110	55200	MILEAGE	194.63	237.17	267.86	99.48	275.00	275.00	.0%
1001110	55860	COPIER CON	311.26	247.10	299.96	164.98	525.00	525.00	.0%
1001110	55950	VITAL STAT	350.00	493.38	132.00	532.05	700.00	250.00	-64.3%
1001110	56100	POSTAGE	1,583.69	970.66	1,233.65	699.65	1,272.00	1,272.00	.0%
1001110	56205	CELL PHONE	.00	480.00	480.00	240.00	480.00	480.00	.0%
1001110	56950	MTG/DUES	882.30	906.96	757.53	285.00	735.00	735.00	.0%
1001110	57100	OFF.SUPPL.	1,028.70	1,090.54	1,145.73	189.68	1,040.00	1,040.00	.0%
1001110	57200	BALLOTS	7,026.17	2,717.29	4,886.66	3,901.24	6,400.00	6,100.00	-4.7%
1001110	57500	ADVERTISIN	581.48	847.08	954.32	274.53	950.00	950.00	.0%
1001110	57600	COMP.SUPPL	523.38	661.75	703.07	399.32	720.00	720.00	.0%
1001110	57700	PHOTO/BIND	174.00	311.44	104.00	174.85	350.00	250.00	-28.6%
1001110	57900	MICRO/INDE	16,361.99	18,011.85	17,550.65	16,525.37	18,580.00	17,420.00	-6.2%
1001110	60040	COPY LEASE	882.48	882.48	882.48	441.24	900.00	900.00	.0%
	TOTAL TOWN CLERK		118,525.12	119,696.40	127,291.12	81,986.23	130,866.00	130,962.00	.1%
	TOTAL GENERAL FUND		118,525.12	119,696.40	127,291.12	81,986.23	130,866.00	130,962.00	.1%
	GRAND TOTAL		118,525.12	119,696.40	127,291.12	81,986.23	130,866.00	130,962.00	.1%

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

GENERAL GOVERNMENT CONTINGENCY – 1585

EXPLANATION

This program provides the budgetary flexibility for wage/salary increases that have not yet been awarded. An amount equal to 2.75% of the Non-Union Full-time employee's wages has been budgeted. It also includes funding for anticipated wage increases that may result from union contracts that expire on June 30, 2016 and have yet to be negotiated.

02/03/2016 17:03
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001585	CONTINGENCY							
1001585	59914 WAGE INC	.00	.00	.00	.00	41,385.00	130,616.00	215.6%
	TOTAL CONTINGENCY	.00	.00	.00	.00	41,385.00	130,616.00	215.6%
	TOTAL GENERAL FUND	.00	.00	.00	.00	41,385.00	130,616.00	215.6%
	GRAND TOTAL	.00	.00	.00	.00	41,385.00	130,616.00	215.6%

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

GENERAL GOVERNMENT INFORMATION TECHNOLOGIES – 1901

EXPLANATION

The Information Technologies program provides for the management, acquisition, maintenance, operation, planning for and security of information technology systems utilized by Town Departments. The Town replaces computers on a six year rotational basis or as needed.

The Town currently provides for its Information Technology services through the use of a consultant who works on average 15 hours per week and 10 hours per week provided by the Technical Support Specialist which is part of full time position that is shared with the Library.

Most Departments' technology requirements have been merged into Information Technology Department. Some specialized software, such as the Police NexGen system or the Tax Collector's Quality Data, remains in the Department's budget. Software support has been increase to fund electronic permitting which will allow applicants to apply and pay for Land Use and Building applications on line and will allow Town staff to approve and track the permits electronically on line.

BUDGET CHANGES AND COMMENTARY

- F/T Salary: Cost of Technical Support Specialist position which is a shared employee with the Canton Library.
- Computer Equipment Purchase: Funds expenses associated with the acquisition of hardware including computers (18 at 900 each), printers, modems and switches for all Town Departments. Computers are replaced on a six year rotational basis or as needed.
- Computer Software Support: Funds expenses associated with items necessary to support software within Town Hall including anti spam and certain licensing requirements. This line item was increased to fund e-permitting which will allow for Land Use and Building applications to be completed and filed electronically on line.
- Computer Hardware Support: This line item funds long term warranties for Town servers and repair of other equipment. Also funds specialized assistance with the Town's VOIP phone system.
- Cable/ Web: Funds expenses associated with internet connectivity, website maintenance and website development.
- Consultant: Funds IT Server consultant at \$70 per hour for 60 hours per month. The hourly rate remains the same as the previous year.
- VOIP/WAN – Funds the cost of the five year lease payments for the Verizon fiber optic / VOIP phone program. This is partially offset by reductions in phone costs in individual departments.

02/03/2016 17:05
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1001901	INFORMATION TECHNOLOGIES							
1001901	51300							
	F/T SALARY	.00	.00	11,298.28	8,427.66	14,500.00	14,250.00	-1.7%
1001901	53100	5,493.43	11,442.61	16,117.08	1,917.59	16,000.00	18,000.00	12.5%
1001901	53120	1,176.80	664.09	870.75	1,642.95	1,000.00	.00	-100.0%
1001901	55000	.00	.00	.00	675.00	.00	.00	.0%
1001901	55200	.00	.00	83.77	.00	200.00	200.00	.0%
1001901	55830	1,628.37	1,476.35	1,966.40	4,308.78	4,330.00	12,300.00	184.1%
1001901	55840	.00	79.99	1,148.80	2,016.00	2,200.00	1,400.00	-36.4%
1001901	56340	5,698.34	6,763.87	5,793.43	5,971.89	7,000.00	6,500.00	-7.1%
1001901	56920	31,383.23	31,027.51	56,350.98	43,962.50	54,600.00	50,400.00	-7.7%
1001901	60030	16,345.93	4,544.22	10,954.18	19,794.67	34,546.00	34,546.00	.0%
	TOTAL INFORMATION TECHNOLOGI	61,726.10	55,998.64	104,583.67	88,717.04	134,376.00	137,596.00	2.4%
	TOTAL GENERAL FUND	61,726.10	55,998.64	104,583.67	88,717.04	134,376.00	137,596.00	2.4%
	GRAND TOTAL	61,726.10	55,998.64	104,583.67	88,717.04	134,376.00	137,596.00	2.4%

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

TOWN OF CANTON

CAO PROPOSED FISCAL YEAR 2016-2017 BUDGET

FINANCE

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

FINANCE ASSESSMENT – 2060

EXPLANATION

The primary duty of the Assessor is to determine the value of all taxable and tax exempt Real Estate and Personal Property for the purpose of equitable tax distribution throughout the Town of Canton. The Grand List consists of real estate parcels, commercial personal property accounts and taxable motor vehicles. Real Estate property is assessed at 70% of a base year of value established on the October 1, 2013 revaluation. Commercial Personal Property and Motor Vehicles are assessed at 70% annually. The office is also responsible for assisting special service programs by annually updating elderly, blind, special assessment adjustments for veterans and disabled exemptions for Canton taxpayers. For many years the Town of Canton received the services of an Assessor through an Assessment Services Consulting Agreement with the Town of Avon. Those services will no longer be provided by the Town of Avon. This budget is based on a part time Assessor being hired for 15 hours per week. The prior Assessor consultant worked an average of 12 hours per week along with some additional administrative support from Avon personnel.

The cost of revaluation required by statute every five (5) years is located in the Board of Finance budget. The Board of Assessment Appeals budget section has been combined with the Assessment Department. During the current fiscal year the Assessment Department changed its computer-assisted mass appraisal (CAMA) software to Quality Data Services (QDS) to be more compatible with the QDS software utilized by the Tax Collector.

BUDGET CHANGES AND COMMENTARY

- Part-Time hourly: Funds will be used to compensate a 15 hour a week Assessor at an amount not to exceed \$45.00 per hour along with funds to compensate meeting clerks for the Board of Assessment Appeals meetings.
- Full -Time Hourly: Cost of compensating the Assessment Technician.
- Mileage: Based on IRS rate.
- Software Support: Reflects costs of web hosting, CAMA Maintenance and Data Conversion. Line item increased over the current year's budget because there was an error in the amount charged for the QDS software during the current year.
- Consultant: Eliminated since the contract with Town of Avon for assessment services will end on June 30, 2016.
- Meetings and Dues: Increased to provide Assessor School training for newly hired Assessment Technician and allow new Assessor to be a member of the Hartford Area Assessor Organization.
- Office Supplies: Includes cost of special paper for street cards and general office supplies.
- Mapping: Cost of producing the Assessor's maps and updating the GIS maps. The cost of the GIS program is funded through the Assessor Department and the Land Use Department. The Assessor funds the cost of updates to the GIS maps and the Land Use Department funds the cost of hosting the GIS system on a third party website which makes it more "user friendly" and available to the public.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Assessor	35,100	consultant	.43	.43	
Assessment Technician	50,174	1	1	1	

02/03/2016 17:06
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1002060	ASSESSMENT							
1002060	51200	PART TIME	2,077.85	.00	.00	300.00	35,600.00	*****%
1002060	51301	F/T HOURLY	59,136.18	58,136.51	53,918.92	68,610.28	50,174.00	50,174.00 .0%
1002060	55200	MILEAGE	1,025.62	1,091.12	1,067.75	.00	1,120.00	1,150.00 2.7%
1002060	55830	SOFT. SUPPO	6,900.00	6,950.00	9,937.63	10,040.00	9,500.00	11,050.00 16.3%
1002060	56100	POSTAGE	900.60	918.83	583.02	408.82	1,035.00	1,035.00 .0%
1002060	56910	REF/TEXTS	444.95	444.95	454.95	.00	500.00	500.00 .0%
1002060	56920	CONSULTANT	53,364.00	54,564.00	55,932.00	.00	55,488.00	.00 -100.0%
1002060	56950	MTG/DUES	.00	.00	.00	150.00	100.00	1,125.00 1025.0%
1002060	57100	OFF. SUPPL.	839.51	444.50	900.51	91.94	600.00	600.00 .0%
1002060	57200	PRINTING	542.00	295.55	525.43	133.10	650.00	650.00 .0%
1002060	57210	GRAND LIST	600.00	569.00	600.00	.00	600.00	600.00 .0%
1002060	57220	MAPPING	58.24	2,400.00	3,200.00	.00	3,200.00	3,200.00 .0%
1002060	57500	ADVERTISIN	.00	.00	.00	.00	100.00	100.00 .0%
1002060	57600	COMP. SUPPL	681.43	487.50	535.86	131.99	400.00	400.00 .0%
	TOTAL ASSESSMENT		126,570.38	126,301.96	127,656.07	79,566.13	123,667.00	106,184.00 -14.1%
	TOTAL GENERAL FUND		126,570.38	126,301.96	127,656.07	79,566.13	123,667.00	106,184.00 -14.1%
	GRAND TOTAL		126,570.38	126,301.96	127,656.07	79,566.13	123,667.00	106,184.00 -14.1%

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

FINANCE TAX COLLECTOR - 2080

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Salary for Tax Collector. The salary includes an anticipated \$1,000 increase once the Tax Collector acquires certification.
- Part-Time: 16.75 hours a week Tax Clerk position. There are additional hours for covering while the Tax Collector is on vacation, etc. and during tax payment periods in July and January. The line item will also compensate temporary assistance in the absence of the Tax Clerk.
- Collection Services: Cost of DMV software which allows the Tax Collector to research DMV databases to locate delinquent taxpayers. The amount has been increased to allow for tax bills to be searchable online so that attorneys, title searchers and residents can find tax information on line.
- State Fees: The state used to charge municipalities for Delinquent Motor Vehicle Tax Collection service from the Connecticut Department of Motor Vehicles. According to the Tax Collector this will no longer be charged to the municipalities.
- Mileage: Reimbursement for use of personal vehicle pursuant to IRS regulations.
- Postage: Funds utilized to mail tax bills and delinquent notices. Decreased based on trend.
- Meetings/Dues: Amount reflects membership costs in regional Tax Collector Associations, seminars for the Tax Collector. Amount increased because the prior Tax Collector received discounts because she was an officer in the Association.
- Business Forms: Funds utilized to print, fold and process tax bills. Amount reduced based on prior usage. Efficiencies in how bills are printed has resulted in this line item being decreased. Amount is increased because tax bills will be processed and mailed by Quality Data instead of having staff stuff the envelopes and apply postage.
- Binding Books: Will now be done by Quality Data at a reduced rate.
- Advertising: Cost of statutorily required legal ads.
- Computer Supplies: Cost of toner for printer. Increased to allow for the purchase of a scanner to scan tax bills.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Tax Collector (a)	59,500	1	1	1	
Assistant Clerk (b)	22,528	.48	.57	.48	

(a) 90% is derived from Tax (53,550); 10% is derived from WPCA (5,950); amount indicated is 100%

(b) The WPCA covers 10% of the Assistant Clerk position (2,253).

02/03/2016 17:08
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1002080	TAX COLLECTOR							
1002080	51110 SUPER.SAL.	50,158.54	51,620.85	47,496.01	30,061.06	52,831.00	53,550.00	1.4%
1002080	51200 PART TIME	12,417.17	20,085.34	18,491.37	12,113.88	22,199.00	21,356.00	-3.8%
1002080	51301 F/T HOURLY	9,574.93	.00	.00	.00	.00	.00	.0%
1002080	52100 BONDS	184.00	284.00	284.00	.00	284.00	.00	-100.0%
1002080	53400 COLL.SERV.	250.00	250.00	250.00	250.00	250.00	1,330.00	432.0%
1002080	53401 STATE FEES	2,362.44	2,469.71	2,475.27	.00	.00	.00	.0%
1002080	55200 MILEAGE	514.57	438.28	171.44	34.50	460.00	460.00	.0%
1002080	56100 POSTAGE	8,277.07	3,027.29	10,521.61	2,529.91	8,250.00	7,245.00	-12.2%
1002080	56950 MTG/DUES	911.00	976.00	625.00	436.00	1,250.00	1,565.00	25.2%
1002080	57100 OFF.SUPPL.	102.03	699.15	492.57	262.15	638.00	614.00	-3.8%
1002080	57110 BUS.FORMS	3,404.25	4,606.72	4,169.48	301.68	3,200.00	4,285.00	33.9%
1002080	57120 BIND.BOOKS	.00	232.00	566.00	175.00	406.00	281.00	-30.8%
1002080	57500 ADVERTISIN	93.03	357.19	297.71	127.25	350.00	350.00	.0%
1002080	57600 COMP.SUPPL	25.98	35.07	178.74	429.88	600.00	833.00	38.8%
	TOTAL TAX COLLECTOR	88,275.01	85,081.60	86,019.20	46,721.31	90,718.00	91,869.00	1.3%
	TOTAL GENERAL FUND	88,275.01	85,081.60	86,019.20	46,721.31	90,718.00	91,869.00	1.3%
	GRAND TOTAL	88,275.01	85,081.60	86,019.20	46,721.31	90,718.00	91,869.00	1.3%

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

FINANCE FINANCE OFFICER / TREASURER - 2090

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Compensation for the Finance Officer/Treasurer.
- Full-Time Salary: This line item funds the Accountant position. The Accountant position is shared 50/50 with the Board of Education.
- Part-Time Salary: This line item funds the part-time Accounting Clerk position that assists the Accountant with the Accountant's clerical responsibilities and the Finance Clerk that performs payroll functions - 2 hours per week have been added to this position.
- Full-Time Hourly: Represents wages for the Financial Assistant Position.
- Overtime: Additional hours added to meet the demands of year-end closing, audit and processing of W-2s.
- Computer Software: Annual cost of the maintenance agreement for the MUNIS Financial software and Quality Data Tax Department software. Annual MUNIS fee increased \$1,456.
- Copier Contract: The budgeted amount is for maintenance of the copier machine.
- Mileage: Reimbursement for use of personal vehicle pursuant to IRS regulations.
- Postage: Cost of mailing notices and bills in addition to bulk mail permit. Increased based on current usage.
- Meetings/Dues: This includes training costs, CPA licensing, conferences and membership dues for the Government Finance Officers Association.
- Office Supplies: This includes general supplies to support the office in addition to cost of checks

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Finance Officer/Treasurer (a)	94,965	1	1	1	
Accountant (a) (b)	59,158	1	1	1	
Financial Assistant (a)	46,223	1	1	1	
Finance Clerk (a)	27,213	.54	.60	.60	
Accounting Clerk	20,485	.50	.50	.50	

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

b) 50% Funded by the Board of Education.

02/03/2016 17:12
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1002090	FINANCE OFFICER								
1002090	51000	F/T SALARI	16,218.26	16,335.08	18,625.45	13,060.32	17,748.00	17,748.00	.0%
1002090	51110	SUPER.SAL.	69,913.91	69,200.11	76,319.44	44,706.81	75,973.00	75,973.00	.0%
1002090	51200	PART TIME	13,845.00	24,836.70	33,599.37	22,454.52	39,015.00	42,116.00	7.9%
1002090	51301	F/T HOURLY	54,488.82	44,917.47	37,156.16	21,836.87	36,980.00	36,980.00	.0%
1002090	51400	OVERTIME	4,306.47	2,235.17	.00	133.34	.00	.00	.0%
1002090	55200	MILEAGE	465.50	809.78	409.23	296.48	775.00	775.00	.0%
1002090	55830	SOFT.SUPPO	27,198.70	28,267.15	29,608.99	32,263.55	30,825.00	32,606.00	5.8%
1002090	55860	COPIER CON	473.91	116.14	322.73	157.50	420.00	420.00	.0%
1002090	56100	POSTAGE	2,013.40	1,763.87	1,912.53	907.86	1,900.00	2,100.00	10.5%
1002090	56950	MTG/DUES	1,447.08	3,044.04	3,260.23	2,265.18	3,000.00	3,000.00	.0%
1002090	57100	OFF.SUPPL.	2,830.73	2,372.33	3,276.03	969.14	3,000.00	3,250.00	8.3%
1002090	57600	COMP.SUPPL	381.38	307.56	329.89	.00	400.00	400.00	.0%
	TOTAL FINANCE OFFICER		193,583.16	194,205.40	204,820.05	139,051.57	210,036.00	215,368.00	2.5%
	TOTAL GENERAL FUND		193,583.16	194,205.40	204,820.05	139,051.57	210,036.00	215,368.00	2.5%
	GRAND TOTAL		193,583.16	194,205.40	204,820.05	139,051.57	210,036.00	215,368.00	2.5%

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

TOWN OF CANTON
FINAL PROPOSED
FISCAL YEAR 2016-2017 BUDGET

PUBLIC SAFETY

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

PUBLIC SAFETY

PD – ADMINISTRATION - 3170

EXPLANATION

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

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

During fiscal year 2014/2015 the Police Chief was appointed as the Emergency management Director.

BUDGET CHANGES AND COMMENTARY

- Full-Time: Salary for Chief and Captain.
- Part-Time: Reflects general wage increase for Crossing Guard (2 hours per day, 180 days per year).
- Over-Time: Additional hours to be utilized by the Police Chief's Administrative Assistant.
- Computer Software: This amount has been transferred to the IT Department.
- Office Maintenance: Funds the repair and maintenance of office equipment (700) along with the maintenance agreement for the automated finger print identification system "AFIS" (\$2,850) and a paper shredding service (\$240).
- Software Support: This funds the NexGen Service Agreement.
- Cell Phones: Provides funding for cell phones for both the Chief and Captain; \$40 each per month.
- Regional Program: Provides funding for various regional special services units including Emergency Services, Hostage Negotiations and Accident Reconstruction.
- Uniforms: Provides new uniforms (\$1,000) and cleaning (\$1,016) for Chief and Captain. Also includes \$200 for equipment replacement.
- Medical Doctor: Funds medical evaluations new police officers.
- Meetings/Dues: Costs associated with memberships to regional and national police organizations, including Capital Region Police Chief's Association (2,500) and the Connecticut Police Chief's Association (600).
- Training: The Chief and Captain receive the required certification training and additional training through the Connecticut Police Chiefs Association (CPCA). Costs are associated with training, seminars, classes and conferences for the administration are covered in this line item. This line increased because the cost of the police academy for new officers has increased.
- Office Supplies: Increased due to trend.
- Expense Department: Provides funding for blanket cleaning, prisoner meals, community relations; and parking stakes/signs.
- Emergency Management: Funds costs associated with emergency supplies including for the CERT Team and membership in the Emergency Management Association.
- Leased Equipment: Cost of leasing the Voice Recorder (\$6,684) and copier Machine (\$2,208).

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Chief of Police	118,615	1	1	1	
Captain	94,815	1	1	1	
Chief's Administrative Asst.	48,435	1	1	1	
Crossing Guard (PT-Seasonal)	3,820	.20	.20	.20	

02/03/2016 17:13
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003170	POLICE DEPT - ADMIN							
1003170	51110 SUPER.SAL.	181,471.71	194,385.83	211,363.56	126,313.25	213,430.00	213,430.00	.0%
1003170	51200 PART TIME	11,927.49	3,575.82	3,671.90	2,018.80	3,732.00	3,820.00	2.4%
1003170	51301 F/T HOURLY	33,961.22	46,586.70	48,355.53	28,501.84	48,435.00	48,435.00	.0%
1003170	51400 OT-ADMIN	.00	.00	1,194.95	246.16	1,542.00	1,500.00	-2.7%
1003170	51495 PRIVATEDUTY	.00	.00	.00	.72	.00	.00	.0%
1003170	53100 COMP.EQUIP	3,464.35	1,480.99	.00	.00	.00	.00	.0%
1003170	53120 COMP.SOFT.	452.40	333.62	868.20	.00	.00	.00	.0%
1003170	55810 OFF.MAINT.	317.50	80.00	3,117.50	2,990.00	3,790.00	3,790.00	.0%
1003170	55830 SOFT.SUPPO	14,916.00	12,500.00	12,650.00	13,300.00	14,000.00	14,065.00	.5%
1003170	55860 COPIER CON	328.16	127.57	792.92	1,288.00	1,260.00	1,260.00	.0%
1003170	56100 POSTAGE	748.34	610.85	650.34	262.79	800.00	800.00	.0%
1003170	56205 CELL PHONE	879.78	940.68	959.77	399.90	960.00	960.00	.0%
1003170	56240 REG PROG.	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.0%
1003170	56700 UNIFORMS	3,542.92	1,871.74	1,757.37	1,074.54	2,216.00	2,216.00	.0%
1003170	56820 MED.DOCTOR	3,606.00	1,875.82	375.00	.00	1,915.00	1,915.00	.0%
1003170	56950 MTG/DUES	1,217.70	1,281.15	2,345.44	3,783.39	3,570.00	3,720.00	4.2%
1003170	56951 TRAINING	107.50	1,500.00	1,547.80	.00	1,500.00	2,000.00	33.3%
1003170	57100 OFF.SUPPL.	4,506.17	2,564.09	3,562.38	2,699.40	2,550.00	3,050.00	19.6%
1003170	57430 LEASE/PURC	5,704.32	5,712.88	476.36	.00	.00	.00	.0%
1003170	59910 EXP.PERSON	770.00	1,993.30	848.00	115.20	500.00	700.00	40.0%
1003170	59920 EXP.DEPT.	1,876.17	2,156.15	2,109.13	1,202.18	2,000.00	2,000.00	.0%
1003170	60000 EMERG MGMT	.00	.00	.00	909.47	1,050.00	1,050.00	.0%
1003170	60040 LEASED EQU	6,365.40	9,171.86	9,017.17	9,221.18	8,892.00	8,892.00	.0%
	TOTAL POLICE DEPT - ADMIN	281,163.13	293,749.05	310,663.32	199,326.82	317,142.00	318,603.00	.5%
	TOTAL GENERAL FUND	281,163.13	293,749.05	310,663.32	199,326.82	317,142.00	318,603.00	.5%
	GRAND TOTAL	281,163.13	293,749.05	310,663.32	199,326.82	317,142.00	318,603.00	.5%

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

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

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

BUDGET CHANGES AND COMMENTARY

- Full-Time AFSCME: The Union contract expires on June 30, 2016. Negotiations on the new contract will begin this spring. The wages are at their current rate. The increase is because the current year's wages were incorrectly budgeted at a lower number.
- Holiday Benefits: Provides for funding of holiday pay to all officers for 13 holidays pursuant to the terms of officer's union contract.
- Overtime: Provides funding for follow-up investigations, continuing investigations past regularly scheduled shifts, regional team member call outs, serious crime investigations, minimum staffing and ensuring, when appropriate, a Sergeant on duty. This amount is reduced based on trend.
- Education Incentive: Provides payments to officers based on college credits and degrees as required by the officer's union contract.
- Department Maintenance: Funds items such as radar certification, AED batteries, cones, parking signs, etc.
- Uniforms: Provides uniform allowance (500 per 12 officers) and cleaning allowance (508 per 12 officers).
- Weapons/Ammunition: Reflects costs associated with training ammunition, duty ammunition, shotgun ammunition, less than lethal ammunition, taser cartridges, rifle ammunition and supplies.
- Training: Funds to maintain and enhance Police Officer training and maintain certification. Decreased because some of the costs for training were transferred to the Police Administration budget.
- Education: Contract requires payment for tuition (75%) for undergraduate degree provided proof of payment and successful completion of course with grade "C" or better. Maximum annual tuition reimbursement per officer is capped at \$4,000. Decreased due to anticipated less usage (currently no one is scheduled to go).

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Sergeant (4)	89,108	4	4	4	
Patrol Officer (4)	76,940	4	4	4	
Patrol Officer (1)	76,321	1	1	1	
Patrol Officer (2)	73,279	2	2	2	
Patrol Officer (1)	69,472	1	1	1	

02/03/2016 17:14
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003171	POLICE DEPT - PATROL							
1003171	51303 F/T AFSCME	828,181.39	849,380.32	897,460.98	551,435.58	927,531.00	949,694.00	2.4%
1003171	51310 HBENAFSCME	48,071.92	46,281.64	53,093.81	33,634.00	46,000.00	46,000.00	.0%
1003171	51400 OVERTIME	79,988.32	61,891.57	33,554.12	18,371.19	60,000.00	60,000.00	.0%
1003171	51660 ED. INCENT.	6,500.00	4,500.00	4,500.00	2,500.00	4,500.00	4,500.00	.0%
1003171	55800 DEPT.MAINT	4,401.82	3,459.68	4,273.76	1,240.84	4,437.00	4,337.00	-2.3%
1003171	56700 UNIFORMS	13,154.99	10,185.52	6,709.58	4,989.15	12,096.00	12,096.00	.0%
1003171	56710 WEAPONS/AM	2,922.35	2,884.46	2,893.25	2,819.79	5,868.00	5,868.00	.0%
1003171	56951 TRAINING	4,732.34	1,205.02	29.12	.00	2,250.00	750.00	-66.7%
1003171	57800 EDUC REIMB	1,203.00	828.42	.00	.00	2,000.00	1,000.00	-50.0%
	TOTAL POLICE DEPT - PATROL	989,156.13	980,616.63	1,002,514.62	614,990.55	1,064,682.00	1,084,245.00	1.8%
	TOTAL GENERAL FUND	989,156.13	980,616.63	1,002,514.62	614,990.55	1,064,682.00	1,084,245.00	1.8%
	GRAND TOTAL	989,156.13	980,616.63	1,002,514.62	614,990.55	1,064,682.00	1,084,245.00	1.8%

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

PUBLIC SAFETY

PD – DETECTIVE / INVESTIGATIONS - 3172

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Full-Time AFSCME: Detective is in the Police Bargaining Unit whose contract will expire on June 30, 2016. Negotiations will begin on the new contract this spring. The wages indicated are at the current rate.
- Holiday Benefits: Reflects funding for contractual holidays.
- Overtime: Projected overtime associated with major incidents; follow up investigations, continuing investigations beyond normally scheduled shifts and crime investigations along with filling vacant patrol shifts. This line item decreased because the overtime associated with patrol shifts have been transferred to patrol overtime.
- Education Incentive: Provides payments to officers based on college credits and degrees as required by the officer’s union contract.
- Cell Phone: Cost of providing the detective with a cell phone.
- Crime Lab Processing: Provides funding for supplies needed based on crime type, investigations and equipment needed or used throughout the year. Decreased due to trend.
- Uniforms: Provides funding for uniform allowance (\$500) and cleaning (\$508) for Detective.
- Training: Provides funding for additional training for Detective related to crime scene processing, computer forensics, evidence handling and similar matters.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Detective	81,224	1	1	1	

02/03/2016 17:19
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003172	POLICE DEPT - DETECTIVE							
1003172	51303 F/T AFSCME	73,408.86	70,670.64	79,185.55	48,650.50	81,224.00	81,224.00	.0%
1003172	51310 HBENAFSCME	282.24	342.80	303.12	.00	933.00	933.00	.0%
1003172	51400 OVERTIME	701.19	6,438.12	9,788.23	1,901.30	6,000.00	4,500.00	-25.0%
1003172	51660 ED. INCENT.	1,250.00	2,000.00	750.00	.00	750.00	750.00	.0%
1003172	56205 CELL PHONE	363.43	406.27	386.32	271.27	420.00	420.00	.0%
1003172	56230 CRIME LAB.	810.84	1,442.46	1,024.72	231.72	2,000.00	1,500.00	-25.0%
1003172	56700 UNIFORMS	234.85	553.20	909.30	442.85	1,008.00	1,008.00	.0%
1003172	56951 TRAINING	.00	.00	.00	610.52	500.00	500.00	.0%
	TOTAL POLICE DEPT - DETECTIV	77,051.41	81,853.49	92,347.24	52,108.16	92,835.00	90,835.00	-2.2%
	TOTAL GENERAL FUND	77,051.41	81,853.49	92,347.24	52,108.16	92,835.00	90,835.00	-2.2%
	GRAND TOTAL	77,051.41	81,853.49	92,347.24	52,108.16	92,835.00	90,835.00	-2.2%

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

PUBLIC SAFETY**PD – DISPATCH / COMMUNICATIONS - 3173**EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Part-Time: Provides funding for vacancies by full-time Dispatchers due to vacation, sick or injury leave, personal days, holidays, union activity leave and funeral days to be filled by part-time Dispatchers. Increased ten additional eight hour shifts based on prior years usage.
- Full-Time CILU: The Union contract expires on June 30, 2016. Negotiations on the new contract will begin this spring. The wages are at their current rate. Reduced (1,000) because the current contract mandated the meal allowance would be eliminated.
- Holiday Benefits: Dispatchers are contractually provided thirteen (13) holidays. In the event the holiday falls on a regularly scheduled work day, Dispatchers are provided a premium.
- Overtime: Provides funding for overtime when there are vacancies or additional Dispatchers are needed. The amount was increased due to trend.
- Radio Maintenance: Provides funding for radio maintenance contract (3,576), radio repairs (5,218); tower rental contract (9,920) and uninterruptible power system (2,133).
- Collect System: Provides funding association with State COLLECT database.
- Uniforms: Provides funding for contractual uniform requirements.
- Training: Provides for additional Dispatcher training.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Dispatch/Supervisor (1)	59,259	1	1	1	
Dispatcher (1)	54,725	1	1	1	
Dispatcher (1)	52,520	1	1	1	
Dispatcher (1)	48,381	1	1	1	
Dispatcher (2) – PT	25.89 / hour	2	2	2	
Dispatcher (1) – PT	23.39 / hour	1	1	1	
Dispatcher (1) – PT	24.01 / hour	1	1	1	

02/03/2016 17:17
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1003173	POLICE DEPT - COMMUN/DISPAT								
1003173	51200	PART TIME	17,355.77	8,353.96	14,187.16	8,395.56	11,578.00	14,000.00	20.9%
1003173	51302	F/T CILU	183,987.39	198,036.20	206,997.57	128,561.81	219,445.00	219,995.00	.3%
1003173	51311	H.BEN.CILU	11,468.32	11,742.52	12,735.00	9,760.60	10,845.00	10,845.00	.0%
1003173	51321	O/T DISPAT	36,214.78	28,713.41	39,296.52	19,953.56	35,000.00	36,000.00	2.9%
1003173	55020	RADIO MAIN	15,048.00	17,082.61	19,649.95	6,484.80	20,291.00	20,847.00	2.7%
1003173	56250	COLLECT	161.74	.00	343.00	.00	2,826.00	2,826.00	.0%
1003173	56700	UNIFORMS	1,658.40	1,431.10	2,112.40	996.00	1,680.00	1,680.00	.0%
1003173	56951	TRAINING	71.82	534.14	1,823.26	143.65	1,000.00	1,000.00	.0%
1003173	57800	EDUC REIMB	.00	.00	321.75	.00	.00	.00	.0%
	TOTAL POLICE DEPT - COMMUN/D		265,966.22	265,893.94	297,466.61	174,295.98	302,665.00	307,193.00	1.5%
	TOTAL GENERAL FUND		265,966.22	265,893.94	297,466.61	174,295.98	302,665.00	307,193.00	1.5%
	GRAND TOTAL		265,966.22	265,893.94	297,466.61	174,295.98	302,665.00	307,193.00	1.5%

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

PUBLIC SAFETY

PD – VEHICLE MAINTENANCE - 3174

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Tires: Provides funding for the acquisition of summer, winter and all terrain tires under the State contract.
- Vehicle Fuel: Provides funding for vehicle fuel purchased through a cooperative bid sponsored by CRCOG. Reduced due to decrease in gasoline costs.
- Vehicle Maintenance: Provides for routine maintenance of (1) Ford Crown Vic, (1) Chevy Tahoe, (3) Ford Police Interceptors (2) administrative vehicles for use by the Chief and Captain (Chevy Impala and Ford Taurus), (2) Chevy Impalas (Detectives Vehicle), one (1) Ford Explorer for a total of ten (10) vehicles. Funding is also provided for emergency light/siren repairs.

02/03/2016 17:21
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003174 POLICE DEPT - VEHICLE MAINT							
1003174 54100 TIRES	234.90	4,093.13	4,079.99	451.28	4,500.00	4,000.00	-11.1%
1003174 54200 VEHIC.FUEL	41,172.67	45,406.40	40,175.46	14,825.58	41,000.00	34,000.00	-17.1%
1003174 55010 VEH.MAINT.	13,783.95	14,218.32	11,177.70	8,472.09	15,500.00	15,500.00	.0%
TOTAL POLICE DEPT - VEHICLE	55,191.52	63,717.85	55,433.15	23,748.95	61,000.00	53,500.00	-12.3%
TOTAL GENERAL FUND	55,191.52	63,717.85	55,433.15	23,748.95	61,000.00	53,500.00	-12.3%
GRAND TOTAL	55,191.52	63,717.85	55,433.15	23,748.95	61,000.00	53,500.00	-12.3%

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

PUBLIC SAFETY

PD – FACILITIES MAINTENANCE/GROUNDS - 3179

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Repairs Maintenance: There were no requests for significant maintenance projects this year.
- Maintenance/Cleaning: Provides funding for fire/building alarm and monitoring system, fire sprinkler inspection, generator maintenance, maintenance supplies and cleaning supplies. As opposed to the Repairs Maintenance line item this line item has mostly cleaning and contracted services.
- Heating/Cooling Repairs: Provides funding for repairs not covered under contract. Part of this funding will be used to replace an evaporator fan.
- HVAC Maintenance Contract: Cost of heating and cooling contract. Current service contract ends June 30, 2016. An RFP and competitive selection process will occur prior to that date.
- Electricity: Reduced based on trend (LED lighting was installed last year).
- Telephone: Phones are now paid through the VIOP phone system in IT and the traditional analog phones are paid through the Town Hall phone account.
- Cable: Reflects costs associated with basic cable television service. Increased because Dispatch Union will no longer be paying for half the cost.
- Fuel/Heat: Provides for heating needs of facility (natural gas) and generator fuel. Reduced based on trend.
- Water: Provides for water needs associated with facility.
- Sewer: Cost of sewage use at the facility.

02/03/2016 17:24
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003179	POLICE DEPT - FACILITIES							
1003179	55000		6,908.00	.00	.00	.00	.00	.0%
1003179	55100	6,554.43	4,232.89	5,247.58	1,801.45	7,333.00	7,333.00	.0%
1003179	55300	362.20	7,803.00	3,359.75	883.31	4,000.00	4,000.00	.0%
1003179	55310	735.00	1,087.35	1,320.00	1,892.60	1,320.00	1,320.00	.0%
1003179	55500	19,475.46	19,345.70	18,583.40	10,857.42	20,000.00	18,500.00	-7.5%
1003179	56200	5,803.58	6,273.07	.00	.00	.00	.00	.0%
1003179	56340	385.66	350.98	742.39	384.57	360.00	760.00	111.1%
1003179	56500	6,692.01	7,416.27	6,018.43	2,040.50	6,800.00	6,000.00	-11.8%
1003179	56750	1,204.92	1,280.91	1,240.62	661.49	1,125.00	1,125.00	.0%
1003179	56760	320.00	320.00	350.00	350.00	355.00	355.00	.0%
	TOTAL POLICE DEPT - FACILITI	41,533.26	55,018.17	36,862.17	18,871.34	41,293.00	39,393.00	-4.6%
	TOTAL GENERAL FUND	41,533.26	55,018.17	36,862.17	18,871.34	41,293.00	39,393.00	-4.6%
	GRAND TOTAL	41,533.26	55,018.17	36,862.17	18,871.34	41,293.00	39,393.00	-4.6%

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

PUBLIC SAFETY

PD – Animal Control- 3175

EXPLANATION

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

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

BUDGET CHANGES AND COMMENTARY

- Part-Time: Represents compensation paid to the part-time (9 hours per week) Animal Control Officer.
- Pound Maintenance: Dogs picked up in Canton are housed in Avon. This represents Canton's share of maintaining Avon's facility. Reduced based on trend.
- Pound Supplies: Cost of dog food and other supplies. Increased so that some equipment can be purchased specifically for Canton.
- Meeting Dues: Cost of training and association memberships for the Animal Control Officer.
- Advertising: Cost of advertising abandoned or lost dogs.
- License State of CT: Funds owed to the state from the sale of dog licenses. Increased because of amount of licenses sold.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Animal Control Officer	14,461	.23	.23	.23	

02/03/2016 17:23
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003175 POLICE - ANIMAL CONTROL							
1003175 51200 PART TIME	.00	.00	675.00	5,610.00	14,508.00	14,461.00	-.3%
1003175 53570 ANIMAL CTL	23,000.00	24,150.00	.00	.00	.00	.00	.0%
1003175 54543 ANIMAL C/O	.00	.00	7,499.30	.00	.00	.00	.0%
1003175 55700 POUND MAIN	.00	.00	1,762.84	196.50	3,000.00	2,500.00	-16.7%
1003175 56900 POUND SUPP	.00	.00	456.91	118.38	500.00	800.00	60.0%
1003175 56950 MTG/DUES	.00	.00	12.54	.00	65.00	65.00	.0%
1003175 57500 ADVERTISIN	.00	.00	33.33	39.99	120.00	120.00	.0%
1003175 57950 LIC -ST CT	.00	.00	7,370.22	.00	6,700.00	7,400.00	10.4%
1003175 59920 EXP. DEPT.	.00	.00	70.00	242.99	.00	.00	.0%
TOTAL POLICE - ANIMAL CONTRO	23,000.00	24,150.00	17,880.14	6,207.86	24,893.00	25,346.00	1.8%
TOTAL GENERAL FUND	23,000.00	24,150.00	17,880.14	6,207.86	24,893.00	25,346.00	1.8%
GRAND TOTAL	23,000.00	24,150.00	17,880.14	6,207.86	24,893.00	25,346.00	1.8%

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

PUBLIC SAFETY FIRE SERVICES INCENTIVE - 4157

EXPLANATION

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

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

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

02/03/2016 17:26
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1004157	SERVICE INCENTIVE							
1004157	52050 FIRE DB/DC	29,900.00	33,900.00	33,900.00	23,785.00	23,785.00	25,820.00	8.6%
	TOTAL SERVICE INCENTIVE	29,900.00	33,900.00	33,900.00	23,785.00	23,785.00	25,820.00	8.6%
	TOTAL GENERAL FUND	29,900.00	33,900.00	33,900.00	23,785.00	23,785.00	25,820.00	8.6%
	GRAND TOTAL	29,900.00	33,900.00	33,900.00	23,785.00	23,785.00	25,820.00	8.6%

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

PUBLIC SAFETY FIRE DEPARTMENT - 4158

EXPLANATION

This program provides for the overall administration of the Canton Volunteer Fire Department which encompasses the following services: Firefighting, Fire Prevention, Fire Training, Maintenance, Operation, Public information and Community Relations programs and controlling and handling hazardous material incidents and training.

The Department requested and the CAO is recommending that an additional pay per call incentive be given to Fire Department volunteers. Currently volunteers receive a \$5 stipend for every event. This budget provides an additional \$5 stipend for every Fire Department emergency event that last greater than two hours. It is estimated this benefit would cost in total \$3,000.

The Temporary Fire/EMS Facility Study Committee will begin meeting in February 2016 and will make recommendations for Fire/EMS facility improvements. There were two requests by the Department, expansion of the Collinsville Fire Station and replacement of overhead doors which is not being funded at this time pending the outcome of the study.

BUDGET CHANGES AND COMMENTARY

- Stipends: Stipends are incentives given to certain fire department officials for volunteering their time. An additional stipend for the Fire Police Lieutenant was added during the 2014/2015 fiscal year. The Board of Selectmen approved an additional \$5,000 stipend for the Fire Chief. The stipend became effective on 1/1/16. A chart listing the incentives and positions is located below.
- Pay per Call: A total of \$26,400 has been budgeted in the 2016/2017 budget for pay per call incentives. This amount includes an additional \$3,000 for funding an additional \$5 stipend for emergency events lasting greater than two hours.
- Full-time Hourly: An existing Town Hall clerical position that has been providing four (4) hours of support to the Fire Department. The support is provided by the Building Clerk which is available as a result of a slow down in building activity. If residential and commercial construction activity increases, this support may not be available. On average the clerical staff has assisted the Fire Department with more hours than are represented in this budget.
- Equipment Purchase: Funds most the equipment used by the department including power tools, portable power, rescue jacks, portable radios, chainsaws, fire police gear and turnout gear. Significant items anticipated to be purchased is turnout gear (18,000) RIT Equipment (5,500) Power tools (3,500) Portable Radios (3,200) Pagers (2,400) and Positive Pressure Ventilation Fans (4,000).
- Computer Purchase: Funds utilized to purchase computers for the department. Last year's line item had additional funding for iPads that were purchased this year. Current funding is for one computer.
- Service Awards: Funding to support costs of Service Awards within Fire/EMS.
- Tires: Line item decreased because the current budget had an additional amount for extra-large tires which will not be necessary next year.
- Vehicle Fuel: Reduced based on expected reduction in the cost of diesel fuel.
- Vehicle Maintenance: Funds preventative maintenance and repairs to the Fire Department fleet. Although several new trucks have been purchased recently, which presumably would need less maintenance, the line item remains the same based on current and past usage.
- Radio Maintenance: Cost of maintaining and repairing existing radios.
- Equipment Maintenance: Funds utilized to maintain and repair small motors/equipment not mounted on trucks.
- Maintenance/Cleaning: Cost of cleaning the Fire Stations including a cleaning contract for Collinsville Station and the North Canton Fire Station along with trash pickup service, generator maintenance, HVAC maintenance and general cleaning supplies. The HVAC contract expires June 30, 2016 and will be competitively bid this spring.

- Software Support: This line item used to fund ¼ of the cost to maintain the web-based fire house software (550) but that cost is now completely in the Fire Marshal Department.
- Telephone: Cost of phone service for all three stations. Telephone costs remained in the Fire Department budget because the North Canton and Spring Street Stations are not part of the Verizon VOIP phone system and there remains one fax/back up line remains at the Collinsville Station.
- Cell Phone: The Chief is the only individual supplied with a cell phone. The remaining costs are for “hot spot” cellular devices which are on most Fire Department apparatuses. There are a total of 9 devices at \$36.00 per month for each device at an annual cost of \$3,888.
- Cable/Web: Covers 50% of the cost of cable TV and internet services for Collinsville (other 50% is in EMS) and all of the costs for North Canton and Canton Springs Station.
- Fuel/Heat: The cost of heating the three Fire Stations. This line item is decreased based on last year’s actual usage and anticipated continued reduction in the cost of fuel (propane and gas).
- Physicals: Provides cost of providing NFPA/OSHA required physicals.
- Meetings/ Dues: Funds membership to various professional groups and cost to attend meetings.
- Recruitment: Funds costs to produce handouts, purchase ad space and provide events to attract new recruits. Decreased based on trend.
- Training/Education: Training for new members and maintenance of NFPA and OSHA training requirements; specialized rope/rescue classes and hazard material classes. Increased to allow the members to take on line courses in order to stay current on training requirements. Also is more convenient to volunteers scheduling.
- BSA: Provides cost of Boy Scouts Cadet program.
- NFPA Compliance: Funds hose testing, ladder testing, SCBA testing, extinguisher hydro test, meter calibration and other testing.
- Consumables: Reflects cost for such items as hazard material foam for oil, speedi dry and bottled water..
- Retention: Reflects amount paid to support awards dinner and various supplies in support of volunteers. Reduced based on trend.

PERSONNEL SUMMARY - STIPENDS

<u>Position(s)</u>	<u>Stipend</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Fire/ EMS Chief (a)	5,000	10,000	10,000	10,000	10,000
Asst. Chief (1)	2,000	2,000	2,000	2,000	2,000
Deputy Chiefs (2)	1,000	1,000	1,000	1,000	1,000
Captains (4)	500	500	500	500	500
Lieutenants (4)	250	250	250	250	250
Safety Officer(1)	500	500	500	500	500
Public Relations Officer (1)	500	500	500	500	500
Fire Police Captain (1)	500	500	500	500	500
Engineers (3)	150	150	150	150	150
Fire Dept. Clerk (b) (budgeted at 4 hours per week)	<u>Salary</u> 4,878	4,878	4,878	4,878	4,878

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

(b) Fire Dept. Clerk position is shared with the Fire Marshals Office and the Building Dept. – Total salary for position is 44,341

02/03/2016 17:29
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1004158	FIRE SERVICES							
1004158	51200	12,950.37	9,949.88	9,449.88	2,200.49	13,950.00	16,450.00	17.9%
1004158	51230	24,550.00	23,415.00	24,270.40	.00	23,400.00	26,400.00	12.8%
1004158	51301	4,430.46	4,559.71	4,899.45	2,871.56	4,878.00	4,878.00	.0%
1004158	53000	56,081.13	43,015.42	47,456.90	21,129.56	53,103.00	50,000.00	-5.8%
1004158	53100	47.88	.00	4,278.62	759.98	1,000.00	1,000.00	.0%
1004158	53630	.00	.00	1,866.67	.00	1,600.00	1,600.00	.0%
1004158	54100	4,328.47	889.48	7,644.64	.00	6,000.00	4,500.00	-25.0%
1004158	54200	10,343.78	8,740.86	8,158.77	2,390.12	9,000.00	8,000.00	-11.1%
1004158	55010	69,745.24	44,375.78	50,607.26	52,414.60	53,400.00	53,400.00	.0%
1004158	55020	1,430.63	721.17	5,508.14	1,040.92	1,000.00	1,000.00	.0%
1004158	55030	3,345.42	3,856.56	4,380.25	2,691.01	4,000.00	4,000.00	.0%
1004158	55100	15,059.04	26,520.20	21,827.20	9,613.22	19,000.00	19,000.00	.0%
1004158	55500	17,998.87	15,311.82	15,515.47	8,248.81	15,500.00	15,500.00	.0%
1004158	55830	550.00	550.00	834.88	419.98	720.00	.00	-100.0%
1004158	56200	4,689.99	6,274.55	3,239.22	1,455.41	2,880.00	2,880.00	.0%
1004158	56205	1,261.14	1,425.91	4,406.86	2,054.16	4,280.00	4,280.00	.0%
1004158	56340	2,549.50	2,701.44	2,812.80	1,474.54	2,800.00	2,800.00	.0%
1004158	56500	15,749.09	17,189.57	12,997.53	4,503.09	16,500.00	13,000.00	-21.2%
1004158	56750	637.95	666.68	328.48	111.80	600.00	600.00	.0%
1004158	56760	350.89	603.84	763.20	175.00	764.00	764.00	.0%
1004158	56820	12,052.00	10,133.50	9,111.61	9,990.00	11,000.00	11,000.00	.0%
1004158	56950	1,199.00	1,139.00	1,009.00	600.00	1,200.00	1,200.00	.0%
1004158	57100	468.95	467.80	532.58	294.67	450.00	450.00	.0%
1004158	57550	592.80	439.61	.00	223.33	900.00	600.00	-33.3%
1004158	57800	13,352.09	10,427.60	10,572.46	2,764.97	12,000.00	16,000.00	33.3%
1004158	57820	312.60	304.00	.00	.00	350.00	350.00	.0%
1004158	59930	8,958.91	12,025.31	16,057.20	9,189.94	12,500.00	16,000.00	28.0%
1004158	59950	1,004.00	1,804.56	1,507.30	460.00	2,000.00	2,000.00	.0%
1004158	59980	5,565.97	2,874.20	2,693.55	935.55	3,200.00	2,800.00	-12.5%
	TOTAL FIRE SERVICES	289,606.17	250,383.45	272,730.32	138,012.71	277,975.00	280,452.00	.9%
	TOTAL GENERAL FUND	289,606.17	250,383.45	272,730.32	138,012.71	277,975.00	280,452.00	.9%
	GRAND TOTAL	289,606.17	250,383.45	272,730.32	138,012.71	277,975.00	280,452.00	.9%

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

PUBLIC SAFETY EMERGENCY SERVICES - 4162

EXPLANATION

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

- EMS Deficit: Over the past several years, the Emergency Medical Services fund has operated at a loss which has required supplemental funding from the General Fund. There is a projected deficit in the 2015/2016 fiscal year of \$193,752. The increase in funding is due to the additional of paramedic services.
- Paramedics (University of Connecticut Health Center Paramedic Services): Paramedic services are provided through a contractual agreement with UConn Health Center. This arrangement will end on June 30, 2016. Starting on July 1, 2016, paramedic services will be provided directly from the Town's EMS Department.
- C MED (North Central Connecticut Emergency Medical Services Council, Inc.): Provides Emergency Medical Dispatch service to the Town of Canton. All callers into Canton dispatch who request emergency medical services are transferred to CMED for purposes of receiving instruction from certified Emergency Medical Dispatchers. The total cost of the service is based upon a per capita rate of \$1.95 plus 2% annual increase. In addition, CMED receives a State of Connecticut subsidy of .30 for each community that acknowledges North Central CMED as its service provider.

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1004162	EMERGENCY SERVICES								
1004162	53480	EMS DEFICT	36,329.00	83,478.17	107,366.00	19,414.00	62,105.00	193,752.00	212.0%
1004162	53490	PARAMEDICS	15,375.00	16,144.00	16,951.20	16,951.20	17,799.00	.00	-100.0%
1004162	53500	C-MED	19,371.54	20,085.00	20,184.45	20,600.07	20,601.00	20,690.00	.4%
	TOTAL EMERGENCY SERVICES		71,075.54	119,707.17	144,501.65	56,965.27	100,505.00	214,442.00	113.4%
	TOTAL GENERAL FUND		71,075.54	119,707.17	144,501.65	56,965.27	100,505.00	214,442.00	113.4%
	GRAND TOTAL		71,075.54	119,707.17	144,501.65	56,965.27	100,505.00	214,442.00	113.4%

SPECIAL REVENUE FUNDS EMERGENCY SERVICES – 3704162

EXPLANATION

Emergency Medical Services or EMS is part of the Canton Fire Department and is housed in the Collinsville Fire Station. Most of the expenses associated with emergency medical services are paid from a special revenue account. Special Revenue Funds are used to account for the proceeds of special revenue sources that are legally restricted to expenditures for specific purposes. The **Emergency Medical Services Fund** accounts for all user fees collected and expenditures needed to operate the Town's emergency medical services program (ambulance). There is an anticipated deficit in the 2016/2017 Emergency Services Fund which will require a transfer of \$193,752 from the general fund to cover the deficit.

The reason the EMS deficit has increased significantly is because the Town will now be funding a paramedic level service. Currently paramedic level service comes from the UCONN Health Center. Due to regulatory changes, the Town medical services had to either revert to a basic level service (currently advance level service) or increase to a paramedic level service. By becoming a paramedic level service, advanced medical attention will arrive sooner than having to travel from UCONN Health Center. Also, there is a concern that UCONN Health Center would not be providing paramedic level service in the future. The paramedics will be provided through contractual services with a local vendor.

BUDGET CHANGES AND COMMENTARY

- Funds paid to EMS Officers for volunteering their services: Assistant Chief (\$2,000); Deputy Chief (\$1,000); Captain (\$500); Engineer (\$150); and (\$2,000) of the Chief's stipend.
- Financial Services: Funds cost of services performed by the Town's Finance Department on behalf of the Emergency Medical Services function.
- Pay Per Call: An incentive for volunteers who attend training and meetings, volunteer to cover shifts or go on calls. Each EMS volunteer will receive \$5 for every 12 hour shift, call or meeting the volunteer attends or responds to.
- Insurance: Funds costs associated with property/casualty insurance for the service.
- Fringe Benefit: Provides funding for service incentive costs related to the defined benefit and defined contribution pension plans.
- Equipment Purchase: Funds the purchase of jackets; pants; jumpsuits; portable radios; Lifepack auto defib units, etc. Increased from last year's original budget amount to purchase additional equipment necessary for paramedics.
- Computer Equipment: request to replace two computers that are reaching the end of their useful life.
- Billing Services: Funds costs to collect and bill insurance companies through a third party vendor. Amount increased because there will be additional funds to collect due to the new paramedic level service.
- C-MED: Funds operation of ambulance to hospital and ambulance to ambulance communications network.
- Vehicle Fuel: Cost of providing fuel for the ambulances and paramedic fly car.
- Vehicle Maintenance: Provides for preventative maintenance and repairs of mechanical failures. Line item increased due to costs of repairing the 2008 ambulance, which although due to be replaced, will not be received until substantially through the next fiscal year.
- Equipment Maintenance: Maintains equipment on ambulances such as suction units, batteries for pulse ox, monitors, defibrillators units, etc.
- Maintenance Cleaning: Provides for contracted services such as generator service, bio waste disposal and garbage pickup along with custodial service for the Collinsville Fire Station.

- Light/Power: Provides funding for the cost of electricity. Decreased due to trend.
- Software Support: Funds costs associated with MUNIS and EMS Charts. Increase due to increased annual renewal fees including MUNIS.
- Cell Phone: Funds three wireless hot spots in two ambulances and the paramedic fly car. Increased because a hot spot to be added to the fly car.
- First Aid Supplies: Provides all consumable patient care supplies used by EMS, Fire and Police. Increased from last year's original budget amount due to increased call volume and price of first aid supplies along with additional supplies needed to support paramedic service.
- Medical Doctors: These costs have now been moved entirely to the Fire Department budget.
- Recruitment: Provides for pictures, ads and handouts to attract new people to service.
- Training/Education: Covers cost of new and refresher EMT / EMR classes, annual conferences such as CT EMS Conference, CT Trauma Conference and classes such as ACLS, PALS, PEPP, TCCC and CPR. Classes and conferences are required for continuing education credits. Increase reflects the increase in the cost of EMT classes.
- Department Expense: Funds costs of staffing paramedics 24/7 and EMS staffing Monday through Friday from 6:00 AM to 6:00 PM and holiday/weekend coverage when volunteers are not available. Increase is the result of adding a paramedic level service.
- Retention: Covers the cost of items used by the EMS volunteer staff such as T-shirts, food and bedding for sleeping quarters.

EMERGENCY SERVICES - FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
3704162 EMERGENCY SERVICES - FUND									
3704162	34000	BILLING	312,381.80	281,749.73	298,274.11	174,924.87	310,000.00	382,827.00	23.5%
3704162	36100	INT STIF	2.73	.00	.00	.00	.00	.00	.0%
3704162	36102	INT-OTHER	127.35	152.64	121.58	53.51	.00	.00	.0%
3704162	39100	SUBSIDY GF	36,329.00	83,478.17	107,366.00	19,414.00	62,105.00	193,752.00	212.0%
TOTAL EMERGENCY SERVICES - F			348,840.88	365,380.54	405,761.69	194,392.38	372,105.00	576,579.00	55.0%
TOTAL EMERGENCY SERVICES - F			348,840.88	365,380.54	405,761.69	194,392.38	372,105.00	576,579.00	55.0%
GRAND TOTAL			348,840.88	365,380.54	405,761.69	194,392.38	372,105.00	576,579.00	55.0%

02/03/2016 17:33
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

EMERGENCY SERVICES - FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
3704162 EMERGENCY SERVICES - FUND									
3704162	51200	STIPENDS	4,400.00	5,650.00	5,250.00	.00	5,650.00	5,650.00	.0%
3704162	51210	FIN.SERV.	10,426.94	9,924.64	11,163.81	6,567.05	11,150.00	11,485.00	3.0%
3704162	51230	PAY / CALL	20,927.85	18,302.80	12,265.91	.00	20,000.00	20,000.00	.0%
3704162	52000	INS EMS	16,821.69	12,860.10	17,742.45	12,936.26	18,700.00	18,700.00	.0%
3704162	52200	FR.BENEFIT	19,220.00	21,143.25	20,331.00	14,996.00	22,500.00	22,000.00	-2.2%
3704162	52400	F.I.C.A.	1,531.88	2,591.62	2,194.00	401.65	3,100.00	3,100.00	.0%
3704162	53000	EQUIP.PURC	25,322.54	19,422.93	10,221.63	14,204.60	25,540.00	12,000.00	-53.0%
3704162	53100	COMP.EQUIP	2,347.87	1,380.87	2,404.33	1,035.57	1,000.00	2,500.00	150.0%
3704162	53400	BILL SRVCS	10,252.16	10,534.01	11,774.37	7,790.72	10,500.00	13,500.00	28.6%
3704162	53500	C-MED	6,889.17	7,496.73	7,813.43	8,225.06	8,226.00	8,568.00	4.2%
3704162	54200	VEHIC.FUEL	10,663.23	8,264.58	8,099.72	3,877.49	9,000.00	9,000.00	.0%
3704162	55010	VEH.MAINT.	6,457.89	9,645.02	23,301.43	9,136.05	13,000.00	14,000.00	7.7%
3704162	55020	RADIO MAIN	214.85	.00	451.50	197.48	1,000.00	500.00	-50.0%
3704162	55030	EQUIP.MAIN	379.28	484.50	924.62	2,275.25	1,000.00	5,500.00	450.0%
3704162	55100	MAIN/CLEAN	6,734.04	7,799.58	3,869.53	3,187.43	5,700.00	5,700.00	.0%
3704162	55500	LIGHT/POWE	4,402.40	3,599.86	2,835.12	1,701.90	3,600.00	3,200.00	-11.1%
3704162	55830	SOFT.SUPPO	3,300.96	3,377.62	3,919.12	4,012.91	3,150.00	3,500.00	11.1%
3704162	56200	TELEPHONE	1,256.14	1,802.14	400.28	308.90	500.00	500.00	.0%
3704162	56205	CELL PHONE	1,730.03	1,267.85	1,112.96	403.28	1,000.00	1,500.00	50.0%
3704162	56340	CABLE/WEB	601.31	641.81	729.83	322.36	600.00	600.00	.0%
3704162	56500	FUEL/HEAT	3,351.65	3,243.36	3,117.69	963.37	2,500.00	3,000.00	20.0%
3704162	56750	WATER	359.74	736.49	328.49	111.81	450.00	450.00	.0%
3704162	56760	SEWER USE	350.90	283.85	413.21	175.00	415.00	415.00	.0%
3704162	56800	FIRST AID	35,728.00	40,218.95	34,868.30	34,402.61	39,874.00	38,000.00	-4.7%
3704162	56820	MED.DOCTOR	640.00	142.00	1,177.39	.00	1,350.00	.00	-100.0%
3704162	57100	OFF.SUPPL.	455.39	534.93	588.00	414.24	600.00	600.00	.0%
3704162	57550	RECRUITMNT	485.10	419.63	.00	.00	500.00	500.00	.0%
3704162	57800	TRAIN/EDUC	11,423.00	10,105.85	10,255.77	6,702.80	11,000.00	12,500.00	13.6%
3704162	59100	DEPT.EXP.	137,711.25	161,558.68	207,110.97	148,000.00	148,000.00	357,111.00	141.3%
3704162	59980	RETENTION	3,770.59	980.95	1,096.83	395.30	2,500.00	2,500.00	.0%
TOTAL EMERGENCY SERVICES - F			348,155.85	364,414.60	405,761.69	282,745.09	372,105.00	576,579.00	55.0%
TOTAL EMERGENCY SERVICES - F			348,155.85	364,414.60	405,761.69	282,745.09	372,105.00	576,579.00	55.0%
GRAND TOTAL			348,155.85	364,414.60	405,761.69	282,745.09	372,105.00	576,579.00	55.0%

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

PUBLIC SAFETY FIRE MARSHAL / EMERGENCY MANAGEMENT - 4440

EXPLANATION

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

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

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

BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Compensation for Fire Marshal. The Fire Marshal position is 25 hours a week at \$32.96 per hour. Includes an additional 50 hours for fire call-outs and investigations.
- Part Time: Funds Deputy Fire Marshal to be available in the absence of the Fire Marshal or on a temporary basis when needed.
- Equipment Purchase: This line item is utilized for the purchase of miscellaneous equipment. In particular, this year the Fire Marshal is requesting to purchase a digital camera for fire investigations.
- Mileage: Reimburses employee at IRS rates for use of personal vehicle. The Fire Marshal requested that the Town purchase an SUV emergency vehicle for Fire Marshal use. This request was denied by the CAO but if in the future the request was approved this line item would be reduced significantly.
- Computer Software: Includes the total cost of the FIREHOUSE software. This software will be upgraded to a cloud based program where data can be retrieved and inputted remotely.
- Cell Phone Service: Amount of reimbursement for Fire Marshal's personal smart phone is \$60 per month.
- References/Text: Covers cost of code book subscriptions. Increased to cover cost of the NFPA code renewal.
- Meetings/Dues: Covers cost of membership in various organizations such as the New England Association of Fire Marshals, Connecticut Fire Marshals Association, National Fire Protection Association and International Code Council. Reduced based on trend.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Fire Marshal	42,848	.71	.71	.71	
Deputy Fire Marshal – Per Diem PT	2,000	.06	.06	.06	
Clerical Assistant (a)		.3	.3	.3	

(a) Position provides 10 hours to Fire Marshal; budgeted salary reflects those hours. The position is shared with the Building Department and Fire Department – total salary for position is 44,343.

02/03/2016 17:35
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1004440	FIRE MARSHAL								
1004440	51000	F/T SALARI	58,212.30	59,789.11	10,819.00	.00	.00	.0%	
1004440	51110	SUPER.SAL.	.00	.00	20,752.00	24,928.00	43,200.00	44,496.00	3.0%
1004440	51200	PART TIME	893.02	668.25	4,439.28	901.85	2,000.00	2,000.00	.0%
1004440	51301	F/T HOURLY	12,083.02	12,435.47	13,362.12	7,831.63	13,303.00	13,303.00	.0%
1004440	53000	EQUIP.PURC	.00	312.97	643.43	300.00	300.00	1,000.00	233.3%
1004440	55200	MILEAGE	1,422.18	1,565.03	1,072.85	911.42	1,500.00	1,500.00	.0%
1004440	55800	DEPT.MAINT	.00	107.48	329.95	255.00	350.00	.00	-100.0%
1004440	55830	SOFT.SUPPO	1,100.00	1,100.00	875.99	1,850.00	1,700.00	2,580.00	51.8%
1004440	56100	POSTAGE	35.09	84.35	55.47	16.31	100.00	100.00	.0%
1004440	56205	CELL PHONE	720.00	720.00	420.00	360.00	720.00	720.00	.0%
1004440	56700	UNIFORMS	.00	104.55	181.00	.00	150.00	200.00	33.3%
1004440	56910	REF/TEXTS	855.00	1,165.50	1,253.00	1,659.45	1,200.00	1,395.00	16.3%
1004440	56950	MTG/DUES	595.00	1,055.00	617.45	165.00	1,000.00	700.00	-30.0%
1004440	57100	OFF.SUPPL.	23.63	147.31	177.48	24.61	200.00	250.00	25.0%
1004440	59940	FIRE PREV.	611.98	841.21	611.98	679.95	1,100.00	850.00	-22.7%
1004440	60000	EMERG MGMT	250.00	328.80	699.38	110.60	.00	.00	.0%
	TOTAL FIRE MARSHAL		76,801.22	80,425.03	56,310.38	39,993.82	66,823.00	69,094.00	3.4%
	TOTAL GENERAL FUND		76,801.22	80,425.03	56,310.38	39,993.82	66,823.00	69,094.00	3.4%
	GRAND TOTAL		76,801.22	80,425.03	56,310.38	39,993.82	66,823.00	69,094.00	3.4%

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

TOWN OF CANTON

CAO PROPOSED FISCAL YEAR 2016-2017 BUDGET

PUBLIC WORKS

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

PUBLIC WORKS**FACILITIES – TOWN HALL – 5120**EXPLANATION

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

Director of Public Works, Robert Martin has created a facility maintenance plan that describes every fixture and asset within general government facilities and the required maintenance and replacement plan for each item. The Facility Maintenance Plan is located in the Appendix to the Budget. Traditionally, most of the funds in the maintenance line item were for contracted services, cleaning supplies and such items as toiletries. There was very little money for significant repairs, painting or replacement of fixtures or carpeting. In order to address this the maintenance line is divided into two lines: Repairs/Maintenance and Maintenance/Cleaning. The cleaning line item includes the expected costs such as cleaning supplies, contracted services etc. The Repairs line item includes funds for minor fixture replacements, painting and unexpected repairs.

The budget requests the hiring of two seasonal high school students to assist with cleaning and maintenance tasks in all municipal buildings, under a summer youth employment program. The students would work under the supervision and guidance of the Maintenance Supervisor.

BUDGET CHANGES AND COMMENTARY

- Part-Time: Current budget has additional funds to hire temporary custodians during times of long term absences or vacations with existing maintenance staff. This has been underutilized so it has been eliminated and the remaining funds are to be utilized to fund the summer youth employment program.
- Full-Time: Represents the wages for the Maintenance Supervisor, Facility Maintainer/Custodian and Custodian. Pursuant to the Union Contract wages will increase 2.9% on July 1, 2016. All union contracts can be found on the town web page under Departments-CAO-Human Resources.
- Overtime: Reflects the cost of utilizing custodians outside of their normal work hours for special events or projects, covering for other employees or assisting during snow events. Overtime is partially off-set by fees paid by the groups using the auditorium.
- Repairs Maintenance: Funds used to pay for building maintenance such as painting, replacing fixtures, repairs and the purchase of equipment. Anticipated projects include painting stairwells and prepping and painting interior peeling and damaged Town Hall walls. Increased because funds were transferred from Maintenance/Cleaning line item to Repairs/Maintenance.
- Maintenance/Cleaning: This line item includes the cost of cleaning supplies and contracted services.
- Mileage: Reimbursement for use of personal vehicle at IRS rates.
- H/C Repair: This line item pays for repairs to the Town Hall heating and cooling system not covered by the standard maintenance contract. System is dated and needs constant attention to function in a professionally reasonable manner. Last year's actuals were \$6,248.
- H/C Contract: Cost of contractual routine periodic maintenance and inspection of the Town Hall heating and cooling systems. Contract expires June 30, 2016 and will be competitively bid this spring.
- Telephone: Cost of operating all municipal analog phones and VOIP phone operating costs. Increased because of trend and the addition of phones from other locations added to the account.
- Fuel/Heat: Reflects cost to heat Town Hall and Board of Education administrative offices.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Maintenance Supervisor	54,524	1	1	1	
Maintainer/Custodian	52,666	1	1	1	
Custodian	44,249	1	1	1	
Youth Employees (2)	4,200	0	400hrs	400	

02/03/2016 17:47
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005120	TOWN HALL							
1005120	51200	PART TIME	24,919.00	15,830.41	3,932.03	1,687.50	9,000.00	4,200.00 -53.3%
1005120	51304	F/T NAGE	102,671.94	123,620.47	139,095.82	82,791.01	149,339.00	151,439.00 1.4%
1005120	51400	OVERTIME	15,563.92	15,314.62	19,057.51	6,338.38	12,000.00	12,000.00 .0%
1005120	55000	REP/MAINT	.00	16,638.93	11,442.79	23,297.17	17,000.00	20,000.00 17.6%
1005120	55100	MAIN/CLEAN	25,483.65	15,107.36	8,143.61	5,915.65	15,000.00	12,000.00 -20.0%
1005120	55200	MILEAGE	105.79	219.75	822.48	.00	200.00	200.00 .0%
1005120	55300	H/C REPAIR	2,558.88	2,943.68	6,248.02	3,500.00	3,500.00	4,500.00 28.6%
1005120	55310	H/C CONTRA	1,553.00	1,450.00	2,900.00	2,900.00	2,900.00	3,000.00 3.4%
1005120	55500	LIGHT/POWE	36,584.88	35,829.93	35,822.36	21,615.81	36,500.00	36,000.00 -1.4%
1005120	55600	ELEV.CONT.	2,927.89	2,179.86	2,248.62	2,304.00	2,304.00	2,304.00 .0%
1005120	56200	TELEPHONE	18,705.59	18,877.10	16,710.34	10,773.13	6,240.00	18,500.00 196.5%
1005120	56205	CELL PHONE	1,514.35	1,625.19	1,280.95	468.02	1,300.00	1,300.00 .0%
1005120	56500	FUEL/HEAT	16,244.59	27,000.24	20,546.37	4,030.54	20,000.00	20,000.00 .0%
1005120	56750	WATER	2,108.38	1,830.11	2,555.20	893.31	2,000.00	2,000.00 .0%
1005120	56760	SEWER USE	500.64	657.09	557.46	596.58	670.00	670.00 .0%
1005120	57100	OFF.SUPPL.	.00	244.25	166.81	.00	150.00	150.00 .0%
1005120	57400	PURC.MAJOR	.00	.00	.00	3,179.05	2,200.00	.00 -100.0%
1005120	59920	MISC TWNHL	1,571.15	6,972.91	7,620.00	9.40	.00	.00 .0%
	TOTAL TOWN HALL		253,013.65	286,341.90	279,150.37	170,299.55	280,303.00	288,263.00 2.8%
	TOTAL GENERAL FUND		253,013.65	286,341.90	279,150.37	170,299.55	280,303.00	288,263.00 2.8%
	GRAND TOTAL		253,013.65	286,341.90	279,150.37	170,299.55	280,303.00	288,263.00 2.8%

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

PUBLIC WORKS

PARKS – 5200

EXPLANATION

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

On January 1, 2016 the Transfer Station schedule changed be open three days a week instead of five. The two days the Transfer Station is closed the Transfer Station Area Operator is assigned to the Parks Department to assist in maintaining Town grounds. This change has resulted in two days wages being transferred from the Transfer Station Special Revenue fund to the Parks budget.

BUDGET CHANGES AND COMMENTARY

- Full-Time NAGE: Wages for the full-time union employees increase is 2.9% on July 1, 2016. This includes the cost of having the Transfer Station Area Operator work 16 hours a week in the Parks Department.
- Overtime: Utilized for after hour field and pool maintenance.
- Dyer Cemetery: Cost of having a private landscaper maintain the portion of Dyer Cemetery that is owned by the Town Canton.
- Repairs/Maintenance: Reflects the cost of maintaining equipment utilized on the town’s recreational fields.
- Fuel/Heat: Reflects cost of heating the Parks Department building on Simonds Avenue.
- Water: Reflects the cost of supplying water to the Parks building and Little League fields on Simonds Avenue. Water use varies significantly depending on the weather.
- Equipment Purchase: The Director of Public Works requested \$5,000 to have a contractor install a sprinkler system on the Town Green alongside Route 44. Unfortunately this is not being recommended due to insufficient funds. There also needs to be a master plan created for the green prior to this occurring. This would be a good project for donations or grant funding.
- Field Maintenance: Reflects cost of maintaining Town owned parks, greens and athletic fields.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Parks Supervisor	61,568	1	1	1	
Transfer Station Area Operator(a)	22,797	.40	.40	.40	

(a) As of January 1, 2016 16 hours of this position will be in the Parks Department and 24 hours will be in Transfer Station (32,007) for a total salary of \$56,992

02/03/2016 17:48
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1005200	PARKS DEPARTMENT								
1005200	51304	F/T NAGE	55,681.62	56,964.72	57,989.04	36,552.60	70,294.00	84,365.00	20.0%
1005200	51400	OVERTIME	3,057.69	2,111.08	3,988.67	2,426.49	3,000.00	2,500.00	-16.7%
1005200	53610	DYER CEMET	400.00	550.00	550.00	550.00	700.00	700.00	.0%
1005200	55000	REP/MAINT	6,652.38	7,257.10	8,651.88	5,446.81	6,500.00	6,500.00	.0%
1005200	55500	LIGHT/POWE	755.80	678.86	755.93	468.87	750.00	700.00	-6.7%
1005200	56500	FUEL/HEAT	1,832.90	2,205.90	1,905.21	674.43	2,100.00	2,000.00	-4.8%
1005200	56750	WATER	6,014.45	859.51	3,643.47	2,092.62	4,700.00	3,700.00	-21.3%
1005200	56760	SEWER USE	320.00	320.00	350.00	350.00	355.00	355.00	.0%
1005200	57400	EQUIP PURC	3,666.08	.00	1,459.43	.00	.00	.00	.0%
1005200	58310	FIELD MAIN	14,403.74	14,376.59	10,407.74	2,260.29	14,500.00	14,500.00	.0%
	TOTAL PARKS DEPARTMENT		92,784.66	85,323.76	89,701.37	50,822.11	102,899.00	115,320.00	12.1%
	TOTAL GENERAL FUND		92,784.66	85,323.76	89,701.37	50,822.11	102,899.00	115,320.00	12.1%
	GRAND TOTAL		92,784.66	85,323.76	89,701.37	50,822.11	102,899.00	115,320.00	12.1%

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

PUBLIC WORKS

GENERAL HIGHWAY – 5210

EXPLANATION

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

The Department of Public Works consists of 15 full-time employees and two (2) part-time employees and two (3) seasonal employees. There are two additional seasonal employees recommended in the DPW Town Hall budget. The Department is responsible for the operations of the Transfer Station and all road, facility and recreational ground maintenance. Up until the current fiscal year much of the clerical functions were performed by the Director and Road Foreman. With the focus on Pavement Management and Facility Maintenance, the Department Director's time would be better spent on other matters than routine clerical functions. Therefore, the Administrative Assistants position was made full time in fiscal year 2015-2016. The Director requested a significant increase in the Administrative Assistants pay as part of his budget proposal. Due to budget restrictions and that the Administrative Assistant's position was just made full time, that request is not recommended by the CAO.

BUDGET CHANGES AND COMMENTARY

- Full-Time Salary: Reflects wages for the Project Administrator. The Project Administrator, who currently works 32.5 hours per week has requested that his hours be reduced to 30 hours per week.
- Supervisor Salary: Reflects salary for DPW Director.
- Part-Time: Reflects general wages for part-time summer employee.
- Full Time Hourly: Reflect wages for the Administrative Assistant.
- Full-Time NAGE: Pursuant to the DPW Union Contract, DPW employees will receive a 2.9% increase on July 1, 2016.
- Overtime: Funds all overtime including snow removal. Increased based on trend. Last year's actuals were over \$115,000.
- Vehicle Fuel: Reflects cost of motor vehicle fuel through CRCOG bid. Fuel costs have been locked in at \$1.5377 per gallon.
- Diesel Fuel: Cost of diesel for the large plow trucks. Decreased based on anticipated lower diesel costs.
- Tree Services: Provides funding for private tree services when necessary to supplement Town resources.
- Snow Removal: Provides for plow blades (10,000) and road salt (162,216) which purchases 1,800 tons of salt. Increase represents an increase in cost of snow blades (3,000) and significant increase in the price of salt (90.12 per ton).
- Repair and Maintenance: Cost of purchasing parts and maintaining DPW trucks and equipment.
- Town Maintenance: Funds supplies for maintenance of Town roads and buildings including signs, sign machine material, shovels, picks, hand tools, power washer supplies, light bulbs, topsoil, fertilizer, etc.
- Catch Basin Cleaning: Provides funds to have catch basins cleaned by an outside vendor. Currently the Town utilizes equipment borrowed from the Town of Burlington. The DPW Director states that utilizing the previous method of catch basin cleaning does not comply with storm water regulations.
- Sweeping: Funds are utilized to maintain and repair existing sweeper and to rent a sweeper when necessary. The sweeper is also used by other towns in exchange for services and equipment such as the above mentioned catch basin cleaning equipment.
- Street Painting: Paint stop bars and other lines on Town streets.
- Mileage: Reimburse employees for use of private vehicles at IRS rates. Mostly used by Project Administrator since he does not utilize municipal vehicles.
- Road Maintenance: In the past, the primary purpose of this account was to fund road resurfacing such as chip sealing and road overlays. These funds have been now placed in the Capital Improvement Plan under Pavement Management. The remaining funds left in this line item

are for costs associated with minor road repairs such as temporary patching, guardrail replacement, drainage repairs, etc. DPW Director requested 32,000 and CAO raised to 33,000.

- Cell Phone: Pay the cost of four cell phones for the Director, Road Foremen, Project Administrator and the Parks Supervisor.
- Plow Route: This account funds a private contractor to plow one of the Town's plow routes. Although last year's actuals was 56,270 it is believed this amount should be reduced now that the Town has purchased a truck with its own wing plow and won't have to rely on the private contractor for these services.
- Major Purchase: The Director has requested the purchase of a 14' enclosed trailer to store and haul road repair equipment A lockable enclosed trailer allows the DPW staff to leave the trailer loaded and stored outside overnight.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Director of Public Works	90,333	1	1	1	1
Project Administrator	69,047	1	1	1	1
Summer help(PT)	5,005	480 hrs	480 hrs	480 hrs	
Administrative Assistant	33,415	(1,820 hours)	(1,820 hours)	(1,820 hours)	
Road Foreman	65,177	1	1	1	1
Maintainer III (5)	56,992	5	5	5	5
Maintainer II	46,585	1	1	1	1
Maintainer II	46,219	1	1	1	1
Recording Clerks (2)	1,000	2	2	2	2

<u>GENERAL FUND</u>	<u>PRIOR FY3 ACTUALS</u>	<u>PRIOR FY2 ACTUALS</u>	<u>LAST FY1 ACTUALS</u>	<u>CY ACTUALS</u>	<u>CY REV BUDGET</u>	<u>PROJECTION LEVEL 2</u>	<u>PCT CHANGE</u>
1005210 GENERAL HIGHWAY							
1005210 51000 F/T SALARI	.00	1,671.43	73,776.04	40,570.01	69,173.00	63,852.00	-7.7%
1005210 51110 SUPER.SAL.	60,336.80	82,292.62	90,718.34	53,157.20	90,333.00	90,333.00	.0%
1005210 51200 PART TIME	9,179.26	15,743.76	25,568.08	4,910.33	5,005.00	6,005.00	20.0%
1005210 51301 F/T HOURLY	.00	.00	.00	19,663.56	33,415.00	33,416.00	.0%
1005210 51304 F/T NAGE	409,252.51	421,276.75	429,831.52	234,938.26	434,338.00	442,940.00	2.0%
1005210 51400 OVERTIME	87,976.28	96,179.26	115,042.46	31,714.63	75,000.00	85,000.00	13.3%
1005210 51650 LONGEVITY	400.00	400.00	400.00	.00	.00	.00	.0%
1005210 53710 EQUIP.RENT	18,663.08	9,874.75	944.73	.00	1,500.00	1,500.00	.0%
1005210 54100 TIRES	6,205.49	5,621.40	4,003.21	5,838.78	5,225.00	5,225.00	.0%
1005210 54200 VEHIC.FUEL	5,135.48	6,703.01	7,859.34	2,855.32	4,750.00	4,750.00	.0%
1005210 54210 DIESEL FUE	56,193.86	61,808.44	52,404.93	9,154.53	45,000.00	43,000.00	-4.4%
1005210 54220 OIL	3,915.97	2,521.21	3,341.35	3,800.00	3,800.00	3,500.00	-7.9%
1005210 54230 TREE CARE	24,270.00	18,700.00	23,900.00	22,850.00	24,000.00	24,000.00	.0%
1005210 54500 SNOW REMOV	94,217.84	233,756.27	188,252.80	153,483.99	155,998.00	172,216.00	10.4%
1005210 55000 REP/MAINT	46,082.57	39,271.01	66,923.49	38,009.91	45,000.00	45,000.00	.0%
1005210 55020 RADIO MAIN	2,100.00	2,100.00	2,100.00	2,425.00	2,425.00	2,153.00	-11.2%
1005210 55110 TN.MAINT.	16,937.07	15,397.73	16,980.16	10,822.37	16,000.00	16,000.00	.0%
1005210 55120 CATCH BASI	.00	.00	6,933.03	.00	8,000.00	8,000.00	.0%
1005210 55130 SWEEPING	5,241.70	4,945.02	2,526.56	.00	5,000.00	3,500.00	-30.0%
1005210 55140 ST.PAINT.	.00	270.00	192.00	.00	2,000.00	1,500.00	-25.0%
1005210 55200 MILEAGE	.00	.00	761.89	769.63	2,050.00	1,750.00	-14.6%
1005210 55510 ROAD MAINT	33,705.89	30,048.91	37,928.35	21,734.10	34,000.00	33,000.00	-2.9%
1005210 56100 POSTAGE	.00	.00	.00	.00	200.00	200.00	.0%
1005210 56205 CELL PHONE	1,135.00	1,200.00	1,440.00	738.71	2,160.00	2,160.00	.0%
1005210 56340 CABLE/WEB	1,012.47	1,020.68	1,134.18	536.21	1,020.00	1,020.00	.0%
1005210 56910 REF/TEXTS	.00	.00	.00	.00	300.00	300.00	.0%
1005210 56920 PLOW ROUTE	22,987.50	38,543.50	56,270.00	30,000.00	30,000.00	30,000.00	.0%
1005210 56950 MTG/DUES	1,606.25	1,784.50	1,657.75	1,620.00	2,500.00	2,000.00	-20.0%
1005210 57220 MAPPING	.00	.00	1,600.00	.00	800.00	800.00	.0%
1005210 57400 PURC.MAJOR	3,281.59	.00	.00	.00	.00	4,900.00	.0%
TOTAL GENERAL HIGHWAY	909,836.61	1,091,130.25	1,212,490.21	689,592.54	1,098,992.00	1,128,020.00	2.6%
TOTAL GENERAL FUND	909,836.61	1,091,130.25	1,212,490.21	689,592.54	1,098,992.00	1,128,020.00	2.6%
GRAND TOTAL	909,836.61	1,091,130.25	1,212,490.21	689,592.54	1,098,992.00	1,128,020.00	2.6%

PUBLIC WORKS

TOWN GARAGE – 5260

EXPLANATION

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

The Public Works Facility will need significant capital improvement while operations continue at the current location. The garage needs to have the roof replaced because it is currently failing and leaks on items stored inside including electrical systems. There is no emergency power supply for most of the building meaning operations during power outages occur for the most part without power. There is a crack in the wall of the older portion of the facility of such magnitude that a recent OSHA inspection report mandated that it be inspected by a Certified Engineer. The cost of maintaining the existing Public Works facility will only increase with time. Also, pursuant to Floodplain regulations, no more than 50% of the value of the building can be spent on repairs or improvements in any ten year period.

BUDGET CHANGES AND COMMENTARY

- **Repair/Maintenance:** Department request includes funds to repair and maintain the Town Garage facility including electrical, plumbing and hardware. Amount has been decreased because 1,500 was transferred to Maintenance/Cleaning to pay for periodic cleaning by the same company that cleans the Fire Station. Anticipated repairs is emergency lighting, garage door sensors, replace water heater and rebuild two heating pumps.
- **Maintenance/Cleaning:** Pay for cleaning supplies and periodic cleanings by a paid cleaning company.
- **Light/Power:** Reflects impact of projected utility rates which has decreased based on trend.
- **Fuel/Heat:** Reflects cost associated with heating facility which was reduced based on trend.
- **Uniforms:** Provides funding for uniforms, shoes, safety equipment, boots and rain gear as required by contract and secured through the State Bid Process.
- **Meals:** The amount budgeted is required in the current DPW union contract. The funding is to reimburse DPW employees for food when they are called out for long periods of time.
- **Water:** Provides funding for water through the Connecticut Water Company for building and outside faucets.
- **Sewer Use:** Reflects current rate.

02/03/2016 17:52
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005260	TOWN GARAGE							
1005260	55000	9,364.09	5,470.93	7,661.62	10,736.09	10,000.00	8,500.00	-15.0%
1005260	55100	562.02	436.80	509.98	225.85	400.00	1,900.00	375.0%
1005260	55500	4,303.10	4,517.17	4,025.69	1,991.95	4,500.00	4,250.00	-5.6%
1005260	56500	9,919.87	10,273.26	9,561.30	921.75	7,800.00	6,500.00	-16.7%
1005260	56700	12,471.48	13,224.85	11,232.89	7,895.61	9,963.00	10,268.00	3.1%
1005260	56720	2,925.00	2,925.00	2,925.00	-250.00	2,925.00	2,925.00	.0%
1005260	56750	1,203.76	-9.77	264.75	113.25	800.00	800.00	.0%
1005260	56760	320.00	320.00	350.00	350.00	355.00	355.00	.0%
1005260	57100	573.97	1,070.36	923.92	591.23	700.00	1,000.00	42.9%
	TOTAL TOWN GARAGE	41,643.29	38,228.60	37,455.15	22,575.73	37,443.00	36,498.00	-2.5%
	TOTAL GENERAL FUND	41,643.29	38,228.60	37,455.15	22,575.73	37,443.00	36,498.00	-2.5%
	GRAND TOTAL	41,643.29	38,228.60	37,455.15	22,575.73	37,443.00	36,498.00	-2.5%

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

PUBLIC WORKS**UTILITIES – 5470****EXPLANATION**

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

BUDGET CHANGES AND COMMENTARY

- Lighting/Power: Reflects projected impact of rates for street lights.
- Water: Reflects costs associated with Town owned hydrants serviced by Connecticut Water Company. The Town pays based on the amount of piping and the size of the pipe.

02/03/2016 17:55
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005470	UTILITIES								
1005470	55500	LIGHT/POWE	28,396.83	26,578.73	30,316.06	18,570.00	29,000.00	29,000.00	.0%
1005470	56750	WATER	166,865.73	169,845.42	169,763.19	87,169.17	180,000.00	178,000.00	-1.1%
	TOTAL UTILITIES		195,262.56	196,424.15	200,079.25	105,739.17	209,000.00	207,000.00	-1.0%
	TOTAL GENERAL FUND		195,262.56	196,424.15	200,079.25	105,739.17	209,000.00	207,000.00	-1.0%
	GRAND TOTAL		195,262.56	196,424.15	200,079.25	105,739.17	209,000.00	207,000.00	-1.0%

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

SPECIAL REVENUE FUNDS

TRANSFER STATION – 1300290

EXPLANATION

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

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

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

BUDGET CHANGES AND COMMENTARY

- Part Time: Reflects cost of one part time employee at the rate of 12.52 per hour.
- Full Time: Amount reflects current wages for the full time Union employee which is split 60% at Transfer Station and 40% at the Parks Department.
- Repairs and Maintenance: Cost of routine maintenance and small projects.
- Light/Power: Reflects amount based on current trend.
- Water: Provides for drinking water for attendants at Transfer Station facility.
- Office Supplies: Includes cost of purchasing stickers for Transfer Station users.
- Meetings and Dues: Includes cost of membership to the Solid Waste Authority.
- CIP: Funds transferred to the Capital Improvement Plan (CIP) Account to fund capital projects which are document in the CIP.
- Credit Card Fees: Cost of processing credit card charges at the Transfer Station.
- Permit Fee: Fee paid to DEEP for privilege of operating a transfer Station.
- Hauling Fees: Cost of hauling municipal solid waste from the Transfer Station. Current contract ends June 30, 2016 and therefore will be competitively bid this spring.
- Tipping Fee: Cost of disposing municipal solid waste at CRRA. After a regionally initiated competitive bidding process, a long term contract was signed with CRRA.

PERSONNEL SUMMARY

Position(s)	Salary	15-16 Authorized	16-17 Requested	16-17 Proposed	16-17 Approved
Transfer Station Operator(a)	56,992	.60	.60	.60	
Part Time	10,417	832 hrs	832	832	

(a) As of January 1, 2016 16 hours of this position will be in the Parks Department (22,797) and 24 hours will be in Transfer Station (34,195)

02/04/2016 10:13
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

DPW - TRANSFER STATION		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1300290 DPW -TRANSFER STATION									
1300290	34430	TRNSF STAT	224,612.50	219,745.50	212,119.00	171,162.50	202,500.00	212,000.00	4.7%
1300290	34440	CRRA REBAT	7,668.20	10,026.50	9,794.90	4,853.05	7,500.00	3,750.00	-50.0%
1300290	34441	ELECTRONIC	.00	.00	.00	347.01	.00	.00	.0%
1300290	34442	SCRAP METL	12,597.70	13,750.07	14,309.98	4,003.45	12,000.00	6,000.00	-50.0%
1300290	34443	ORD223 FEE	2,000.00	2,000.00	2,000.00	1,500.00	2,000.00	2,000.00	.0%
1300290	36100	INT STIF	.00	3.89	40.60	47.07	.00	.00	.0%
TOTAL DPW -TRANSFER STATION			246,878.40	245,525.96	238,264.48	181,913.08	224,000.00	223,750.00	-1.1%
TOTAL DPW - TRANSFER STATION			246,878.40	245,525.96	238,264.48	181,913.08	224,000.00	223,750.00	-1.1%
GRAND TOTAL			246,878.40	245,525.96	238,264.48	181,913.08	224,000.00	223,750.00	-1.1%

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

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

DPW - TRANSFER STATION		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1300290 DPW -TRANSFER STATION									
1300290	51200	PART TIME	8,691.06	9,389.95	11,104.35	6,286.54	10,117.00	10,417.00	3.0%
1300290	51304	F/T NAGE	49,271.49	54,500.21	50,610.40	28,927.82	43,358.00	34,195.00	-21.1%
1300290	51400	OVERTIME	.00	472.63	1,001.16	38.39	500.00	500.00	.0%
1300290	52400	F.I.C.A.	4,310.17	4,923.75	4,556.91	2,878.87	.00	5,000.00	.0%
1300290	55000	REP/MAINT	14,051.91	4,145.73	4,196.44	9,608.66	6,000.00	6,000.00	.0%
1300290	55500	LIGHT/POWE	3,252.50	3,058.94	3,769.64	2,107.83	2,200.00	3,000.00	36.4%
1300290	56340	CABLE/WEB	.00	1,153.84	1,069.71	534.19	1,067.00	1,067.00	.0%
1300290	56750	WATER	388.90	169.28	146.25	73.63	300.00	300.00	.0%
1300290	56950	MTG/DUES	.00	.00	.00	1,688.00	1,688.00	1,688.00	.0%
1300290	57100	OFF SUPPLY	39.98	.00	829.56	672.37	800.00	800.00	.0%
1300290	59150	CIP	.00	.00	.00	.00	8,720.00	3,783.00	-56.6%
1300290	59425	C CRD FEES	.00	349.26	565.69	406.37	450.00	450.00	.0%
1300290	59920	PERMIT FEE	800.00	890.00	800.00	.00	800.00	800.00	.0%
1300290	59960	HAULING	42,315.00	42,860.00	42,055.00	46,000.00	46,000.00	44,000.00	-4.3%
1300290	59970	TIPPING FE	106,273.31	96,892.50	100,086.90	92,614.98	102,000.00	111,750.00	9.6%
TOTAL DPW -TRANSFER STATION			229,394.32	218,806.09	220,792.01	191,837.65	224,000.00	223,750.00	-1.1%
TOTAL DPW - TRANSFER STATION			229,394.32	218,806.09	220,792.01	191,837.65	224,000.00	223,750.00	-1.1%
GRAND TOTAL			229,394.32	218,806.09	220,792.01	191,837.65	224,000.00	223,750.00	-1.1%

PUBLIC WORKS

FACILITIES – COMMUNITY CENTER – 5550

EXPLANATION

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

The Director of Public Works, Robert Martin has created a Building Maintenance Plan that describes every fixture and asset within general government facilities and the required maintenance and replacement plan for each item. The Building Maintenance Plan is located in the Appendix to the Budget. Significant improvements have been made to the Community Center, including painting, carpet replacements and technology improvements.

BUDGET CHANGES AND COMMENTARY

- Repairs and Maintenance: Funds utilized for building maintenance such as painting and major repairs. Anticipated improvements include replacing carpeting in the Library Directors and Technical Services offices (7,000) and updating the heating controls for room B, C, D and E (5,000).
- Maintenance/Cleaning: Funds the purchase of cleaning supplies, maintenance contracts and certain professional services, including security alarm system, generator service contract, fire alarm and trash pickup.
- H/C Repair: Funds used to repair the HVAC system not covered by maintenance contract.
- H/C Contract: Contract for heating and cooling periodic maintenance and inspections. Current contract expires on June 30, 2016 and therefore will be competitively bid this spring.
- Lighting/Power: Reflects projected costs of utilities.
- Elevator Contract: Cost of having a third party maintain and inspect the elevator.
- Fuel/Heat: Reflects natural gas costs to heat. Reduced based on trend. Last year's actual cost was (13,319).
- Water: Reflects anticipated rates.
- Sewer Use: Reflects billing based upon meter as opposed to fixed flat rate.

02/03/2016 17:56
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005550	COMMUNITY CENTER							
1005550	55000							
	REP/MAINT	.00	4,319.09	3,251.68	8,665.46	15,500.00	15,500.00	.0%
1005550	55100	17,739.30	11,581.75	12,055.32	12,429.70	10,000.00	10,000.00	.0%
	MAIN/CLEAN							
1005550	55300	765.70	4,128.21	1,687.32	2,500.00	2,500.00	2,500.00	.0%
	H/C REPAIR							
1005550	55310	1,669.00	2,037.25	3,240.00	3,240.00	3,240.00	3,240.00	.0%
	H/C CONTRA							
1005550	55500	40,005.87	36,406.65	36,485.75	21,786.97	39,000.00	37,000.00	-5.1%
	LIGHT/POWE							
1005550	55600	2,967.30	2,248.54	2,248.62	2,304.00	2,304.00	2,304.00	.0%
	ELEV. CONT.							
1005550	56200	5,446.74	5,428.71	.00	.00	.00	.00	.0%
	TELEPHONE							
1005550	56500	19,451.31	21,505.20	13,319.82	3,235.15	20,000.00	17,500.00	-12.5%
	FUEL/HEAT							
1005550	56750	4,258.76	2,945.42	3,412.01	1,509.00	3,500.00	3,500.00	.0%
	WATER							
1005550	56760	942.18	808.08	793.83	911.19	900.00	900.00	.0%
	SEWER USE							
	TOTAL COMMUNITY CENTER	93,246.16	91,408.90	76,494.35	56,581.47	96,944.00	92,444.00	-4.6%
	TOTAL GENERAL FUND	93,246.16	91,408.90	76,494.35	56,581.47	96,944.00	92,444.00	-4.6%
	GRAND TOTAL	93,246.16	91,408.90	76,494.35	56,581.47	96,944.00	92,444.00	-4.6%

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

PUBLIC WORKS

Grange – 5270

EXPLANATION

The Cherry Brook Grange was gifted to the Town of Canton in 2013. A budget has been established to fund utilities and maintenance for the building. The amount budgeted will only fund the most basic maintenance needs. Funds have been requested in the CIP Budget to replace the roof. Any other significant improvements will need to be completed with donated manpower and funds or be additionally budgeted. Over the past couple of years a new well was installed, a new septic tank and asbestos was removed from the ground floor. Most of these improvements were completed through donations. Fuel/Heat has been decreased because the furnace has been shut off during the winter. The phone is also disconnected. If there are plans to inhabit the building year round then these line items would need to be increased.

BUDGET CHANGES AND COMMENTARY

- Repair/Maintenance: Funds minor maintenance to the Grange including electrical, plumbing and hardware.
- Light/Power: Reflects cost of utility usage.
- Fuel/Heat: Reflects cost associated with heating the facility. This amount will need to be increased if the building is to be occupied during winter months.
- Telephone: The phone has been disconnected and therefore this line item has not been funded.

02/03/2016 17:53
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1005270	GRANGE							
1005270	55000	REP/MAINT	.00	200.00	1,525.25	467.05	2,000.00	2,000.00 .0%
1005270	55500	LIGHT/POWE	.00	.00	816.07	366.18	1,000.00	1,000.00 .0%
1005270	56200	TELEPHONE	.00	.00	.00	.00	480.00	.00 -100.0%
1005270	56500	FUEL/HEAT	.00	.00	2,866.00	.00	3,000.00	1,500.00 -50.0%
	TOTAL GRANGE		.00	200.00	5,207.32	833.23	6,480.00	4,500.00 -30.6%
	TOTAL GENERAL FUND		.00	200.00	5,207.32	833.23	6,480.00	4,500.00 -30.6%
	GRAND TOTAL		.00	200.00	5,207.32	833.23	6,480.00	4,500.00 -30.6%

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

TOWN OF CANTON

CAO PROPOSED FISCAL YEAR 2016-2017 BUDGET

COMMUNITY SERVICES

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

COMMUNITY SERVICES

Community Agencies - 6340

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Youth Service Bureau - For the provision of youth services, including prevention activities, positive youth development and counseling for troubled youth. The Bureau also oversees the youth center known as the "Cave". The funding has been decreased because the new Recreation Coordinator position funded from the Park & Recreation Special Revenue Fund will be one of the two Town employees that cover the Cave.
- Memorial Day - Funds for flags and markers for cemeteries.
- Health District - Through its membership in the Farmington Valley Health District (FVHD), the Town provides for the services and programs associated with a Public Health Department which include, but are not limited to the following: subdivision reviews, soil testing, engineer plan reviews, septic systems, wells, licensing and inspecting of food establishments, public pool inspections and permitting, daycare inspections and permitting.
- Farmington Valley Visiting Nurses Association VNA - Through its association with the Farmington Valley Visiting Nurses Association (FVVNA), the Town provides for continued delivery of a comprehensive home and community health and illness prevention program. The annual allocation allows the VNA to provide health supervision home visits by a registered nurse, physical therapist or medial social worker, reduced and part pay home care services for individuals with financial hardship and a variety of illness prevention/clinic services based up requested services and needs identified.
- Canton Historical Museum – A Local museum located in Collinsville.
- CT Main Street – This account has been eliminated because the Main Street Organization now funds their own membership in the Connecticut Main Street Organization.
- Sam Collins Day - Funds the Town's booths at the annual Sam Collins Day event.
- North Central Regional Mental Health Board - A non-profit regional board that monitors and provides for local mental health services.
- Main Street Organization - Local nonprofit organization that supports and promotes downtown Collinsville. These funds were moved from the Town Planner Marketing line item.
- Farmington River Watershed - An advocacy group that supports the Farmington River.
- Roaring Brook Nature Center - Donation to local non-profit nature center.
- Interval House - Provides services to victims of domestic violence.

02/03/2016 17:57
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1006340	COMMUNITY AGENCIES								
1006340	53575	YSB	4,400.00	8,800.00	14,300.00	14,300.00	14,300.00	11,300.00	-21.0%
1006340	53580	MEMOR.DAY	511.15	70.44	788.69	.00	905.00	905.00	.0%
1006340	53585	HEALTH DIS	44,449.00	51,500.00	52,273.00	53,339.00	53,339.00	53,339.00	.0%
1006340	53595	FV VNA	20,085.25	17,971.00	17,281.25	5,240.00	19,625.00	19,625.00	.0%
1006340	53600	HIST MUSEU	.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	.0%
1006340	53605	CT MAIN ST	.00	.00	750.00	750.00	750.00	.00	-100.0%
1006340	53615	SAM COLLIN	.00	.00	.00	.00	500.00	500.00	.0%
1006340	53620	MEN.HEALTH	.00	.00	720.00	720.00	720.00	720.00	.0%
1006340	53625	MAIN ST	.00	.00	.00	.00	.00	7,500.00	.0%
1006340	58520	WATERSHED	.00	.00	1,029.00	1,029.00	1,029.00	1,029.00	.0%
1006340	58530	NAT.CENTER	.00	.00	1,000.00	1,500.00	1,500.00	1,500.00	.0%
1006340	60011	INT.HOUSE	.00	.00	750.00	1,000.00	1,000.00	1,000.00	.0%
	TOTAL COMMUNITY AGENCIES		69,445.40	78,341.44	89,891.94	78,878.00	94,668.00	98,418.00	4.0%
	TOTAL GENERAL FUND		69,445.40	78,341.44	89,891.94	78,878.00	94,668.00	98,418.00	4.0%
	GRAND TOTAL		69,445.40	78,341.44	89,891.94	78,878.00	94,668.00	98,418.00	4.0%

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

COMMUNITY SERVICES

SENIOR/SOCIAL SERVICES – 6380

EXPLANATION

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

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

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

BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Salary for the Senior/Social Services Director.
- Part-Time: Reflects the salary for the part-time Administrative Assistant and the part-time Senior Center Coordinator. There was a request by the Director that the Senior Center Coordinator position be increased from 16 hours a week to 35 hours a week. This request was denied by the CAO because of budget limitations.
- Dial-A-Ride: Cost covers personnel, maintenance of bus, insurance and all aspects of operation. The Dial-A-Ride service provides transportation to seniors and disabled Canton residents on a consistent, regular basis. The program is partially subsidized by a state grant. The Town received a new Dial-A-Ride van in 2016. There was a request by the Director to expand Dial-A-Ride service by one hour a day. This request is supported by the CAO.
- Postage: Postage for Senior Scribe and miscellaneous mailings.
- Meals: Reflects cost of meals provided twice a week by the Community Renewal Team (CRT).
- Meetings/Dues: Cost of membership in professional organizations and seminars including Ct Local Administrators of Social Services, Ct Association of Senior Center Personnel and National Association of Social Workers. The amount increased because the Town funds the cost of the Director's Social Worker's license annual renewal.
- Printing: Primarily funds the cost of printing the senior newsletter three times a year.
- Senior Activities: Funds utilized for senior activities.
- Meals on Wheels: Program that delivers meals to Canton residents.
- General Assistance: Provides short-term financial assistance when other programs are not available (\$3,500).

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Senior/Social Services Director	61,295	1	1	1	
Administrative Assistant	24,825	.71	.71	.71	
Senior Center Coordinator	15,854	.45	1	.45	

02/03/2016 17:58
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1006380	SENIOR/SOCIAL SERVICES								
1006380	51110	SUPER.SAL.	44,296.52	52,340.82	61,689.77	36,086.16	61,295.00	61,295.00	.0%
1006380	51200	PART TIME	20,805.24	22,662.65	30,843.75	23,044.60	40,445.00	40,679.00	.6%
1006380	54420	DIAL-RIDE	45,000.00	46,779.10	49,500.00	50,484.00	50,484.00	60,141.00	19.1%
1006380	55200	MILEAGE	141.25	79.11	73.30	128.81	225.00	225.00	.0%
1006380	55860	COPIER MAI	282.71	414.60	318.66	525.00	500.00	500.00	.0%
1006380	56100	POSTAGE	1,466.83	1,583.13	815.88	1,080.98	1,600.00	1,600.00	.0%
1006380	56205	CELL PHONE	.00	399.96	480.00	200.00	480.00	480.00	.0%
1006380	56720	MEALS	3,561.85	3,462.36	3,690.81	1,304.81	3,934.00	4,053.00	3.0%
1006380	56950	MTG/DUES	453.00	480.00	558.00	355.00	618.00	843.00	36.4%
1006380	57100	OFF.SUPPL.	533.38	355.12	1,145.09	1,186.62	800.00	800.00	.0%
1006380	57200	PRINTING	159.96	1,579.03	2,497.46	1,130.06	1,800.00	1,800.00	.0%
1006380	57600	COMP.SUPPL	147.98	143.98	67.88	50.34	455.00	75.00	-83.5%
1006380	59030	SENIOR ACT	832.63	1,326.72	1,561.21	361.18	1,300.00	1,300.00	.0%
1006380	59050	MEALS WHEE	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	.0%
1006380	59100	GEN ASST	3,500.00	4,413.37	7,697.26	2,113.52	3,500.00	3,500.00	.0%
	TOTAL SENIOR/SOCIAL SERVICES		124,681.35	139,519.95	164,439.07	121,551.08	170,936.00	180,791.00	5.8%
	TOTAL GENERAL FUND		124,681.35	139,519.95	164,439.07	121,551.08	170,936.00	180,791.00	5.8%
	GRAND TOTAL		124,681.35	139,519.95	164,439.07	121,551.08	170,936.00	180,791.00	5.8%

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

COMMUNITY SERVICES

PARKS AND RECREATION – 6450

EXPLANATION

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

The Canton Little League has requested that the Town of Canton take over certain costs that have been most recently paid by Little League, including the cost of dumpsters (435), electricity (1,300) and irrigation (800).

Last year the Town completed a salary survey that indicated the position of Recreation Supervisor was being compensated approximately 40% below her peers. Based on the salary survey and additional information provided by the Director, the Director requested that the Recreation Supervisor receive a 43% increase in pay. Although I concur with the Director's findings and request, I am recommending that the Recreation Supervisor receive a \$10,000 increase this year (27%) and then another increase next fiscal year.

BUDGET CHANGES AND COMMENTARY

- Full-Time Salary: Represents the salary for the Recreation Supervisor. Salary increased based on the results of a salary survey.
- Supervisory Salary: The Director's salary line item. Part of the Director's salary (\$10,000) is budgeted in the Recreation Special Revenue Account. Salary for the new recreation Director was increased when hired to be more competitive with Directors of similar towns.
- Part-Time Seasonal: Represents the cost of paying part time seasonal employees to operate the Mills Pond pool. Some salaries increased due to an increase in the minimum wage.
- Maintenance/Cleaning: Represents funds for opening and closing the pool house, pool house supplies, general repairs, portable restrooms and dumpster rental. Increased due to additional dumpster being provided to Millennium Field.
- Light/Power: Cost of electricity for Mills Pond Park. Increased due to request by Little League to provide power at Millennium and Dyer Fields.
- Repair Maintenance: Funds utilized to purchase first aid supplies, life guard suits, pool ID tags, etc. and infrastructure maintenance and repairs. Additional items to be funded include automated hand dryers at Mills Pond Pool to limit the use of paper and hopefully prevent drains from clogging that occurred last year. There were several items including two shade structures (10,000) that were denied by the CAO due to limited funding.
- Special Events: Provides for all special events run by department including summer concerts, teen events, summer evening at the pool, holiday lighting and Breakfast with Santa. Increased by \$1,000 to upgrade summer concerts.
- Fuel/Heat: Reflects cost of heating hot water at Mills Pond.
- Sewer Use: Reflects costs associated with pool water treatment and toilet facilities at Mills Pond. The Town's sewer fees are charged the same as commercial users, which means the fee is based on water usage.
- Meetings/Dues: Includes dues for the National Recreation and Park Association and Connecticut Recreation and Park Association. Line item was decreased because the Director will not be going to the National Conference this year.
- Mills Pond Chemicals: Chemicals used to treat the Mills Pond Pool.
- Mills Pond Pool Opening/Closing: Contract for Opening and Closing the pool. Amount was increased based on trend and hopes to contract with a high quality vendor.
- Mills Pond Pool Repairs: Costs of repairing the Mills Pond Pool. Reduced based on trend and that the pool mechanicals were recently updated.
- Mills Pond Water: Cost of the water to fill Mills Pond Pool and irrigate the recreation fields located at the park. The amount varies significantly depending on weather conditions. The Parks and Recreation Director has analyzed water usage and determined that the amount used to irrigate the fields is well within best practices. It is estimated that the pool and pool house utilize 500,000 gallons of water and irrigation uses between 2 and 2.5 million gallons.
- Copier Lease: Cost of leasing the copier for the Recreation Department.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Director (a)	67,815	1	1	1	1
Recreation Supervisor (a)	46,691	1	1	1	1
Pool Supervisors-858 hrs	10,725	11,248	10,725	10,725	10,725
Lifeguards- 2,760 hrs	25,816	25,982	28,290	25,816	25,816
Desk Attendant 858 hrs	5,719	5,719	8,580	5,719	5,719
Maintenance 560 hrs	5,740	1,968	5,740	5,740	5,740

(a) \$10,000 of the Director's salary and \$10,739 of the Recreation Program Supervisor's wages come from the Parks and Recreation Special Revenue Fund

02/03/2016 17:59
aotoole

**TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON**

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1006450	PARK AND RECREATION							
1006450	51000							
	F/T SALARI	.00	.00	20,041.25	16,635.75	28,620.00	35,952.00	25.6%
1006450	51110	58,256.08	40,501.80	56,349.01	33,013.97	56,300.00	57,815.00	2.7%
	SUPER. SAL.							
1006450	51150	49,971.23	45,911.92	50,876.13	38,563.73	44,917.00	48,000.00	6.9%
	P/T SEASON							
1006450	51200	23,532.38	17,007.68	.00	75.00	.00	.00	.0%
	PART TIME							
1006450	55100	5,087.06	3,436.44	4,231.06	1,777.06	5,810.00	5,838.00	.5%
	MAIN/CLEAN							
1006450	55200	59.41	117.15	219.02	.00	300.00	100.00	-66.7%
	MILEAGE							
1006450	55500	7,533.55	7,017.65	7,148.33	6,542.70	7,000.00	8,300.00	18.6%
	LIGHT/POWE							
1006450	55800	4,964.65	8,713.56	13,619.41	4,496.72	11,600.00	10,900.00	-6.0%
	REP/MAINT							
1006450	55860	.00	.00	548.09	.00	.00	.00	.0%
	COPIER CON							
1006450	56100	49.62	33.14	48.51	75.56	50.00	50.00	.0%
	POSTAGE							
1006450	56200	.00	.00	39.09	.00	100.00	.00	-100.0%
	TELEPHONE							
1006450	56340	163.31	107.46	12.25	.00	.00	.00	.0%
	CABLE/WEB							
1006450	56440	7,121.83	6,761.94	8,592.35	8,667.68	8,900.00	9,900.00	11.2%
	SPEC.EVENT							
1006450	56500	620.92	907.53	164.35	133.08	600.00	300.00	-50.0%
	FUEL/HEAT							
1006450	56760	4,447.65	2,389.22	3,387.30	7,863.12	3,400.00	3,500.00	2.9%
	SEWER USE							
1006450	56950	1,020.34	826.63	5,597.00	2,538.89	2,805.00	1,405.00	-49.9%
	MTG/DUES							
1006450	57100	542.05	210.78	847.09	535.53	800.00	800.00	.0%
	OFF.SUPPL.							
1006450	58400	7,941.43	5,802.78	5,572.44	5,718.26	6,000.00	6,000.00	.0%
	CHEMICALS							
1006450	58410	16,929.00	16,181.65	16,100.00	585.00	15,000.00	17,000.00	13.3%
	OPEN/CLOSE							
1006450	58420	3,190.21	2,892.89	2,440.21	767.59	3,500.00	3,000.00	-14.3%
	POOL REPAI							
1006450	58430	16,825.41	15,284.90	7,217.49	8,498.34	15,500.00	16,300.00	5.2%
	MP WATER							
1006450	60040	4,583.98	889.83	882.48	441.24	883.00	883.00	.0%
	COPIER LEA							
	TOTAL PARK AND RECREATION	212,840.11	174,994.95	203,932.86	136,929.22	212,085.00	226,043.00	6.6%
	TOTAL GENERAL FUND	212,840.11	174,994.95	203,932.86	136,929.22	212,085.00	226,043.00	6.6%
	GRAND TOTAL	212,840.11	174,994.95	203,932.86	136,929.22	212,085.00	226,043.00	6.6%

SPECIAL REVENUE FUNDS PARKS AND RECREATION – 2100045

EXPLANATION

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

The Parks & Recreation Revenue fund also partially funds the Park and Recreation Director position (\$10,000) and the Recreation Supervisor (\$10,739). The Director requested a new position entitled Recreation Coordinator. This position would be funded entirely from the Special Revenue account. The position would be a total of 1,334 hours a year with the summer weeks being full time and the rest of the year being part-time. The position would be a non-benefit eligible part-time position averaging approximately 25 hours a week. The position would concentrate on afternoon programming, youth activities including supervising the teen center known as the Cave and assisting with general office duties. During the summer the individual would oversee the three summer camps held at Mills Pond Park. The position would pay \$16 per hour at an annual rate of 21,344.

BUDGET CHANGES AND COMMENTARY

- Part-Time Seasonal: Compensation for employees such as Camp Directors and Life Guards (see list below). The amount has been increased to hire additional seasonal staff to support enhanced summer camps and additional programming. These additional costs will be offset by revenues raised by the increased programming.
- Part Time: Funds the wages for the newly created Recreation Coordinator position.
- Financial Services/Fringe Benefits: Provides proportionate funding for Financial Department services committed to Parks and Revenue Special Revenue Fund function.
- FICA: Funds Part Time Parks position payroll taxes at 7.65% of all wages.
- Software Support: Parks and Recreation's share of MUNIS and the annual cost of the MYREC recreation registration and management software.
- Meetings/Dues: Funds training and supplies for in-house training for recreation staff.
- Materials and Supplies: Costs associated with materials, equipment and supplies for recreational programs. Reduced based on trend.
- Programs: Covers costs for running programs – instructor fees, supplies, materials and miscellaneous expenses.
- CCRD Fees: This represents the processing fees for allowing participants to pay with a credit card. Increased based on increase in use of online registrations with credit cards.
- License Fee: Cost of the ASCAP music license fee so that Park & Recreation can have musical events.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>*15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Recreation Coordinator 16.00/hr(a)	21,344		21,344	21,344	21,344
Explorer Camp Supervisors 12.50/hr	5,000		5,000	5,000	5,000
Tiny Tots Camp Supervisor 12.50/hr	2,500		2,500	2,500	2,500
Teen Camp Supervisors 12.50/hr	3,000		3,000	3,000	3,000
Explorer Camp Counselors 10.25/hr	24,600		24,600	24,600	24,600
Tiny Tots Camp Counselors 10.25/hr	2,050		2,050	2,050	2,050
Teen Camp Counselors 10.25/hr	2,460		2,460	2,460	2,460
Water Safety Instructors 11.25/hr	8,134		8,134	8,134	8,134
Swim Lesson Lifeguards 10.50/hr	2,615		2,615	2,615	2,615
Head Swim Coach 23.00/hr	4,025		4,025	4,025	4,025
Assistant Swim Coach 12.00/hr	3,600		3,600	3,600	3,600
Rec. Basketball Coordinator (1) stipend	2,500		2,500	2,500	2,500
CAST Theatre Director 15/hr	3,000		3,000	3,000	3,000
CAST Assistant Director 12/hr	2,400		2,400	2,400	2,400
Field Maintainer 13.50/hr(b)	9,440		9,440	9,440	9,440

(a) full year position

(b) Field Maintainer works 40 hours a week April to August

* Hours and position titles were different last year.

02/03/2016 18:01
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

<u>PARK & RECREATION REVENUE FUND</u>	<u>PRIOR FY3 ACTUALS</u>	<u>PRIOR FY2 ACTUALS</u>	<u>LAST FY1 ACTUALS</u>	<u>CY ACTUALS</u>	<u>CY REV BUDGET</u>	<u>PROJECTION LEVEL 2</u>	<u>PCT CHANGE</u>
2100000 PARK & RECREATION FUND							
2100000 34722 SWIM LESSO	23,167.50	24,209.50	22,825.00	13,720.00	23,000.00	23,000.00	.0%
2100000 34742 CONCESSION	626.23	457.00	401.55	281.76	600.00	500.00	-16.7%
2100000 34743 RESALE REV	.00	.00	545.00	39.48	100.00	100.00	.0%
2100000 34772 BROCHURES	2,135.00	2,060.00	.00	997.75	2,000.00	1,500.00	-25.0%
2100000 34775 SPONSORS	.00	.00	.00	1,550.00	.00	1,000.00	.0%
2100000 34782 PROG FEES	174,956.97	162,820.83	178,532.92	205,410.38	200,000.00	228,000.00	14.0%
2100000 36100 INT STIF	14.65	8.89	35.92	112.05	.00	.00	.0%
2100000 36500 DONATS/GIF	1,500.00	2,000.00	300.00	.00	.00	.00	.0%
TOTAL PARK & RECREATION FUND	202,400.35	191,556.22	202,640.39	222,111.42	225,700.00	254,100.00	12.6%
TOTAL PARK & RECREATION REVE	202,400.35	191,556.22	202,640.39	222,111.42	225,700.00	254,100.00	12.6%
GRAND TOTAL	202,400.35	191,556.22	202,640.39	222,111.42	225,700.00	254,100.00	12.6%

02/03/2016 18:03
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

PARK & RECREATION REVENUE FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2100045 PARK & RECREATION REVENUE FUND							
2100045 51000 F/T SALARI	.00	.00	5,652.67	4,945.53	8,321.00	10,739.00	29.1%
2100045 51110 SUPER.SAL.	.00	8,745.81	10,000.00	6,874.92	10,000.00	10,000.00	.0%
2100045 51150 P/T SEASON	43,802.45	55,162.75	61,724.79	43,219.45	72,623.00	75,324.00	3.7%
2100045 51200 PART TIME	6,606.25	16,292.86	.00	.00	.00	21,344.00	.0%
2100045 51210 FIN.SERV.	10,479.13	9,872.45	11,163.76	6,567.06	11,636.00	11,836.00	1.7%
2100045 52200 FR.BENEFIT	4,020.00	3,643.25	2,831.00	3,436.00	4,016.00	3,347.00	-16.7%
2100045 52400 F.I.C.A.	4,303.28	6,890.65	6,773.40	4,443.00	7,702.00	9,887.00	28.4%
2100045 55200 MILEAGE	5.55	120.91	.00	.00	150.00	.00	-100.0%
2100045 55800 DEPT.MAINT	.00	8,035.53	.00	.00	.00	.00	.0%
2100045 55830 SOFT.SUPPO	5,180.54	5,495.06	4,967.12	5,861.31	5,586.00	6,330.00	13.3%
2100045 56100 POSTAGE	.00	.00	.00	.00	50.00	.00	-100.0%
2100045 56950 MTG/DUES	500.00	639.58	438.29	32.27	550.00	400.00	-27.3%
2100045 57200 PRINTING	51.10	96.27	.00	.00	200.00	100.00	-50.0%
2100045 57360 MATER/SUPP	3,561.27	590.26	754.38	1,204.26	2,500.00	1,000.00	-60.0%
2100045 59010 PROGRAMS	96,231.45	78,595.61	96,942.81	78,685.73	95,000.00	95,000.00	.0%
2100045 59020 SPEC.NEEDS	.00	75.00	.00	.00	500.00	.00	-100.0%
2100045 59425 C CRD FEES	4,701.32	4,456.19	6,036.20	4,003.05	5,000.00	6,000.00	20.0%
2100045 59920 LIC FEE	326.97	330.00	335.00	336.00	340.00	340.00	.0%
TOTAL PARK & RECREATION REVE	179,769.31	199,042.18	207,619.42	159,608.58	224,174.00	251,647.00	12.3%
TOTAL PARK & RECREATION REVE	179,769.31	199,042.18	207,619.42	159,608.58	224,174.00	251,647.00	12.3%
GRAND TOTAL	179,769.31	199,042.18	207,619.42	159,608.58	224,174.00	251,647.00	12.3%

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

COMMUNITY SERVICES**PUBLIC LIBRARY – 10320**EXPLANATION

Mission Statement: The mission of the Canton Public Library is a community information center that employs trained staff and offers a variety of collections, services, programs and equipment to which Canton residents of all ages can turn for support of lifelong reading, learning and personal enrichment. There was a request by the Library Director that the Teen Librarian's hours be increased from 16 to 35 hours per week. This request is not recommended at this time due to budgetary restraints. There was also a request for additional part time staffing (see key issues in Appendix) which was also not recommended due to budgetary constraints.

BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Reflects salary for the Library Director.
- Part Time: Part-time salaries indicate a 3% wage increase.
- Salaried Full Time: Represents salary amounts for four (4) full time employees.
- Computer Hardware: Cost of replacing computer hardware. The Library is requesting to purchase four iPads (2,000) that will be used for programming along with four iPads that were purchased during the current year. There are also funds budgeted for a CASSIE copy and print management system.
- Mileage: Reflects IRS rate and estimated usage.
- Copier Contract: Cost of toner and other supplies for the copier machines which is charged based on the amount of copies.
- Meetings/Dues: Reflects costs of dues and memberships (Connecticut Library Consortium, CT Library Association, American Library Association, Association of CT Library Boards and Public Library Association) Increase reflects actual increase in dues.
- Office Supplies: Includes cost of library processing supplies such as library cards and book covers and standard office supplies.
- Electronic Services: Primarily the cost of membership in the Library Connection Inc. Network – \$28,628.
- Publications: Funds used to purchase print/audiovisual materials, DVDs, online data bases and other media for library patrons.
- Computer Supplies: Funds toner cartridges for four printers, three of which are color. One of the printers is networked and utilized by Senior/Social Services and Park & Recreation. The increase in cost is based on actual usage.
- Copier Lease: Cost of lease for two copier machines. The lease expires in December 2016.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Director	80,500	1	1	1	1
Head of Technical Services(a)	57,000	.75	.75	.75	.75
Head of Children's Services	53,888	1	1	1	1
Reference Librarian	48,778	1	1	1	1
Circulation Supervisor	45,948	1	1	1	1
Teen Services Librarian	28.42 per hr.	832	832	832	832
Library Aide II – 6	17.20 per hr.	6,204 hrs	6,204	6,204	6,204
Library Aide I – 6	15.80 per hr.	3,420 hrs	3,420	3,420	3,420
Library Pages – 3(b)	9.89 per hr.	1,144 hrs	1,144	1,144	1,144
Summer Aides – 2	10.05 per hr.	320 hrs	320	320	320
Summer Saturday Staff	17.20 per hr.	110 hrs	117	117	117

(a) Head of Technical Services also acts as the Town's Technical Support Specialist for 10 hours per week and therefore 14,250 of the positions 57,000 salary comes from the IT Department..

(b) Will be increased on 1/1/17 to 10.05 consistent with Connecticut's minimum wage laws.

02/03/2016 18:19
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1010320	LIBRARY								
1010320	51110	SUPER.SAL.	80,374.96	82,624.92	76,780.91	47,348.85	80,500.00	80,500.00	.0%
1010320	51200	PART TIME	150,459.37	177,269.66	187,721.16	114,576.36	195,035.00	201,056.00	3.1%
1010320	51300	F/T SALARY	186,153.89	193,919.62	182,635.01	112,694.45	191,365.00	191,364.00	.0%
1010320	53110	COMP.HARD.	2,416.00	3,064.64	3,100.00	1,999.92	3,520.00	3,520.00	.0%
1010320	53120	COMP.SOFT.	950.00	.00	.00	25.00	970.00	970.00	.0%
1010320	55200	MILEAGE	576.24	832.42	741.32	412.28	833.00	850.00	2.0%
1010320	55800	DEPT.MAINT	701.24	194.78	676.42	479.53	800.00	800.00	.0%
1010320	55860	COPIER CON	648.09	381.53	643.42	700.00	700.00	700.00	.0%
1010320	56100	POSTAGE	202.50	142.50	153.70	107.44	270.00	270.00	.0%
1010320	56950	MTG/DUES	1,240.00	1,085.00	951.75	1,039.00	1,315.00	1,442.00	9.7%
1010320	57100	OFF.SUPPL.	4,545.20	4,982.64	4,593.35	2,378.05	5,100.00	5,100.00	.0%
1010320	57310	ELECT.SERV	28,846.35	29,514.30	28,926.35	28,788.65	28,954.00	28,954.00	.0%
1010320	57320	PUBLICATIO	71,453.25	69,584.75	73,034.00	42,570.58	76,034.00	76,034.00	.0%
1010320	57600	COMP.SUPPL	1,421.85	1,464.94	1,404.44	830.54	1,465.00	2,348.00	60.3%
1010320	57800	TRAIN/EDUC	749.31	639.00	1,035.52	245.00	1,000.00	1,100.00	10.0%
1010320	59010	PROGRAMS	2,633.85	2,586.33	4,662.86	1,260.14	5,000.00	5,000.00	.0%
1010320	60040	COPIER LEA	1,667.29	1,681.99	1,660.80	1,661.00	1,661.00	1,661.00	.0%
	TOTAL LIBRARY		535,039.39	569,969.02	568,721.01	357,116.79	594,522.00	601,669.00	1.2%
	TOTAL GENERAL FUND		535,039.39	569,969.02	568,721.01	357,116.79	594,522.00	601,669.00	1.2%
	GRAND TOTAL		535,039.39	569,969.02	568,721.01	357,116.79	594,522.00	601,669.00	1.2%

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

TOWN OF CANTON
FINAL PROPOSED
FISCAL YEAR 2016-2017 BUDGET

COMMUNITY PLANNING AND DEVELOPMENT

7065	Building Official
7410	Town Planner

COMMUNITY PLANNING AND DEVELOPMENT BUILDING - 7065

EXPLANATION

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

Based on reduced construction, the Building Official is currently budgeted for an average of 15 hours per week. Currently the Building Official is performing the necessary reviews and inspections within this time period. The Director of Land Use has requested that the Building Official be allotted additional hours so that the Building Official can hold more standard office hours and available on a more regular basis for the public. The proposed budget does include additional hours (104) for this purpose. Building Technician continues to be full-time and is available during Town Hall hours of operation to assist applicants and schedule inspections.

BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Represents cost of Building Official at \$40.17 per hour – 17 hours a week. Wages increased 3% which is consistent with other part-time employees.
- Full Time Hourly: Reflects cost of Building Technician.
- Mileage: Reimbursement for personal use of vehicle at the standard IRS rate.
- Meetings/Dues: Cost of conferences and seminars.
- Office Supplies: Used to pay for standard office supplies such as pens and forms.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Building Official	35,510	.43	.52	.49	
Building Technician (21 hours per week) (a)	44,343	.59	.59	.59	

a) Position is shared with the Fire Marshal (13,303) and the Fire Department (4,878) - amount indicated is total amount

02/03/2016 18:05
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1007065	BUILDING OFFICIAL								
1007065	51110	SUPER.SAL.	17,372.88	16,967.19	17,448.66	11,378.25	30,900.00	35,510.00	14.9%
1007065	51301	F/T HOURLY	23,763.16	24,456.33	26,278.64	15,402.04	26,162.00	26,162.00	.0%
1007065	55200	MILEAGE	2,499.44	2,588.23	2,388.98	1,515.14	2,300.00	2,300.00	.0%
1007065	56100	POSTAGE	216.46	164.10	129.63	63.12	300.00	300.00	.0%
1007065	56910	REF/TEXTS	.00	.00	.00	.00	200.00	200.00	.0%
1007065	56950	MTG/DUES	185.00	125.00	125.00	135.00	200.00	200.00	.0%
1007065	57100	OFF.SUPPL.	400.23	198.67	224.24	117.14	200.00	200.00	.0%
	TOTAL BUILDING OFFICIAL		44,437.17	44,499.52	46,595.15	28,610.69	60,262.00	64,872.00	7.6%
	TOTAL GENERAL FUND		44,437.17	44,499.52	46,595.15	28,610.69	60,262.00	64,872.00	7.6%
	GRAND TOTAL		44,437.17	44,499.52	46,595.15	28,610.69	60,262.00	64,872.00	7.6%

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

COMMUNITY PLANNING & DEVELOPMENT

TOWN PLANNER - 7410

EXPLANATION

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

Last year the Economic Development Agency (EDA) received \$13,500 for marketing studies and materials. The Director of Community Planning and Development has requested that \$45,000 be budgeted for economic development including Tax Increment Financing Plan (15,000), Industrial Park Study (15,000), Advertising Media (3,500), Way Finding Signage (6,000), Developer Outreach (2,000), Benchmark Study (1,500) and Website Upgrades (2,000). The EDA also requested a Utility Expansion Study (60,000) which request is located in the Capital Improvement Budget. The CAO recommends \$18,800 which can be used for marketing study and way signage or other projects as may be approved by the Director of Community Development and the CAO.

BUDGET CHANGES AND COMMENTARY

- Full Time Salary: This reflects the salary for the Assistant Town Planner/Zoning Enforcement Official.
- Supervisor Salary: This reflects the salary for the Town Planner.
- Part Time: Amount reflects the cost of recording clerks from the various land use agencies. Reduced based on trend.
- Full Time Hourly: Reflects the wages of the Land Use Coordinator.
- Mileage: Reimbursement for personal use of vehicle at the standard IRS rate.
- Copier Contract: Cost for supplies and maintenance for the primary copier for Town Hall staff.
- Marketing: Funds utilized to support economic initiatives of the Economic Development Agency. In the current budget \$7,500 of these funds goes to the Main Street Organization. Those funds have been transferred to Community Organizations.
- Meetings and Dues: Funds the cost of associations and conferences for the Land Use Department. The increase is due to a request to attend out of state training necessary to receive the Form Based Code Institute Certification (2,400).
- Office Supplies: Reflects all office supplies including supplies needed for individual Land Use Commissions and Boards. Amount was increased in the current year to purchase two Accessible Listening Devices which was completed and therefore the amount has been reduced for next year.
- Mapping: Funds creation of land use maps, subdivision maps and other maps needed by various Agencies, Boards and Commissions along with part of the cost of maintaining the Town's GIS electronic mapping system.
- Advertising: Anticipate reduction in advertising because local papers will be used in lieu of the Hartford Courant.

- Computer Supplies: Reflects the cost of purchasing print cartridges including those utilized by the large scale color plotter/scanner.
- Copier Lease: Cost of lease for the main copier. The copier is routinely used by the Land Use department and the rest of the town staff for their larger copier needs.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>15-16 Authorized</u>	<u>16-17 Requested</u>	<u>16-17 Proposed</u>	<u>16-17 Approved</u>
Town Planner	112,792	1	1	1	1
Assistant Town Planner	60,000	1	1	1	1
Land Use Coordinator	44,117	1	1	1	1

02/03/2016 18:06
aotoole

**TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON**

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1007410	TOWN PLANNER							
1007410	51000	F/T SALARI	66,413.29	68,354.91	63,351.91	35,291.18	60,000.00	60,000.00 .0%
1007410	51110	SUPER.SAL.	97,571.84	100,410.23	103,168.61	63,781.75	102,758.00	112,792.00 9.8%
1007410	51200	PART TIME	3,103.85	2,852.26	2,981.81	1,126.12	4,000.00	3,500.00 -12.5%
1007410	51301	F/T HOURLY	40,509.13	39,578.18	39,973.12	25,948.92	44,117.00	44,117.00 .0%
1007410	55200	MILEAGE	1,273.15	1,170.33	695.02	347.88	1,300.00	1,300.00 .0%
1007410	55860	COPIER CON	2,532.32	1,852.18	2,802.43	1,323.35	2,400.00	2,400.00 .0%
1007410	56000	MARKETING	750.00	4,597.15	20,495.00	7,832.03	21,900.00	18,800.00 -14.2%
1007410	56100	POSTAGE	1,012.40	1,070.15	1,016.21	648.23	1,200.00	1,100.00 -8.3%
1007410	56910	REF/TEXTS	144.00	570.75	28.42	.00	300.00	300.00 .0%
1007410	56950	MTG/DUES	3,271.81	2,271.00	3,067.00	2,766.00	3,556.00	5,003.00 40.7%
1007410	57100	OFF.SUPPL.	1,296.28	857.09	856.55	843.12	2,200.00	1,300.00 -40.9%
1007410	57200	PRINTING	100.00	72.11	925.00	.00	.00	.00 .0%
1007410	57220	MAPPING	.00	3,800.00	400.00	450.00	4,050.00	4,050.00 .0%
1007410	57500	ADVERTISIN	6,613.57	5,569.49	4,778.75	2,403.95	5,800.00	4,000.00 -31.0%
1007410	57600	COMP.SUPPL	.00	706.12	730.85	709.56	750.00	850.00 13.3%
1007410	60040	COPIER LEA	4,679.81	3,732.00	3,732.00	1,866.00	3,732.00	3,732.00 .0%
	TOTAL TOWN PLANNER		229,271.45	237,463.95	249,002.68	145,338.09	258,063.00	263,244.00 2.0%
	TOTAL GENERAL FUND		229,271.45	237,463.95	249,002.68	145,338.09	258,063.00	263,244.00 2.0%
	GRAND TOTAL		229,271.45	237,463.95	249,002.68	145,338.09	258,063.00	263,244.00 2.0%

TOWN OF CANTON

CAO PROPOSED FISCAL YEAR 2016-2017 BUDGET

INSURANCE & EMPLOYEE BENEFITS

8130	Insurance
9141	Employee Benefits

INSURANCE & MISCELLANEOUS MUNICIPAL INSURANCE - 8130

EXPLANATION

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

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

BUDGET CHANGES AND COMMENTARY

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

02/03/2016 18:07
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
1008130	INSURANCE								
1008130	52000	PRO.CASUL.	126,562.96	139,197.11	143,789.55	128,272.26	147,429.00	154,655.00	4.9%
1008130	52010	WORK.COMP.	126,687.29	155,740.53	113,947.00	88,183.61	117,212.00	115,171.00	-1.7%
1008130	52030	UNEMPLOY.	23,718.09	472.75	529.00	3.00	7,500.00	7,500.00	.0%
1008130	53560	REC.EXPENS	45,694.34	944.16	6,584.14	-6,126.42	6,000.00	6,000.00	.0%
	TOTAL INSURANCE		322,662.68	296,354.55	264,849.69	210,332.45	278,141.00	283,326.00	1.9%
	TOTAL GENERAL FUND		322,662.68	296,354.55	264,849.69	210,332.45	278,141.00	283,326.00	1.9%
	GRAND TOTAL		322,662.68	296,354.55	264,849.69	210,332.45	278,141.00	283,326.00	1.9%

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

INSURANCE & MISCELLANEOUS EMPLOYEE BENEFITS - 9141

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Life Insurance: The Life Insurance benefit pays employees one and one-half times the employee's yearly salary as a death benefit (some Union contracts have greater amounts). Decreased due to change in insurer.
- Medical Insurance: The budgeted amount reflects the cost for the Town's self-insured Medical Insurance Program and Anthem's Administrative Services program. The amount is based upon the estimate of expected claims for the plan year taking into account the past years' experience. This amount includes the Town's contribution to the employee's high deductible Health Savings Account program.
- Section 125 Plan Administration: A pre-tax benefit plan which allows employees to utilize tax exempt funds to pay certain medical and dependent care expenses. The Town pays the administrative costs of the plan.
- Heart and Hypertension: Funds the Town's liability for spousal benefits of a deceased member of the Canton Police Department.
- Pension/Defined Contribution: The total budgeted amount reflects the Annual Required Contribution identified by the Town's Pension Actuary (Defined Benefit Estimate is \$580,879 and the Defined Contribution estimate is \$267,961). This only includes the General Fund amount as those attributable to the Special Revenue accounts (WPCA, Emergency Medical Services and Parks & Recreation) are located within the corresponding Special Revenue line items.
- FICA: Represents 7.65% of anticipated salaries.
- Employee Assistance Program (EAP): Provides for the Employee Assistance Program administered through the University of Connecticut Health Center.

02/03/2016 18:09
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1009141	EMPLOYEE BENEFITS & INSURANCE							
1009141	51670	EE LEAVE L	55,972.80	42,960.33	76,026.38	3,446.48	.00	.00
1009141	52110	LIFE INS.	9,147.15	9,017.44	9,525.81	4,148.85	10,000.00	-22.0%
1009141	52120	MEDICAL IN	732,231.80	762,057.20	720,525.72	504,733.02	672,977.00	694,445.00
1009141	52130	SEC125 ADM	1,013.75	1,055.60	874.96	422.50	1,500.00	1,000.00
1009141	52140	LTD & ADD	7,469.36	7,639.10	7,668.50	4,230.30	8,200.00	7,920.00
1009141	52145	HEART&HYPE	43,576.00	43,576.00	43,576.00	25,978.00	43,576.00	44,414.00
1009141	52300	PENSION	756,086.03	759,956.18	822,284.05	708,714.26	819,063.00	848,840.00
1009141	52400	F.I.C.A.	305,117.24	312,018.49	320,791.43	199,470.54	335,419.00	340,000.00
1009141	56820	EAP	1,647.00	1,647.00	2,943.00	2,943.00	3,000.00	3,000.00
	TOTAL EMPLOYEE BENEFITS & IN	1,912,261.13	1,939,927.34	2,004,215.85	1,454,086.95	1,893,735.00	1,947,419.00	1,947,419.00
	TOTAL GENERAL FUND	1,912,261.13	1,939,927.34	2,004,215.85	1,454,086.95	1,893,735.00	1,947,419.00	1,947,419.00
	GRAND TOTAL	1,912,261.13	1,939,927.34	2,004,215.85	1,454,086.95	1,893,735.00	1,947,419.00	1,947,419.00

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

TOWN OF CANTON

CAO PROPOSED FISCAL YEAR 2016-2017 BUDGET

WATER POLLUTION CONTROL AUTHORITY

2400031	Water Pollution Control Authority (WPCA)
---------	--

WATER POLLUTION CONTROL AUTHORITY (WPCA) – 2400

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

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

PERSONNEL SUMMARY

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

02/04/2016 09:05
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

WATER POLLUTION CONTROL AUTHOR			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2400000 WATER POLLUTION CONTROL AUTHOR									
2400000	36100	INT STIF	155.62	94.19	689.81	1,259.39	.00	.00	.0%
2400000	36600	MISC REVEN	1,324.41	.00	500.00	.00	.00	500.00	.0%
2400000	39100	Trans In	.00	25,000.00	40,602.21	.00	.00	.00	.0%
TOTAL WATER POLLUTION CONTRO			1,480.03	25,094.19	41,792.02	1,259.39	.00	500.00	.0%
2400031 WATER POLLUTION CONTROL AUTHOR									
2400031	34400	CUR USE RE	803,826.12	812,604.51	878,175.45	728,510.65	850,000.00	875,000.00	2.9%
2400031	34402	PRIOR USE	58,223.58	40,983.61	63,294.16	55,239.83	40,000.00	40,000.00	.0%
2400031	34411	USE INTLIE	22,003.14	22,599.55	25,135.83	16,624.82	15,000.00	15,000.00	.0%
2400031	34412	SEW PERMIT	300.00	500.00	.00	.00	.00	.00	.0%
2400031	34414	FOG Fees	4,575.00	2,750.00	2,850.00	3,000.00	2,850.00	2,775.00	-2.6%
2400031	39000	USE OF R/E	.00	.00	.00	-775,990.00	.00	.00	.0%
TOTAL WATER POLLUTION CONTRO			888,927.84	879,437.67	969,455.44	27,385.30	907,850.00	932,775.00	2.7%
TOTAL WATER POLLUTION CONTRO			890,407.87	904,531.86	1,011,247.46	28,644.69	907,850.00	933,275.00	2.8%
GRAND TOTAL			890,407.87	904,531.86	1,011,247.46	28,644.69	907,850.00	933,275.00	2.8%

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

02/04/2016 09:11
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

WATER POLLUTION CONTROL AUTHOR		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
2400031 WATER POLLUTION CONTROL AUTHOR								
2400031	51110	SUPER.SAL.	162,480.96	168,519.57	174,371.08	105,422.01	179,149.00	179,149.00 .0%
2400031	51200	PART TIME	16,332.45	3,387.20	.00	.00	1,000.00	.00 -100.0%
2400031	51210	FIN.SERV.	27,438.82	25,637.14	29,895.93	17,666.16	30,392.00	31,753.00 4.5%
2400031	51304	F/T NAGE	55,681.60	56,959.64	94,632.00	60,579.05	105,706.00	114,234.00 8.1%
2400031	51400	OVERTIME	8,987.47	8,266.81	11,874.97	7,328.15	13,032.00	12,767.00 -2.0%
2400031	52000	PRO.CASUL.	6,564.35	6,693.79	6,047.00	5,968.41	7,866.00	8,115.00 3.2%
2400031	52200	FR.BENEFIT	82,541.83	85,584.79	97,656.99	66,580.96	96,191.00	91,768.00 -4.6%
2400031	52220	LEGAL FEES	612.50	.00	750.00	9,267.00	2,500.00	10,000.00 300.0%
2400031	52400	F.I.C.A.	20,329.13	20,101.93	23,031.04	14,221.81	25,191.00	26,615.00 5.7%
2400031	54200	VEHIC.FUEL	1,263.53	1,055.56	1,119.85	532.06	1,500.00	1,300.00 -13.3%
2400031	55000	REP/MAINT	11,161.83	11,565.53	11,490.03	8,365.48	12,000.00	12,000.00 .0%
2400031	55030	EQUIP.MAIN	1,660.55	3,106.23	2,738.12	260.00	3,500.00	3,130.00 -10.6%
2400031	55100	MAIN/CLEAN	9,595.74	11,192.62	10,139.75	7,464.84	12,000.00	12,000.00 .0%
2400031	55120	MANHOLE	.00	.00	2,803.00	1,000.00	2,000.00	2,000.00 .0%
2400031	55150	TOX TESTS	7,686.70	7,847.20	7,084.91	3,879.20	10,000.00	8,500.00 -15.0%
2400031	55160	LABORATORY	2,616.99	2,667.41	2,632.68	1,756.13	2,700.00	2,700.00 .0%
2400031	55200	MILEAGE	115.83	476.83	314.99	455.40	500.00	500.00 .0%
2400031	55500	LIGHT/POWE	57,563.62	66,102.39	65,443.47	33,572.71	75,000.00	73,000.00 -2.7%
2400031	55830	SOFT.SUPPO	4,846.09	5,227.15	5,194.25	4,282.63	5,550.00	6,050.00 9.0%
2400031	56100	POSTAGE	999.66	1,148.78	245.66	975.55	1,500.00	1,200.00 -20.0%
2400031	56200	TELEPHONE	2,193.96	1,971.25	243.49	.00	2,500.00	2,500.00 .0%
2400031	56205	CELL PHONE	1,127.64	1,114.78	1,616.91	839.52	1,750.00	2,000.00 14.3%
2400031	56500	FUEL/HEAT	7,353.86	7,009.99	8,746.40	2,428.77	15,000.00	10,700.00 -28.7%
2400031	56700	UNIFORMS	2,010.13	2,218.60	2,269.43	1,473.65	3,400.00	3,100.00 -8.8%
2400031	56750	WATER	336.40	333.06	416.53	169.13	500.00	500.00 .0%
2400031	56760	SEWER USE	320.00	320.00	350.00	350.00	350.00	350.00 .0%
2400031	56950	MTG/DUES	735.00	589.00	1,307.00	778.00	1,000.00	1,000.00 .0%
2400031	57100	OFF.SUPPL.	2,344.98	1,289.66	1,228.96	212.84	2,500.00	1,500.00 -40.0%
2400031	57400	PURC.MAJOR	6,194.31	52,462.88	68,535.00	19,974.13	30,000.00	30,000.00 .0%
2400031	57500	ADVERTISIN	380.21	585.00	124.25	202.41	750.00	500.00 -33.3%
2400031	58400	CHEMICALS	3,256.00	2,442.00	3,728.62	3,248.56	6,000.00	5,000.00 -16.7%
2400031	58700	ENGINEERIN	18,371.55	24,435.46	26,453.17	20,000.00	20,000.00	25,000.00 25.0%
2400031	58701	PRJCT ENG	.00	9,848.41	4,975.00	5,000.00	5,000.00	5,000.00 .0%
2400031	58710	AUDITOR	4,100.00	4,100.00	4,182.50	4,100.00	4,500.00	4,150.00 -7.8%
2400031	59100	DEPT.EXP.	.00	.00	.00	.00	.00	10,000.00 .0%
2400031	59210	FARM.USE	25,042.51	44,750.13	39,000.00	39,250.00	39,250.00	39,250.00 .0%
2400031	59220	NPDS PERM.	1,722.50	1,722.50	1,918.70	1,722.50	1,723.00	1,723.00 .0%
2400031	59221	DEP PERMIT	.00	.00	.00	5,000.00	5,000.00	2,500.00 -50.0%
2400031	59230	FLUSHING	630.00	8,893.72	4,708.41	2,964.50	8,000.00	6,500.00 -18.8%
2400031	59240	SLUDGE/GRI	56,986.74	57,826.15	52,618.55	52,541.98	53,200.00	57,000.00 7.1%
2400031	59250	NITROG CRD	27,419.00	21,395.00	25,800.00	24,230.00	30,000.00	30,000.00 .0%
TOTAL WATER POLLUTION CONTRO		639,004.44	728,848.16	795,688.64	534,063.54	817,700.00	835,054.00	835,054.00 2.1%
TOTAL WATER POLLUTION CONTRO		639,004.44	728,848.16	795,688.64	534,063.54	817,700.00	835,054.00	835,054.00 2.1%
GRAND TOTAL		639,004.44	728,848.16	795,688.64	534,063.54	817,700.00	835,054.00	835,054.00 2.1%

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

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

GENERAL FUND REVENUES

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

02/03/2016 18:32
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
30	TAX COLLECTIONS								
1002080	31100	CURR TAXES	29,359,466.54	30,022,758.20	30,758,449.33	29,193,496.62	31,480,965.00	31,681,361.00	.6%
1002080	31101	TAX MVS	243,434.72	249,824.18	277,623.87	207,133.10	200,000.00	200,000.00	.0%
1002080	31900	PRIOR TAX	294,450.78	284,471.76	471,822.79	396,168.35	200,000.00	140,000.00	-30.0%
1002080	31901	SUSPENSE	8,996.48	5,370.43	4,979.43	1,922.00	4,000.00	4,000.00	.0%
1002080	31902	INT & LIEN	185,979.72	153,916.85	220,856.37	158,192.47	100,000.00	60,000.00	-40.0%
	TOTAL TAX COLLECTIONS		30,092,328.24	30,716,341.42	31,733,731.79	29,956,912.54	31,984,965.00	32,085,361.00	.3%
31	INVESTMENT INCOME								
1002090	36100	INT STIF	183.41	232.01	600.58	5,641.08	100.00	8,000.00	7900.0%
1002090	36104	INT-WEBSTR	195.31	.00	.52	.69	.00	.00	.0%
1002090	36106	INT-WEBSTR	15,245.50	10,314.98	11,287.10	1,916.05	10,000.00	3,000.00	-70.0%
1002090	36108	INT-SCHOOL	8.72	7.80	6.70	3.38	.00	.00	.0%
	TOTAL INVESTMENT INCOME		15,632.94	10,554.79	11,894.90	7,561.20	10,100.00	11,000.00	8.9%
32	PERMITS & LICENSES								
1000000	33120	TELCOM TAX	30,558.08	28,373.95	27,304.32	.00	28,000.00	27,000.00	-3.6%
1000009	36610	BOE TUITIO	51,537.44	46,544.15	.00	.00	.00	.00	.0%
1000009	36615	BOE-PRESCH	16,229.33	7,360.00	16,340.00	15,045.00	10,000.00	10,000.00	.0%
1000009	36620	BOE-HRTFRD	67,642.80	137,367.37	176,242.99	.00	110,000.00	110,000.00	.0%
1001110	32240	HUNT/FISH	117.00	117.00	94.00	43.00	100.00	100.00	.0%
1001110	32250	MISC P & L	10,086.00	9,026.00	9,808.32	5,712.00	10,000.00	10,000.00	.0%
1001110	32260	DOG LICENS	1,291.00	1,221.50	1,332.50	554.50	1,300.00	1,300.00	.0%
1004440	32210	FM LIC/RPT	690.00	820.00	550.00	280.00	600.00	600.00	.0%
1007065	32210	BLDG LICPE	120,030.15	152,278.59	137,452.32	69,153.64	135,000.00	138,000.00	2.2%
1007410	32000	LIC & PERM	1,415.00	2,348.75	2,240.82	418.00	3,000.00	1,200.00	-60.0%
1007430	32000	ZC LIC/PMT	50.00	3,415.00	1,950.00	950.00	5,000.00	2,000.00	-60.0%
1007430	34131	ZONING APP	7,770.00	5,543.50	11,619.00	3,069.34	7,000.00	5,500.00	-21.4%
1007430	34134	AQUIFER	.00	.00	1,100.00	.00	1,000.00	600.00	-40.0%
1007431	34130	PLAN APPLI	175.00	825.00	250.00	225.00	1,500.00	1,000.00	-33.3%
1007432	34132	ZBA APPEAL	700.00	405.00	500.00	400.00	600.00	600.00	.0%
1007570	34133	INLAND WET	2,800.00	1,800.00	1,340.00	600.00	2,200.00	1,500.00	-31.8%
	TOTAL PERMITS & LICENSES		311,091.80	397,445.81	388,124.27	96,450.48	315,300.00	309,400.00	-1.9%
34	DEPARTMENTAL REVENUE								
1000000	34772	NEWSLETTER	5,055.01	4,935.00	2,860.00	3,305.00	4,500.00	4,500.00	.0%
1000009	36300	BOE-RENT	1,159.98	115.00	.00	.00	.00	.00	.0%
1000009	36600	BOE MISC	1,466.07	1,728.99	4,979.30	.00	.00	.00	.0%
1001110	34120	CONVEYANCE	207,221.46	239,528.10	206,700.55	124,795.28	250,000.00	200,000.00	-20.0%
1001110	34140	PRINT&DUPL	12,877.00	10,210.25	10,232.01	6,003.02	10,000.00	10,000.00	.0%
1002060	34140	PRINT&DUPL	665.50	374.25	269.50	.00	750.00	750.00	.0%
1002080	34125	TAX-CPACE	.00	470.00	.00	500.00	500.00	.00	-100.0%
1002090	35100	BAD CK FEE	270.00	309.75	309.25	160.00	150.00	150.00	.0%

02/03/2016 18:32
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 2
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1003170	34140							
	POL COPING	637.50	537.50	672.25	490.50	900.00	900.00	.0%
1003170	34210	95,624.97	66,420.74	79,634.56	43,423.20	45,000.00	54,325.00	20.7%
1003170	34211	5,600.00	4,130.00	4,760.00	2,660.00	5,000.00	5,000.00	.0%
1003170	34212	110.00	135.00	50.00	.00	100.00	100.00	.0%
1003170	34213	.00	100.00	300.00	50.00	.00	25.00	.0%
1003170	34214	460.00	260.00	475.00	50.00	200.00	200.00	.0%
1003170	34215	2,966.25	2,691.25	5,250.00	2,155.00	2,000.00	2,000.00	.0%
1003170	34216	75.00	325.00	1,550.00	450.00	.00	450.00	.0%
1003170	34217	2,130.00	1,820.00	2,025.35	1,758.46	.00	2,000.00	.0%
1003175	34540	.00	.00	11,560.00	4,797.00	11,280.00	11,280.00	.0%
1003175	34542	.00	-67.15	15.00	20.00	10.00	15.00	50.0%
1005120	34450	16,716.00	15,491.00	.00	12,208.00	15,000.00	15,000.00	.0%
1005120	36300	14,532.75	13,160.00	11,990.00	6,620.00	10,000.00	10,000.00	.0%
1005120	36301	20,700.00	20,700.00	20,700.00	13,800.00	20,700.00	20,700.00	.0%
1005120	36600	7,086.41	24,912.88	16,941.86	1,281.53	1,000.00	1,000.00	.0%
1006380	34141	2,025.50	1,800.00	1,667.50	1,870.00	1,850.00	1,850.00	.0%
1006450	34720	32,872.50	31,140.00	29,534.50	4,747.50	32,000.00	32,000.00	.0%
1006450	34721	8,679.00	6,767.00	6,858.00	8,361.00	7,500.00	9,000.00	20.0%
1007065	34140	.00	53.50	50.00	29.00	.00	.00	.0%
1007410	34140	161.50	268.75	201.00	198.00	200.00	100.00	-50.0%
1007410	34217	.00	.00	75.00	.00	.00	.00	.0%
1007430	34129	.00	.00	.00	.00	50.00	.00	-100.0%
1010320	34140	2,719.15	2,254.45	2,693.40	1,329.89	2,704.00	2,704.00	.0%
1010320	34760	12,921.66	12,188.95	11,408.46	6,773.18	11,380.00	11,380.00	.0%
TOTAL DEPARTMENTAL REVENUE		454,733.21	462,760.21	433,762.49	247,835.56	432,774.00	395,429.00	-8.6%
35	INTERGOVERNMENTAL							
1000000	33150	1,200.00	.00	.00	.00	.00	.00	.0%
1000000	33230	122,691.12	244,986.50	245,255.27	114,793.43	245,000.00	245,000.00	.0%
1000000	33231	7,900.00	15,800.00	15,800.00	15,787.00	15,787.00	16,161.00	2.4%
1000000	33310	3,437,701.00	3,419,549.00	3,385,315.00	1,744,284.00	3,457,436.00	3,461,000.00	.1%
1000000	33311	43,246.00	41,570.00	45,142.00	.00	44,944.00	37,005.00	-17.7%
1000000	33312	.00	29,229.00	.00	.00	.00	.00	.0%
1000000	33410	55,441.71	.00	.00	.00	.00	.00	.0%
1000000	33414	23,359.62	22,155.38	24,270.41	7,151.52	20,843.00	20,134.00	-3.4%
1000000	33415	62,079.36	6,850.36	10,318.50	5,175.50	.00	.00	.0%
1000000	33431	159,106.37	.00	.00	.00	.00	.00	.0%
1000000	33432	2,220.90	.00	.00	.00	.00	.00	.0%
1000000	33601	54,859.92	61,127.73	62,443.34	61,827.86	61,000.00	61,000.00	.0%
1000000	33602	864.77	829.83	947.99	957.80	750.00	750.00	.0%
1000000	33603	2,402.14	2,418.44	2,757.10	2,977.38	2,000.00	2,000.00	.0%
1000000	33604	29,457.34	27,665.36	31,365.20	.00	25,882.00	.00	-100.0%
1000000	33605	6,344.00	7,518.00	7,518.00	.00	7,518.00	7,994.00	6.3%
1000000	33606	12,806.74	13,096.89	13,047.21	6,550.33	10,000.00	10,000.00	.0%
TOTAL INTERGOVERNMENTAL		4,021,680.99	3,892,796.49	3,844,180.02	1,959,504.82	3,891,160.00	3,861,044.00	-.8%

36 OTHER FIN SOURCES

02/03/2016 18:32
aotoole

TOWN OF CANTON
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 3
bgnyrpts

PROJECTION: 2017 TOWN OF CANTON FISCAL YEAR 2016-17 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
1000000 39000	USE FUN.BA	.00	.00	.00	.00	435,000.00	.00	-100.0%
1000000 39100	INT OP TRN	284,146.32	43,693.13	.00	.00	.00	.00	.0%
1000000 39310	BOND PROCE	.00	123,661.07	137,485.25	.00	.00	.00	.0%
TOTAL OTHER FIN SOURCES		284,146.32	167,354.20	137,485.25	.00	435,000.00	.00	-100.0%
TOTAL GENERAL FUND		35,179,613.50	35,647,252.92	36,549,178.72	32,268,264.60	37,069,299.00	36,662,234.00	-1.1%
GRAND TOTAL		35,179,613.50	35,647,252.92	36,549,178.72	32,268,264.60	37,069,299.00	36,662,234.00	-1.1%

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

TOWN OF CANTON

**CAO PROPOSED
FISCAL YEAR 2015-2016 BUDGET**

LONG RANGE CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2015/2016 through 2019/2020

Town of Canton
Comprehensive Capital Improvement Plan Project Description
For the Fiscal Years 2016-2017 through 2020-2021

INFORMATION TECHNOLOGY

Back up Hardware: A backup appliance which will provide automated archival backup of the Town's servers and data.

FACILITIES – TOWN HALL

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

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

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

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

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

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

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

Town Hall Auditorium Ceiling Painting: Properly prepare and paint ceiling and trim in the Town Hall auditorium.

Town Hall Auditorium Air Conditioning: Install air conditioning units in the Town Hall auditorium.

Town Hall Exterior Masonry Repair: Repair and replace as needed the exterior masonry at Town Hall.

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

FACILITIES – COMMUNITY CENTER

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

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

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

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

FACILITIES – COLLINSVILLE FIRE STATION

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

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

Collinsville Station Upgrade: Construct a ten foot addition to the back of the Firehouse, thereby extending two bays so that modern ambulances and the paramedic fly-car can fit in the facility.

FACILITIES – PUBLIC WORKS

Public Works Facility Replacement: The current facility located on 50 Old River Road has been found to be of insufficient size to meet the current needs of the Town's Department of Public Works. The current site is also located in a flood zone which under federal regulations restricts its expansion. A proposal to relocate and expand the Public Works facility was defeated at referendum in November 2014.

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

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

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

Engineering/Consultant Costs to Assist with New Facility: In previous attempts to relocate and construct a Public Works Facility were funded through a STEAP grant. Those funds are no longer available. Any new garage will need to be professionally designed.

FACILITIES – GRANGE

Roof Replacement: Remove and replace the existing asphalt shingles on the Grange facility in North Canton.

PUBLIC WORKS

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

Paving Box: Purchase of a small paving box that would be used to install asphalt. The paving box would be purchased through a multi-town grant and the amount budgeted would be to meet the grant match requirement.

Pavement Management Program: Provides for the creation of a road condition inventory and management plan to maximize efforts to preserve the Town's investment in its roadway infrastructure. Creates a plan for the economical management of the limited resources available to operate and maintain the roadways in Canton. The funding for the program is based on a study that was approved in the 2010/2011 CIP budget. The engineering consultants that assisted the Town with the Pavement Management Program recommend that the Town fund \$600,000 to \$700,000 annually in the CIP. In 2013 the Town approved six million in bonding for road improvements. The bond funds have been completely expended.

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

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

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

The Project is proposed to encompass the following Phases:

Phase I: Perform a detailed engineering survey and study of Rattlesnake Brook to determine the impact and limits of the work on adjacent properties determine potential alternatives, design the stream crossing improvements, design the in-stream

improvements to Rattlesnake Brook, and to determine what property rights would need to be secured to put the work in place and to maintain it.

Phase II: Prepare detailed construction plans and documents for bidding; secure the necessary property rights for construction and maintenance of the work. This Phase will also include securing the necessary federal, state, and local permits to construct the work. Prepare detailed engineering estimates of the probable construction cost, secure the necessary funding for the construction, bid the work, and put the work in place. This Phase may need to be broken up in several sub-Phases depending upon the total cost of the construction and the funds available. The project may require the procurement of property rights through the judicial system.

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

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

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

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

Town Wide Storm Drainage Inventory: Provides for an inventory of storm water drainage inlets and outlets, cross culverts, and bridges within the limits of the Town per the requirements of the Connecticut Department of Environmental Protection (ConnDEP) General Permit for the Discharge of Storm Water from Small Municipal Separate Storm Sewer Systems (MS4). The work will consist of determining the physical location of each catch basin, manhole, or drainage outfall, determination of the physical condition of the structure, identifying the size and material of pipes entering and leaving the structure, and screening the discharge into the structure for non-storm water discharges including illegal dumping. The work will also include the creation of a GIS data base recording the information collected both for reporting to ConnDEP

under the terms of the General Permit and to provide management oversight of the Town's storm water system. The project will also include land surveying field work, aerial mapping, and preparation of topographic maps of the Town in order to provide accurate base mapping for reporting of inlets, outlets, cross culverts, and other storm water drainage and other features required by the Connecticut Department of Environmental Protection General Permit for the Discharge of Storm Water from Small Municipal Separate Storm Water Systems (MS4) under the Clean Water Act.

PUBLIC SAFETY – FIRE/EMS

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

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

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

Cardiac Monitor: Medical equipment used by paramedics to monitor a patient's heart rates.

LAND USE

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

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

Granite Curbing on the Green: Construct granite curbing on The Green in Collinsville to prevent erosion and people parking on resident's lawns.

Three Pedestrian Crossings: Install solar charged bike trail crossing signs at Canton Springs Road, Commerce Drive and Atwater Road.

Utility Expansion Study and Analysis: Contract with a consultant to conduct a study to determine the costs of extending utilities on Route 44 and the possible economic benefits and funding methods.

RECREATION/SENIOR SERVICES

Lawton Road Field Development: Planning and design for recreational fields has been completed with a total project estimate of \$950,000 (in 2012 dollars) for the park/ field portion of the project. The bike path section has been separated out as another project. The Park and Recreation Commission have pursued this project for many years and believes that the need for additional field space is needed. Youth sport programs continue to grow. The Town has applied for a \$500,000 STEAP grant to construct a portion of the park.

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

Farmington River Trail Island Reconstruction at the Crosswalk on Bridge Street: With the planned installation of the traffic control signal at the intersection of Front and Bridge Street the crosswalk will need to be reconstructed to raise the island above street level so that cars do not enter the area reserved pedestrians.

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

Skatepark Improvements: The skatepark at Mills Pond Park is 12 years old and the equipment is worn and has started to become a safety hazard. Also because the mixed use at the skatepark includes bicycles, the park also needs to be redesigned. The skatepark replacement is funded through a STEAP grant and should be completed in fiscal year 2016/2017.

Mills Pond Park Master Planning: Develop a plan for overall usage and improvements to Mills Pond Park. The master plan is funded through a STEAP grant.

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

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

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

River Access: A Small Town Economic Assistance grant was applied for in the amount of \$340,000 to build a boat ramp and associated improvements at 51 Old River Road (near DPW Garage) for access to the Farmington River for non-motorized boats. The grant was denied in 2015. The Town is reviewing other options for funding.

Outdoor Fitness Center: An outdoor fitness center located near the basketball court at Mills Pond Park. The equipment could be used by both the general public and the summer camp programs and would promote health and wellness opportunities.

BOARD OF SELECTMEN

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

TRANSFER STATION

Roof over Bulky Waste Container: Construct a roof over the bulky waste container at the transfer station. The Town pays by the pound to haul the bulky waste and water infiltration increases the weight.

Cement Pad for Metal Container: Install a new concrete pad for the metal roll-off container to rest on that would be located lower than the existing pad and allow for easier use by residents.

Replace Mobile Office: Replace current mobile trailer which is in poor condition and replace with an ADA compliant trailer with sufficient work space.

WATER POLLUTION CONTROL AUTHORITY

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

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

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

Sand Filter Upgrade: Repair and replace certain components of the sand filter filtration system.

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

Secondary Clarifier Upgrades: This includes replacement of the mechanical drives and all associated structures that encompass the new scraper arms and skimmer arms.

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

LARGE EQUIPMENT/VEHICLES

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

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

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

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

Truck #9: Replace 2009 F-550 pickup truck and plow.

Truck #4: Replace 2010 6 wheel dump truck and plow.

Truck #12: Replace 2009 F-550 pickup truck and plow.

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

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

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

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

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

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

Fire Marshall - SUV: SUV Ford Explorer with lights, lettering and radio to be used by the Fire Marshall.

Town of Canton - Comprehensive Capital Improvement Plan
(Includes all sources of funds - General Fund, LoCIP, Grants and Other Funds)
For the Fiscal Years 2015-2016 through 2019-2020

PROJECT TITLE	Remaining	DEPT.	CAO									
	BALANCE	REQUEST	PROPOSED	PROPOSED CAPITAL IMPROVEMENT PLAN						Total		
	12/31/15	2016-2017	2016-2017	2017-18	2018-19	2019-20	2020-21		thru FY 19-20	Source		
Information Technologies												
Back up Hardware		10,000	10,000						10,000	Operating		
Facilities - Town Hall												
Town Hall Improvements	62,794.29								62,794.29	LoCIP		
Phase I - elevator & new exterior entrance				556,885	*				556,885	Unfunded		
Phase II - Areas of refuge, door hardware					460,550	*			460,550	Unfunded		
Phase III - Handrails, Fire Esc., Etc.						463,816			463,816	Unfunded		
Town Hall Chiller Replacement					100,000				100,000	Operating		
Town Hall Air Handlers	2,271.22								2,271	Operating		
Town Hall Air Handlers - LoCIP	640.90								640.90	LoCIP		
Town Clerk & Tax Dept Carpet Replacement		25,000				25,000			25,000	Operating		
Town Hall-Lead Abatement & Repaint Exterior Trim	213.85								214	Operating		
Town Hall - Ceiling & Lighting Upgrade				100,000					100,000	Operating		
Town Hall - Auditorium Ceiling Painting						22,800			22,800	Operating		
Town Hall - Auditorium Air Conditioning				65,000					65,000	Operating		
Town Hall - Exterior Masonry Repair					87,500				87,500	Operating		
Town Hall - Roof Replacement					96,000				96,000	Operating		
Facilities - Community Center/ Library												
Community Center Improvements	4,904.46								4,904	Operating		
Community Center Improvements - LoCIP	15,000.00								15,000.00	LoCIP		
Community Center Roof Replacement-Bonding Appvd	132,487.79								132,488	Bonding Approved		
Community Center - Rebuild 6 Armstrong Pumps					11,800				11,800	Operating		
Community Center - Replace 10 Condensers					60,000				60,000	Operating		
Community Center - Video Equipment				25,000					25,000	Operating		
Facilities - Collinsville Fire Station												
Facilities - Collinsville Firehouse (renovate 2nd Fl. Mens & ladies room)	222.27								222	Operating		
Facilities - Collinsville Fire Station Study	22,000.00								22,000	Operating		
Facilities Collinsville Station-Replace 6 Overhead Doors		35,000							0	Operating		
Facilities Collinsville Station-Upgrade		40,000							0	Operating		
Facilities - Public Works Garage												
Highway Garage Replacement-Unfunded						5,000,000	*		5,000,000	Unfunded		
Facilities DPW Garage (replace roof)	15,000.00	26,000	26,000						41,000	Operating		
Facilities DPW Garage (replace emergency generator)		40,000							0	Operating		
Facilities DPW Garage (Wall Repairs)		50,000							0	Operating		
Facilities DPW Garage (Engineering for Garage Replacement)		25,000	25,000						25,000	Operating		

Town of Canton - Comprehensive Capital Improvement Plan
(Includes all sources of funds - General Fund, LoCIP, Grants and Other Funds)
For the Fiscal Years 2015-2016 through 2019-2020

PROJECT TITLE	Remaining	DEPT.	CAO								
	BALANCE	REQUEST	PROPOSED	PROPOSED CAPITAL IMPROVEMENT PLAN					Total		
	12/31/15	2016-2017	2016-2017	2017-18	2018-19	2019-20	2020-21	thru FY 19-20	Source		
Facilities - Public Works Grange											
Facilities DPW Grange (replace roof)		10,800	10,800					10,800	Operating		
Public Works											
Equipment Purchase (upgrade existing radio system)		18,200	28,000					28,000	Operating		
Equipment Purchase (Paving Box-Grant Match)		15,831		15,831				15,831	Operating		
Pavement Management (road projects)	112,489.03	700,000	531,000	531,000	531,000	531,000	531,000	2,767,489	Operating		
Pavement Management-LoCIP	0.00		69,000	69,000	69,000	69,000	69,000	345,000	LoCIP		
Town Wide Sidewalk Replacement Prog.	10,900.07							10,900.07	LoCIP		
Swimming Pool Road Bridge Removal & Turn around				160,000	*			160,000	Unfunded		
Rattlesnack Brook Flood Improvements-Phase I							100,000	* 100,000	Unfunded		
Rattlesnack Brook Flood Improvements-Phase II							200,000	* 200,000	Unfunded		
Bridge Improvement Program	17,355.00			35,000	*	25,000	*	75,000	* 210,000	Unfunded	
Bridge Improvement Program-LoCIP	12,486.60							12,486.60	LoCIP		
Town Bridge Road - Rehabilitation	5,144,510.74							5,144,510.74	Grant		
Town Bridge Road - Rehabilitation	1,098,903.90							1,098,903.90	Additional Appropriation'		
Town Bridge Road - Rehabilitation	188,872.92							188,872.92	STEAP Grant		
Big Mills Pond Dam Replacement							250,000	* 250,000	Unfunded		
DEEP Stormwater Mgmt Plan	19,374.52							19,375	Operating		
Public Safety - Police											
Dispatch Console	3,870.15							3,870	Operating		
Public Safety - Fire/ EMS											
Fit Test Machine	1,481.75							1,482	Operating		
Fire - Second set of Cutters	178.82							179	Operating		
Fire - SCBA-Air Pack Replacement Program	2,683.05							2,683	Operating		
Fire - SCBA-Air Pack Bottle Replacements	15,245.00							15,245	Operating		
Fire/EMS - Hose Replacements	19,105.10							19,105	Operating		
EMS - Cardiac Monitor	35,586.00							35,586	Operating		
Land Use											
Zoning Regulations	707.50							708	Operating		
Zoning Map	350.00							350	Operating		
Subdivision Regulation Update	27,110.00							27,110	Operating		
Design Regulations	1,200.00							1,200	Operating		
The Green - Collinsville Granite Curbing		38,000	38,000					38,000	Grant		
3 Ped Cross Safety Beacons		36,000	12,000					12,000	Operating		
Utility Expansion Study & Analysis		50,000		50,000				50,000	Operating		
Recreation/Senior Services											

Town of Canton - Comprehensive Capital Improvement Plan
(Includes all sources of funds - General Fund, LoCIP, Grants and Other Funds)
For the Fiscal Years 2015-2016 through 2019-2020

PROJECT TITLE	Remaining	DEPT.	CAO									
	BALANCE	REQUEST	PROPOSED	PROPOSED CAPITAL IMPROVEMENT PLAN					Total	Source		
	12/31/15	2016-2017	2016-2017	2017-18	2018-19	2019-20	2020-21	thru FY 19-20				
Mills Pond Pool - Eval. And Improvements	4,574.72							4,575	Operating			
Lawton Road Site - Site Improvements	2,030.00		500,000					500,000	STEAP Grant			
Dial-A-Ride Van	22,000.00							22,000	Operating			
Dial-A-Ride Van-Grant	48,000.00							48,000	Grant			
Track/Field at Canton High School	4,450.92							4,450.92	Bonding Approved			
Farmington River Trail Ext					340,000	*		340,000	Unfunded			
Farmington River Trail Island Reconstruction at Bridge St		24,300	15,000					15,000	Operating			
Basketball Court Resurfacing				25,000				25,000	Operating			
STEAP - Mills Pond Pool House Improvements	(321,395.26)							(321,395.26)	Grant			
STEAP - Recreation Improvements-Skatepark	(68,905.00)							(68,905)	Grant			
STEAP - Park Planning and Master Plan & Design Services	15,000.00							15,000	Grant			
All Terrain Outdoor Event Stage	1,885.40							1,885	Operating			
Repair Tennis/Basketball Court Fencing				15,000				15,000	Operating			
Tennis/Basketball Court Timed Light System				15,000				15,000	Operating			
Mills Pond Park - Trail & Bridge Restoration				40,000	*			40,000	Unfunded			
Mills Pond Pool - Interior Repairs							75,000	75,000	Unfunded			
River Access		340,000				340,000		340,000	Unfunded			
Outdoor Fitness Center		28,000			28,000			28,000	Unfunded			
Board of Selectmen												
Acquisition of Open Space	15,103.47							15,103	Operating			
DPW -Transfer Station												
Facilities Transfer Station (erect canopy & roof over bulky waste containers)								0	Transfer Station SR Fund			
Facilities Transfer Station -Cement Pad for Metal Container		15,000		15,000				15,000	Transfer Station SR Fund			
Facilities Transfer Station -Replace Mobile Office					50,000			50,000	Transfer Station SR Fund			
Water Pollution Control Authority												
UV Disinfection Upgrade								0	WPCA Cap. Fund			
Sewer System Evaluation		200,000	200,000					200,000	WPCA Cap. Fund			
SCADA Upgrades		50,000	50,000					50,000	WPCA Cap. Fund			
Sandfilter Upgrades				125,000				125,000	WPCA Cap. Fund			
Process Study for Nutrient Removal					50,000			50,000	WPCA Cap. Fund			
Secondary Clarifier Upgrades						721,000		721,000	WPCA Cap. Fund			
Pump Station Rehab Phase II - Dyer Farms							125,000	125,000	WPCA Cap. Fund			
Equipment Vehicle Purchase												
Highway/Parks Equipment	11,186.65							11,187	Operating			
Highway - Truck # 2 Replacement	690.00							690	Operating			
Highway - Truck # 7 Replacement		185,000	180,000					180,000	Operating			
Highway - Truck # 5 Replacement				165,000				165,000	Operating			

Town of Canton - Comprehensive Capital Improvement Plan
(Includes all sources of funds - General Fund, LoCIP, Grants and Other Funds)
For the Fiscal Years 2015-2016 through 2019-2020

PROJECT TITLE	Remaining	DEPT.	CAO								
	BALANCE	REQUEST	PROPOSED	PROPOSED CAPITAL IMPROVEMENT PLAN					Total	Source	
	12/31/15	2016-2017	2016-2017	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	thru FY 19-20	
Highway - Truck # 11 Replacement					60,000					60,000	Operating
Highway - Truck # 8 Replacement						65,000				65,000	Operating
Highway - Truck # 9 Replacement						100,000				100,000	Operating
Highway - Truck #4 Replacement							165,000			165,000	Operating
Highway - Truck #12 Replacement							70,000			70,000	Operating
Highway - Hustler Field Mower	28,000.00	31,300		59,300						87,300	Operating
Highway - Zero-Turn Mower Replacement										0	Operating
Highway - Roadside Mower Attachment					35,000					35,000	Operating
Police - Patrol Vehicle Replacement	24,280.00	76,000	54,000	54,000	54,000	54,000	54,000	54,000		294,280	Operating
EMS - New Ambulance	147,786.38	70,000	67,500	50,000	50,000	50,000	50,000	50,000		415,286	Operating
EMS - Paramedic Vehicle	50,000.00	7,500								50,000	Operating
Fire - New Apparatus	424,066.74	160,000	150,000	135,000	135,000	135,000	135,000	135,000		1,114,067	Operating
Fire - Apparatus Unfunded				25,000	25,000	25,000	25,000	25,000		100,000	Unfunded
Fire Marshall - SUV		26,000	0								
GRAND TOTALS											
Operating Budget Funding	1,032,951.08	2,067,931	1,109,300	1,305,131	1,220,300	982,800	1,005,000	6,624,910			
Unallocated CIP	8,814.33										
LoCIP Funding	101,821.86		69,000	69,000	69,000	69,000	69,000	345,000			
Grant/ Other Funding	(327,300.26)		538,000		340,000			878,000			
Town Bridge Rehabilitaton - Total Unspent	6,432,287.56										
DPW - Transfer Station		15,000		15,000	50,000	0	0	65,000			
WPCA		250,000	250,000	125,000	50,000	721,000	125,000	1,271,000			
TOTALS	7,248,574.57	2,332,931	1,966,300	1,514,131	1,729,300	1,772,800	1,199,000	9,183,910			
Unfunded Projects				816,885	878,550	5,903,816	725,000	8,324,251		Total Unfunded	

Note: Projects to be funded in future years are in BOLD Black

CAO proposed CIP projects funded with Operating Funds for FY 16-17

CAO proposed CIP projects funded with LoCIP funds for FY 16-17

* **Projects require funding not available under current or projected funding levels.**

Includes prior year(s) unfunded amounts

TOWN OF CANTON

CAO PROPOSED
FISCAL YEAR 2016-2017 BUDGET

APPENDICES

FISCAL YEAR 2016-2017: CAO PRELIMINARY DRAFT BUDGET
Standard Account Definition and Explanation

Account	Title	Definition and Explanation
5100	Full Time	Current salaries of all non-union full time employees
5110	Supervisor Salaries	Current salaries of all supervisors
51200	Part Time	Covers part time employees. Stenographic work done for board and agencies is included in this category.
51300	Full Time — Affiliation	Salaries of all full time affiliated employees (NAGE, AFSCME, CILU).
55000	Repairs/Maintenance	To fund repairs/upkeep on projects.
51660	Educational Incentive	Funds expenses related to payment of educational incentive to employees as mandated by collective bargaining agreement.
52100	Bonds	Funds expenses related to bonding of employees within Department.
53120	Computer Purchase	Funds expenses related to acquisition of computer equipment such as monitors, hard drives, printers, etc.
54200	Vehicle Fuel	Funds costs associated with fueling of all Town vehicles and/ or apparatus. Fuel is usually procured through a cooperative purchasing agreement with CRCOG.
55010	Vehicle Maintenance	Funds expenses related to the maintenance of Town vehicles and/ or apparatus in a safe and working manner.
55100	Maintenance/ Cleaning Supplies	Funds supplies related to cleaning/ maintenance of buildings and facilities including paper goods, cleansers, light bulbs, soaps, etc.
55200	Mileage	Funds expenses related to travel for work or Town purposes. Reimbursement is at IRS rate of .575 per mile.

FISCAL YEAR 2016-2017: CAO PRELIMINARY DRAFT BUDGET
Standard Account Definition and Explanation

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

FISCAL YEAR 2016-2017: CAO PRELIMINARY DRAFT BUDGET
Standard Account Definition and Explanation

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

TOWN OF CANTON

FY 2016-2017 Vehicle Roster

FISCAL YEAR 2016-2017
Town of Canton Vehicle Roster and Replacement Schedule

Dept.	Description	Year	Make	Model	VIN / SERIAL #	Miles	Condition	Replacement	Value
Public Works	Truck #1	2011	Ford	F-150 / PU	1FTMF1EF4BKD84147	50,867	Very Good	2021-2022	15,948
Public Works	Truck #2	2016	Freightliner	114SD	1FVAG3CY8GHGZ3745	946	New	2025-2026	176,810
Public Works	Truck #3	2013	Freightliner	108SD	1FVDG5BS3DHFH8461	16,747	Very Good	2024-2025	152,094
Public Works	Truck #4	2010	IH (International)	7400 / 4x2	1HTWCAZR3AJ273666	27,304	Good	2020-2021	80,989
Public Works	Truck #5	2006	IH (International)	7400 / 4x2	1HTWCAZR36J297117	50,816	Good/Fair	2017-2018	22,718
Public Works	Truck #6	2014	Freightliner	1145D / dump	1FVAG3BS6EHFH3562	15,806	Excellent	2025-2026	141,305
Public Works	Truck #7	2005	IH (International)	7400 / 4x2	1HTWCAZR75J012739	82,287	Poor	2016-2017	13,797
Public Works	Truck #8	2008	Ford (F21E)	F-250 / PU	1FTSF21R28EC87470	72,504	Good	2019-2020	10,390
Public Works	Truck #9	2009	Ford (F577)	F-550 / dump	1FDAF57R29EA61091	46,967	Good	2020-2021	27,191
Public Works	Truck #10	2007	Ford (F21G)	F-250 / PU	1FTSF21P67EB00356	67,210	Good/Fair	2018-2019	8,714
Public Works	Truck #12	2009	Ford (F577)	F-550 / Utility	1FDAF57R49EA61092	44,078	Good	2020-2021	23,883
Public Works	Sweeper	2007	Elgin	Pelican	NPO177D	10,235	Very Good	2027-2028	50,000
Public Works	Loader	2010	John Deere	444 K	DW444KZ627658	4726	Very Good	2025-2026	82,002
Public Works	Backhoe / Loader	2011	John Deere	410 TMJ	1T0410TJJBD209673	2361	Very Good	2026-2027	105,957
Public Works	Roadside Mower	2009	John Deere	5093E	LV5093E160818	1881	Very Good	2024-2025	52,612
Public Works	Bobcat	2011	Bobcat	S 205	A3LJ38496	388	Very Good	2026-2027	25,071
Public Works	Utility Tractor	2014	Massey Ferguson	1754H	DJ22919	40	Excellent	2034-2035	28,413
Parks	Tractor	1999	Toro	SandPro	08885-90342	1237	Poor	2016-2017	850
Parks	Tractor	2004	John Deere	4110H	LV41104211675	1262	Fair		9,094
Parks	Mower	2005	Hustler	4600	5071272	780(Hrs.)	Poor	2015-2016	8,563
Parks	Mower	2009	Hustler	Super Z /31HP	SZ31KAW72XR7	2223	Fair	2016-2017	3,215
WPCF/A	Good	1999	Chevy	S-10	1GCCS1948XK167711	43,677	Good	2022	5,000
WPCF/A	Good	2007	Ford	F-250 / PU	1FTNF21587EB31278	13,665	Good	2022	15,000
Police	Car #1 / 21CN	2015	Ford	PI	1FAH2PMK2FG112201	20,744	Very Good	2018	24,000
Police	Car #2 / 22CN	2015	Ford	PI	1FAHP2MK2FG112200	23,286	Very Good	2018	24,000
Police	Car #3 / 23CN	2012	Chevy	Tahoe	1GNSK2E08CR299042	80,444	Fair	2017	18,195
Police	Car #4 / 24CN	2010	Ford	Explorer	1FMFU7DE5AUA16483	86,421	Good	2016	8,378
Police	Car #5 / 35CN	2011	Ford	Crown Vic.	2FABP7BV1BX118803	66,840	Fair	2016	8,783
Police	Car #9 / 19CN	2013	Chevy	Tahoe	1GNSK2E03DR363280	38,686	Good	2017	24,656
Police	Car #6 / 26CN	2015	Ford	PI	1FAHP2MK2FG190461	1,817	Excellent	2018	25,000
Police	DD /651-RKL	2014	Chevy	Impala	2G1WT58K779310062	13,512	Good	2018	15,659
Police	Chief / 845-YCO	2011	Ford	Taurus	1FAHP2DW4BG115998	67,500	Good	2017	8,813
Police	Capt. / 645-ZBT	2012	Chevy	Impala	2G1WF5E33C1150274	81,601	Good	2017	5,700
Police	Radar Trailer	2008	BW Custom	350	189BS09178H659048	n/a	Good	2017	8,525
Police	Box Trailer / 33CN	2006	American Hauler	NH610SA	5N6200DIX71015238	n/a	Good	2019	1,000
Police	Message Board Trailer	2010	All Traffic	ATS-5	1B9AF51179P825337	n/a	Good	2019	9,000
General	Dial-A-Ride	2006	Ford	E-350/Van	1FDXE45P16DA36144	137,025	Poor	2015-2016	4,600
Senior & Social Services	Dial-A-Ride	2016	Chevy	CG33503/Service Bus	1GB3GRBG2G1183062	1,693	New	2021-2022	60,663
Fire Svcs	Eng #1-Canton	2013	Spartan	Pumper	4S7CU2D92DC077140	4266	Excellent		415,000
					Hours	436			
	Ladder #2-Canton	2014	Pierce	Ladder	4P1BCAGF8F8FA015095	3037	Excellent	2039-2040	
					Hours	244			
Fire Svcs	Eng #3 -Collinsville	1991	Marion	Pumper	1D91P13F630083	35,223	Fair	2016-2017	
					Hours	3,862			
Fire Svcs	Eng #4 - Collinsville	2013	Spartan	Pumper	4S7CU2D96DC077139	4279	Excellent		415,000
					Hours	480			
Fire Svcs	Squad #5 - N. Canton	2009	Chevrolet	Pumper		8,335	Very Good	2032-2033	

FISCAL YEAR 2016-2017
Town of Canton Vehicle Roster and Replacement Schedule

Dept.	Description	Year	Make	Model	VIN / SERIAL #	Miles	Condition	Replacement	Value
					Hours				
Fire Srvc	Eng #6 - N. Canton	2004	Amer LaF	Pumper		17,379	Good	2024-2025	
					Hours	1,711			
Fire Srvc	Tanker #7- N. Canton	2006	Kenworth	Tanker	2NKDLUOX46M153648	13,541	Very Good	2031-2032	266,271
					Hours	1,065			
EMS	Utility #8- Canton	2005	Chevy	Silverado	2GCEK13T551300589	32,102	Good	2022-23	37,000
					Hours	2,212			
Fire Srvc	Rescue #9 - Collinsville	1999	Spartan	Rescue	45794744	17,853	Good	2019-2020	153,878
					Hours	2,799			
EMS	Car 10 - Ambulance	2013	Chevy	Braun G4500	1GB6G5CL3D1116757	40,780	Very Good		200,000
					Engine hours =	2,100		2015-16	
EMS	Car 11 - Ambulance	2007	Chevy	Road Rescue		104,551	Fair	2015-16	
					6153 hours				
Fire Srvc	ATV - CanVFD	2005	Polaris	ATV	4XARF50A15D725996	213 hours	Good		14,800
Fire Srvc/EMS	Trailer - ATV	2013	Belmo	6X14			Excellent		3,528
	Trailer - Boat	1999	Anderson	8x12			Fair		
Fire Srvc**	Eng #1-CanVFD	1987	E-One	SOLD	1F9BBA84H10378	36,977	Good	2011-2012	
Fire Srvc	Ladder #2-CanVFD	1997	Marion	SOLD	4SJW429XVC023084	14,328	Good	2020-2021	
Fire Srvc**	Eng # 6 - NCVFD	1993	KME	SOLD	1K9AF4283PN0587	21,277		2016-2017	

TOWN OF CANTON

2015 GRAND LIST

**TOWN OF CANTON
MEMORANDUM**

TO: Robert Skinner, CAO
 FROM: Harry DerAsadourian, Assessor
 DATE: February 2, 2016
 RE: 2015 Grand List

This is to inform you that I have filed the 2015 Grand List with a net total amount of \$1,107,652,979. Listed below is a detailed comparison of the 2015 and 2014 Grand Lists:

	<u>2015</u>	<u>2014</u>	<u>Change</u>	<u>% Change</u>
<u>Real Estate</u>	980,322,490	974,715,240	+ 5,607,250	+.57%
<u>Motor Vehicles</u>	84,064,699	82,751,003	+ 1,313,696	+1.59%
<u>Personal Property</u>	<u>43,265,790</u>	<u>43,343,280</u>	<u>- 77,490</u>	-.18%
Net Grand List	1,107,652,979	1,100,809,523	+ 6,843,456	+ .62%

Real Estate: +\$5,607,250 .57%

Contributing to this year's increase was the completion of 8 new single family homes, and the creation of several new residential building lots.

Personal Property: -\$77,449 -.18%

Personal property remained flat with no new growth or major investment in equipment.

Motor Vehicles: +\$1,313,696 1.59%

Contributing to this year's increase was strong car sales.

HD:jw

TOWN OF CANTON

SUMMARY OF FT & PT Employees

APPENDICES SUMMARY OF FULL TIME AND PART TIME EMPLOYEES

FUNCTION	FULL TIME PERSONNEL (# of Persons)		PART TIME PERSONNEL (# of positions or hours)	
	2015-2016	2016-2017	2015-2016	2016-2017
GENERAL GOVERNMENT				
<i>Board of Selectmen</i>				
First Selectman			.4	.4
<i>Total</i>			.4	.4
<i>Chief Administrative Officer</i>				
Chief Administrative Officer	1	1		
Executive Assistant	1	1		
<u>CAO Clerk</u>			.71	.71
<i>TOTAL</i>	2	2	.71	.71
<i>Elections</i>				
Registrars			PT (2)	PT (2)
Deputy Registrars			PT (2)	PT (2)
<i>Town Clerk</i>				
Town Clerk	1	1		
Assistant Town Clerk			.710	.71
<u>Seasonal Clerk</u>			.015	.04
<i>TOTAL</i>	1	1	.725	.75
<i>Information Technologies</i>				
Technical Support Specialist	.25	.25		
<i>TOTAL</i>	.25	.25		
FINANCE				
<i>Assessment</i>				
Assessor			Contracted with Town of Avon	.43
Assessment Technician	1	1		
<u>Part Time Recording Clerk (BOAA)</u>				
<i>TOTAL</i>	1	1		.43
<i>Tax Collector</i>				
Tax Collector	1	1		
<u>Tax Clerk</u>			.48	.48
<i>TOTAL</i>	1	1	.48	.48
<i>Finance Officer/ Treasurer</i>				
Finance Officer/ Treasurer	1	1		
Accountant	.50	.50		
Financial Assistant	1	1		
Accounting Clerk			.50	.50
<u>Finance Clerk</u>			.54	.60
<i>TOTAL</i>	2.50	2.50	1.04	1.10

FUNCTION	FULL TIME PERSONNEL (# of Persons)			PART TIME PERSONNEL (# of positions or hours)	
	2015-2016	2016-2017		2015-2016	2016-2017
PUBLIC SAFETY					
<i>Police Department - Administration</i>					
Chief of Police	1	1			
Deputy Chief of Police	1	1			
Administrative Secretary	1	1			
Crossing Guard (Part Time- Seasonal)				.20	.20
<i>Police Department – Patrol</i>					
Sergeant	4	4			
Patrol Officer	8	8			
<i>Police Department – Detective/ Investigations</i>					
Detective	1	1			
<i>Police Department – Dispatch/ Communications</i>					
Dispatcher	4	4			
Dispatcher (496 hours)				.26	.24
<i>Police Department – Animal Control</i>					
<u>Animal Control Officer (468 hours)</u>				.23	.23
TOTAL	20	20		.67	.67
<i>Fire Department</i>					
Clerical Assistant	.11	.11		Stipend	Stipend
<u>Fire Chief and Other Officers</u>					
TOTAL	.11	.11			
<i>Emergency Services</i>					
Fire Chief and Other Officers				Stipend	Stipend
<i>Fire Marshal</i>					
Fire Marshal				.71	.71
Deputy Fire Marshal				.06	.06
<u>Clerical Assistant</u>	.3	.3			
TOTAL	.3	.3		.77	.77
PUBLIC WORKS					
<i>Facilities – Town Hall</i>					
Maintainer Supervisor	1	1			
Maintainer/Custodian	1	1			
<u>Custodian</u>	.1	.1			
TOTAL	3	3			
<i>Parks</i>					
Park Supervisor	1	1			
Seasonal Temporary Employee				.35	.35
<u>Transfer Station Attendant (16 hours/week) 1-1-16</u>	.20	.40			
TOTAL	1.20	1.40		.35	.35

FUNCTION	FULL TIME PERSONNEL (# of Persons)			PART TIME PERSONNEL (# of positions or hours)	
	2015-2016	2016-2017		2015-2016	2016-2017
<i>General Highway</i>					
Public Works Director	1	1			
Project Administrator	1	1			
Assistant Foreman/ Mechanic	1	1			
Maintainer III	6	6			
Maintainer II	1	1			
Administrative Assistant	1	1			
<u>Seasonal</u>				.23	.23
TOTAL	11	11		.23	.23
<i>Transfer Station</i>					
Transfer Station Operator	.80	.60			
<u>Part Time</u>				.4	.4
TOTAL	.80	.60		.4	.4
COMMUNITY SERVICES					
<i>Youth Services</i>					
Program Specialist				.23	.12
<i>Senior/Social Services</i>					
Senior/Social Services Director	1	1			
Senior Center Coordinator				.46	.46
Senior/Social Services Administrative Assistant				.71	.71
TOTAL	1	1		1.17	1.17
<i>Parks and Recreation</i>					
Director of Parks and Recreation	1	1			
Program Supervisor/Aquatic Director	1	1			
Seasonal – Maintainer				.10	.27
Pool Supervisors (Seasonal)				.38	.41
Lifeguards (Seasonal)				1.05	1.33
Desk Attendant (Seasonal)				.28	.41
TOTAL	2	2		1.81	2.01
<i>Parks and Recreation</i>					
Youth Recreation Coordinator					.73
Recreation Office Assistant				.14	
Seasonal – Maintainer				.35	.35
Summer Camp Director				.23	
Summer Camp Assistant Director				.33	.40
Summer Camp Counselors				1.10	1.37
Swim Team Coach				.10	.08
Swim Team Assistants				.14	.14
Water Safety Instructors				.43	.35
Swim Aides				.14	
AM Guards				.08	.12
Rec Basketball Coordinator					Stipend
CAST Director				Stipend	.10
CAST Assistant Director				Stipend	.10
TOTAL				3.04	3.74

FUNCTION	FULL TIME PERSONNEL (# of Persons)			PART TIME PERSONNEL (# of positions or hours)	
	2015-2016	2016-2017		2015-2016	2016-2017
<i>Public Library</i>					
Director	1	1			
Technical Services Librarian	.75	.75			
Children's Librarian	1	1			
Reference Librarian	1	1			
Circulation Supervisor	1	1			
Teen Librarian				.46	.46
Library Aide II – 6				3.41	3.41
Library Aide I – 8				1.88	1.88
Library Page - 3				.63	.63
Summer Aides – 2				.18	.18
Saturday Hours				.07	.07
TOTAL	4.75	4.75		6.63	6.63
COMMUNITY PLANNING & DEVELOPMENT					
<i>Building Official</i>					
Building Official				.46	.49
Office Assistant	.59	.59			
TOTAL	.59	.59		.46	.49
<i>Town Planner</i>					
Director, Planning and Community Development	1	1			
Assistant Town Planner	1	1			
Land Use Coordinator	1	1			
Recording Clerk				PT	PT
TOTAL	3	3			
WATER POLLUTION CONTROL AUTHORITY					
Superintendent	1	1			
Chief Plant Operator	1	1			
Operator III	1	1			
Operator	1	1			
TOTAL	4	4			
GRAND TOTAL	59.50	59.50		19.125	20.45

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

Fiscal Year 2016-2017 PRELIMINARY BUDGET
CAO CHANGES TO DEPARTMENT HEAD SUBMISSIONS

Org	Object	Line Item Description	Amount Requested by Department Director	Amount Funded by CAO	Difference
CHIEF ADMINISTRATIVE OFFICER					
1001020	56920	CONSULTANT	16,000	12,000	(4,000)
1001020	56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	1,804	1,504	(300)
				TOTAL	(4,300)
TOWN CLERK					
1001110	51200	PART TIME	30,857	33,621	2,764
CONTINGENCY					
1001585	59914	WAGE INCREASE	122,000	130,616	8,616
INFORMATION TECHNOLOGIES					
1001901	51300	FULL TIME SALARY	15,000	14,250	(750)
1001901	53100	HARDWARE PURCHASE	19,300	18,000	(1,300)
1001901	55830	SOFTWARE SUPPORT	5,300	12,300	7,000
1001901	56340	CABLE/WEB	5,400	6,500	1,100
1001901	56920	CONSULTANT	51,900	50,400	(1,500)
				TOTAL	4,550
ASSESSMENT					
1002060	51200	PART TIME	500	35,600	35,100
1002060	51301	FULL TIME HOURLY	47,687	50,174	2,487
1002060	56920	CONSULTANT	55,488	-	(55,488)
1002060	56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	100	1,125	1,025
				TOTAL	(16,876)
TAX COLLECTOR					
1002080	51200	PART TIME HOURLY	40,182	42,116	1,934
1002080	51400	OVERTIME	1,000	-	(1,000)
				TOTAL	934
FINANCE OFFICER					

1002090	51200	PART TIME	40,182	42,116	1,934
1002090	51400	OVERTIME	1,000	-	(1,000)
1002090	55830	COMPUTER SOFTWARE SUPPORT	34,350	32,606	(1,744)
1002090	56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	3,500	3,000	(500)
				TOTAL	(1,310)
POLICE DEPT - ADMIN					
1003170	51110	SUPERVIOR SALARY	213,420	213,430	10
1003170	51200	PART TIME	3,841	3,820	(21)
1003170	55830	COMPUTER SOFTWARE SUPPORT	14,500	14,065	(435)
				TOTAL	(446)
POLICE DEPT - PATROL					
1003171	51303	FT AFSCME	949,684	949,694	10
1003171	56951	TRAINING	2,750	750	(2,000)
1003171	57800	EDUCATION REIMB/PATROL	2,000	1,000	(1,000)
				TOTAL	(2,990)
POLICE DEPT - DETECTIVE					
1003172	51400	OVERTIME/DETECTIVE	6,000	4,500	(1,500)
1003172	56230	CRIME LAB/PROCESSING	2,000	1,500	(500)
				TOTAL	(2,000)
POLICE DEPT - COMMUN/DISPATCH					
1003173	51302	FT CILU	218,445	219,995	1,550
1003173	56951	TRAINING	1,500	1,000	(500)
				TOTAL	1,050
POLICE DEPT - VEHICLE MAINT					
1003174	54100	TIRES/POLICE VEH.MAINTENANCE	4,500	4,000	(500)
1003174	54200	VEHICLE FUEL/POLICE VEH.MAINT	41,000	34,000	(7,000)
1003174	55010	VEHICLE MAINTENANCE/POLICE	17,000	15,500	(1,500)
				TOTAL	(9,000)
POLICE - ANIMAL CONTROL					
1003175	55700	POUND MAINTENANCE	3,000	2,500	(500)
1003175	56900	POUND SUPPLIES	600	800	200

1003175	57950	LICENSE FEES - ST OF CT	6,700	7,400	700
				TOTAL	400
POLICE DEPT - FACILITIES					
1003179	55500	LIGHT/POWER/POLICE FACILITY	20,000	18,500	(1,500)
1003179	56200	TELEPHONE	6,040	-	(6,040)
1003179	56500	FUEL OIL/HEAT	6,800	6,000	(800)
				TOTAL	(8,340)
FIRE SERVICES					
1004158	51200	OFFICER STIPENDS	13,950	16,450	2,500
1004158	51230	PAY PER CALL	23,400	26,400	3,000
1004158	53000	EQUIPMENT PURCHASE	53,103	50,000	(3,103)
1004158	54100	TIRES	6,000	4,500	(1,500)
1004158	54200	VEHICLE FUEL	9,000	8,000	(1,000)
1004158	56500	FUEL OIL/HEAT	16,500	13,000	(3,500)
1004158	56820	PHYSICALS	12,350	11,000	(1,350)
1004158	57550	RECRUITMENT	900	600	(300)
1004158	59980	RETENTION	3,200	2,800	(400)
				TOTAL	(5,653)
EMERGENCY SERVICES					
1004162	53480	EMS DEFICIT	180,000	193,752	13,752
1004162	53500	EMS C-MED	20,085	20,690	605
				TOTAL	14,357
FIRE MARSHAL					
1004440	53000	EQUIPMENT PURCHASE	1,600	1,000	(600)
1004440	55800	DEPT. EQUIP.MAINT/REPAIRS	350	-	(350)
1004440	56910	REFERENCES/TEXTS	1,995	1,395	(600)
1004440	56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	1,000	700	(300)
1004440	57100	OFFICE SUPPLIES	200	250	50
1004440	59940	FIRE PREVENTION	1,100	850	(250)
				TOTAL	(2,050)
TOWN HALL					
1005120	51200	PART TIME	9,000	4,200	(4,800)
1005120	51304	FT NAGE	153,464	151,439	(2,025)
1005120	55000	REPAIRS/MAINTENANCE	17,000	20,000	3,000

1005120	55100	MAINTENANCE/CLEANING SUPPLIES	15,000	12,000	(3,000)
1005120	55300	HEATING/COOLING REPAIRS	3,500	4,500	1,000
1005120	55310	HEATING/COOLING CONTRACT	2,900	3,000	100
1005120	55500	LIGHT/POWER	35,000	36,000	1,000
1005120	55600	ELEVATOR MAINTENANCE CONTRACT	2,100	2,304	204
1005120	56200	TELEPHONE	6,240	18,500	12,260
1005120	57400	EQUIPMENT PURCHASES - MAJOR	5,772	-	(5,772)
				TOTAL	1,967
PARKS DEPARTMENT					
1005200	51304	FT NAGE	82,906	84,365	1,459
1005200	57400	EQUIPMENT PURCHASE	4,000	-	(4,000)
				TOTAL	(2,541)
GENERAL HIGHWAY					
1005210	51000	FULL TIME SALARIES	69,047	63,852	(5,195)
1005210	51200	PART TIME	5,005	6,005	1,000
1005210	51400	OVERTIME	75,000	85,000	10,000
1005210	53710	HEAVY EQUIPMENT RENTAL	2,500	1,500	(1,000)
1005210	54200	VEHICLE FUEL	5,500	4,750	(750)
1005210	54210	DIESEL FUEL	47,500	43,000	(4,500)
1005210	54220	OIL	3,800	3,500	(300)
1005210	55000	REPAIRS/MAINTENANCE	42,000	45,000	3,000
1005210	55120	CATCH BASIN CLEANING	10,000	8,000	(2,000)
1005210	55130	STREET SWEEPING	5,000	3,500	(1,500)
1005210	55140	STREET LINE PAINTING	2,000	1,500	(500)
1005210	55510	ROAD MAINTENANCE	32,000	33,000	1,000
1005210	56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	2,500	2,000	(500)
				TOTAL	(1,245)
TOWN GARAGE					
1005260	55000	REPAIRS/MAINTENANCE	10,000	8,500	(1,500)
1005260	55100	MAINTENANCE/CLEANING SUPPLIES	400	1,900	1,500
				TOTAL	-
GRANGE					
1005270	56500	FUEL OIL/HEAT	-	1,500	1,500
UTILITIES					
1005470	56750	WATER	180,000	178,000	(2,000)

COMMUNITY CENTER					
1005550	55500	LIGHT/POWER	38,500	37,000	(1,500)
1005550	55600	ELEVATOR MAINTENANCE CONTRACT	2,100	2,304	204
1005550	56500	FUEL OIL/HEAT	19,000	17,500	(1,500)
1005550	56750	WATER	4,000	3,500	(500)
				TOTAL	(3,296)
COMMUNITY AGENCIES					
1006340	53575	YOUTH SERVICE BUREAU	14,300	11,300	(3,000)
1006340	53625	CANTON MAIN STREET	-	7,500	7,500
				TOTAL	4,500
SENIOR/SOCIAL SERVICES					
1006380	51200	PART TIME	59,505	40,679	(18,826)
1006380	57600	COMPUTER SUPPLIES	280	75	(205)
				TOTAL	(19,031)
PARK AND RECREATION					
1006450	51000	FULL TIME SALARIES	38,620	35,952	(2,668)
1006450	51150	PART TIME SEASONAL	53,335	48,000	(5,335)
1006450	55800	REPAIRS/MAINTENANCE	21,400	10,900	(10,500)
1006450	56440	SPECIAL EVENTS	18,400	9,900	(8,500)
1006450	58410	MILLS POND OPENING/CLOSING	21,000	17,000	(4,000)
1006450	58420	MILLS POND POOL REPAIRS	3,500	3,000	(500)
				TOTAL	(31,503)
BUILDING OFFICIAL					
1007065	51110	SUPERVISORY'S SALARIES	38,122	35,510	(2,612)
TOWN PLANNER					
1007410	51200	PART TIME	4,000	3,500	(500)
1007410	56000	MARKETING	53,300	18,800	(34,500)
1007410	56100	POSTAGE	1,200	1,100	(100)
1007410	56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	6,243	5,003	(1,240)
1007410	57100	OFFICE SUPPLIES	2,300	1,300	(1,000)
1007410	57600	COMPUTER SUPPLIES	8,250	850	(7,400)
				TOTAL	(44,740)

INSURANCE					
1009141	52120	MEDICAL INSURANCE	737,619	694,445	(43,174)
1009141	52400	F.I.C.A.	345,485	340,000	(5,485)
				TOTAL	(48,659)
CIP/CAPITAL & NONRECURRING	CIP		2,244,331	1,109,300	(1,135,031)

TOWN OF CANTON

CAO PROPOSED
FISCAL YEAR 2016-2017 BUDGET

KEY ISSUES, DEPARTMENT CIP REQUESTS &
MISCELLANEOUS DOCUMENTS



TOWN OF CANTON

FOUR MARKET STREET

P.O. Box 168

COLLINSVILLE, CONNECTICUT 06022-0168

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

SUMMER YOUTH EMPLOYMENT PROGRAM

“The kids are our future and we have to invest in them”

We are pleased to announce the new Summer Youth Employment Program. This program has two positions available. The Summer Youth Employment Program for 2016 is open to Canton youth who are town residents between the ages of 16 and 17 as of June 27, 2016; the first day of the program. Youth in the program must have written permission from their parents or guardians, provide a copy of their most recent report card and (once selected to participate) submit Working Papers. Participants will receive \$9.60 per hour and work 25 hours per week. Actual employment dates will be from June 27, 2016 through August 19, 2016, a period of eight weeks. This is a non-benefited, temporary position. Assignment procedures will be explained correctly under the guidance of town staff to ensure safe and efficient work. All work is intended to be meaningful, help motivate career consideration, develop good work habits, and promote the Town of Canton. The required dress will be appropriate to the work assignment. Participants will work out of the Department of Public Works, Building Maintenance Division. The two positions will assist with various work assignments in several town buildings/grounds reporting to the Building Maintenance Supervisor.

Duties and Responsibilities

- Emptying trash & recyclables
- Cleaning windows
- Vacuuming/Sweeping/Mopping
- Preparing rooms for meetings
- Weeding & watering flower beds
- Interior painting
- Possible office work

Minimum Qualifications

- Both female and male youth are encouraged to apply
- Must be available between the hours of 7AM-3:30PM, Monday-Friday
- Ability to lift 15 pounds
- Ability to work indoors(air conditioned buildings) as well as outdoors(in the Summer heat)
- Ability to work with supervision and independently
- Willingness to learn many aspects of the Building Maintenance Division
- Must be responsible, punctual and respectful

Phone: (860)693-7837 Fax: (860)693-7840

rskinner@townofcantonct.org

www.townofcantonct.org



TOWN OF CANTON

FOUR MARKET STREET

P.O. Box 168

COLLINSVILLE, CONNECTICUT 06022-0168

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

- Ability to interact with all town employees
- Excellent communication skills

Job Requirements

Applications must be obtained at www.townofcantonct.org. Applications and accompanying documents must be received by April 22, 2016 at 12:00 Noon. Applications may be dropped off at Canton Town Hall or mailed to:

Town of Canton

Robert Skinner, Chief Administrative Officer

PO Box 168

Collinsville, CT 06022

Town of Canton is an Equal Opportunity Employer

Phone: (860)693-7837 Fax: (860)693-7840

rskinner@townofcantonct.org

www.townofcantonct.org

Town of Canton

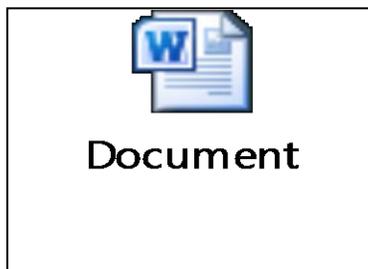
Department of Public Works



Building Maintenance Plan

December, 2015 Update

Click Below To View



Robert J. Martin
Director of Public Works

Collinsville Fire Station Inventory-2015

Structure

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

Enclosure

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

Electrical

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

Mechanical

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

Fire Safety

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

Interior Finishes and Amenities

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

Site work

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

Cell: B36

Comment: Basement-unfinished concrete

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

Cell: G36

Comment: Basement; 30+ years

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

Cell: B37

Comment: Basement; unfinished concrete

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

Cell: G37

Comment: Basement; 30+ years

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

Cell: B38

Comment: Basement; unfinished concrete

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

Cell: G38

Comment: Basement; 30+ years

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

Collinsville Fire Station-Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2016-2017	Exterior doors	Replace with new metal doors (8)	Operating	\$9,000
2016-2017	Interior walls	Re-paint all walls	Operating	\$9,500
2016-2017	Garage doors	Replace with six 14 foot insulated windows garage doors	CIP	\$35,000
2018-2019	Taco pumps	Replace with rebuilt pumps (3)	Operating	\$2,900
TOTAL				\$56,400

Library/Community Center Inventory-2015

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

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

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

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

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

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

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

Cell: E18

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

Cell: E34

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

Cell: B48

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

Cell: C48

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

Cell: F48

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

Cell: G48

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

Cell: B49

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

Cell: C49

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

Cell: F49

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

Cell: G49

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

Cell: B50

Comment: Basement; offices, kitchen & community room, bathrooms, stairwell & lobby
1st floor:
Community center; offices, meeting rooms, lobbies & hallways, bathrooms

Library/Community Center Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2016-2017	Library - Director's Office	Replace Carpeting	Operating	\$2,000
2016-2017	Library - Technical Services Room	Replace Carpeting	Operating	\$5,000
2016-2017	Community Center/Library	Pressure wash building exterior	Operating	\$7,500
2016-2017	Community Center/Library	Replace heat exchanger (2)	Operating	\$7,000
2016-2017	Community Center	Replace heating controls in room B,C,D &E	Operating	\$5,927
2017-2018	Community Center/Library	Replace heat exchanger (2)	Operating	\$7,000
2018-2019	Community Center/Library	Replace heat exchanger (2)	Operating	\$7,000
2018-2019	Community Center/Library	Rebuild Armstrong pumps(6)	CIP	\$11,800
2018-2019	Community Center/Library	Replace condensers(10)	CIP	\$60,000
2019-2020	Community Center	Replace elevator with ADA Compliant model	CIP	\$75,000
TOTAL				\$ 188,227.00

Mills Pond Pool house Inventory-2015

Structure

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

Enclosure

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-asphalt shingles	Top of enclosure	2015	None	1	Unknown	30 years
Walls-block & mortar	Exterior of enclosure	1973	None	4	Unknown	50+ years-painted in 2015, 8-10 years
Windows-safety glass	Exterior of enclosure	2015	None	1	Unknown	20+ years
Exterior doors-metal	Exterior of enclosure	2015	None	5	Unknown	20+ years

Electrical

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Power distribution-400 amps, GE	Mechanic Room	1973	None	1	Unknown	50+ years
Light fixtures-flood lights, metal & ceramic globes	Interior of enclosure	2015	None	32	Unknown	20+ years
Telecommunications-phone service	Interior of enclosure	2015	None	1	Unknown	20+ years
Exterior light fixtures	Interior of enclosure	2015	None	26	Unknown	20+ years
Security equipment-NONE						

Mechanical

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

Fire Safety

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

Interior Finishes & Amenities

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Floors-concrete	Ladies & men's bathrooms/public areas/mechanic room	2015	None	4,000 SF	Unknown	*See Note*
Walls-concrete block	Ladies & men's bathrooms-concrete block	2015	None	Numerous	Unknown	*See Note*
Ceiling-NONE, wood beams	All ceiling areas	1973	None	1	Unknown	50+ years

Site work

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roadways-asphalt	Front of building	1973	None	1	Unknown	20 years
Parking lot areas-asphalt	Front of building	1973	None	1	Unknown	20 years
Sidewalks-asphalt	Front & rear of building	2015	None	1	Unknown	*See Note*
Trees-several types	Parking area	1973	None	5-10	Unknown	Unlimited
Shrubs & planting beds	Front of building & parking area	1973	None	Unknown	Unknown	20 years

Cell: G9

Comment: Renovated/New 2015

Cell: G11

Comment: Renovated/New 2015

Cell: G12

Comment: Renovated/New 2015

Cell: G17

Comment: Renovated/New 2015

Cell: G18

Comment: Renovated/New 2015

Cell: G19

Comment: LED Replacement - 4 pool lights and 5 parking lot lights - 2015

Cell: G33

Comment: Ladies & men's bathrooms; Renovated/New 20+ years, public areas/mechanical room-50+ years

Cell: G34

Comment: Ladies & men's bathrooms renovated/new 20+ years

Cell: G41

Comment: Renovated/New 2015

20 yrs.

Mills Pond Pool house Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2016-2017	Exterior light fixtures	Replace lighting with 17 LED energy efficient fixtures/bulbs	Operating	\$7,100
TOTAL				\$7,100

Parks Building Inventory-2015

Structure

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

Enclosure

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

Electrical

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

Mechanical

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

Fire Safety

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

Interior Finishes & Amenities

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

Site work

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

Parks Building Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2016-2017	Water heater	Replace water heater with energy efficient natural gas water heater	Operating	\$1,500
2016-2017	Wood garage door	Replace wooden garage door with energy efficient garage door	Operating	\$2,000
2016-2015	Windows-single pane double hung	Replace single pane windows with energy efficient windows	Operating	\$2,000
2017-2018	Interior lighting	Replace interior lighting with energy efficient fixtures	Operating	\$800
2018-2019	Heater	Replace furnace with gas hanging hot air-Reznor	Operating	\$2,400
TOTAL				\$8,700

Police Station Inventory-2015

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

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

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

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

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

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

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

Cell: A18

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

Cell: G19

Comment: LED Fixtures installed

Cell: B42

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

Cell: G42

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

Cell: G43

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

Police Station Renewal Schedule

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

Public Works Inventory-2015

Structure						
Type	Location	Placed in service date	Quantity			
Single floor garage/office	50 Old River Road, Canton, CT 06019	1940-Renovated in the 1960's & 1980's	4,428 SF			

Enclosure						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-asphalt 3 tab shingles	Top of enclosure	Early 1990's	None	1	Unknown	Garage-leaking, needs replacing 1-2 years; office-10-15 years
Walls-brick, concrete block, wood, & vinyl siding	Exterior of enclosure	1940-Renovated in the 1960's & 1980's	None	4	Unknown	Garage-wall is cracked, needs to be repaired; office-30+ years
Windows-7 thermal sliders, 3 single pane	Exterior of enclosure	1940-Renovated in the 1960's & 1980's	None	10	Unknown	Garage-needs replacing with energy efficient windows(3) 1-3 years; Office-30+ years
Exterior doors-metal & metal with glass	Exterior of enclosure	1940-Renovated in the 1960's & 1980's	None	Entry doors-2 glass & metal, 2 metal; garage doors-3 glass & metal	Unknown	Entry doors-30+ years, garage doors-5-7 years

Electrical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Power distribution panels-400 amp 3 phase	Interior of enclosure	1940-Renovated in the 1960's & 1980's	None	1	Unknown	30+ years
Light fixtures-2x4 florescent, florescent pot lights	Interior of enclosure	1940-Renovated in the 1960's & 1980's	None	7.2x4, 12_pot	Unknown	20+ years
Telecommunications-phone service	Interior of enclosure	1940-Renovated in the 1960's & 1980's	None	3 handsets	Unknown	Update currently being conducted

Mechanical						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Boiler-hot water gas fired	Basement	2015	2016	1	\$ 14,999.00	25+ years
Chiller-unit-office area	North side of building	1990's	None	1	Unknown	20+ years
Pumps-Taco and B&G	Part room	1990's	None	4	Unknown	2-5 years
Filters-cloth	Kitchen ceiling	2000's	None	1	Unknown	Serviced/replaced yearly
Water heater-gas	Old dog pond room	1996	None	1	Unknown	2-3 years

Fire Safety						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Heat detectors-mercury switch	Boiler room	Mid 1990's	None	1	Unknown	20 years
Emergency lights-battery operated	Kitchen, bathrooms, locker room, & shop	1980's	None	5	Unknown	15+ years

Interior Finishes & Amenities						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Floors-tile & cement	Garage-cement, office/kitchen/bathrooms/locker room-tile	1940-Renovated in the 1960's & 1980's	None	2,400 SF	Unknown	30+ years
Walls-sheetrock & concrete	Garage-brick & concrete block, office/kitchen/bathrooms/locker room-sheetrock	1940-Renovated in the 1960's & 1980's	None	Unknown	Unknown	Garage-30+ years, office/kitchen/bathrooms/locker room-7-10 years, needs painting
Ceiling-wood & 2X2 drop(400 SF)	Garage-wood, office/kitchen/bathrooms/locker room-2X2 drop	1940-Renovated in the 1960's & 1980's	None	2,400 SF	Unknown	30+ years

Site work						
Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roadways-stone	Driveway	1940-Renovated in the 1960's & 1980's	None	1	Unknown	30+ years
Parking lot area-stone	Front of building	1940-Renovated in the 1960's & 1980's	None	1	Unknown	30+ years

Public Works Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2016-2017	Garage wall	Repair-masonry brick wall - needs to be supported	CIP	\$50,000
2016-2017	Generator	Update with a 58 KW unit to power the whole facility	CIP	\$40,000
2016-2017	Emergency Lights	Replace batteries	Operating	\$1,000
2016-2017	Garage Doors	Replace (4) broken sensors	Operating	\$1,000
2016-2017	HVAC pumps	Rebuild 2 pumps	Operating	\$1,800
2016-2017	Water heater	Replace water heater with gas fired unit	Operating	\$1,500
TOTAL				\$95,300

Town Hall Inventory-2015

Structure

Type	Location	Placed in service date	Quantity
4 floor office building	4 Market Street, Collinsville, CT 06022	1900-Renovated in 1975	Basement.*See Note*

Enclosure

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Roof-asphalt 3 tab shingles	Top of enclosure	1975	None	320 squares	Unknown	5 years
Gutters & downspouts-aluminum 6 inch commercial grade	Top of enclosure	2012	2015	Gutters-455 linier feet. Downspouts-290 linier feet	\$19,106	50+ years
Walls-brick & mortar	Exterior of enclosure	1900-Renovated in 1975 and 2015	None	Several	Unknown	50+ years
Windows-wood & vinyl	Exterior of enclosure-all sides & floors	1900-Renovated in 1975 & 2012	5 years for 2012 windows	86	2012 replacement and 2015 repairs.*See Note*	2012-30+ years, 1975-7-10 years 2015-15 years
Exterior doors-metal & wood	Exterior of enclosure.*See Note*	1900-Renovated in 1975 & 2012	None	9	Unknown-2012 replacement, 4 exterior doors	20-40 years

Electrical

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Transformer-800 amp	Interior of enclosure	1974	None	1	Unknown	50+ years
Power distribution panels-squared	Interior of enclosure(all floors)	1974	None	9	Unknown	50+ years
Light fixtures-*See Note*	Interior of enclosure (all floors)	1900-Renovated in 1975, 2012 and 2014	None	181	Unknown	30+ years-2012 1st floor bathroom renovations, 5-7 years-1975 renovations
Light fixtures-wood light pole	Exterior of building	1900-Renovated in 1975, 2012 and 2015	None	8	Unknown	7-10 years
Telecommunications-phone service	Interior of enclosure	1974-Renovated in 2013	None	Numerous(all floors)	Unknown	40+ years
Security equipment-fire alarm	Interior of enclosure	2000 and 2013 *See Note*	None	1	2013 *See Note*	30+ years
Electric Charging Station	Exterior of building	2014	1 year	1	Grant	20 years

Mechanical

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Boiler-Weil McClain hot water Model #38870099 dual fuel	Basement floor mechanical room	2000's	None	1	Unknown	20-30 years
Boiler-Peerless cast iron	BOE	2012	3 years	1	\$6,940	30 years
Boiler-Peerless cast steam	BOE	2012	None	1	\$7,500	30 years
Chiller unit-Carrier HK-30 Model #30HR050-B140-2 compressors	Basement floor mechanical room	2000's	None	1	Unknown	4-7 years
Cooling Tower-Baltimore air cole Model #JO6058-B22	North side of building	1980's	None	1	Unknown	20 years
Pumps-*See Note*	Basement floor mechanical room	1 Taco 1600 series for baseboard radiation-2012, all others unknown	New-2012, all others unknown	6	*See Note*	7-10 years
Filters-fiberglass	All floors	1974	None	25	Unknown	Every 3 months(HVAC Contractor)
Water heater-AQ Smith	Basement floor mechanical room	2010	2015	1	\$1,500	10 years
Air handlers-Carrier combination hot water-chilled water	*See Note*	2013-2014	30 years	6	\$60,000	5-10 years-fresh air intake fan for boiler room, air handlers need replacing
Generator-Onan 40KW	North side of building	1999	None	1	Unknown	40-50 years
Elevator-Westinghouse	Interior of enclosure	1974	None	1	Unknown	1-3 years, needs replacing
Under Ground Oil Storage Tank	Market Street	1996	None	1	Unknown	30 years
Water Coolers	All floors	2012	3years	4	\$1,998	20 years

Fire Safety

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Heat detectors-Mercury switches	Various-all floors	1974	None	5	Unknown	20 years
Smoke detectors	Various-all floors	1974	None	Numerous	Unknown	20 years
Pumps-Taco	Basement floor mechanical room	2010	None	3	Unknown	5-10 years
Sprinklers-NONE						
Exit signs	All floors	1974	None	21	Unknown	1-2 years, replace with LED fixtures
Emergency lights	All floors-powered by generator					

Interior Finishes & Amenities

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Floors-Carpet, wood & cement	*See Note*	*See Note*	None.*See Note*	12,000 SF	Unknown.*See Note*	*See Note*
Walls-Tile & plaster	*See Note*	1990-Renovated in 1975	None	Numerous	Unknown	*See Note*
Ceiling-1X1 spine & sheetrock	*See Note*	1990-Renovated in 1975 and 2014	None	12,000 SF	Unknown	*See Note*

Site work

Type	Location	Placed in service date	Warranty expiration date	Quantity	Purchase cost	Estimated useful service life
Parking lot areas-asphalt	Front Street side of building	1974, 2015	None	14,000 SF	*See Note*	25 years
Retaining walls-brick	Market Street side of building	1900-Renovated 1975	None	2	Unknown	50+ years
Sidewalks-brick & concrete	Front & rear of building	1900-Renovated 1975 and 2015	None	Brick sidewalks-200 linier feet, concrete sidewalks-100 linier feet	*See Note*	30+ years
Stairs-cement & marble	Market & Main Street	1900-Renovated 1975	None	2	Unknown	50+ years
Lawns-perennial Rye & Fescue	Bridge Street side of parking area	1900	None	1,500 SF	Unknown	Unlimited
Trees	Side areas around building	1900	None	Numerous	Unknown	Unknown
Shrubs & planting beds	All sides of the building	1900-Renovated 1975 and 2015	None	Numerous	*See Note*	2-3 years

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

Cell: C12
Comment: 2015 - Two areas repointed on Main Street side

Cell: F13
Comment: 2012 - \$100,879.29-32 wood clad, 33 thermo pane, 9 movable
2015 - All exterior trim and doors painted \$35,000

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

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

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

Cell: C21
Comment: 2015 - new sidewalk lights - parking area entrance sidewalk - \$8,500

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

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

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

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

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

Cell: B53
Comment: Basement; hallways/lobby/offices-carpet, men's bathroom-tile, mechanics/custodian room
1st floor; hallways/lobbies-carpet, offices-capret, kitchen-vinyl floor, men's & ladies bathrooms-tile, auditorium-wood
2nd floor; hallways-carpet, offices-carpet, meeting rooms-carpet, ladies bathroom-tile
3rd floor; hallways-wood, offices-wood, men's & ladies bathrooms-tile
Stairwells; 3-metal & cement

Cell: C53
Comment: Basement; hallways/lobby-2009, men's bathroom-1974, mechanical/custodian room-1974
1st floor; hallways/lobbies-2012, offices-1990's, kitchen-2013, men's & ladies bathrooms-2012, auditorium-1974
2nd floor; hallways-2009, offices-2009, meeting rooms-2009, ladies bathroom-1974
3rd floor; hallways-1974, offices-1974, men's & ladies bathrooms-1974
Stairwells; 3-metal & cement-1974

Cell: D53
Comment: 1st floor hallways/lobbies, carpet-2013; bathrooms, tile-2013

Cell: F53
Comment: 1st floor hall ways new carpet \$10,818.99
Renovate 1st floor men's and ladies bathrooms \$47,125.00
1st floor kitchen-\$3,465.50

Cell: G53
Comment: Basement; hallway/lobby/office-12 years, men's bathroom-20+ years, mechanics/custodian room-50+ years
1st floor; hallways/lobbies-15 years, offices-needs replacing, kitchen-needs 15 years, men's & ladies bathrooms-50+ years, auditorium-50+ years
2nd floor; hallways/offices/meeting rooms-12 years, ladies bathroom-20+ years
3rd floor; hallways/offices-50+ years, men's & ladies bathrooms-20+ years
Stairwells; 50+ years

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

Cell: G54
Comment: Basement; hallways/lobby/offices-30+ years(2-5 years needs painting), men's bathroom-30+ years(2-5 years needs painting), mechanics/custodian room-50+ years
1st floor; hallways/lobbies/offices/kitchen-30+ years(needs painting), men's & ladies bathrooms-50+ years(15 years needs painting), auditorium-30+ years(10 years needs painting)
2nd floor; hallways/offices/meeting rooms-30+ years(need painting), ladies bathroom-30+ years(needs painting)
3rd floor; hallways/offices-30+ years(2-5 years needs painting), men's & ladies bathrooms-30+ years(2-5 years needs painting)
Stairwells; 30+ years(2-5 years needs painting)

Cell: B55
Comment: Basement; hallways/lobby/offices-spline, men's bathroom-sheetrock, mechanics/custodian room-cement
1st floor; hallways/lobbies/offices/kitchen-spline, men's & ladies bathrooms-sheetrock, auditorium-wood & sheetrock
2nd floor; hallways/offices/meeting rooms-spline, ladies bathroom-sheetrock
Stairwells; 3-sheetrock

Cell: C55
Comment: 2014

New drop ceiling (1,500sq) CAO offices, conference room, hallway and mail area.

Cell: G55

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

Cell: F59

Comment: 2015 geo-textile with 2 inch overlay - \$54,000

Cell: F61

Comment: 2015 Parking lot walks replaced

Cell: F65

Comment: 2015 Parking lot side of BOE replanted \$500

Town Hall Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2016-2017	Basement & third floor including stairwells	Interior painting	Operating	\$7,300
2016-2017	Tax, assessor and Town Clerks offices	Replace carpeting	CIP	\$25,000
2016-2017	Exterior of Building	Replace awning	CIP	\$11,400
2016-2017	Elevator	Replace with ADA compliant model	CIP	\$150,000
2017-2018	Chiller unit	Replace chiller	CIP	\$100,000
2017-2018	All floors	Replace ceiling & lighting	CIP	\$100,000
2017-2018	Auditorium	Paint ceiling areas	CIP	\$22,800
2017-2018	Auditorium	Install AC unit	CIP	\$65,000
2017-2018	Exterior of Building	Masonry repairs	CIP	\$87,500
2018-2019	Roof	Replace roof	CIP	\$96,000
TOTAL				\$665,000

Cherry Brook Grange Hall Inventory-2015

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

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

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

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

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

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

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

Cherry Brook Grange Hall Renewal Schedule

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

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

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

Town of Canton

Department of Public Works



Building Maintenance Plan

December, 2015

Robert J. Martin
Director of Public Works

Acknowledgement

We want to acknowledge and thank the staff at the Town of Canton Public Works Department - Division of Building Maintenance who spent time helping compile and review this plan. We would also like to thank the Minnesota Office of the Legislative Auditor, Program Evaluation Division, Real Estate Foundation of British Columbia and the State of Connecticut Department of Education.

Table of Contents

Introduction.....	4
1.0 Building Maintenance - Outline.....	5
1.1 Building Asset Management.....	5
1.2 Building Assets.....	8
1.3 Building Asset Inventory.....	10
1.4 Building Lifecycles.....	13
1.5 Building Maintenance Strategy.....	18

Building Maintenance – Asset Inventory

Collinsville Fire Station.....	Tab 1
Library/Community Center.....	Tab 3
Mills Pond Poolhouse.....	Tab 5
Parks Building.....	Tab 7
Police Station.....	Tab 9
Public Works.....	Tab 11
Town Hall.....	Tab 13
Cherry Brook Grange Hall.....	Tab 15

Building Maintenance – Renewal Schedule

Collinsville Fire Station.....	Tab 2
Library/Community Center.....	Tab 4
Mills Pond Bathhouse.....	Tab 6
Parks Building.....	Tab 8
Police Station.....	Tab 10
Public Works.....	Tab 12
Town Hall.....	Tab 14
Cherry Brook Grange Hall.....	Tab 16

Summary.....	24
--------------	----

Introduction

The purpose of the Town of Canton Building Maintenance Plan is to achieve the following goals:

Preserve taxpayers' investments in public buildings.

Preventive maintenance can extend the life of building assets, thus sustaining buildings' value and the significant tax dollars they represent.

Help buildings function as they were intended and operate at peak efficiency, including minimizing energy consumption.

Because preventive maintenance keeps equipment functioning as designed, it reduces inefficiencies in operations and energy usage.

Prevent failures of building systems that would interrupt occupants' activities and the delivery of public services.

Buildings that operate trouble-free allow public employees to do their jobs and serve the public. Because preventive maintenance includes regular inspections and replacement of equipment crucial to operating a building, maintenance staff reduces the problems that might otherwise lead to a breakdown in operations.

Sustain a safe and healthful environment by keeping buildings and their components in good repair and structurally sound.

Protecting the physical integrity of building assets through preventive maintenance preserves a safe environment for employees and the public.

Provide maintenance in ways that are cost-effective.

Preventive maintenance can prevent minor problems from escalating into major system and equipment failures that result in costly repairs. In avoiding costs of major repairs, preventive maintenance creates efficiencies. Increasing preventive maintenance can reduce time spent reacting to crises, which is a more cost-effective way to operate buildings. Deferring preventive maintenance can generate higher costs over the long term.

The maintenance plan incorporates three main segments, they are as follows:

- 1. Building Maintenance - Outline**
- 2. Building Maintenance – Asset Inventory**
- 3. Building Maintenance – Renewal Schedule**

1.0 Building Maintenance – Outline

1.1 BUILDING ASSET MANAGEMENT

Introduction

There are a variety of terms used to describe the different types of management, including: property management, facility management and asset management. This series of information includes a glossary of terms to help distinguish these concepts.

“Asset Management” is a term often associated with financial investments. In this series of information, we use the term “Building Asset Management” to mean the integration of three disciplines: management, finance and engineering, which are together applied to the stewardship of the physical assets of a building.

Assets are the major components of buildings, such as roofs, windows, boilers, elevators, hallway carpets and landscaping. Building Asset Management is a process and decision support framework that covers the full service life of the physical assets from cradle to grave.

Building Owner Objectives

It is useful to start our discussion on Building Asset Management by identifying the shared requirements of the Town of Canton (the town). These requirements set the benchmark against which Building Asset Management is to be measured.

Peace of Mind

This includes the town’s concerns about issues that bear on the safety and health of the building occupants. A loose sign above an entrance doorway is a simple example of a safety issue that would require immediate attention before it falls and injures someone. Another example is exposure to mould and other undesirable environmental factors that will affect the long-term health of the building user/occupants.

Good Value for Our Money

The town wants to ensure that their money is being spent efficiently and effectively. The bottom line is directly affected by the ways in which the towns’ money is being spent every day on the operations, maintenance and repair of the assets.

Preservation of Investment

This includes the towns’ concerns regarding the long-term viability of their investment. For example a building that has been allowed to fall into a state of disrepair is unsightly and leaves a poor impression.

Building asset management provides the means, methods and techniques to provide for adequate planning in the best interest of the town.

Building Life Cycle Stages

It is generally recognized that buildings move through a series of life cycle stages. While maintenance costs are generally consistent over the life a building, capital renewals vary dramatically at different times. In this series of information we will look at the types of projects that arise at different stages

in the lifecycle of buildings and how the town will be able to make informed decisions about the allocation of resources to the maintenance, repair and renewal of the assets.

The requirements for effective stewardship of the building are similar for all types of municipal buildings.

Building Investment Costs

Over the life of every building, the town is regularly confronted with decisions regarding the expenditure of money to look after their buildings. The various types of costs associated with the assets can be distributed into three general categories.

“Keep-up” Costs

These are costs associated with annual maintenance of the assets and operations of the building. Also included in this category are the annual allocations to the reserve fund in preparation for major renewal projects when assets reach the end of their useful lives.

“Catch up” Costs

These are costs to correct any accumulated backlog of deferred maintenance. This category also includes special assessments to make up for any shortfalls in the reserve account.

Unfortunately, many buildings find themselves having to deal with catch-up costs that have accumulated over the years either as a result of inadequate maintenance of the assets or inadequate allocation to the reserve fund. Later we will explore some of the strategies that have been effectively used by other municipalities to avoid these types of backlogs or to deal with them once a backlog has occurred.

“Get Ahead” Costs

These are costs associated with adaptation of the building to counter the forces of retirement associated with different forms of obsolescence, such as functional obsolescence, legal obsolescence and style obsolescence. For example, the town is sometimes forced to replace equipment because the original manufacturer no longer provides replacement parts. We will identify which assets are prone to obsolescence and how the town can prepare for it. We will also look at how other municipalities have upgraded some of their assets by carrying out energy studies and other retrofits that improve upon the design and functionality of the building.

Keep-up costs, catch-up costs and get-ahead costs are explored in greater detail in subsequent series of information.

Asset Management Methodology

In order to fully develop a building maintenance plan the town needs to periodically ask themselves the following series of questions about their assets. These questions help frame many of the decisions related to the planning, management, operations, and governance of the assets.

What Do We Own?

This question helps identify the assets that are collectively owned by the town. This is the starting point for any effective management of the assets. For example, “What type of roof do we have on our town hall building?”

What Are Our Asset Worth?

This question helps identify the value of the assets.

What is the Deferred Maintenance?

This question helps identify what work has not yet been carried out on the assets (such as maintenance and repairs), which needs to be done in order to preserve the value and functionality of the assets. Every building has some level of deferred maintenance and the challenge is to ensure that this does not jeopardize the long-term performance and reliability of the assets.

What is the Condition of our Assets?

This question helps identify the current physical state of each of the assets so that the town knows how much work needs to be done and how much money should be spent.

What is the Remaining Service Life of our Assets..?

This question helps identify when each asset will eventually need to be replaced. It is an inescapable reality that nothing lasts forever.

What do we Fix First..?

This question helps establish priorities. With limited resources, the town faces the challenge of having to make decisions about the allocation of limited resources within each fiscal year.

How much Money do we Need..?

This question helps determine the appropriate annual reserve allocation to ensure that the reserve fund is adequate to meet future asset renewal requirements. This question also helps the town think about the annual operating budget for maintenance and repairs.

Do we have Enough Money..?

This question helps identify any shortfalls in available funding for the maintenance, repairs and replacement of the assets.

What if..?

This question presents the town with the impact of different decisions. For example, what will happen if we don't replace the leaking roof this year; what additional costs will be incurred if we split our roof replacement projects into two phases to be carried out over two consecutive years?

The completeness and accuracy of the answers to each of these questions will indicate the level of sophistication of the existing building maintenance program and point to areas where further development and refinement is required.

Asset Management Tools

Various tools are available to assist the town in establishing a framework to effectively plan for and manage their physical assets. In order to make informed decisions on how much money should reasonably be spent, the town needs current and meaningful information regarding the physical condition and financial status of their assets.

Condition Assessment

This provides information on the current physical state of certain assets. It helps to estimate the remaining life of the assets based on their current condition and estimated rate of deterioration.

Maintenance Plan

This tool provides checklists of instructions on how to keep each asset of the building in good working order. The plan ensures that the necessary activities are carried out to achieve the full service life of the assets.

Reserve Study

This is a long-range financial planning tool to ensure that adequate replacement funds are available when assets reach the end of their useful lives. The town doesn't like surprises and reserve studies help mitigate against the financial burden that arises when major components need to be replaced.

The Asset Management Team

Building Asset Management requires a team effort in order to succeed. From time-to-time the town will require contributions from consultants and contractors to assist with the planning and management of the assets. To this end:

Engineers

These professionals are primarily concerned about the changing physical condition of the assets over time and providing advice on large-scale repairs and renewals.

Accountants/Finance

These professionals are primarily focused on tracking the expenditure of money on the assets over time and the availability of funds for future repairs and renewals.

Information Management

These professionals provide the means for storing information about the assets in some appropriate database system so that the assets can be monitored over time.

Management

These professionals help procure information to enable the town to make informed decisions about the assets over time.

Contractors

This group provides services to maintain the assets over their service life and to carry out periodic repairs.

1.2 BUILDING ASSETS

Introduction

The town buildings are comprised of seven primary physical systems that are integrated with one another and interact with the user/occupants of the building. The size and complexity of the building will determine the nature and extent of the systems that are present in the building (such as town hall vs. Collinsville firehouse) will require different components in each building system.

The following sections discuss each of these seven building systems as well as their significance in the context of asset management for town buildings.

1. Structure

The structural system is similar to the skeleton of the human body. It provides the primary support for the building and is comprised of various assemblies and components, including the foundation, walls and columns, floors and roof support structure. The structure of the building is often inaccessible or hidden by interior finishes (on the inside) and elements of the building enclosure (on the outside). The fact that this system is difficult to access and supports all other systems in the building means that it should last the life of the building with minimal maintenance and renewal activities.

2. Enclosure

The building enclosure (also known as the building “envelope”) separates the exterior environment from the interior environment of the building. It is equivalent to the skin on the human body. Some of the primary assemblies in the system are the roofs, walls, windows, and exterior doors.

The enclosure system has the closest relationship with the structural system – to which it is attached. The enclosure system also has localized relationships with the electrical and mechanical systems.

The building envelope is only partially accessible, often with several hidden layers or components. The components and materials of the building enclosure are generally exposed to the exterior environment and therefore will deteriorate over time. Maintenance and renewals of this building system is critical not only to the ongoing performance of the building enclosure, but also for the other building systems that the building enclosure protects

3. Electrical

The electrical system is similar to the nervous system in the human body. It distributes power to different parts of the building and contributed to the controls and communications. Some of the primary electrical assemblies include the transformer, power distribution panels, light fixtures, telecommunications, and security equipment.

The electrical system has a close relationship with the mechanical system because of the power and control requirements of mechanical equipment.

Except for light fixtures, power receptacles and panel boards, most elements of the electrical system are inaccessible. As a result, the expected usable service life of the inaccessible elements (like wiring) is often intended to be for the life of the building or very long periods of time. Accessible components do require periodic inspection, maintenance and renewals.

4. Mechanical

The mechanical system is similar to the vital organs of the human body (such as the heart, liver and lungs). It comprises among other things, pumps and filters for the efficient passage of fluids and air through the building. The mechanical system provides water, heating, cooling and ventilation to meet the interior conditioning and service requirements for the building user/occupants.

Some components of the mechanical system are hidden within wall and floor spaces and may be difficult to maintain. However, many other elements are located in locked utility rooms and therefore accessible for maintenance and renewals. Periodic inspection, testing and parts replacement are all a part of the maintenance and renewals work associated with mechanical systems.

5. Fire Safety

The fire safety system monitors, detects and suppresses fire hazards. The fire safety system is in some ways similar to the autoimmune system of the human body, which removes bacteria and viruses from the human body.

The fire safety system overlaps both the electrical and mechanical systems in the following ways:

- Fire detection equipment (such as heat and smoke detectors) is often classified as electrical components;
- Fire suppression equipment (such as pumps and sprinklers) is treated as part of the mechanical domain.

Suppressing fires and controlling smoke transmission is a type of autoimmune response. The system also includes components to facilitate the efficient evacuation of people from the premises, such as exit signs and emergency lighting.

6. Interior Finishes and Amenities

The interior finishes provide comfort, utility, and ambiance of the interior common

areas, such as lobbies, hallways, offices, meeting rooms, stairways and bathrooms. The finishes include the aesthetic surfaces of the floors, walls and ceilings.

Unlike many of the other building systems, interior finishes are almost always readily accessible and can therefore be maintained relatively easily. As elements of this system primarily affect aesthetic appearances, they have little impact on the performance of other systems within the building.

7. Sitework

This system contributes to the exterior appearance of the property, provides access to the building perimeter, and may sometimes also provide outdoor recreation amenity space. The assemblies in this system fall into two broad categories:

- “Hard” landscaping, such as roadways, parking lot areas, retaining walls, sidewalks and stairs.
- “Soft” landscaping such as lawns, trees, shrubs and plant beds.

Within these assemblies, some of the primary components are plants, fences, and awnings.

The Sitework is sometimes considered to be an entirely separate system from the building and its renewal costs are sometimes calculated with the land. Grounds that are properly maintained create a good first impression for residents and others who use/work in the building.

1.3 BUILDING ASSET INVENTORY

Introduction

In this section we turn our attention to the development of an inventory of the assets, which is a critical building block for a variety of asset management tasks, including operations, maintenance and renewals planning.

Purpose of the Asset Inventory

A typical building is made up of many hundreds of different types of assets, including elements such as roofs, windows, doors, boilers, light fixtures, pumps, fans, floor finishes, fire extinguishers, emergency exit signs, elevators, smoke detectors ...and the list goes on.

An inventory is an organized list of the major property assets in a building. It includes useful reference information about the basic attributes of each asset, such as their type, age, installation cost, warranty expiration date, estimated useful service life and location within the building. To illustrate the importance of an asset inventory, let's consider the following scenarios:

“Our roof is leaking but we don't know what type of roof we have.” (The inventory would tell us the type of roof on our building).

The asset inventory serves as the baseline of reference information that is essential to the town building supervisor, manager, contractors and consultants. Without a comprehensive, organized and

accurate inventory, the town management team will not be able to effectively monitor and manage the assets. Every maintenance plan and reserve fund study starts with the asset inventory as the first step in identify the types of equipment and components in the building.

Information in the Inventory

The information that is captured in an inventory will vary depending on the intended purpose and the nature of the assets. While there are literally hundreds of pieces of information that can potentially be collected on each asset, the following basic information contains the essentials

1. Type

A statement identifying the type of asset. For example, “gas fired water heaters with 100 gallon tanks”. It cannot be overstated how important it is to know the age of each asset. For example, “the water heaters were replaced in 2003”.

2. Location

A short description of the position of the asset in or around the building. For example, “the water heaters are located in the mechanical room on the P2 level besides parking stall #35”.

3. Placed in Service Date

The chronological age of the equipment is useful for ongoing service life planning for the assets.

4. Warranty Expiration Date

It is essential that the town building supervisor is aware of which assets are still covered under warranty. For example, “there is a three year warranty on the water heaters”.

5. Quantity

The number of assets is useful when calculating the costs for future replacement. For example: “there are four water heaters” or “8,000 square feet of metal roof” or “32 fire extinguishers”.

6. Purchase Cost

While it is often very difficult to obtain information on the original (or current) cost of the assets, this is one of the most valuable pieces of information for asset management purposes. For example, “the four water heaters cost \$24,000 when they were all replaced in 2003”. The replacement cost of each asset helps the town establish the amount of reserves to set aside.

An inventory can range from a single page in length to many pages, depending on the level of detail that is obtained. While longer and detailed inventory lists may be cumbersome to manage, they can prove extremely helpful when it comes to managing the assets over their service lives. Over time, the town building supervisor may want to add more information to the inventory to help with ongoing planning and management of the building. Some of the additional fields of information that could be recorded beside each asset are:

- Asset identification numbers
- Service contractors
- Manufacturer’s product literature
- Photos of the assets
- Maintenance logs for each asset

It is strongly recommended that a unique identification number be attached to each asset in the inventory, which will assist with ongoing reference. For example, a building may have three types of roofs and each roof area should be assigned some form of unique identification such as: “Roof 1” or “Southwest Roof”.

Sources of Inventory Information

Information for generating an asset inventory is available from a variety of sources. Some of the more common sources of information are listed below:

Construction Drawings

The original drawings for the building are one of the best sources of information about the assets. For example, the architectural drawings will identify the types of floor finishes in each room and the mechanical drawings will list the various pumps and fans throughout the building.

Service Contracts

Maintenance service agreements often include lists of the equipment that are covered under the contract. HVAC contracts are usually an excellent source of information on the various pumps, fans, boilers and other mechanical equipment in the building.

Equipment Lists

These are usually included as one of the appendices in the service agreements. The building staff may also have lists of the equipment they use to clean the building, such as vacuums, power washers, lawn mowers, etc.

Operations & Maintenance Documents (O&Ms)

At the completion of the construction of a new building, or a major renovation project, the town should be provided with a package of Operations & Maintenance documentation. These O&Ms typically include, amongst other things, copies of warranty certificates and manufacturers' product literature.

Construction Specifications

Unfortunately, many building supervisors do not have a copy of the construction specifications. Therefore, each time a major repair or asset replacement project has been carried out, the building supervisor should ensure that these are kept in a permanent file.

Inventory Storage Formats

Asset inventories are typically maintained in one of the following three formats, or a combination thereof:

Bookshelves, Binders & Filing Cabinets

This method retains paper copies of all the documents associated with each asset, which are kept in a series of folders in a filing cabinet or separate tabs within a ring binder.

Spreadsheets

This method stores all the asset inventory data in a series of columns and rows within a spreadsheet or series of spreadsheets.

Software/Database

This method uses a relational database to store the information on the assets. Databases are sophisticated tools that provide for more powerful analysis of the assets through sorting and filtering of the data. This would include a photograph of the asset accompanied by other basic reference information, such as the description, location and age of the assets.

Building supervisors should choose the format that is best suited to their needs and resources. Many buildings start off with a series of filing cabinets that gradually get transformed into spreadsheets and then into a software database. While filing cabinets and spreadsheets will suffice for smaller buildings, larger buildings should consider electronic databases.

Preparation of an Inventory

The key steps in the inventory preparation and control process are summarized below:

- Develop a plan for the preparation, safekeeping and updating of the asset inventory.
- Determine what types of inventories have previously been prepared for the assets in the building.
- Determine whether the existing inventories are adequate for operations, maintenance, and asset management purposes.
- Gather available reference information (drawings, service contracts, warranty certificates).
- Identify the “gaps” in the information and collect additional information, as required
- Select a means of storing the information (binders and filing cabinets, spreadsheets or database).
- Retain hard copies of the reference information.
- Convert all paper copies of the inventory into electronic copy for long-term archiving purposes.
- Place building supervisor in charge of the safekeeping of the asset inventory.
- Update the inventory from time-to-time to include new information when assets are replaced.

The quality of the inventory can be impacted by various factors, such as the amount of time that is devoted to its development; the skills of the persons involved; and the availability of historical and reference information. With older buildings, it should be anticipated that the quality of reference and historical information might be limited.

When preparing an inventory it is necessary to determine the “granularity” that should be applied to the data being collected. Granularity is the level of detail at which information is viewed and stored -- the more granular the inventory, the smaller the chunks of information.

1.4 BUILDING LIFECYCLES

Introduction

The first three information outlines introduced the concept of building asset management, identified the variety of physical assets within a building (such as roofs and boilers) and demonstrated the importance of keeping an inventory of these assets. In this report we start the discussion on what happens to buildings during different stages in their lifecycle, which sets the stage for the long-range planning and budgeting process.

Building Life-Cycle Stages

Every building is unique. The need for maintenance, repairs and asset renewals varies depending on many factors, including: the quality of construction, design details, exposure conditions and the standard of care given by the town and their management team.

Notwithstanding the differences between individual buildings, it has been determined that many buildings follow a similar pattern as they pass through different stages in their respective

lifecycles. In this regard, five general lifecycle stages have been identified and, using the analogy of the human body.

Although these lifecycle stages are generalizations they enable the town to anticipate future capital renewal requirements and to make informed decisions about budgeting and other resources for maintenance, repairs and asset renewals.

“Pre-Natal” (under 2 years)

During this stage, the building is in the process of being handed over from the builder to the town. The assets are new and are covered under a variety of warranties. Maintenance requirements are focused on cleaning activities and periodic inspections.

“Childhood” (2-16 years)

During this period, the town has assumed full responsibility for all the maintenance, repairs and long-range renewal planning for the building. With two years of expenditure experience, the town has established a preventive maintenance program and is allocating monies to the long-range contingency reserve fund. The town is starting to address some relatively small renewal projects, which are addressed in more detail in the next section.

“Adolescence” (17-29 years)

It is during this 3rd stage that the town may find that the maintenance budgets established during the 2nd lifecycle stage may not be adequate to address the impending replacement of building assets that have deteriorated and reached the end of their useful service lives. This phase is represented by a noticeable increase in the number of capital renewal projects (which are discussed in the next section). This life stage often will compel the town to seriously reconsider their historical budgeting practices and to make more reasonable funding allocations for asset renewals as the building moves through lifecycle stage 3 and into stage 4.

Adulthood (30 to 49 years)

The largest and most expensive of all asset renewal projects tend to occur during the 4th lifecycle stage. As a result, significant funds will need to be reinvested in the building and the standard operating and maintenance budgets will need to be revisited. Some of the assets have been replaced over the preceding 30-40 years and the facility supervisor/manager is now operating a building with assets at a variety of different ages. There is no longer a single baseline and the building supervisor is tasked with tracking the different assets.

Old Age (50 plus years)

At this juncture, all the major assets have been through one renewal cycle. Therefore lifecycle Stage 5 is essentially a return to lifecycle Stage 2. The town must now prepare for the next cycle of asset renewals as the building moves beyond its 50th anniversary and embarks upon the next 50 years of operations.

We will now explore each of the five life-cycle stages in further detail, paying particular attention to maintenance, repair and renewal requirements at each stage.

“Pre-Natal” Stage (Under 2 years)

The first life stage of a building occurs up to the end of the first or second year, depending on the types of warranties on the project.

Maintenance

The primary focus at this stage is to conduct the prescribed maintenance to preserve the warranties on the new assets, which also includes inspections to identify any warranty defects. During this stage, the town may struggle to establish appropriate maintenance procedures, including a full slate of maintenance service contracts and maintenance log-books to demonstrate that the necessary due diligence is being done.

Repairs

Under normal circumstances, the town should not be incurring any significant costs for repairs during this very young stage of the building's life. When repairs are necessitated, they can be controversial and may result in disputes with the developer and other parties over whether or not these are covered by the warranties. It is important that the town receive advice from their consultants on how to differentiate between legitimate warranty defects, normal wear and tear and other such matters.

Renewals

Barring any unusual circumstances, there should not be any asset replacement projects during this early stage in the life of the building. If an asset requires replacement then it has likely occurred as a result of premature failure, misuse or abuse by the town, or perhaps some insurable loss.

The "pre-natal" stage essentially ends when the initial one-year, 15-month, and/or two-year warranties have expired. The additional longer-term warranties, such as five- and ten-year warranties, are addressed as part of the building's transitions into the "childhood stage".

"Childhood" Stage (2-16 years)

The second life stage of a building can be considered to start on, or about, the 2nd anniversary and extends until about the 16th year. In very general terms, the childhood stage is characterized by the following:

Maintenance

Standard operating and maintenance budgets are typically adequate to operate the building. The town has now been through two years of teething procedures and should have established the necessary and sufficient preventive maintenance program. Maintenance tasks are focused on a combination of cleaning activities, inspection activities and small miscellaneous repairs. The town must be careful not to become complacent during this life stage of the building – large expenditures are looming on the horizon and preparations made at this early stage will mitigate the impact of these.

Repairs

During the first five years, the town should continue to focus its efforts on preserving the remaining warranties on the assets. A number of relatively small repair projects will arise but these should not have any major impact on the operating budget.

Renewals

Even the best-designed buildings, using the best quality materials, contain a few assets that have short lives. During lifecycle stage 2 the town will be confronted with a few assets that require replacement. These are typically small projects of relatively low capital cost. However, since these are the first renewal projects in the building, the town may be taken by surprise and may not be able to put the projects into their proper perspective. These renewal projects do not necessarily mean that the building has problems – rather, the town must understand that some assets have short service lives. The town may choose to seek the advice of professionals to determine appropriate scopes of work and obtain competitive bids.

Listed below is a summary of some of the renewal projects that may occur during the second stage in the lifecycle of a building.

Water Heaters

Many municipalities are familiar with the replacement of gas-fired water heaters. Unfortunately, some municipalities have undergone multiple water heater replacements during the first 16 years of a building's life and consideration is sometimes given to replacement of the short life water heaters with a more durable system such as a boiler and storage tanks.

Circulating pumps

Buildings are equipped with one or more very small fractional horsepower circulation and recirculation pumps that distribute domestic hot water through the building. Since these pumps run continuously, they are often replaced on a 3-10 year cycle, depending on the quality of the pump.

Exterior Repainting

Some of the exterior cladding and finishes, particular wood trim and wood siding will require repainting/re-staining to preserve their integrity and aesthetic appearance. The frequency and scope of repainting projects is determined by exposure conditions.

Some additional projects that may occur during this stage are: hallway carpeting replacement and sump pump overhauls. These projects can be a nuisance and frustrating for the town; however, they do not seriously impact the financial bottom line when we consider the big-picture view over the life a building.

“Adolescence” Stage (17-29 years)

The third life stage of a building is represented by a dramatic shift in the number of challenges that face the town. During the earlier life stages, the town was able to respond to problems as they arose from time-to-time. The 3rd life stage requires the town to be even more vigilant and to take additional care to be proactive in the management of the assets. The significant increase in the number of asset renewal projects at this life stage is not necessarily indicative of problems with the building but rather necessitated by the age of the assets, many of which will now be nearing the end of their design service lives.

This stage in the building’s lifecycle is characterized by the following:

Maintenance

Maintenance continues to be focused on all critical assets such as pumps, elevators, fire alarm systems and roofs. In addition, particular attention must be paid to the various service penetrations through the walls and roofs.

Repairs

This is the stage at which different types of obsolescence start to occur. For example, some assets, particularly electronic components, may be prone to technological obsolescence and are no longer manufactured, making it difficult to find replacement parts.

Renewals

Many assets are designed with a 20-25 year useful service life and are therefore considered to be mid-life assets. This is one of the primary reasons why reserve fund studies include a 30-year planning horizon (i.e. the window into the future). This enables the town to anticipate and prepare for the majority of the asset replacement projects. The ability of the town to fund these capital expenditures can have a significant impact on the future lifespan of the building.

Listed below is a summary of the types of renewal projects that may occur during the third stage in the lifecycle of a building.

Re-Roofing

Many flat (low slope) roofs, and some pitched roofs, have a useful service life of approximately 20-25 years. Even the best roofs, with good maintenance, will still need to be replaced during this lifecycle stage.

Elevator Control Modernization

Elevator systems generally require modernization of the control equipment after about 20 years.

Heating Boilers

Many boilers are designed with an approximate 20-year service life and it is not uncommon for municipalities to replace the boilers at this stage in the life of the building.

Plumbing Distribution Systems

Many buildings with copper plumbing distribution pipes have undergone re-piping or relining projects. Some municipalities have installed acid neutralization (water filtration) systems to mitigate the deterioration of the copper pipes.

In some cases, a few of the projects that would typically occur in lifecycle stage 3 may be delayed until the 4th lifecycle stage. However, the ability to achieve the full service life from the assets will depend on the quality of the maintenance that the town has performed during the first 30 years of the building's life.

“Adulthood” Stage (30-49 years)

The fourth stage of a building starts at about 30 years. Some of the shorter life assets (that were first replaced in life stage 1) will now require their second round of renewal. The town and their property supervisor/manager are now challenged with a facility containing a range of assets of different ages and deteriorating at different rates. Stage 4 of the building lifecycle is characterized by the following attributes:

Maintenance

Maintenance during this stage is essentially no different from the earlier life stages. The town continues to focus on the maintenance of all critical systems. The quality of the preventative maintenance program will help mitigate the rate of deterioration of some of the assets.

Repairs

Functional obsolescence, style obsolescence and legal obsolescence need to be managed carefully at this stage. Also, the factors impacting the deterioration of assets will be discussed in an upcoming report.

Renewals

At this stage the town will encounter the largest and most expensive of the asset renewal projects, such as the replacement of the windows and wall cladding assemblies.

Listed below is a summary of the types of renewal projects that often occur during the “adulthood” life stage of a building:

Exterior Cladding

Some exterior wall cladding assemblies will reach the end of their useful service lives and require renewal during this life stage.

Fire Alarm Panels

Fire alarm systems are prone to technological obsolescence, which affects the availability of replacement parts. The replacement of the panel can sometimes trigger the need to replace all the field devices throughout the building, such as smoke alarms and heat detectors.

Exterior Roadways

After 20-30 years of continued exposure, the asphalt roadways and concrete paved areas will likely require rehabilitation. Signs of deterioration will include alligator cracking and potholes.

Interior Renovations

Style obsolescence sometimes drives the need to replace interior finishes and furnishings in the lobbies, hallways and meeting rooms.

“Old Age” & Beyond (50+ years)

The 5th life stage of a building starts at about 50 years. It is important to note that there is no direct correlation between the age and the condition of a building. Some older buildings can be in very good condition as a result of the town having replaced the assets at the ends of their useful service lives. Similarly, some young buildings may be in poor condition due to inadequate maintenance or premature failure of some assets. Most buildings will continue to operate for many decades beyond life cycle 5. The necessary and sufficient maintenance during each life stage, coupled with timely renewal of assets, will ensure that the town receives many decades of good value from their real estate investment.

Managing the Lifecycle Stages

There are two tools that are most valuable to help the town manage the assets during each of the five life cycle stages. These are:

Maintenance Plan

The maintenance plan helps the town control what happens at each lifecycle stage by ensuring that adequate maintenance is performed to achieve the full service life from the assets.

Reserve Study

The reserve study helps the town predict when the assets are likely to reach the end of their useful service life and to set aside sufficient monies in the reserve fund to offset the financial hardship of special levies.

These decision support tools will be addressed in detail in upcoming information reports.

1.5 BUILDING MAINTENANCE STRATEGY

Definition of Maintenance

Maintenance is work that is carried out to preserve an asset (such as a roof or a heating boiler), in order to enable its continued use and function, above a minimum acceptable level of performance, over its design service life, without unforeseen renewal or major repair activities.

Reasons for Maintenance

Maintenance serves to protect the town’s investment in a number of ways:

Physical Integrity

To keep the assets in good working order so as to minimize disruptions and downtimes.

Risk Management

To keep the assets in a state of good repair for the towns employees/occupants health and safety

Aesthetic Preservation

To keep the assets from deteriorating in appearance and becoming unsightly

Responsible Stewardship

To ensure that the assets achieve their full potential service life

Fiscal Responsibility

To leverage efficiencies that can be reflected on the towns’ balance sheet.

Duty of Care

To satisfy a legislated duty that is owed to town, residents and employees on the property.

Duty to Mitigate

To prevent unnecessary damage to assets that may result in their premature failure.

		Description	Example
1.	Corrective Maintenance (CM)	Maintenance tasks are intentionally withheld until an asset stops working or starts failing. Maintenance is then performed as necessitated.	Lubricate motors when they become noisy or vibrations occur.
2.	Preventative Maintenance (PM)	Maintenance tasks are performed at regular intervals, based on industry expected equipment life spans and failure patterns.	Lubricate pumps every 2,000 hours.
3.	Predictive Maintenance (PdM)	Maintenance is conducted only when it is confirmed necessary through the use of non-destructive tests that detect potential failure conditions before their occurrence.	Conduct scans on pumps and panels to determine if and when work is required.

Each of these three maintenance strategies has their own merits and limitations. A robust maintenance program will therefore utilize an appropriate hybrid of the three approaches.

1. Corrective Maintenance (CM)

A conscious decision is made to neglect an asset until it fails or until some type of problem emerges. This maintenance strategy is therefore also referred to as “Run to Failure” (RTF) or “Fit and Forget” (F&F). No routine maintenance tasks are performed and the only “planned” maintenance on the asset is corrective maintenance after a problem necessitates some action.

Many municipalities do not intentionally allow their assets to run to failure. While they may find that they are neglecting some of their assets, this is not a conscious decision but rather an unfortunate consequence of other factors such as inadequate maintenance budgets, poor planning or ignorance.

There is a subtle, but very important, distinction that must be made between Corrective Maintenance (CM) and Reactive Maintenance (RM). In the case of CM, the town anticipates the consequences of their planned inaction, they are ready for these consequences and they are therefore still in control. In the case of RM, however, the town is unaware of the consequences of their neglect, they are ill-prepared and the assets are therefore not in control of the town.

The following table provides a summary of some of the merits and limitations of Corrective Maintenance (CM).

Some Advantages	Some Disadvantages
Lower short-term costs.	Increased long-term costs due to unplanned equipment downtime.
Requires less staff since less work is being done.	Possible secondary equipment or process damage.
	Prone to neglect of assets.

In young buildings with new assets, we can expect lower incidents of failure. During this stage in the life cycle of a building, corrective maintenance may appear (on the surface) to be a prudent and reasonable approach. However, this is false economy and municipalities will find that attempts to defer costs until something breaks will often result in additional costs.

In order for a Corrective Maintenance (CM) strategy to be considered prudent (in some limited circumstances), assets must meet one or more of the following criteria:

- Assets that are not maintainable
- Assets that are disposable and cheaper to replace than to fix
- Small assets without significant financial value
- Assets whose downtime is non-critical
- Assets that are not subject to wear and tear
- Assets that are unlikely to fail during the life of the building
- Assets that are prone to technological obsolescence

Corrective maintenance has a legitimate role to play in the overall maintenance program, albeit a limited one. The advantages of corrective maintenance can be viewed as a double-edged sword and therefore skill and care is required when determining which assets should be allowed to run to failure.

2. Preventative Maintenance (PM)

In this strategy, the assets are subjected to a regular schedule of maintenance tasks, such as inspections, cleaning, lubrication, adjustments and calibration. The work is performed on a routine basis regardless of whether functionality or performance of the asset is degraded. The frequency of the maintenance is generally constant and is usually based on the expected life of the components being maintained.

The maintenance is carried out at predefined intervals in an attempt to reduce equipment failures or to ensure a consistent appearance of the assets. As the assets age, the frequency and number of checkpoints may need to be re-evaluated. These tasks are usually done frequently and require a relatively constant amount of labor and materials.

Preventive Maintenance (PM) has several advantages over that of a Corrective Maintenance (CM) program. As a result of PM activities (such as lubrication, filter change, etc) the equipment will run more efficiently and will also extend the life of the equipment closer to the intended design life, which translates into dollar savings. While PM will not prevent equipment catastrophic failures, it will decrease the number of failures.

Some Advantages	Some Disadvantages
Increased component lifecycle.	It can be labor intensive.
Reduced asset failure.	Failures are still likely to occur despite PM work being carried out.
Some potential energy savings.	It may include the performance of unnecessary maintenance required by the preset maintenance schedule.
Estimated 12-18% cost savings over Corrective Maintenance (CM).	

A Preventative Maintenance (PM) strategy is most appropriate when assets meet one or more of the following criteria:

- Assets that are subject to predictable wear-out and consumable replacement
- Assets whose failure patterns are known and can be modeled
- Assets that are highly regulated for health and safety reasons (Examples: elevators and fire protection equipment)
- Assets that can be effectively captured under a service contract (Examples: HVAC, landscaping, janitorial)

3. Predictive Maintenance (PdM)

This maintenance strategy is based on monitoring and measuring the condition of the assets to determine whether they will fail during some future period and then taking appropriate action to avoid the consequences of that failure. Monitoring includes, for example, looking out for excessive vibration, temperature changes, lubrication degradation, or by observing any other unhealthy trends that occur over time.

This philosophy consists of scheduling maintenance activities only if and when conditions warrant. When the condition gets to a predetermined unacceptable level, the equipment is shut down to repair or replace damaged components so as to prevent a more costly failure from occurring.

A variety of technologies are used to help monitor the condition of assets. The process begins with the sampling of physical data over time, such as vibrations or particulate matter in oil. Measurements detect the onset of a degradation mechanism, thereby allowing causal stressors to be eliminated or controlled prior to any significant deterioration in the asset. Analysis is then performed on the collected data to develop an appropriate maintenance schedule that is tailored to the assets and its condition.

Predictive Maintenance (PdM) differs from Preventative Maintenance (PM) in that it bases maintenance needs on the actual condition of the assets rather than on some preset schedule. This approach offers cost savings over time-based preventative maintenance because tasks are performed only when warranted.

Some Advantages	Some Disadvantages
Increased component lifecycle.	An upfront capital cost associated with an increased investment in diagnostic equipment.
Decrease in equipment downtime.	Increased investment in staff training.
Estimated 6-15% cost savings over Preventative Maintenance (PM) program.	

The Predictive Maintenance (PdM) maintenance strategy lends itself well to some electrical and mechanical systems and assets with the following attributes:

- Assets with random failure patterns
- Assets that are not subject to straight-line wear
- Assets that will significantly impact the towns' operations if there is any downtime
- Assets with measurable performance thresholds

Finding the Right Maintenance Mix

A “Maintenance Mix” is the degree to which a municipality has adopted each of the three types of maintenance strategies and distributed these across the many different assets in the building. For example:

Corrective Maintenance (CM)	40% of the assets
Preventative Maintenance (PM)	50% of the assets
Predictive Maintenance (PdM)	10% of the assets

In the preceding scenario, the town has not yet optimized its maintenance program to take advantage of the benefits of Predictive Maintenance (PdM) and limit the risks of Corrective Maintenance (CM).

A well-orchestrated program will include a prudent and reasonable mix of the different maintenance strategies. Independent maintenance studies have indicated the following average savings can be achieved by carefully leveraging the advantages of each the three maintenance philosophies:

Return on investment:	up to 3 times
Reduction in maintenance costs:	up to 30%
Elimination of breakdowns:	up to 75%
Reduction in downtime:	up to 45%
Increase in production:	up to 25%

While Predictive Maintenance (PdM) generally has the highest maintenance cost, it will result in the lowest repair costs. CM, on the other hand, has the lowest maintenance cost but the highest corresponding costs associated with asset repairs.

Finally, the following table compares how the different maintenance strategies may approach the same maintenance objective of cleaning roof drains.

Description	Maintenance Strategy
Clean the roof drains when water starts leaking into the building.	Reactive Maintenance
Clean the roof drains when there is ponded water on the roof.	Corrective Maintenance (CM)
Clean the roof drains quarterly.	Preventative Maintenance (PM) on fixed-interval
Clean the roof drains after each rainfall and more frequently during the fall season.	Preventative Maintenance (PM) on variable-interval
Inspect the roof drains quarterly to determine the extent of vegetative debris and clean as	Condition-based Maintenance

required.	
Review data from the roof leak detection system and clean the drains as required.	Predictive Maintenance (PdM)

Summary

When assembling the essential information for a building maintenance plan, I was keenly aware of the need to address the fact that elected officials need information on maintenance projects and costs, albeit at a different level of detail than building managers. The CAO requires information on buildings' needs, alternatives to meet those needs, and costs. Similarly, those responsible for funding major maintenance projects—Board of Selectman—need appropriate summary information to make cost-effective judgments.

This building maintenance plan should be looked at as a beginning, establishing the following long-term goals:

- Develop a dedicated funding process for building renewal costs
- Continue inventory building assets and assess their conditions in a data-base software platform
- Build the capacity for ranking maintenance projects and evaluating their costs
- Plan strategically for preventive maintenance in the long-and-short-term
- Structure a framework for operating a preventive maintenance program
- Use tools such to optimize the preventive maintenance program
- Advance the competence of maintenance workers and managers

Preventive maintenance requires strategic actions for prolonging the life of building assets. As a base line for planning, building managers should prepare and periodically update an inventory of building assets and their conditions. The asset inventory should live in a data base that can be up-dated as renewals are completed. Management can then better identifies maintenance needs, determine their costs, and set priorities. Well-structured preventive maintenance, incorporated into ongoing maintenance programs, offers the best chance for achieving intended results. Management has a responsibility to make sure their maintenance employees receive needed training beyond occupational licensure requirements. For cost-effective decisions, management should include appropriate maintenance personnel in considering long-term maintenance needs in addition to initial project costs.

FY 2015-2016 Town of Canton Resident CIP Suggestions

One investment I would like to see, as a resident of Collinsville, is the installation of curbing along The Green. I know this has been considered before and rejected because of cost and other considerations. Parking along the town-owned grass strips has resulted in incremental erosion of these strips, encouraging people to park even closer to the grass and often, up on the grass. The grass towards the Main St. side is almost completely gone in front of the house across from the bank except for the ten feet where there is textured granite curbing. In front of my house, there's a one-foot "cliff" because of gradual erosion of the grass. The situation isn't as bad in the middle part of the street but it's gradually worsening. In the past, the town has twice filled in and seeded some of those areas, but without the protection of curbing it's gone in a season. We've also tried filling and reseeding it ourselves, putting up temporary barriers in hopes that cars would respect the boundary, but had the same lack of success.

In addition to preserving these areas, curbs would discourage parking towards the very ends of the "X" on The Green, where the passage is very narrow. On busy nights in Collinsville, cars are parked bumper to bumper up to the very end of the street. People turning right onto The Green from the hill on South St. are faced with suddenly having to navigate past the cars parked in the last possible space at the corner. The "solution" for some people parking at the narrow Main St. end of the Green, where the grass is most eroded, has been to park the car way up onto the dirt to avoid jutting out into the street.

One consequence of Collinsville being promoted as a destination has been the blurring of private and public space by visitors. You'd be surprised at the number of people who walk their dogs on our front yard or allow them to run onto the yard, or people who sit in our front yard to take a break. We've had people walk up on our front porch to look at the interesting architecture. We've had unfamiliar cars parked for three days straight without moving directly in front of our house—in some Canton neighborhoods, residents might call the police in that situation.

Without getting too much into the effects on the residents of the increased traffic and activity in town, I'd like to request curbing—it doesn't have to be expensive granite—as one small step towards setting some limits on visitors who feel they can park anywhere on the grass that residents are trying to maintain. It would also discourage what I think is dangerous parking towards the narrow ends of the street.

Thanks for your time,

Karel Rubinstein
6 The Green
Collinsville

I am responding to the email I received from the town today requesting ideas for capital expenditure. I think investing in public river access would be fantastic.

Thanks.

Matt Lynch
9 Village Square
Canton

Do not build a 5 million dollar garage. Please fix roads. Another idea would be to add a side walk/bike path from town bridge road to the top of Sweetheart Mountain. Tons of people now use that route for a "workout" and the cross country team runs it. It is extremely dangerous, filled with blind curves, etc.

Mr. Skinner,

If possible, I think the high school and intermediate school be fitted with solar panels. The project would see an immediate reduction in electricity expenses for the town, as well as generate revenue during summer months when excess electricity generated by the panels are fed back into the grid.

Thank you for the opportunity to give my suggestion.

Sincerely,

Eric Engel
209 Timber Lane

We moved to Canton in June 2014, and I am grateful for this community-minded small town. After reading several news stories about Canton capital improvement project ideas, I would like to suggest one:

A two-story announcement building at the CHS football field/track. The top floor would be the announcer's booth, wired for audio, and the ground level would house a small concessions kitchen and two public restrooms.

After attending numerous youth and CHS sporting events at the track/turf, I am always baffled as to why a building wasn't part of the plan for the new field. The building would be used year-round for concessions and announcements for all town athletic events held at CHS, as well as any community events that need audio and public bathrooms (Lobster Loop could move its starting point here).

Other high schools have concession/restroom buildings. I think combining it with an announcement booth makes sense for Canton.

Also - thinking big here... Any chance for an indoor pool? We have numerous youth and senior citizen swimmers that would love to have a swim team

Angela Tollis

Project: Granite curbing for The Green.

Reason for Project: Increased parking along The Green has caused severe erosion in some places and significant damage to the appearance of the grass area because cars park on the unpaved surface. This leaves the space along the paved edge rutted, potholed and unkempt. It is muddy when wet, dusty when dry. In one spot, a manhole which should be flush with the ground is exposed to about eight inches. Parking on the unpaved area in front of 2 The Green is killing the very large sugar maple growing there as it compresses the soil and kills root structure according to Steve Bristol of Bristol's Tree Service. This tree is a signature element of downtown due to its size and unusual growth habit. If it has to come down, it could cost about \$5,000 to fell the trunk and branches and grind the stump. The Green is a focal point of our community. Painters set up their easels here and many photographs are taken. It's one of the principal impressions visitors have of our town. If we want to encourage business in downtown Collinsville we need to make the area look attractive. We need it to look like the people who

live here care (which they do despite the appearance). Instead, each year The Green looks shabbier and shabbier. This was not a problem 30 years ago. Few people parked along The Green because there wasn't much business downtown. Residents of the area around The Green want our local businesses to be successful. We can protect one of Collinsville's most beautiful resources and promote business at the same time if granite curbing is installed.

Reason for Granite: 1. Granite curbing already exists for a small part of the north end of The Green. Using a consistent material would look best. 2. Granite is the appropriate material for a focal point of downtown. Adjacent Main Street has granite curbing. 3. Granite will last well over a century. A lifecycle cost analysis would probably reveal that it is the most cost effective material. 4. The double convex nature of the road makes it tricky to plow. Any other material is likely to be damaged during snow removal and result in the need for constant repair.

Comparison with Road Projects: Although The Green has not been repaved in over 30 years and shows wear, there are many other roads in Canton that are in worse shape and require attention sooner. This is **NOT a road project**. This request is about protecting a unique (there is not another town green like it in Connecticut) and valuable cultural resource with significant economic development implications. While repaving the street would be nice, it is not necessary.

Thanks for the opportunity to submit.

Two things you might want to add. First, the exposed manhole presents a potential liability from a trip-and-fall. Second, if the large sugar maple dies, it would not only have to be removed, but likely a replacement planted at additional cost.

Best,
David Leff

With all the improvements in Collinsville proper, it's brought to mind that there are other village centers that could have some improvement.

I'm a 34 year resident of Barbourtown Road and would like to see some aesthetic attention to Canton Center, whether some lighting, signing, landscaping or other work.

The focus on Collinsville proper is great but it's sometimes as if people, even in town, think that that is the center of town. It's not and that focus of money and effort ignores Canton Valley, Canton Center and North Canton.

My focus is on Canton Center as I'll pass through it multiple times a week where I'll only get to Collinsville every couple of weeks or so. I believe that is true of many locals and certainly commuters, etc.

Canton Center is quintessentially New England; a general store, a white church, old houses, the old forge, views of the hills, an old cemetery, the old building that was a library across from the church. Canton Center is lucky enough to have more of a "center", if you will, than either Canton Valley (if many people even know of that name any more) and North Canton.

I believe that relatively small (meaning not costly) aesthetic improvements in the Humphrey Road to the cemetery area would help bring locals and, more importantly, visitors to recognize that they are "someplace" the way Collinsville has striven for being "someplace".

Thanks for your consideration.

Judy Cantwell
189 Barbourtown Road

I wish to PLEAD that the following road improvements be INCLUDED for 2016. Pleased that MOST of East Hill was done this year, however, did funds run out for Bahre Corner to Wilder's Pass???? Please include in the budget the paving/repair of all of Bahre Corner. The former stage coach path AKA Bahre Corner, with the all of the construction trucks to Shallot Meadow and the commuter MIXMASTER, is in dire need of re-paving, etc JUST like Tanglewood, Case, Gracey and East Hill, etc, I think IF I had a Humvee I would not be making this request...please do not forget us in the Bahre Corner Corridor. Thank you for your consideration. Dianne and Tom Chauvin, 22 High Hill Rd., Canton, CT

My suggestions for capital improvement projects:

1. Help Canton High School fund the rest of the lights for the track. Using the portable lights is noisy and dangerous for the players on the field.
2. Install a public bathroom near head of the trail in Collinsville (somewhere by Canton Historical Society). This would be enjoyed not only trail users, but by the crowds drawn to Collinsville on Farmer's Market days. Alternatively, fund and locate a number of porta-potties for the Spring/Summer/Fall months. During a particularly busy Saturday morning, the line for the restrooms at LaSalle was 10 deep (which is really the only place to use a restroom when Town Hall is closed).

Kimberly Marze

Because I have 2 kids in the school system, most of my suggestions relate to the schools. However, I have to mention paving Thayer Avenue, if it doesn't happen this Fall like we were promised, is in DESPERATE need of paving since the water main went in and they patched those areas, it is a mess! And Thayer Ave. needs curbs on both sides of the road, all the way up and down the street.

The bigger issues I have heard about are as follows:

- 1.) The HVAC system in both the Middle School and the High School are not working effectively. The kids are always cold in the Winter and hot in the Spring & Fall. Very few of the classrooms have A/C and don't even have fans, and the kids sweat just sitting in class, never mind walking around and in gym class where they are dying of heat.
- 2.) The parking lot was supposedly "fixed" when they put in the Turf field, but every morning is a nightmare trying to drop off your kid because the cars line up all the way down Simonds Ave. If you don't get there by 7:10, your kid ends up being late to their first class because they have such a long wait to get to the front of the school and then have to make it to their 2nd floor lockers and 1st floor classes, all before the bell rings.
- 3.) The High school locker rooms are in desperate need of better lighting. My daughter is on the soccer team and says its difficult to even see into the lockers, its so dimly lit in there. Never mind after day light savings time starts!
- 4.) The water fountain on the "new" turf field does not work and has not worked for at least a year.

5.) Overall, the decor of the Middle School and High School is very old and dull and has no color. It seems as though it has never been upgraded since the 1980s. I know from being a Facilities Project Manager/Commercial Designer that changing floor tile, VCT, etc. is expensive, however, a lot can be done with changing to brighter paint colors/patterns. And lighting is very important for keeping the place bright for learning. Fluorescent lighting is awful and should be changed over to LEDs (which will last forever, no bulb changing).

Thanks,
Wendy Hunt
18 Thayer Ave. (860)508-1051

A capital improvement project that would provide a very useful addition to the town would be a car-top boat launching ramp.

Many things written about Canton are filled with statements that speak to the wonderful resource of the Farmington River that flows right through town. Very few municipalities have a clean river with opportunities for paddling, fishing, and passive recreation. The CROG pedestrian counts provide the numbers of users that use the riverside trail. Canton has recognized the passive recreation value by installing benches, tables and a gazebo on the riverbank. How many thousands of pictures have been taken of our beautiful river. My wife Carrie and I have lived in Canton since 1971 (44 years) and have enjoyed the former waterskiing, fireworks over the river when the Jamboree was located down by the town garage. I have paddled, trained and taught paddling skills on this stretch of the river since we moved to town.

For the past twenty five years the Collinsville Canoe and Kayak Store (CCKS) has sold and rented boats for use on the river. However, the current ownership of CCKS has been making it increasingly more difficult for boaters who are not their customers to gain access to the river. Since paddlers cannot easily use the launch ramp that CCKS insists is theirs. Paddlers have no other recourse but to use river banks along Bridge Street, and along the trail for a launching spot. I have watched the ongoing breakdown of these banks for years, but a month ago I paid special attention and was appalled by the damage done in the 2015 season.

At the end of the 2014 season there was a meeting of town staff, myself and a representative from the DEEP who has great knowledge of launching ramps. From this meeting, a plan was developed and a cost determined. The plan is complementary to other planned uses for the area next to the Town Garage. The lack of access is written into the Upper Mill Pond Study of a few years ago. At the League of Women Voters Candidates Forum last evening the river was again touted as a very important resource. This project was submitted for a STEAP Grant. It was rejected, although I do not fully understand the reasons.

The value of the Farmington River to Canton is immeasurable, the recreational usage is increasing, and the riverbanks need to be protected as habitat, a base for shoreline vegetation and scenery. The boat launch has been planned and priced. Surely, this project is worthy of a capital project.

Should you need further information, please let me know. I would also appreciate information re meeting and progress of the Capital Improvement process.

Thank you for your consideration.
David Sinish
Cell 860-922-6170, Home 860-693-0073

A suggestion for capital improvement would be to repair the historic train station located off Dyer Avenue and alongside the 'rails to trails'. This is Town property which has been left to deteriorate. It is a valuable piece of Canton's history and I believe the only one left of an era.

Regards,
Mike Mischak
Collinsville

Select projects that will lead to lower expenses in the future. Don't spend all the money so you don't have to give retirees and others a @% increase in taxes every year especially when Social Security and Pensions are not increasing.

Davida Gracean called from Country Lane and she wants to see funded:

- 1) Paving of Country Lane
 - 2) Public Restrooms in Collinsville
-

2016/2017 CIP Project Summary Sheet

Project	FY 2016 - 2017 Project Description	Project Cost
Equipment Priority #1	Equipment Vehicle Purchase (replace highway trk #7)	\$ 185,000.00
Equipment Priority #2	Equipment Purchase (replace park field mower 2 of 2)	\$ 31,300.00
Equipment Priority #3	Equipment Purchase (replace 2 highway plows)	\$ 15,000.00
Equipment Priority #4	Equipment Purchase (paving box - ICE grant with Town of Burlington)	\$ 15,831.00
Equipment Priority #5	Equipment Purchase (upgrade existing radio system)	\$ 18,200.00
Facilities Priority #1	Facilities Town Hall (replace elevator with ADA compliant model)	\$ 150,000.00
Facilities Priority #2	Facilities DPW Garage (replace emergency generator)	\$ 40,000.00
Facilities Priority #3	Facilities DPW Garage (repair masonry walls)	\$ 50,000.00
Facilities Priority #4	Facilities Collinsville Fire House (replace 6 garage overhead doors)	\$ 35,000.00
Facilities Priority #5	Facilities DPW Garage (engineering concept/preparation/plans for garage replacement)	\$ 25,000.00
Facilities Priority #6	Facilities Town Hall (replace carpet in tax, assessor and town clerks office)	\$ 25,000.00
Facilities Priority #7	Facilities Town Hall (replace awning on Main Street side of building)	\$ 11,400.00
Pavement Management	Pavement Management (road projects)	\$ 700,000.00
Transfer Station	Transfer Station (Install new concrete pad & asphalt surface around metal roll-off)	\$ 15,000.00
Walking/Bike Trail	Trail (island reconstruction at intersection of Main and Bridge Street)	\$ 24,300.00
Total		\$ 1,341,031.00

FY 2016 - 2017 Subtotal Project Description	Total Project Cost
Equipment Purchase	\$ 265,331.00
Facilities	\$ 336,400.00
Pavement Management	\$ 700,000.00
Transfer Station	\$ 15,000.00
Walking/Bike Trail	\$ 24,300.00
Total	\$ 1,341,031.00

Project	FY 2017 - 2018 Project Description	Project Cost
Equipment Priority #1	Equipment Vehicle Purchase (replace highway trk #5)	\$ 165,000.00
Equipment Priority #2	Equipment Purchase (replace 72" zero-turn mower)	\$ 17,000.00
Equipment Priority #3	Equipment Purchase (replace infield sand-pro)	\$ 17,000.00
Facilities Priority #1	Facilities Town Hall (replace chiller)	\$ 100,000.00
Facilities Priority #2	Facilities Town Hall (replace ceilings and lighting thru out building)	\$ 100,000.00
Facilities Priority #3	Facilities Town Hall (paint auditorium ceiling areas)	\$ 22,800.00
Facilities Priority #4	Facilities Town Hall (install AC unit for auditorium)	\$ 65,000.00
Facilities Priority #5	Facilities Town Hall (masonry repairs to exterior of building)	\$ 87,500.00
Pavement Management	Pavement Management (road projects)	\$ 500,000.00

2016/2017 CIP Project Summary Sheet

Town Bridges	Bridges (phase 1 misc. concrete repair and embankment armoring)	\$ 35,000.00
Total		\$ 1,109,300.00

FY 2017 - 2018 Subtotal Project Description	Total Project Cost
Equipment Purchase	\$ 199,000.00
Facilities	\$ 375,300.00
Pavement Management	\$ 500,000.00
Town Bridges	\$ 35,000.00
Total	\$ 1,109,300.00

Project	FY 2018 - 2019 Project Description	Project Cost
Equipment Priority #1	Equipment Vehicle Purchase (replace maintenance/town hall trk #11)	\$ 60,000.00
Equipment Priority #2	Equipment Purchase (replace highway roadside mower attachment)	\$ 35,000.00
Facilities Priority #1	Facilities Town Hall (replace roof)	\$ 96,000.00
Facilities Priority #2	Facilities Community Center/Library (rebuild 6 Armstrong pumps)	\$ 11,800.00
Facilities Priority #3	Facilities Community Center/Library (replace 10 condensers)	\$ 60,000.00
Pavement Management	Pavement Management (road projects)	\$ 500,000.00
Transfer Station	Transfer Station (replace mobile office)	\$ 50,000.00
Total		\$ 812,800.00

FY 2018 - 2019 Subtotal Project Description	Total Project Cost
Equipment Purchase	\$ 95,000.00
Facilities	\$ 167,800.00
Pavement Management	\$ 500,000.00
Transfer Station	\$ 50,000.00
Total	\$ 812,800.00

Project	FY 2019 - 2020 Project Description	Project Cost
Equipment Priority #1	Equipment Vehicle Purchase (replace parks trk #8)	\$ 65,000.00
Equipment Priority #2	Equipment Vehicle Purchase (replace highway trk #9)	\$ 100,000.00
Facilities Priority #1	Facilities Community Center/Library (replace elevator with ADA compliant model)	\$ 75,000.00
Pavement Management	Pavement Management (road projects)	\$ 500,000.00

2016/2017 CIP Project Summary Sheet

Total	\$ 740,000.00
--------------	----------------------

FY 2019 - 2020 Subtotal Project Description	Total Project Cost
Equipment Purchase	\$ 165,000.00
Facilities	\$ 75,000.00
Pavement Management	\$ 500,000.00
Total	\$ 740,000.00

Project	FY 2020 - 2021 Project Description	Project Cost
Equipment Priority #1	Equipment Vehicle Purchase (replace highway trk #4)	\$ 165,000.00
Equipment Priority #2	Equipment Vehicle Purchase (replace highway trk #12)	\$ 70,000.00
Pavement Management	Pavement Management (road projects)	\$ 500,000.00
Total		\$ 735,000.00

2020 - 2021 Subtotal Project Description	Total Project Cost
Equipment Purchase	\$ 235,000.00
Pavement Management	\$ 500,000.00
Total	\$ 735,000.00

Five Year Total	\$ 4,738,131.00
------------------------	------------------------

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Vehicle

PROJECT AMOUNT: \$65,000

PROJECT YEAR: FY 2019-2020

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

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

PROJECT DESCRIPTION: Highway - Parks - Truck #8 Replacement - Replace 2008 F-250 pickup truck and plow. Estimated trade value \$5,000.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Vehicle

PROJECT AMOUNT: \$100,000

PROJECT YEAR: FY 2019-2020

PROJECT PRIORITY (If more than one project in a single year): #2

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

PROJECT DESCRIPTION: Highway - Highway - Truck #9 Replacement - Replace 2009 F-550 pickup truck and plow. Current truck is undersized to be plowing Collinsville Village route. Estimated trade value \$10,000.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Community Center/Library

PROJECT AMOUNT: \$75,000

PROJECT YEAR: FY 2019-2020

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

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

PROJECT DESCRIPTION: Replace elevator with an ADA compliant model.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Pavement Management

PROJECT AMOUNT: \$500,000

PROJECT YEAR: FY 2019-2020

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

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

PROJECT DESCRIPTION: Pavement Management Program

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Vehicle

PROJECT AMOUNT: \$165,000

PROJECT YEAR: FY 2020-2021

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

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

PROJECT DESCRIPTION: Highway - Highway - Truck #4 Replacement - Replace 2010 6-wheel dump body truck and angle plow. Advanced metal fatigue from rust on truck body and frame. Estimated trade value \$15,500.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Vehicle

PROJECT AMOUNT: \$70,000

PROJECT YEAR: FY 2020-2021

PROJECT PRIORITY (If more than one project in a single year):**#2**

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

PROJECT DESCRIPTION: Highway - Highway - Truck #12 Replacement - Replace 2009 F-550 pickup truck and plow. Estimated trade value \$10,000.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Pavement Management

PROJECT AMOUNT: \$500,000

PROJECT YEAR: FY 2020-2021

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

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

PROJECT DESCRIPTION: Pavement Management Program

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Vehicle

PROJECT AMOUNT: \$185,000

PROJECT YEAR: FY 2016-2017

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

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

PROJECT DESCRIPTION: Highway - Truck #7 Replacement - Replace 2005 6-wheel dump body truck and angle plow. Advanced metal fatigue from rust on truck body and frame. This truck is the only center conveyor body that is used extensively for hauling asphalt for patching/paving services. Estimated trade value \$8,500.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Purchase

PROJECT AMOUNT: \$31,300

PROJECT YEAR: 2016-2017

PROJECT PRIORITY (If more than one project in a single year): #2

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

PROJECT DESCRIPTION: Parks - Field Mower Replacement - Replace 2005 Hustler 4600 120 inch mower. Current repairs and maintenance costs the past three years have been extensive. This past season the mower was out of service for extended periods of time. Mower has also shown to be a very poor quality cutting unit. To ensure reliability and improve our turf quality, a higher quality field mower (Toro or John Deer) is needed. Estimated trade value \$2,000.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Purchase

PROJECT AMOUNT: \$15,000

PROJECT YEAR: 2016-2017

PROJECT PRIORITY (If more than one project in a single year): #3

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

PROJECT DESCRIPTION: Highway - Plow Replacement - Replace two 11 foot 1990's era power angle plows with two new power angle plows. The highway trucks purchased in 2012 and 2013 did not come with plows and are in need of up-dating.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Purchase

PROJECT AMOUNT: \$15,831

PROJECT YEAR: 2016-2017

PROJECT PRIORITY (If more than one project in a single year): #4

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

PROJECT DESCRIPTION: Highway – Purchase a new Lee Boy 100F Paving Box with the Town of Burlington through the State of Connecticut Intertown Capital Equipment Purchasing Incentive (ICE) Program - 50% is paid through the state grant and 25% is paid by each town.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Purchase

PROJECT AMOUNT: \$18,200

PROJECT YEAR: 2016-2017

PROJECT PRIORITY (If more than one project in a single year): #5

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

PROJECT DESCRIPTION: Department - Update two-way radio system - Current radio system has several dead spots in town limiting our communication capabilities. Upgrade existing radio system to a repeater system with appropriate equipment and installation.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Town Hall

PROJECT AMOUNT: \$150,000

PROJECT YEAR: FY 2016-2017

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

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

PROJECT DESCRIPTION: Replace 1974 elevator with ADA compliant model.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – DPW Garage

PROJECT AMOUNT: \$40,000

PROJECT YEAR: FY 2016-2017

PROJECT PRIORITY (If more than one project in a single year): #2

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

PROJECT DESCRIPTION: Replace Generator - Purchase a 58 KW Generator to provide backup power for the entire DPW garage at 50 Old River Road. Currently there is a 6 KW generator capable of only running gas pumps.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – DPW Garage

PROJECT AMOUNT: \$50,000

PROJECT YEAR: FY 2016-2017

PROJECT PRIORITY (If more than one project in a single year): #3

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

PROJECT DESCRIPTION: Repair Masonry Walls - Current barn section of the facility the masonry walls have vertical cracking that needs to be jacked up and supported.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Collinsville Fire Station

PROJECT AMOUNT: \$35,000

PROJECT YEAR: FY 2016-2017

PROJECT PRIORITY (If more than one project in a single year): #4

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

PROJECT DESCRIPTION: Replace 6 overhead garage doors.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – DPW Garage

PROJECT AMOUNT: \$25,000

PROJECT YEAR: FY 2016-2017

PROJECT PRIORITY (If more than one project in a single year): #5

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

PROJECT DESCRIPTION: Engineering concept/preparation/plans for garage replacement.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Town Hall

PROJECT AMOUNT: \$25,000

PROJECT YEAR: FY 2016-2017

PROJECT PRIORITY (If more than one project in a single year): #6

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

PROJECT DESCRIPTION: Replace Carpet - In Tax, Assessor, and Town Clerk offices.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Town Hall

PROJECT AMOUNT: \$11,400

PROJECT YEAR: FY 2016-2017

PROJECT PRIORITY (If more than one project in a single year): #7

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

PROJECT DESCRIPTION: Replace awning on Main Street side of building.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Pavement Management

PROJECT AMOUNT: \$700,000

PROJECT YEAR: FY 2016-2017

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

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

PROJECT DESCRIPTION: Pavement Management Program

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Transfer Station

PROJECT AMOUNT: \$15,000

PROJECT YEAR: FY 2016-2017

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

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

PROJECT DESCRIPTION: Install a new concrete pad for the metal roll-off container to reside on. The new pad will be lower than the current pad height allowing for easier use for the residents to dispose of their metal. Plan to remove the current asphalt area in front of the container and regrade/repave with a more gradual pitch.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Walking/Bike Trail

PROJECT AMOUNT: \$24,300

PROJECT YEAR: FY 2016-2017

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

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

PROJECT DESCRIPTION: Intersection of Main and Bridge Street - Install island for north side of Bridge Street on each side of access driveway.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Vehicle

PROJECT AMOUNT: \$165,000

PROJECT YEAR: FY 2017-2018

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

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

PROJECT DESCRIPTION: Highway - Highway - Truck #5 Replacement - Replace 2006 6-wheel dump body truck and angle plow. Advanced metal fatigue from rust on truck body and frame. Estimated trade value \$15,500.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Purchase

PROJECT AMOUNT: \$17,000

PROJECT YEAR: FY 2017-2018

PROJECT PRIORITY (If more than one project in a single year): #2

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

PROJECT DESCRIPTION: Highway - Parks - Zero-Turn Mower Replacement - Replace 2009 Hustler Super Z 72 inch mower. The past three years repairs and down time have been increasing. Mower has been over utilized the past two years due to the field mower being out of service. Estimated trade value is \$2,500.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Purchase

PROJECT AMOUNT: \$17,000

PROJECT YEAR: FY 2017-2018

PROJECT PRIORITY (If more than one project in a single year): #3

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

PROJECT DESCRIPTION: Highway - Parks - Sand-Pro Replacement - Replace 1999 Toro 3040 Sand-Pro infield groomer. The past three years repairs and down time have been increasing. Estimated trade value is \$500.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Town Hall

PROJECT AMOUNT: \$100,000

PROJECT YEAR: FY 2017-2018

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

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

PROJECT DESCRIPTION: Replace 1980's era Chiller Unit.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Town Hall

PROJECT AMOUNT: \$100,000

PROJECT YEAR: FY 2017-2018

PROJECT PRIORITY (If more than one project in a single year): #2

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

PROJECT DESCRIPTION: Replace ceilings and lighting thru out the building.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Town Hall

PROJECT AMOUNT: \$22,800

PROJECT YEAR: FY 2017-2018

PROJECT PRIORITY (If more than one project in a single year): #3

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

PROJECT DESCRIPTION: Prep/Paint Ceiling areas for Town Hall Auditorium.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Town Hall

PROJECT AMOUNT: \$65,000

PROJECT YEAR: FY 2017-2018

PROJECT PRIORITY (If more than one project in a single year): #4

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

PROJECT DESCRIPTION: Install AC unit for auditorium.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Town Hall

PROJECT AMOUNT: \$87,500

PROJECT YEAR: FY 2017-2018

PROJECT PRIORITY (If more than one project in a single year): #5

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

PROJECT DESCRIPTION: Masonry repairs as needed to the exterior of building.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Pavement Management

PROJECT AMOUNT: \$500,000

PROJECT YEAR: FY 2017-2018

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

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

PROJECT DESCRIPTION: Pavement Management Program

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Town Bridges

PROJECT AMOUNT: \$35,000

PROJECT YEAR: FY 2017-2018

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

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

PROJECT DESCRIPTION: Town Bridges – Phase 1, miscellaneous concrete repair and embankment armoring (rip rap).

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Vehicle

PROJECT AMOUNT: \$60,000

PROJECT YEAR: FY 2018-2019

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

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

PROJECT DESCRIPTION: Highway - Building Maintenance - Truck #11 Replacement - Replace 2007 F-250 pickup truck. Estimated trade value \$5,000.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Equipment Purchase

PROJECT AMOUNT: \$35,000

PROJECT YEAR: FY 2018-2019

PROJECT PRIORITY (If more than one project in a single year): #2

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

PROJECT DESCRIPTION: Highway - Highway - Roadside Mower Attachment Replacement.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Town Hall

PROJECT AMOUNT: \$96,000

PROJECT YEAR: FY 2018-2019

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

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

PROJECT DESCRIPTION: Roof Replacement - Strip and reinstall (320squares @ \$300/square).

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Community Center/Library

PROJECT AMOUNT: \$11,800

PROJECT YEAR: FY 2018-2019

PROJECT PRIORITY (If more than one project in a single year): #2

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

PROJECT DESCRIPTION: Rebuild 6 Armstrong pumps.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Facilities – Community Center/Library

PROJECT AMOUNT: \$60,000

PROJECT YEAR: FY 2018-2019

PROJECT PRIORITY (If more than one project in a single year): #3

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

PROJECT DESCRIPTION: Replace 10 condensers.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Pavement Management

PROJECT AMOUNT: \$500,000

PROJECT YEAR: FY 2018-2019

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

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

PROJECT DESCRIPTION: Pavement Management Program

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Department of Public Works

PROJECT TITLE: Transfer Station

PROJECT AMOUNT: \$50,000

PROJECT YEAR: FY 2018-2019

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

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

PROJECT DESCRIPTION: Replace office with ADA compliant structure – Current office is a decrepit mobile construction trailer with limited access and space.

**Town of Canton
Department of Public Works
Key Issues/Project Summary Sheet
Fiscal Year 2016-2017**

Key Issue/Project Title:

Public Works Administrative Assistant

Key Contact Staff:

Robert J. Martin

Item Type:

Modification Initiative

Definition:

The Canton Public Works Department requests funds to modify the 35-hour-per-week Public Works Administrative Assistant position currently at \$18.36 per hour to a pay rate of \$21.87 per hour. This pay rate for the position would be consistent with other town staff with a similar job title (Administrative Assistant to the Fire Marshal/Emergency Management, Fire Department and Building Department). The Public Works Administrative Assistant would continue to be responsible for assisting the Director of Public Works with the administrative functions of the department, contributing to the daily operations by performing skilled clerical work of a high degree of difficulty (see attached job description).

History:

Historically, the position of Public Works Administrative Assistant has been part of the department's budget comprising 4 hours per week at \$11.25 per hour with a yearly salary of \$2,340.00. This 4 hour position was un-filled. In 2013 this position was increased to 12 hours per week at \$17.31 per hour with a yearly salary of \$10,801.44. At this time the position was filled. In 2014 this position was increased to 20 hours per week at \$17.83 per hour with a yearly salary of \$18,543.20. In 2015 this position was increased to 35 hours per week at \$18.36 per hour with a yearly salary of \$33,415.20.

Current Status and Potential next Steps:

The current status is this position has been filled by Heather Maroon since August of 2013. Heather has excelled in this position working at a very high level making her an extremely valued employee. With this position becoming full-time in 2015, the comprehensive work assignments have also increased allowing for; updating the department website, maintaining and scheduling training and recertification's of various regulatory agencies, updating Pavement Management by using Road Manager, payroll entry, organizing and coding of invoices, preparation of correspondence, research and reports, scheduling appointments, processing mail, answering phones, greeting the public, ordering equipment/supplies, and assisting department staff in all phases of departmental activities.

This position has been a tremendous assistance to the Director of Public Works who in the past was attempting to perform many of the duties currently performed by this full time position, allowing the director additional time to spend developing, planning, directing and integrating broad and comprehensive public works programs and activities. This full-time position has also allowed the director additional time to work more closely with the CAO and Project Administrator to development specifications, bid documents and grants for a variety of town pavement management, construction and maintenance projects. In summary, this position has permitted the director to dedicate more resources to monitor long-term plans, goals and objectives ultimately allowing him to focus on achieving the town's mission and selectman's priorities and to achieve department annual goals, objectives, and work standards.

Upon receiving a letter on November 19, 2015 (see attached) from Public Works Administrative Assistant Heather Maroon indicating that when the position became full time in 2015, the pay scale remained at the part time rate. The letter outlines similarities of this position to the Land Use Coordinator and Administrative Assistant to the Chief of Police. The letter also asks for the current title of the position be modified with a similar pay scale as the Land Use Coordinator and Administrative Assistant to the Chief of Police.

The next step; after reviewing the letter and giving it much thought, it is the director's recommendation that the position of Public Works Administrative Assistant remain with a pay increase to a pay rate of \$21.87 per hour. This pay rate for the position would be consistent with other town staff with a similar job title (Administrative Assistant to the Fire Marshal/Emergency Management, Fire Department and Building Department) as asked for in last year's Key Issue.

Schedule:

The schedule for the Public Works Administrative Assistant position is as follows:

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

Anticipated Costs:

Yearly salary: \$39,803.40

Additional Timing Concerns:

None

TOWN OF CANTON

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

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

POSITION DESCRIPTION

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

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

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

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

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

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

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

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

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

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

Experience and Education

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

LICENSE OR CERTIFICATE

- Possess a valid Connecticut Driver's License

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

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

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

Employee

Date

Supervisor

Date

Town of Canton

50 Old River Road, PO BOX 168 Collinsville, CT 06022
(860) 693-7863 (Office) (860) 693-7864 (Fax)



Office of Department of Public Works

TO: Robert J. Martin, Director of Public Works
FROM: Heather Maroon, Administrative Assistant
DATE: November 19, 2015
RE: Request for increase in hourly pay rate

Dear Robert,

First, I would like to say it is a pleasure working with you and the Town of Canton. My life has been so much more fulfilling since I've started working here in August of 2013 and I am very grateful for the opportunity to serve this great town. I am especially thankful for my position becoming full time as of July 1, 2015. It has been so wonderful having health insurance and all the fringe benefits that come along with the position.

Although I am very grateful for my job, I feel as though my pay scale is not comparable with other full time positions similar to mine. When my position went full time, my pay scale stayed at a part time scale. I did some job description comparisons of a few other Administrative positions in the town, specifically the Land Use Coordinator and the Administrative Assistant to the Chief of Police. I feel as though my work is very similar to both of these positions. I composed a list of Similarities & Differences for your review that I have included in this document. As you will see, the list of similarities is much larger than the differences. Both of these positions are at a much higher hourly rate than my position.

Similarities

Public Works Administrative Assistant

- Manages administrative support functions and more complex tasks including establishing relative priorities of current and anticipated workload and organizing and conducting assignments according to deadlines.
- Assists with department grant and budget preparation as needed.
- Sets up office systems including file maintenance, mail distribution and correspondence deadlines, and project management.
- Prepares and composes letters, reports and correspondence on own initiative about administrative matters and general office policies for supervisor's approval.

Town of Canton

50 Old River Road, PO BOX 168 Collinsville, CT 06022
(860) 693-7863 (Office) (860) 693-7864 (Fax)

- Maintains confidentiality.
- Performs or establishes procedures for all clerical functions and actions including phones, filing, general word processing, tracking of information, maintaining departmental logs, and other similar administrative support.
- Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction.
- Ensures that requests for action or information are relayed to appropriate staff members; ensures that information is furnished in a timely manner. Requires rational, independent thought process.
- Maintains quality customer care and professionalism in dealing with public and other employees.
- Periodically evaluates process and program effectiveness and take action to maintain continuous improvement.
- Responsible for department purchase requisitions and accounts payables ensuring proper approvals and coding, record keeping and file maintenance for all needed department supplies and invoice approvals
- Provides pertinent and timely information for the Town newsletter and website.
- Maintains and prepares department attendance and payroll records and all related statistics for Public Works employees.
- Follows all safety rules and procedures, and contributes to the safety of co-workers and the general public.
- Participates as an active Public Works team member by contributing to program development and organization planning.
- Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
- Maintains work areas in a clean and orderly manner.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

Land Use Coordinator

- Receives oral or written instructions from supervisor. Provides assistance to supervisor and Assistant Planner and reports work accomplished to supervisor.
- Creates and maintains files, for staff, public and legal reviews and action, and maintains Land Use activity log books and records.
- Orders and manages department supplies and materials.
- Organizes and process department finances, purchase orders, invoices, billing, processing of monthly receipts, budget submissions, and related bookkeeping and record-keeping functions.
- Updates and maintains web site information for the department and Land Use Boards.
- Edits drafts of Land Use documents including regulation revisions, staff reports, and others.
- Plans and organizes work according to established or standard office procedures.
- Assures and schedules proper maintenance of various office machines and equipment.
- Determines priority of work tasks and performs related work as required.
- Responsible for staffing department public service counter, including answering questions and providing information.
- Provides service and assistance to citizens and Town officials, and responds to questions regarding zoning, subdivisions, inland wetlands and watercourses, variances, automotive uses, other Land Use matters and life safety codes.
- Prepares and places all legal advertisements, meeting announcements, agendas, posts, and notices.
- Ascertain that the materials for meetings are complete and accurate.

Town of Canton

50 Old River Road, PO BOX 168 Collinsville, CT 06022
(860) 693-7863 (Office) (860) 693-7864 (Fax)

- Assures delivery of meeting materials and equipment to and retrieval from meeting rooms before and after meeting, and assures meeting rooms are scheduled and appropriately prepared.
- Coordinates exchanges of information and materials between Land Use Boards, Town departments, and state and federal governments.
- Responsible for coordinating, scheduling, and organizing pool of recording clerks for Land Use Boards, including processing of time cards, and overseeing the collection and filing of minutes.
- Attendance at evening meetings (up to three (3) evenings per month) may be required.***

Administrative Assistant to the Chief of Police

- Performs a wide variety of secretarial and administrative duties in support of the Police Department.
- Researches and analyzes routine administrative projects.
- Receives oral or written instructions from Supervisor.
- Plans work according to established Department or standard office procedures.
- Composes routine correspondence and reports.
- Types draft documents and a wide variety of finished documents from notes, instructions, or printed materials.
- Compiles and coordinates data for action by Supervisor.
- Transmits and explains Supervisor's directions to proper persons and follows up for compliance, completeness and conformity with deadlines.
- Schedules appointments and arranges meetings.
- Screens incoming correspondence or calls; refers to appropriate staff members and follows up to ensure timely response.
- Maintains Department personnel files and processes personnel action forms.
- Prepares and processes information for department payroll.
- Maintains inventory of department equipment and supplies; processes purchase orders pertaining to departmental expenses; handles routine matters with vendors; orders materials and services as directed.
- May perform additional tasks and duties as necessary and/or requested.

Differences

Public Work Administrative Assistant

- May be required to draft Public Works RFP's.
- Updates town Pavement Management Road Master software.

Land Use Coordinator

- Maintains, and finalizes department materials for publication, regulations, and board schedules.
- Assists applicants in filling out application forms, checklists, and providing assistance and direction in navigating appropriate Boards, Town departments and staff.
- Processes, schedules and coordinates all applications and permit requests for Land Use activities.
- Refers applications and coordinates reviews and comments by town staff and Land Use Boards.
- Prepares materials for Land Use Board meetings including compilation, collation, organization and distribution of reports, minutes, drawings, files, and equipment.
- Maintains appropriate control of Land Use Board applications, activities, and schedules to assure compliance with legally mandated timetables for processing applications, regulations and decisions.
- Notifies appropriate persons or agencies of policy decisions, and actions made by Land Use Boards.
- Performs recording secretary tasks for Land Use Boards when needed.

Administrative Assistant to the Chief of Police

- Maintains line item account ledgers to monitor department budget.
- Prepare documents for judicial proceedings

Town of Canton

50 Old River Road, PO BOX 168 Collinsville, CT 06022
(860) 693-7863 (Office) (860) 693-7864 (Fax)

- Archives files and records as needed

I feel as though I have worked very hard and proved myself to be a valuable asset to the Town. I have taken on many new tasks since July which include posting minutes & agendas for Energy Committee and PMBC as well as working with the Road Manager software. I have also been able to take on more day to day tasks so that you are able to focus on more important issues. I understand that the person in the Administrative Assistant to the Police Chief position has occupied that position for quite some time, but the person in the Land Use Coordinator position has only occupied the position for a little over a year. I am asking for a pay increase from \$18.36 per hour (\$33,415.00 yearly salary) to \$24.24 per hour (\$44,116.80 yearly salary) effective July 1, 2016. I am also asking for my job title to be changed from "Public Works Administrative Assistant" to "Public Works Office Coordinator" or "Assistant to the Public Works Director". I believe these titles more clearly demonstrate the scope of the work I perform on a daily basis. Below is a chart of the pay comparisons and I believe they speak for themselves.

Position	Yearly Salary	Hourly Rate
Land Use Coordinator		
2013-2014	\$41,882.00	\$23.01
2014-2015	\$42,934.00	\$23.59
2015-2016	\$42,934.00	\$23.59
Administrative Assistant to the Chief of Police		
2013-2014	\$45,282.00	\$24.88
2014-2015	\$46,410.00	\$25.50
2015-2016	\$47,687.00	\$26.20
Public Works Administrative Assistant		
2013-2014-Part Time	\$10,802.00	\$17.31
2014-2015-Part Time	\$18,543.00	\$17.83
2015-2016 Full Time	\$33,415.00	\$18.36

Thank you for taking the time to read this letter and for your consideration.

Sincerely,



Heather Maroon

Public Works Administrative Assistant



CANTON POLICE DEPARTMENT

45 River Road (Route 179), Canton, Connecticut 06019

(860) 693-0221 Fax: (860) 693-8493

Christopher G. Arciero
Chief of Police

Lawrence A. Terra
Captain

SUBJECT: Canton Police Department FY 16/17 Budget Submission

TO: Robert Skinner
Chief Administrative Officer

FROM: Chief Christopher Arciero

DATE: December 11, 2015

Bob: Attached please find the following documents as part of the Canton Police Department's FY 16/17 Budget Submission:

1. CPD Department Description.
2. FY 15/16 Highlights (to date).
3. FY 16/17 Department Objectives.
4. Department Personnel Summary Report.
5. CPD CIP requests.
6. Non-CIP Key Issues memos.
7. Request for additional personnel.

Respectfully submitted.

**CANTON POLICE DEPARTMENT
FY 2014-2015**

Submitted: December, 2015

Department Description

The Canton Police Department was established as a permanent police department in 1970. Currently, the department is comprised of 15 authorized sworn officers (including 1 Chief, 1 Captain, 4 Sergeants and 1 Detective), 4 full-time civilian positions, 6 part-time civilians (4 part-time dispatchers, 2 crossing guards) and 1 administrative assistant. During this time period, CPD maintained its full authorized strength in patrol, dispatch and administrative positions. All the police officers are POST certified and are first responders in all medical and fire emergencies. The Police Department patrols over 25 square miles and serves a population of approximately 10,000 residents.

Dec. 2014-Nov. 2015 Highlights (to date)

1. Canton trained its second Community Emergency Response Team (CERT). In addition, the CERT participated in its first annual food drive for the Canton Food Bank and its first ever food/toy drive at Ocean State Job Lot to benefit Canton's Holiday Drive.
2. Canton Police Officer Adam Gompper was assigned to the North Central Accident Reconstruction Team.
3. Canton Police Department Dispatcher Micheal Roy was named as the newly created Dispatch Supervisor. A new dispatcher was also hired.
4. Canton Police Officers participated in two (2) federally funded grant programs for highway safety (Distracted Driving and High Risk Rural Road Speed Enforcement). In addition, Canton Police Officer participated in the annual State DOT Seatbelt WAVE campaign.
5. Canton was also the recipient of JAG Violent Crime Prevention Grant funds that were used for equipment purchases.
6. Chief Arciero was named to the Board of Directors for the United Way of Connecticut.
7. CPD personnel provided safety and security to all town employees.
8. CPD hosted area wide training on 'Fair Impartial Police Training' seminar in response to statewide report on racial profiling.
9. Canton CERT hosted statewide 'Ambassador CERT' training seminar at the Community Center.
10. Coordinated with DPW on safety enhancements to newly paved local roadways and major streetscape project in Collinsville.
11. CPD officers along with BOE representatives and area police departments conducted K-9 sweep operation at Canton High and Middle Schools.
12. CPD officers enhanced the Juvenile Review Board policies and procedures.

13. CPD personnel continued to participate in many charitable/social assistance events: Ride to School, Walk for Hunger, Bagging for Hunger, Toy Drive, Food Drive, Special Olympics Torch Run, School Wellness Seminars, CIS Magic-Job Shadowing, College Internship Programs, Child ID Safety events, Safety talks at day care facilities, Youth Services Bureau meetings, Senior TRIAD, CPD building tours, and submission of articles for the Canton Connections and Senior Scribe.
14. Used the Canton Community Health Fund Grant to purchase Child ID safety kits.

FY 2016-17 Departmental Objectives

1. Begin the preparation for the negotiation process for the police officers and dispatchers collective bargaining agreements which both expire on June 30, 2016.
2. The Canton Police Department will re-evaluate the Juvenile Review Board to determine the effectiveness of its strategy in addressing juvenile crime in Canton. The review process will address expanding the criteria for referral to the JRB, involvement of schools in the referral process and ensuring optimum solvability rates for the classification of crimes traditionally involved in the JRB process.
3. Canton Police will continue to assess the purchase of and policy implementation for the use of patrol body cameras and next generation Tasers.
4. Ensure CPD measures with regard to the Town's Plan of Conservation and Development are accomplished with specific activities.

**DEPARTMENT
PERSONNEL
SUMMARY**

DEPARTMENT: POLICE

POSITION / TITLE	# of positions	Status: FT / PT	# of hours	Union	FY 2015-2016 Salary:	FY 2016-2017 Salary:
Police Chief/EMD	1	FT	40	no	\$118,614.00	\$118,614.00
Captain	1	FT	40	no	\$94,806.00	\$94,806.00
Police Secretary	1	FT	35	no	\$48,435.00	\$48,435.00
Crossing Guard	1	PT	10	no	\$3,732.00	\$3,823.00
Sergeant	4	FT	40	yes	\$356,428.00	\$356,428.00
Police Officers	8	FT	40	yes	\$593,256.00	\$593,256.00
Detective	1	FT	40	yes	\$81,224.00	\$81,224.00
Dispatchers	4	FT	40	yes	\$204,674.00	\$203,720.00
Part time Dispatchers	4	PT		no	\$11,578.00	\$14,000.00
Animal Control Officer	1	PT	9	no	\$14,508.00	\$14,461.00

TOTAL PERSONNEL AMOUNT: \$1,528,767.00

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Police Department

PROJECT TITLE: **Police Vehicle Replacement**

PROJECT AMOUNT: **\$ 76,000**

PROJECT YEAR: FY 2016-17

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

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

PROJECT DESCRIPTION: This project continues the police vehicle replacement program that has been implemented and approved over the years. The program combines fiscal planning with the ability to field a safe, sound and appropriate fleet of patrol vehicles to Canton Police Officers as they serve our residents, on a daily, 24 hour basis. Vehicles covered in this project are currently cycled through various fleet assignments (patrol division, detective division, traffic and administrative staff) in order to maximize usefulness.

The proposed funding is to purchase one to two police vehicles every year. The proposed funding includes purchase price and outfitting costs. Outfitting costs include, but are not limited to, installation of emergency equipment, radios, and vehicle safety equipment.

The established schedule is designed to minimize service costs, retire vehicles before they become a mechanical and safety liability, and maximize their resale value to help offset costs.

The current patrol fleet consists of six (6) primary patrol vehicles with approximate mileages of two highest at 85,481 miles and 78,454 miles respectively. Based on the monthly average of mileage of these two vehicles they will have approximately

97,000 and 100,000 at this time next year. Mileage at those levels begin to expose officer/public safety, vehicle safety and result in more frequent and costly maintenance repairs.

Based on current estimates and experience, the CPD CIP budget request beginning with :

FY 16/17: \$76,000 (2 cars); for FY 17/18: \$39,000 (1 car); for FY 18/19: \$80,000 (2 cars); for FY19/20 \$20,000 (1 car). .



CANTON POLICE DEPARTMENT

45 River Road (Route 179), Canton, Connecticut 06019
(860) 693-0221 Fax: (860) 693-8493

Christopher G. Arciero
Chief of Police

Lawrence A. Terra
Captain

To: Robert Skinner, Chief Administrative Officer
Amy O'Toole, Finance Director

From: Christopher Arciero
Chief of Police

RE: Non-CIP "Key Issues"

Date: December 10, 2015

Pursuant to CAO Robert Skinner's *Fiscal Year 2016-2017 Budget Instructions*, "any non-CIP 'Key Issues' such as additional employees shall be addressed on a separate form and submitted at the same time but shall not be included in the operating budget".

As such, the following is a non-CIP 'Key Issue' from the Canton Police Department.

Body Cameras

In light of recent national events, many agencies are moving toward implementing body-camera solutions for officers. Some agencies who have employed body cameras have seen reduction in excessive use of force and citizen complaints. Moreover there are perceived benefits of using body cameras:

Possible benefits:

1. Increased transparency and legitimacy
2. Improved police behavior
3. Improved citizen behavior
4. Expedited resolution of complaints and lawsuits
5. Improved evidence for arrest and prosecution
6. Opportunities for police training

Possible disadvantages:

1. Increased costs to purchase, maintain the cameras, storage and retrieval of data.
2. Negligent or intentional misuse by officers
3. Legality of recording juveniles, medical calls, sexual assault victims, exculpatory information, or other invasion of privacy matters.
4. FOI retention and response
5. Limitations of the cameras, 2-D recording, lighting, camera speed, missed clues.
6. Second-guessing by officers
7. Selective/Mandatory recording

With respect to the employment of body cameras for the Canton PD, I will note that traditionally, there is a low number of use of force incidents and citizen complaints. Moreover, when such incidents occur there is an extensive investigation conducted, irrespective of whether there is video. In January, 2016, the State of Connecticut is expected to release guidelines for the use of body-worn recording equipment, storage and retention of data. The state will also be introducing a grant program to provide grants-in-aid to reimburse towns for costs associated with the purchase and storage costs of body-worn recording equipment.

The approximate cost for implementing a body camera program would be \$14,500 for the first year and approximately \$9,500 for subsequent years. The costs cover the purchase of the cameras, warranties, storage, and training on their use.



CANTON POLICE DEPARTMENT

45 River Road (Route 179), Canton, Connecticut 06019
(860) 693-0221 Fax: (860) 693-8493

Christopher G. Arciero
Chief of Police

Lawrence A. Terra
Captain

To: Robert Skinner, CAO
From: Chris Arciero, Chief of Police 
Re: Consideration of additional patrol officer
Date: December 11, 2015

I am respectfully requesting consideration to hire an additional patrol officer. Maintaining the appropriate staffing of a police department is a continuous challenge. For the following reasons, I would like to proffer my initial thoughts in support of hiring an additional officer.

1. Time/cost to replace an officer

Retirements, injuries or lateral movement to another department are constant factors that will occur, often without pre-notice. When those types of separation occur, there is an extraordinary long time (up to 18 months) to advertise a selection process, select the appropriate candidate, successfully complete the mandatory academy training and Field Training period. Currently, we have three officers who will be eligible to retire in the next three years. In addition, any reduction to current staff will increase our OT costs, as well as increase the re-assignment of private duty OT jobs to other agencies.

2. Minimum staffing requirements

When accounting for training days (mandatory and optional), sick time use, personal leave, vacation time and military commitments, we are often at minimum staffing for a shift. As such, it becomes difficult to address specialized projects, engage in more detailed investigative activities, participate in voluntary community-policing initiatives and address areas for required concentrated police involvement. Oftentimes we have to redeploy the detective to patrol to overcome shortages and meet workload demands.

3. Retention/morale factor

The hiring an additional officer may allow for a creation of a hybrid type schedule that may be used as a means to ensure retention of an officer who might otherwise be considering separating from his/her service to the town.

4. Empirical means to determine appropriate staffing levels

The following are a sample of strategies to determine staffing needs.

Per capita analysis:

Many police agencies have used their resident population to estimate the number of officers a community needs. I have seen studies that have a range of 2.0-2.5 per 1,000. Advantages of the per capita method include its methodological simplicity and ease of interpretation. The population data required to calculate this

metric, such as census figures and estimates, are readily available and regularly updated. Per capita methods that control for factors such as crime rates can permit communities to compare themselves with peer organizations. The disadvantage of this method is that it only addresses the quantity of police officers needed per population and not how officers spend their time, the quality of their efforts, or community conditions, needs, and expectations. Similarly, the per capita approach cannot guide agencies on how to deploy their officers.

Typical workload models:

Workload-based approaches derive staffing indicators from demand for service. What differentiates this approach is the requirement to systematically analyze and determine staffing needs based upon actual workload demand while accounting for service-style preferences and other agency features and characteristics. The workload approach estimates future staffing needs of police departments by modeling the level of current activity. Conducting a workload analysis can assist in determining the need for additional resources or relocating existing resources (by time and location), assessing individual and group performance and productivity, and detecting trends in workload that may illustrate changing activity levels and conditions. Unfortunately, there is no universally-accepted standard method for conducting a workload-based assessment. Defining and measuring "work" varies by agency. Knowing that staff decisions are based upon calls for service and the time required to respond to them, officers may not have an incentive to be efficient in their response to calls or even to engage in activities that reduce calls. Learning how to conduct a workload-based assessment may be challenging for police administrators. Typical workload models are complicated and require intensive calculations. They also require decisions on a wide array of issues that are very difficult for officials and communities to make—such as how frequently streets should be patrolled—and do not uniformly account for discretionary activities, such as time for community policing and other officer-initiated activities.

The minimum staffing approach:

This approach requires police supervisors and command staff to estimate a sufficient number of patrol officers that must be deployed at any one time to maintain officer safety and provide an adequate level of protection to the public. The use of minimum staffing approaches is fairly common and is generally reinforced through organizational policy and practice and collective bargaining agreements.

There are two principal reasons a jurisdiction may use a minimum staffing approach. First, policymakers in many communities believe there are a minimum number of officers needed to ensure public safety. This may be particularly common in small communities where there are relatively few citizen-generated demands for police service yet residents expect a minimum number to be on duty at all times. Second, police officers themselves may insist (often through collective bargaining) that a minimum number of officers be on duty at all times.

There are no objective standards for setting the minimum staffing level. Agencies may consider population, call load, crime rate, and other variables when establishing a minimum staffing level. Yet many agencies may determine the minimum necessary staff level by perceived need without any factual basis in workload, presence of officers, response time, immediate availability, distance to travel, shift schedule, or other performance criteria.

TOWN OF CANTON
CIP Request Form Explanation
FY 2014-2015 through FY 2018-2019

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

DEPARTMENT: Parks and Recreation

PROJECT TITLE: **Canoe & Kayak Boat Launch**

PROJECT AMOUNT: **\$ 340,000**

PROJECT YEAR: FY 2016-2017

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

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

PROJECT DESCRIPTION: This project would involve installing a ramp for small boats on the Farmington River for the Upper Mill Pond [UMP] area of the Farmington River which is the area upstream of the Upper Collinsville Dam. With the presence of a kayak/canoe retail outlet located directly on the UMP area of the Farmington River, there has been a noticeable increase in recreational activity on the UMP area in the form of kayaking, canoeing, paddle boarding, etc. Presently there is no public access to the UMP area. The only access, which is for a fee, is through the kayak/canoe retail outlet which is not ADA compliant and is open at limited times. As a result and to further promote recreational activity on the UMP area of the Farmington River, the Town would like to establish an ADA accessible small boat (kayak, canoe, etc.) docking/launching system with fishing pier on the west side of the existing designated bike/pedestrian trail as it passes along the Town of Canton's Public Works Facility (located on the east side of the bike/pedestrian trail). Work planned includes; the ADA accessible boat launch and fishing pier, ADA parking and additional parking for the bike/pedestrian trail and fishing pier and boat launch to be located adjacent to and along the east side of the bike/pedestrian trail, relocation of the access gate to the existing WPCA facility [shifting it to the east] to allow for the proposed adjacent path parking, screening for the WPCA facility, and incidentals thereto.

TOWN OF CANTON
CIP Request Form Explanation
FY 2014-2015 through FY 2018-2019

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

DEPARTMENT: Parks and Recreation

PROJECT TITLE: **Outdoor Fitness Center**

PROJECT AMOUNT: **\$ 28,000**

PROJECT YEAR: FY 2016-2017

PROJECT PRIORITY (If more than one project in a single year):**#5**

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

PROJECT DESCRIPTION: This project is for an outdoor fitness center at Mills Pond Park located in the corner near the basketball courts. An outdoor fitness center is among the latest in industry trends, starting off on the West Coast, outdoor fitness centers are now emerging in Connecticut. There are many benefits to installing an outdoor fitness center in our community park. The center gives residents the opportunity to be outdoors exercising without having to pay a gym membership fee. In addition, the center would be used by our summer camp program; a fitness curriculum could be added into the program. The project alligns nicely with the mission of our parks and recreation agency by pormoting health and wellness opportunities.

FY	Priority #	Project	Project Description	Project Cost
16-17	1	Salary increase for Recreation Supervisor position	Salary increase to make Recreation Supervisor position more competitive	\$15,000 (special revenue)
16-17	2	Youth & Recreation Coordinator (FT position)	Creation of a new full time position that combines YSB, Rec and admin duties	\$29,100 (special revenue)
16-17	3	Canoe & Kayak Launch/Ramp	Creation of a boat launch ramp for kayaks and canoes into Farmington River	\$340,000
16-17	4	Outdoor Fitness Center	Creation of an outdoor fitness gym at Mills Pond Park	\$26,000
17-18	1	Lawton Road Recreation Complex	Creation of Lawton Road Recreation Complex- soccer/multi-purpose fields	\$800,000
17-18	2	Farmington River Bike Trail Extension	Extending the Farmington River Trail as part of Lawton Rd	\$340,000
17-18	3	Trail Restoration & Bridge	Improve existing trails, fix bridge at Mills Pond Park	\$40,000
17-18	4	Basketball/Tennis Court Timed Lights System	System that allows users to hit a timer for the lights at b-ball/tennis courts	\$15,000
17-18	5	Interior Pool Shell Repairs	Sand blasting, repainting, repairing interior of swimming pool	\$75,000

General Fund Capital Improvement
Total Re-allocation of Special Revenue Funds

\$1,636,000
\$44,120

TOWN OF CANTON
CIP Request Form Explanation
FY 2014-2015 through FY 2018-2019

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

DEPARTMENT: Parks and Recreation

PROJECT TITLE: **Lawton Road Recreation Complex**

PROJECT AMOUNT: **\$ 800,000**

PROJECT YEAR: FY 2017-2018

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

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

PROJECT DESCRIPTION: The Lawton Road Recreation Complex remains a longstanding priority of the Parks and Recreation Department and Commission. The need for additional field space as outlined in this project remains strong today as ever. At this time planning and land use approvals have been completed for additional recreational field space on the Town owned parcel of 55 Lawton Rd. The bike path section of the plan has been seperated out as another project. This particular site is one of the only Town owned sites that is conducive to active recreational development. This property has been identified in the Town's last several POCDs as ideal for recreational space. It is recommended to fund this project over a three year period. FY 17-\$300,000, FY 18- \$300,000, and FY 19- \$200,000.

TOWN OF CANTON
CIP Request Form Explanation
FY 2014-2015 through FY 2018-2019

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

DEPARTMENT: Parks and Recreation
Lawton Rd Parcel

PROJECT TITLE: **Farmington River Bike Trail Extension-55**

PROJECT AMOUNT: **\$ 340,000.00**

PROJECT YEAR: FY 2017-2018

PROJECT PRIORITY (If more than one project in a single year):**#2**

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

PROJECT DESCRIPTION: In addition to the proposal for recreation field space at the Town owned parcel 55 Lawton Rd, the extension of the Farmington River Trail has been incorporated into the site plan to extend 1,200 ft along the frontage of Lawton Rd and connect to the park space. Some of the costs of development overlap between the fields and bike path portions of the project and should ideally occur in coordination. The Town plans on continuing the trail North of Rt 44 and eventually connecting to existing trail networks in Simsbury, thus creating a unique 28 mile recreation loop.

TOWN OF CANTON
CIP Request Form Explanation
FY 2014-2015 through FY 2018-2019

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

DEPARTMENT: Parks and Recreation

PROJECT TITLE: **Park Trail Restoration/ Bridge**

PROJECT AMOUNT: **\$ \$40,000**

PROJECT YEAR: FY 2017-2018

PROJECT PRIORITY (If more than one project in a single year):**#3**

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

PROJECT DESCRIPTION: The Parks and Recreation Commission would like to restore the trails in Mills Pond Park to make them more accessible and to connect them back to the fields/schools. A part of this project would be done through use of Eagle Scouts with assistance from Parks staff to help clear the trails. Additionally, there are several dilapidated wooden bridges that connect the park to the trail system. These structures are in bad condition and in some sections they have fallen into the river. It is unsafe for use and is a liability for the town. This project would include building more stable bridges to restore access to the area and allow for greater use of the parks assets.

TOWN OF CANTON
CIP Request Form Explanation
FY 2014-2015 through FY 2018-2019

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

DEPARTMENT: Parks and Recreation

PROJECT TITLE: **Interior Pool Repairs**

PROJECT AMOUNT: **\$ 75,000**

PROJECT YEAR: FY 2017-2018

PROJECT PRIORITY (If more than one project in a single year):**#5**

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

PROJECT DESCRIPTION: Presently the Mills Pond Pool filtration system and pool house is in great shape but the pool shell will require work in the future. Infrastructure of Mills Pond Pool shell continues to deteriorate each season (with chunks of it coming up in summer 2014). The pool shell is in need of repair work which would include sandblasting the entire pool, chipping concrete 3" depth avg, and shooting pool using a gunite/shot concrete process. Repairing the pool's shell is important from a health and safety perspective as well as maintaining a visually pleasing facility. The pool receives thousands of visitors throughout the season.

TOWN OF CANTON
CIP Request Form Explanation
FY 2014-2015 through FY 2018-2019

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

DEPARTMENT: Parks and Recreation
System

PROJECT TITLE: **Basketball/Tennis Court Timed Lights**

PROJECT AMOUNT: **\$ 15,000**

PROJECT YEAR: FY 2017-2018

PROJECT PRIORITY (If more than one project in a single year):**#4**

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

PROJECT DESCRIPTION: Presently the tennis and basketball courts lights system is operated on a schedule that requires the Parks Supervisor to re-set on a regular basis throughout the year. The lights are on during a set period of time regardless of whether or not anyone is on the courts or not. This creates a negative public impression and both the DPW and Parks and Recreation departments have received complaints on this matter. A viable solution would be to install a Remote Equipment Controller that would allow users to hit a button and the lights would come on for a period of time 30-40 minutes. They could then hit the button to extend the time. There is potential for some energy savings under this new system. This project would make the courts more users friendly and would help with public impression.

**Town of Canton
Parks and Recreation Department
Key Issues/Project Summary Sheet
Fiscal Year 2016-2017**

Key Issue/Project Title:

Salary Increase to Recreation Supervisor Position

Key Contact Staff:

Joshua Medeiros

Item Type:

Modification Initiative

Definition:

The Canton Parks and Recreation Department requests to allocate special revenue funds to increase the salary of the 35-hour-per-week Full Time Recreation Supervisor position from \$36,941 to \$51,941. This position would be paid at a rate (\$ 28.54 per hour) consistent with employees from similar towns performing the same job. For example, Recreation Supervisors in Simsbury make \$64,346 and in Coventry they make \$58,176. According to the salary survey contacted by the CAO office the average salary for this position was \$56,019 (see survey for full details). This proposal would still be below the average for this position but would be a step in the right direction to get the position more competitive.

Need:

The salary increase for this position is highly needed in order to maintain longevity of individuals in this role and to stay competitive with other communities that hire the same position. The Recreation Supervisor performs high level tasks including scheduling/supervising all aspects of the Mills Pond Pool, comprehensive year round programming and special events, and community center room reservations. It is paramount to have consistent leadership in order for smooth transitions from season to season. Whenever there is change over the department loses revenue due to the high volume of planning and organization involved in this position.

In addition, the Recreation Supervisor position has evolved over the past year and is now responsible for a significantly increased amount of work which now includes oversight of a Youth Recreation Basketball Program serving over 150 kids which for 2015-2016 has brought in approximately \$20,000+ revenue as of November 2015. Note: More revenue is anticipated with additional registrations and team sponsorships forthcoming.

Additionally, the current Recreation Supervisor has developed dozens of additional programs for the department which has accounted for significantly increased revenues. Beyond administrative work she has obtained her Lifeguard Instructor certification and will be teaching lifeguard training and babysitting classes for a substantial savings to the department.

Presently, the department has a surplus of nearly \$60,000 in special revenue as of November 2015 for FY 15-16. It is anticipated that revenues will continue to climb this year and future years.

Current Status and Potential next Steps:

Presently \$28,620 from the General Fund and \$8,321 from the Special Revenue is allocated to the full time Recreation Supervisor position for a total salary of \$36,941. This proposal would require the allocation of an additional \$15,000 (supported from the Special Revenue Fund) for the Recreation Supervisor position. The \$15,000 is easily supported through registrations for the new Youth Basketball Program (taken over by the town from Valley Sports Center closing).

Breakdown

\$28,620- General Fund (remains the same)

\$23,321- Special Revenue Fund (\$15,000 increase)

Total Salary- \$51,941

The next step would be to approve the allocation of an additional \$15,000 to the position of Recreation Supervisor.

Note: My preference would be for the town to support the salary increase primarily out of the General Fund but in the event that is not possible we could support it out of special revenue as I have outlined above.

Anticipated Costs:

Yearly salary: \$51,941

Additional Timing Concerns:

None

**Town of Canton
Department of Parks and Recreation
Key Issues/Project Summary Sheet
Fiscal Year 2016-2017**

Key Issue/Project Title:

Title: Youth & Recreation Coordinator (Full Time)

Key Contact Staff:

Joshua Medeiros

Item Type:

New Initiative

Definition:

The Canton Parks and Recreation Department requests to allocate special revenue funds for the creation of a 35-hour-per-week Full Time Youth & Recreation Coordinator position. The position would be paid \$29,120 (35 hours per week x 52 weeks @ \$16.00 per hour). The position is modeled after several towns with similar demographics and responsibilities including the newly created position for the Town of Granby, Town of Avon and Town of Colchester to name a few.

The key to a successful parks and recreation agency is having consistent personnel to develop and build the department. Canton Parks and Recreation Department is growing as demonstrated by the increased amount of program offerings and new special events which reflect special revenue increases. Presently, the department has a surplus of over \$60,000 in special revenue as of November 2015 for FY 15-16. It is anticipated that revenues will continue to climb this year and future years.

In addition, the Youth Services Bureau has expressed needs for an employee to assist with grant writing, events, marketing and programming. Currently the YSB operates fully on a volunteer basis.

This proposal would be for the creation of a new full time Youth and Recreation Coordinator that would meld YSB duties and Parks and Recreation duties into one position to help meet the needs of both groups. Duties include administrative work in the office, grant writing, oversight of a new After School program to address behavioral concerns from students at CIS, help expand existing programming resulting in increased revenues as well as oversee school vacation and summer camp programs. Youth services can be more incorporated under Parks and Recreation which will help with coordination of services and marketing via our Parks and Recreation website, social media, and e-mail system which will help spread the word of these important services. To cover the salary of this position several seasonal part time positions will be eliminated so funding can be provided. A full job description and breakdown of how costs will be covered are available below.

Break down of how the cost will be covered

Eliminate the 1 basketball coordinator (\$2,500 savings)

Eliminate WSI Aide Position (\$2,550 savings)

Eliminate 1 WSI position- more efficient use of instructors/class schedule (\$1,723.50)

Eliminate summer office assistant position (\$3,000 savings)

Eliminate Camp Director position- Site Supervisors will replace camp director- 3 positions at rate of \$12-13/hr. (\$7,680 savings)

Total savings of \$17,453.50 (require \$11,666.50 to cover the rest of the position)

Requesting: \$10,000 to be allocated from the General Fund to support the position. The remaining \$19,120 will be supported out of Special Revenue Fund revenue. Note: YSB also mentioned that they may be able to contribute towards the salary if need be.

Amount required for the position: \$29,120 (35 hours per week x 52 weeks @ \$16.00/hr)

Note: It would be anticipated that revenue will increase even more as a result of the addition of this new position. With the above modifications the cost of the position will be covered and drive a profit.

Current Status and Potential next Steps:

There are a number of challenges currently facing both Parks and Recreation and the Youth Services Bureau:

- YSB volunteer based only. This position could help advance that organization and bring about more services for youth in the community. It could also assist with securing grants.
- Parks and Recreation is expanding with high volume of programs and events as well as facility reservations. This position could create some consistent leadership to help oversee many aspects of the department currently being done by part time transient employees.
- An evening schedule will address many concerns that currently exist including after school community center programming, evening reservations/rentals, public requests for evening office hours (see anticipated schedule below for more details).

The next step would be to approve the creation of the full-time (35 hours per week) Youth & Recreation Coordinator position.

Anticipated Schedule:

The anticipated schedule for the Youth and Recreation Coordinator position would be as follows:

Monday- Friday 11:00am-6:00pm

Benefits of this schedule for the town includes:

- Full coverage in the Parks and Recreation office including late night hours for individuals that can't make it to the office during the day due to work.
- The position could be on site to oversee the after school program during the school year which will be a cost savings to not have to hire an employee.
- In the summer they will be involved in supervising the summer camps and will be available to deal with late night camp problems as the camp runs to 5:30pm and the office typically closes at 4:30pm.
- It will also provide an employee to help oversee building reservation issues that may happen in the evening. This could address reoccurring concerns from the library.
- They can attend YSB meetings on a monthly basis in order to stay current on issues that affect their position.

Anticipated Costs:

Yearly salary: \$29,120

Additional Timing Concerns:

None

Recreation Supervisor & Recreation Specialist/Coordinator

Salary Survey (December 2015)

Name of Town	Population	Recreation Supervisor	Recreation Specialist/Coordinator
Canton	10,292	\$36,941.00	
Groton	40,115	\$49,500- \$56,900 (2 Rec Supervisors)	
Farmington	25,340	\$72,000	\$68,000
New Canaan	19,738	\$61,903	
Essex	6,683		\$15.13-\$18.41 per hour
Haddam-Killingworth	14,038	40000 (\$44,000 for Child Care Director)	
Shelton	41,295	Asst. Director \$61,380-\$64,650	\$55,600-\$58,600 (Rec Supervisor)
Mansfield	24,558	\$54,910-\$69,545 (2 Rec Supervisors)	\$52,177-\$66,281(2 Rec Coordinators)
Southbury	19,904	\$44,000	\$16.00/hr- 25 hours per week
Colchester	16,068	\$55,000	\$40,000
Glastonbury	34,427	\$62,985-\$85,020	\$51,539-\$68,702
Manchester	58,241	\$57,200	\$14-\$16 per hour
New Haven	130,660	\$49,186 Division Head \$70,651	\$25/hr
Simsbury	23,511	\$64,346-\$74,277 (2 Rec Supervisors)	n/a
Burlington	9,301	\$15/hr 5 hrs per week	\$20/hr 10 hrs per week
North Branford	14,407	\$50,000	
East Hartford	51,252	\$56,000-\$70,000 (2 Rec Supervisors)	n/a
Guilford	22,375	\$40,666-\$59,453	\$33,176- \$48,506 (2 Rec Coordinators)
Ridgefield	24,638	\$56,000	
New Britain	72,878	\$63,528	\$55,891
Weston	10,179	\$60,199	n/a
South Windsor	25,709	\$45,008 to \$75,153	
Suffield	15,735	\$27.60-\$34.51 per hour	

Josh

Recently we met with the new Little League President, Bob Barnes and discussed the Town taking over the payment for the water, electric, dumpster, and portolets at the town fields used by the Little League.

Through the years the League has been paying for most of the above. These invoices are sent to my address. We are in the process of replacing me with new officers and I believe that it is time to have all invoices for items on town fields sent to the town.

I believe that we are the only youth organization that pays for these utilities and it is time for the Park & Recreation department to assume these charges. We average approximately \$4500 per year.

We also pay the town approximately \$1500 for field preparation during the season.

The utilities that we are requesting that the town take over are as follows:

1. portable restrooms for Millennium, Dyer and Canton Springs during the months that we play our regular season and tournaments. This is different with each field; most are for 4 months except Dyer can go through October.
2. Electricity for Millennium and Dyer which is left on year round.
3. Water for dyer field which runs from April to October prox.
4. Dumpster rental for Millennium and Dyer as needed.

Please let me know if you need anything else.

Stan Krzanowski

stankr625@hotmail.com

TOWN OF CANTON

TITLE: Youth & Recreation Coordinator

CLASS: Full-Time

DEPARTMENT: Parks and Recreation

DATE: Summer 2016

DESCRIPTION

The Youth & Recreation Coordinator will assist the Recreation Supervisor in the coordination of a comprehensive public recreation program for the community including after school programming, summer/vacation camps and special events. The position will also include programming, marketing and grant writing for the Youth Services Bureau.

Administrative and technical in nature, the Youth & Recreation Coordinator works independently and establishes priorities of tasks under the management of the Recreation Supervisor and the Director of Parks and Recreation.

EXAMPLES OF ESSENTIAL JOB DUTIES

The following statements describe the principle functions of this job and its scope or responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas of the Community Center or Parks and Recreation facilities.

- Seek out and write grants for Youth Services and Parks and Recreation as needed including school proactive drug programs and parent forums.
- Secures sponsorships for Parks and Recreation special events and programs including summer concert series, basketball and CAST program.
- Provides on-site supervision to after school program, special programs/events at the Cave, summer camp and other programs/events as assigned.
- Serves as liaison to the Youth Services Bureau and Parks and Recreation by attending regular YSB meetings and keeping regular contact with YSB members.
- Oversee community center room reservations for town and outside agencies along with proper fee collection and insurance record keeping.
- Administrative office duties including reports, registrations in person and over the phone.
- Plans, organizes and manages all aspects of a new after school program at the Community Center, school vacation camps and summer camps including Day Camp, Pre-School Camp, Teen Adventure Camps and Counselors in Training program.
- Supervises, trains, evaluates and schedules seasonal and part time employees
- Assists with payroll for seasonal/part time employees
- Orders program supplies and equipment for program areas as assigned
- Handles marketing and public relations including supplying information for the program brochures, flyers, press releases, posters and social media and e-mail systems.
- Reviews and evaluates the success of programs and makes recommendations for continuation or cancellation.
- Prepares statistical and narrative reports to the Director.

- Coordinate activities with public and private organizations.
- Develop public interest in recreational and youth service programs.
- Maintain an inventory of program equipment and supplies.
- Develop and implement short and long-term goals and objectives for program areas.
- Monitors and evaluates recreational and youth service programming and work-related conditions to determine compliance with prescribed operating, safety regulations and Department guidelines.
- Resolves procedural, operational and other work related problems by communicating with and responding appropriately to a demanding and diverse public in answering questions, explaining Department policies and handling complaints.
- Conducts research and analyzes information and data to evaluate programs and provide recommendations to Director.
- Attend events and programs as needed to enforce Department rules and policies.
- May perform additional job functions, tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements are representative of the required knowledge, skills, and abilities.

- Commitment to excellence in customer service.
- Knowledge of philosophy and objectives of municipal recreation administration.
- Knowledge of methods and techniques involved in researching, planning, organizing, implementing, programming, supervision and evaluating a variety of recreation/youth services programs and activities.
- Knowledge of policies and procedures relating to budgeting, staffing and directing recreational/youth services activities.
- Knowledge of procedures, methods and techniques used to determine and evaluate the recreation needs and interests of the community and of community recreation programs and organizations.
- Knowledge of facility and program development and safety practices relating to recreation programs and activities.
- Ability to listen well, communicate effectively and establish effective working relationships with civic groups, employees and officials, program participants and the general public having a variety of educational backgrounds and values.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to communicate effectively, both orally and in writing.
- Ability to act calmly and effectively in emergency situations.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- Ability to interpret and apply regulations, policies and procedures.

- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- Knowledge of recruitment, selection, training and supervision of personnel and contractual services.
- Ability to perform basic mathematical computations.
- Knowledge of Federal, State and local laws, ordinances and policies relating to various municipal government programs and operations.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those that employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to use his/her own transportation.

- Occasionally required to stand, climb or balance, stoop, kneel, crouch or crawl.
- Must regularly lift and/ or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Required to visit off-site locations on a regular basis.
- May require additional hours beyond regularly scheduled work day (evenings and weekends).
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Communicate effectively with individuals in person and over the telephone.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town, Town Hall and other Town buildings and sites.
- Frequently exposed to outside weather conditions.

MINIMUM QUALIFICATIONS REQUIRED

Preferred bachelor's degree from an accredited institution in Recreation, Parks and Recreation Administration, or a closely related field. Related experience conducting organized recreational/youth service activities and varied administrative responsibilities preferred.

LICENSE OR CERTIFICATE:

Must possess a valid Connecticut Motor Vehicle Operator's license and vehicle for performance of job functions.

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

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

I have reviewed this document and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

**Town of Canton
Parks and Recreation Department
Key Issues/Project Summary Sheet
Fiscal Year 2016-2017**

Key Issue/Project Title:

Salary Increase to Recreation Supervisor Position

Key Contact Staff:

Joshua Medeiros

Item Type:

Modification Initiative

Definition:

The Canton Parks and Recreation Department requests to allocate special revenue funds to increase the salary of the 35-hour-per-week Full Time Recreation Supervisor position from \$36,941 to \$51,941. This position would be paid at a rate (\$ 28.54 per hour) consistent with employees from similar towns performing the same job. For example, Recreation Supervisors in Simsbury make \$64,346 and in Coventry they make \$58,176. According to the salary survey contacted by the CAO office the average salary for this position was \$56,019 (see survey for full details). This proposal would still be below the average for this position but would be a step in the right direction to get the position more competitive.

Need:

The salary increase for this position is highly needed in order to maintain longevity of individuals in this role and to stay competitive with other communities that hire the same position. The Recreation Supervisor performs high level tasks including scheduling/supervising all aspects of the Mills Pond Pool, comprehensive year round programming and special events, and community center room reservations. It is paramount to have consistent leadership in order for smooth transitions from season to season. Whenever there is change over the department loses revenue due to the high volume of planning and organization involved in this position.

In addition, the Recreation Supervisor position has evolved over the past year and is now responsible for a significantly increased amount of work which now includes oversight of a Youth Recreation Basketball Program serving over 150 kids which for 2015-2016 has brought in approximately \$20,000+ revenue as of November 2015. Note: More revenue is anticipated with additional registrations and team sponsorships forthcoming.

Additionally, the current Recreation Supervisor has developed dozens of additional programs for the department which has accounted for significantly increased revenues. Beyond administrative work she has obtained her Lifeguard Instructor certification and will be teaching lifeguard training and babysitting classes for a substantial savings to the department.

Presently, the department has a surplus of nearly \$60,000 in special revenue as of November 2015 for FY 15-16. It is anticipated that revenues will continue to climb this year and future years.

Current Status and Potential next Steps:

Presently \$28,620 from the General Fund and \$8,321 from the Special Revenue is allocated to the full time Recreation Supervisor position for a total salary of \$36,941. This proposal would require the allocation of an additional \$15,000 (supported from the Special Revenue Fund) for the Recreation Supervisor position. The \$15,000 is easily supported through registrations for the new Youth Basketball Program (taken over by the town from Valley Sports Center closing).

Breakdown

\$28,620- General Fund (remains the same)

\$23,321- Special Revenue Fund (\$15,000 increase)

Total Salary- \$51,941

The next step would be to approve the allocation of an additional \$15,000 to the position of Recreation Supervisor.

Note: My preference would be for the town to support the salary increase primarily out of the General Fund but in the event that is not possible we could support it out of special revenue as I have outlined above.

Anticipated Costs:

Yearly salary: \$51,941

Additional Timing Concerns:

None

**Town of Canton
Department of Parks and Recreation
Key Issues/Project Summary Sheet
Fiscal Year 2016-2017**

Key Issue/Project Title:

Title: Youth & Recreation Coordinator (Full Time)

Key Contact Staff:

Joshua Medeiros

Item Type:

New Initiative

Definition:

The Canton Parks and Recreation Department requests to allocate special revenue funds for the creation of a 35-hour-per-week Full Time Youth & Recreation Coordinator position. The position would be paid \$29,120 (35 hours per week x 52 weeks @ \$16.00 per hour). The position is modeled after several towns with similar demographics and responsibilities including the newly created position for the Town of Granby, Town of Avon and Town of Colchester to name a few.

The key to a successful parks and recreation agency is having consistent personnel to develop and build the department. Canton Parks and Recreation Department is growing as demonstrated by the increased amount of program offerings and new special events which reflect special revenue increases. Presently, the department has a surplus of over \$60,000 in special revenue as of November 2015 for FY 15-16. It is anticipated that revenues will continue to climb this year and future years.

In addition, the Youth Services Bureau has expressed needs for an employee to assist with grant writing, events, marketing and programming. Currently the YSB operates fully on a volunteer basis.

This proposal would be for the creation of a new full time Youth and Recreation Coordinator that would meld YSB duties and Parks and Recreation duties into one position to help meet the needs of both groups. Duties include administrative work in the office, grant writing, oversight of a new After School program to address behavioral concerns from students at CIS, help expand existing programming resulting in increased revenues as well as oversee school vacation and summer camp programs. Youth services can be more incorporated under Parks and Recreation which will help with coordination of services and marketing via our Parks and Recreation website, social media, and e-mail system which will help spread the word of these important services. To cover the salary of this position several seasonal part time positions will be eliminated so funding can be provided. A full job description and breakdown of how costs will be covered are available below.

Break down of how the cost will be covered

Eliminate the 1 basketball coordinator (\$2,500 savings)

Eliminate WSI Aide Position (\$2,550 savings)

Eliminate 1 WSI position- more efficient use of instructors/class schedule (\$1,723.50)

Eliminate summer office assistant position (\$3,000 savings)

Eliminate Camp Director position- Site Supervisors will replace camp director- 3 positions at rate of \$12-13/hr. (\$7,680 savings)

Total savings of \$17,453.50 (require \$11,666.50 to cover the rest of the position)

Requesting: \$10,000 to be allocated from the General Fund to support the position. The remaining \$19,120 will be supported out of Special Revenue Fund revenue. Note: YSB also mentioned that they may be able to contribute towards the salary if need be.

Amount required for the position: \$29,120 (35 hours per week x 52 weeks @ \$16.00/hr)

Note: It would be anticipated that revenue will increase even more as a result of the addition of this new position. With the above modifications the cost of the position will be covered and drive a profit.

Current Status and Potential next Steps:

There are a number of challenges currently facing both Parks and Recreation and the Youth Services Bureau:

- YSB volunteer based only. This position could help advance that organization and bring about more services for youth in the community. It could also assist with securing grants.
- Parks and Recreation is expanding with high volume of programs and events as well as facility reservations. This position could create some consistent leadership to help oversee many aspects of the department currently being done by part time transient employees.
- An evening schedule will address many concerns that currently exist including after school community center programming, evening reservations/rentals, public requests for evening office hours (see anticipated schedule below for more details).

The next step would be to approve the creation of the full-time (35 hours per week) Youth & Recreation Coordinator position.

Anticipated Schedule:

The anticipated schedule for the Youth and Recreation Coordinator position would be as follows:

Monday- Friday 11:00am-6:00pm

Benefits of this schedule for the town includes:

- Full coverage in the Parks and Recreation office including late night hours for individuals that can't make it to the office during the day due to work.
- The position could be on site to oversee the after school program during the school year which will be a cost savings to not have to hire an employee.
- In the summer they will be involved in supervising the summer camps and will be available to deal with late night camp problems as the camp runs to 5:30pm and the office typically closes at 4:30pm.
- It will also provide an employee to help oversee building reservation issues that may happen in the evening. This could address reoccurring concerns from the library.
- They can attend YSB meetings on a monthly basis in order to stay current on issues that affect their position.

Anticipated Costs:

Yearly salary: \$29,120

Additional Timing Concerns:

None

Josh

Recently we met with the new Little League President, Bob Barnes and discussed the Town taking over the payment for the water, electric, dumpster, and portolets at the town fields used by the Little League.

Through the years the League has been paying for most of the above. These invoices are sent to my address. We are in the process of replacing me with new officers and I believe that it is time to have all invoices for items on town fields sent to the town.

I believe that we are the only youth organization that pays for these utilities and it is time for the Park & Recreation department to assume these charges. We average approximately \$4500 per year.

We also pay the town approximately \$1500 for field preparation during the season.

The utilities that we are requesting that the town take over are as follows:

1. portable restrooms for Millennium, Dyer and Canton Springs during the months that we play our regular season and tournaments. This is different with each field; most are for 4 months except Dyer can go through October.
2. Electricity for Millennium and Dyer which is left on year round.
3. Water for dyer field which runs from April to October prox.
4. Dumpster rental for Millennium and Dyer as needed.

Please let me know if you need anything else.

Stan Krzanowski

stankr625@hotmail.com

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Fire Marshal

PROJECT TITLE: **SUV Vehicle for Fire Marshal Office**

PROJECT AMOUNT: **\$ 26,000.00**

PROJECT YEAR: 2016-2017

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

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

PROJECT DESCRIPTION: Vehicle for Fire Marshal use. The vehicle would be better to identify the Fire Marshal to the public. The vehicle would be a 4X4 SUV Ford Explorer which is priced on State of Ct Bid Cost at about \$24,000.00. The cost estimation of lettering and to install radio and lights is about \$2000.00. This would also allow for the storage of equipment needed in Fire Investigation and Inspection. The life span is 10-15 years. The Budget item of mileage payment of about \$1500.00 a year could be used to pay cost of fuel and vehicle maintenance.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Land Use

PROJECT TITLE: **The Green**

PROJECT AMOUNT: **\$ \$38,000**

PROJECT YEAR: 2016

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

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

PROJECT DESCRIPTION:

Granite curbing to maintain the historic outline, integrity and appearance of The Green in Collinsville. The size and appearance of The Green has been deteriorating due to vehicle parking and encroachment beyond the paved edge. Granite curbing was originally installed at the fringe of the Green but not continued throughout. The Green has long been a focal point of the town's history, and has a tradition of being painted or photographed by residents and visitors due to its aesthetics and appearance which should be maintained. This request is supported by the Collinsville Historic District, residents of the Green, and the Town Historian.



TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Town Planner

PROJECT TITLE: **Pedestrian Crossings Safety Beacons**

PROJECT AMOUNT: **\$ 36,000**

PROJECT YEAR: 2016-2017

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

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

PROJECT DESCRIPTION:

Solar bike path blinker sign with RRFB (Rectangular Rapid Flash Beacon) System

3 (2 per kit at each location) to be installed at crossings of the Farmington River Rail Trail Phase III at Canton Springs Road, Commerce Drive, and Atwater Road.

Kit includes motion/ presences detection transmitter and receiver.

Existing Pedestrian Actuated flashers are highly effective when activated by trail users. However trail users do not routinely activate flashers. Motion/ presence detection will increase safety at crossings by activating safety warnings when needed.

Use of LED RRFB Flash Beacon will increase detection and driver response.



TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Town Planner

PROJECT TITLE: **Utility Expansion Study and Analysis**

PROJECT AMOUNT: **\$ 50,000**

PROJECT YEAR: 2016-2017

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

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

PROJECT DESCRIPTION:

Per the Canton Economic Development Agencies request at their December 8, 2015 meeting:

Utility Expansion Study and Analysis

The Town of Canton would contract with an appropriate consultant to conduct a study of utility services on State Route 44 (Albany Turnpike). A lack of utility service restricts commercial development along the busy transit corridor. Defining the extent of what utility service expansion is required to establish Route 44's development viability is essential.

Such a study would:

- Establish a clear understanding of the current limits of existing utilities in the area (natural gas, public or private water, sewer, electricity, telecommunications)
- Provide an understanding of costs and feasibility for extending utilities beyond existing limits
- Identify the type and scale of development that is possible with existing services, and what could potentially occur with utility service expansion.
- Analyze the financial implications of no improvement in utility service, including potential losses in tax revenue, property devaluation, etc.; and a cost/benefit analysis of the potential revenue benefits of expanding utility services and attracting new development to the corridor.

Estimated Cost: \$37,000 - \$75,000

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: FIRE/EMS

PROJECT TITLE: **OVERHEAD DOORS-COLLINSVILLE STATION**

PROJECT AMOUNT: **\$36,000**

PROJECT YEAR: 2016-2017

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

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

PROJECT DESCRIPTION:

The six overhead doors at Collinsville Station are original to the 1975 building. The doors have had repairs over the years, however, parts are now hard to find and no longer meet current safety codes. These doors have non-insulated glass which is a great source of heat loss in the winter and increases the cost of cooling during the summer.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: FIRE/EMS

PROJECT TITLE: **Engine Replacement**

PROJECT AMOUNT: **\$160,000**

PROJECT YEAR: 2016-2017

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

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

PROJECT DESCRIPTION:

This is the annual contribution to the apparatus account. This provides for funding for the trucks as they near the end of their life span. The amount needs to be funded in full this fiscal year. Fully funding this will allow the department to begin design and primary work on replacing the next truck; Engine Three. Once the budget passes and goes into effect, the department could then go out to bid and have this truck delivered in approximately six months, if not sooner.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: FIRE/EMS

PROJECT TITLE: **Ambulance Replacement**

PROJECT AMOUNT: **\$77,500**

PROJECT YEAR: 2016-2017

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

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

PROJECT DESCRIPTION:

- \$70,000 – Ambulance
- \$7,500 – Paramedic Fly Car

Ongoing funding for ambulance replacement and starting FY16-17 Paramedic Fly Car replacement. The ambulance replacement is already one year overdue due to the underfunding of this line item. In order to have enough funds for a new ambulance in FY 16-17, the line item needs to be funded at least \$70,000.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: FIRE/EMS

PROJECT TITLE: **Collinsville Station Upgrade**

PROJECT AMOUNT: **\$40,000**

PROJECT YEAR: 2016-2017

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

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

PROJECT DESCRIPTION:

Collinsville Station was built in 1972 and 44 years later, is no longer meeting the needs of the department. A new bathroom was put in in 2014 and a new boiler was installed due to the old one failing in 2012, but no other improvements have been made to the building since it was constructed. At this time, the town has put together a committee to study a new firehouse; however, a new station is not expected for at least 7-10 years. The current bay space is inadequate for current and projected apparatus. The new ambulance will have to be custom-built to fit into the available space at an increased cost, and delay. There is an increasing safety issues as the ambulances are parked so close together that members must climb on the rear bumpers at risk of falling and injuring them (please see attached photos). We are looking for monies to extend the existing two bays 10 feet in order to make space between the two ambulances, as well as fit a fly car behind current fire apparatus. This will also cover the cost of adding a third bunkroom for the new Paramedic to occupy.

WPCF CIP

Summary Sheet

Fiscal Year

2016 / 2017	Inflow and Infiltration study for system	\$ 200,000.00
2016 / 2017	SCADA Upgrades	\$ 50,000.00
2017 / 2018	Sandfilter Upgrades	\$ 125,000.00
2018 / 2019	Process Study for Nutrient Removal	\$ 50,000.00
2019 / 2020	Secondary Clarifier Upgrades	\$ 721,000.00
2020 / 2021	Pump Station Rehabilitation Phase II (Dyer Farms)	\$ 125,000.00
	Total	\$ 1,271,000.00

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Water Pollution Control Authority
Sanitary Sewer System

PROJECT TITLE: Inflow and Infiltration study for

PROJECT AMOUNT: \$200,000.00

PROJECT YEAR: 2016 / 2017

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

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

PROJECT DESCRIPTION: This request is for fiscal year 2016 - 2017. The Canton sewer system is inundated with clean water when large rain storms move into the area. The first phase of this has been completed with the facilities plan that included the televising and mapping of the sanitary sewer system. The second phase would look into the causes of the Inflow & Infiltration and then recommend ways the WPCF can reduce the Inflow & Infiltration in a cost effective manner.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Water Pollution Control Authority

PROJECT TITLE: SCADA System Upgrades

PROJECT AMOUNT: \$50,000.00

PROJECT YEAR: 2016 / 2017

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

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

PROJECT DESCRIPTION: This request is for fiscal year 2016 - 2017. SCADA (supervisory control and data acquisition) is a system operating with coded signals over communication channels so as to provide control of remote equipment this system was last updated in 2011. At that time 3 sewage pumping stations were outfitted with monitoring capabilities only. An auto dialer was set up for alarm conditions. The monitoring computers, software and other hardware (PLC's) periodically needs to be updated. Also a backup cell phone text messaging system will be set up in case the phone line was to go down. The existing daisy chain communication link will be updated using new technology and fiber optic lines.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Water Pollution Control Authority

PROJECT TITLE: Sand Filter Upgrades

PROJECT AMOUNT: \$125,000.00

PROJECT YEAR: 2017 / 2018

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

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

PROJECT DESCRIPTION: This request is for fiscal year 2017 - 2018 Sand Filter Upgrades. Two of the sand filters were installed in the last upgrade in the 1990's. The filters are structurally sound but there are certain components and parts wearing out. The under drain system has newer technology with less caulked joints resulting in less sand pass thru. The porous plate is tending to clog up and the silicone joints are deteriorating. This capital project will update 2 of the 3 sand filters that are currently in place.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Water Pollution Control Authority
Removal

PROJECT TITLE: Process Study for Nutrient

PROJECT AMOUNT: \$50,000.00

PROJECT YEAR: 2018 / 2019

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

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

PROJECT DESCRIPTION: This request is for fiscal year 2018 - 2019 Process Study for Nutrient Removal. The NPDES permit will expire on April 24, 2016. The Ct. DEEP has already set priorities of reducing the nutrient loading to Long Island Sound. The reduction in the nutrients that is being discharged into the Farmington River from the facility could possibly be a cost savings in the annual budget. Technology is changing quickly and we may be able to learn and save costs in the operation of the facility.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Water Pollution Control Authority

PROJECT TITLE: Secondary Clarifier Upgrades

PROJECT AMOUNT: \$720,000.00

PROJECT YEAR: 2019 / 2020

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

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

PROJECT DESCRIPTION: This request is for fiscal year 2019 - 2020 Secondary Clarifier Upgrades. This will include new mechanical drives, all associated structures that encompass the new scraper arms and new skimmer arms. The current secondary clarifiers have been in place since the early 1990's. They run 24 hours a day 7 days a week and 365 days a year. The average life expectancy of equipment in a waste water treatment facility is 20 years. These 2 clarifiers will be almost 30 years old and will be in need of rebuilding.

TOWN OF CANTON
CIP Request Form Explanation
FY 2016-2017 through FY 2020-2021

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

DEPARTMENT: Water Pollution Control Authority
Phase II (Dyer Farms)

PROJECT TITLE: Pump Station Rehabilitation

PROJECT AMOUNT: \$125,000.00

PROJECT YEAR: 2020 / 2021

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

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

PROJECT DESCRIPTION: This request is for fiscal year 2020 - 2021 Pump Station Rehabilitation Phase II (Dyer Farms). This pump station was originally built in 2000, and is coming up to the end of its life expectancy. We have SCADA at the pump station and would like to expand upon that. We are looking to upgrade the station with 2 new pumps and controls, a new exterior on the building, a new roof along with meeting current state and federal building codes.

**Town of Canton
Finance Department
Key Issues/Project Summary Sheet
Fiscal Year 2016-2017**

Key Issue/Project Title:

Finance Department – Finance Clerk

Key Contact Staff:

Amy C. O'Toole

Item Type:

Modification Initiative

Definition:

The Canton Finance Department requests funds to modify the 19-hour-per-week Part Time Finance Clerk to a 22-hour-per-week position. This position would be paid at a rate (\$24.92 per hour) which is the hourly rate as of 7/1/16.

History:

The responsibilities in the Finance Clerk position relating to the Affordable Care Act (ACA) have placed a burden on the Finance Staff, which will continue to grow as additional requirements of the ACA need to be implemented. Just prior to the split of the Full Time position to two part-time positions, the position of Payroll Clerk was a 20 hour portion of a 35 hour Full Time CAO/Finance Clerk. Prior to this the Finance portion was 21 hours with Assessor having the 14 hours. The loss of the flexibility of a shared full time employee has made it apparent that the 19 hours is not enough to complete the added responsibilities of this position. Many after payroll items fall to the Finance Officer due to the part time status of this position.

Current Status and Potential next Steps:

The next step would be to approve the modification of the part-time 19 hours per week Finance Clerk position to a 22 hours per week position. I recommend that the town offer this position to the current part-time Finance Clerk Dawn Bertoli.

Anticipated Schedule:

The anticipated schedule for the Finance Clerk position would be as follows:

Monday..... 0 hours	Monday..... 0 hours
Tuesday..... 10 hours	Tuesday..... 10 hours
Wednesday..... 10 hours	Wednesday..... 10 hours
Thursday..... 4 hours	Thursday..... 0 hours
Friday..... 0 hours	Friday..... 0 hours

Payroll weeks and Non payroll weeks

Anticipated Costs:

The additional 3 hours per week would be a cost of \$1,943.76.

TOWN OF CANTON
Key Issues / Project Summary Sheet
FY2016-2017

Key Issue / Project Title: Increase the Part-Time Teen Services Librarian Position to Full Time

Staff Contact: Sarah McCusker

Item Type: Upcoming agenda item Item needing policy direction New Initiative On-going issue

Definition: We request funding to increase our part-time Teen Services Librarian position from 16 to 35 hours/week.

History: Our part-time Teen Services Librarian position was established on July 1, 2013 at 16 hours per week. We are currently on our second Teen Services Librarian, the first one having left our employ after a little over a year on the job.

The Teen Services Librarian is charged with designing a comprehensive program of collections, services, and activities that will bring teens into the library, but also provide needed services to those teens who are already library users but do not fit into either children's or adult services. Teens are, generally, a difficult population to get into the library. Here in Canton, our location within walking distance of three of the town's four schools gives us a unique ability to really be able to reach this population and help serve their needs, but current staffing levels do not allow us to do as much as we could.

FY2015 marked our first complete fiscal year since hiring our first Teen Services Librarian. The impact of this position has been undeniable. In a single year, our program attendance by teens nearly doubled, going from 608 in FY2014 to 1,112 in FY15. The Teen Zone has become a bustling area of activity, particularly in the after-school hours, as a number of students come here directly after school.

At 16 hours a week, the Teen Services Librarian is only in the library three days a week. However, the teens are here every day after school – not just the days that he is here. It is difficult to adequately supervise the after-school crowd on days when the Teen Librarian is not here – let alone provide any programming or services to them. This is also a concern during the summer, as we do not have enough staff time to provide the programming and summer enrichment that our teens and their families are looking for.

In addition to simply not having enough hours to staff the Teen Zone daily, at 16 hours the Teen Services Librarian does not have enough time in order to do “behind the scenes” tasks. We have established an excellent working relationship with the library at Canton Middle/High School, but the amount we are able to do with them is unfortunately very limited because the Teen Services Librarian only works during school hours one day a week. With additional hours, he would also be able to work collaboratively with other organizations such as Parks and Recreation and the Youth Services Bureau to create a comprehensive menu of services for the community’s teens.

Current Status and Potential Next Steps: If these additional hours were funded, the part-time Teen Services Librarian position would be increased to 35 hours per week.

Anticipated Schedule and Planning Process: If approved, this would take effect on July 1, 2016.

Anticipated Costs: Assuming a 3% pay increase to \$28.42/hour on July 1, 2016 (following budget instructions from Town Hall):

$$\text{\$28.42 per hour} \times \text{35 hours per week} \times \text{52 weeks} = \text{\$51,725 per year}$$

Additionally, the position would become eligible for paid vacation, sick, and personal leave, as well as insurance and other fringe benefits.

Additional Timing Concerns: None

TOWN OF CANTON
Key Issues / Project Summary Sheet
FY2012-2013 through FY2016-2017

Key Issue / Project Title: Recalculation/increase of hours for part-time Library Aide I and Library Aide II positions

Staff Contact: Sarah McCusker

Item Type: Upcoming agenda item Item needing policy direction New Initiative On-going issue

Definition: After a number of years of calculating part-time costs using the same number of hours, we request funding to support staff coverage that more accurately reflects current library staffing and usage.

History: Since at least FY2010, budget line 1010320 51200, Part-Time Personnel, has been calculated using 3,420 hours for Library Aides I and 6,204 hours for Library Aides II. During that time, the way the library is used and services the library offers have changed quite a bit. These hours -- whose origins are no longer known to us -- no longer reflect either the way the library is currently staffed OR the way it would be staffed in an ideal world. Because these numbers are so far removed from our current reality, it is impossible to plan staffing that correlates with the budget.

Since 2010, library use has changed dramatically, not just in our library but across libraries in general. We offer a great deal more programming. In FY2010, we offered 270 programs to 7,603 people; in FY2015 that number had swelled to 415 programs with an attendance of 10,188. Additionally, the nature of the reference desk has changed; we now answer fewer, but more difficult and more time-consuming, questions -- patrons' ability to search for answers themselves on the internet has reduced many of the quick and easy questions we used to get, but it means that the questions that DO make it to us are far more complex. We are also doing a lot of one-on-one tech help, not only on library computers but also helping people use their own devices. Meeting the changing needs of our patrons, including trying to bridge the ever-increasing digital divide, is how we remain relevant, but many of these things come at the expense of time -- helping a patron with a 15-minute reference question is 15 minutes that we aren't helping others or doing other parts of our jobs.

The amount currently budgeted funds library operations at a bare-bones level. We cannot open the building unless we have a minimum of three people working (one person each at the circulation, reference, and children's desks); in order to provide even minimally efficient service, we need four. While the library has, historically, managed to come in at or under budget in this line, this was done by doing things like drastically reducing desk coverage (for example, cutting back to three people on Saturdays); not filling in for people who were sick or on vacation; and relying very heavily on FT staff to fill in desk coverage, leaving their own jobs undone. Further, some desk hours that were formerly covered by FT staff were picked up by PT staff as job requirements and expectations changed, with no corresponding increase in the number of PT hours budgeted.

We staff the library very conservatively. We frequently only have one person on the circulation desk, except during times that we know the library will be busy (in the mornings, for example). We cover sick time and vacation time with FT (or LAll staff who are working but would otherwise be off-desk) whenever possible. In the past, the makeshift solution to meet the budget has been to severely understaff the library in the spring months. The current part-time budget does not leave us with any leeway, and increasing it would not only allow us to run the library more efficiently on a consistent basis (rather than cutting back during the spring months, as has been done previously), it would give us the flexibility to use higher-paid employees in ways that better suit their talents, and further expand services to meet the needs of our residents.

We request 4,004 hours for LAI (up from 3,420) and 6,124 hours for LAll (down from 6,204). These numbers were calculated as follows. The numbers for each staff member are what they work in a typical week, assuming no vacations, sick leave, etc., and reflect only Monday-Friday hours. Saturday hours are calculated separately.

LIBRARY AIDE I

A. Torrillo - 16h/week

B. Griffin - 7 h/week

C. Veillette - 13 h/week

S. Tarinelli - 13.5h/week

S. Prattson - 4h/week

S. Crawford - 1h/week

R. Wilkins - 4h/week

TOTAL 58.5 hours/week X 52 weeks = 3,042 hours/year

ADD 574 hours/year (41 Saturdays X 2 staff X 7 hours each)
ADD 158 hours/year (to cover LAll vacation time - desk hours only)
ADD 230 hours/year (to cover FT staff vacation time - desk hours only)
TOTAL: 4,004 hours/year

LIBRARY AIDE II

A. Barrett - 26h/week
E. Ash - 20h/week
E. Gottheimer - 20h/week
K. Perry - 21h/week
M. Begley - 17.25h/week
L. Wilson - 8h/week
TOTAL 112.25 hours/week X 52 weeks = 5,837 hours/year
ADD 287 hours/year (41 Saturdays X 1 staff X 7 hours)
TOTAL 6,124 hours/year

NOTE that other items in the Part-Time Personnel worksheet (Teen Services Librarian, Library Pages, Summer Interns) remain the same. Summer Saturday Staff was adjusted slightly to account for the number of Saturdays on which the library will have summer hours (a 3-hour day rather than a 7-hour day) during FY2017.

Current Status and Potential Next Steps: These changes would take effect on July 1, 2016 and would require nothing in terms of further planning, aside from informing staff and working out new ways to efficiently track and budget number of hours worked.

Anticipated Schedule and Planning Process: These changes would take effect on July 1, 2016.

Anticipated Costs: At the currently approved number of hours, assuming a 3% pay increase per Town Hall, the total cost for LAI and LAII during FY2017 would be \$160,745 (6,204 hours X \$17.20/hour = \$106,709, and 3,420 hours X \$15.80/hour = \$54,036).

With the numbers we have calculated above, the total cost for LAI and LAII during FY2017 would be \$168,597 (6,124 hours X \$17.20/hour = \$105,333, and 4,004 hours X \$15.80/hour = \$63,264).

This would be an increase of \$7,852.

Additional Timing Concerns: None

TOWN OF CANTON
Key Issues / Project Summary Sheet
FY2016-2017

Key Issue / Project Title: Increase in Hours, Senior Center Coordinator position

Staff Contact: Claire Cote, Senior & Social Services

Item Type: Upcoming agenda item Item needing policy direction New Initiative On-going issue

Definition: The Department is requesting that the current 16 hour Senior Center Coordinator position be increased to a 35 hour full-time position.

History: Up until February 2009, the Senior Services Department was an independent department, with a F/T Coordinator, who was the Dept Head, who coordinated all services having to do with older adults in the town. There were also monies appropriated for an Office Substitute, who could help cover the office in the absence of the Coordinator (allotment of 30 hours/year, at \$10/hr = \$300). The Office, and therefore the Senior Center, was open from 9:30am-3:30pm and focused mainly on transportation services and the congregate meals served 2x/week. Volunteers were utilized heavily in running many of the groups associated with the Senior Center, many of which continue to grow and meet regularly.

In August of 2008, the Coordinator announced her intention to leave and suggested at this time that her position be split into two [2] part-time positions, one being the Coordinator, and another as an Administrative Assistant. The Coordinator at the time offered to become the Administrative Assistant and a Coordinator was hired in February 2009; both positions were 19 hours/week, which meant that in order to continue having regular office hours that there was only one day that both the Coordinator and Assistant were in the office together.

At this time, Senior Services was consolidated under Parks and Rec, making the Dept Head the Director of Parks & Recreation/Senior Services. The justification for this was in having a third person for the office, in the case the Coordinator and the Administrative Assistant were out, despite the Director of Parks & Rec not being in the same office.

In July 2010 the Senior Services office was given the added responsibilities of administering Social Services for the town of Canton. With this change, sixteen [16] hours were added to the Coordinator position, which changed to Senior & Social Services Coordinator, a F/T, salaried position with benefits. The Administrative Assistant position was cut from nineteen [19] to a fifteen [15] hr/wk position.

Canton Senior & Social requests additional funding for the increase in hours of a part-time Senior Center Coordinator position from 16 to 35 hours, effective July 1, 2016. This position is responsible for planning, coordinating, overseeing, and evaluating the Center's ongoing programs, special events and presentations geared toward Canton's growing 55+ population.

This position of part-time Senior Center Coordinator was requested at 25 hours, entitled to vacation and sick days, but no medical insurance benefits, was put into the FY 13/14 budget by the Chief Administrative Officer at 16 hours but was cut by the Board of Selectman. In FY 14/15 the position was cut by the Chief Administrative Officer after the initial request of 25 hours, and was added back in by the BOS at 16 hours after the Director made a direct appeal to the Board.

Current Status and Potential Next Steps: Currently, the Senior & Social Services office has a F/T Director and a P/T, 25 hours/week Administrative Assistant who is scheduled to work five days a week from 8:30am-1:30pm; and a P/T, 16 hours/week Senior Center Coordinator, who started in late June 2015. The office is open Monday through Friday from 8:30am-4:30pm, and has extended hours on Thursdays from 8:30am-6:30pm; the extended hours were instituted to increase accessibility of services by Canton residents of all ages who may not be able to have a meeting during daytime hours. The Canton Senior Center is open from 9:00am-4:30pm.

Though the department is truly appreciative of the establishment of Senior Center Coordinator position, having a person in that position for only 16 hours a week does not provide the continuity that is necessary for an efficiently and effectively run Senior Center.

The Senior Center is open a full 37.5 hours a week, and although everyone in the office is willing to assist the Seniors who are attending programs, events, or come into the office with inquiries, it is important, for coordinating, communication purposes that the Coordinator be available to the office 5 days a week; *the position does not even cover half the time the Center is open right now.*

The way the position is currently set up does not provide the position the time and continuity to be able to assess the goings-on of the Center on a daily basis (there are some days of the week that Rebecca has never been here to experience the programs/events happening), nor does it provide the Seniors with a regular person to whom they can go for answers, assistance, or grievances.

Senior/Social Services coordinates and works with over one hundred [100] volunteers on a regular basis to provide great programming and to assist residents and we take pride in being able to offer these resources to residents while providing a huge cost savings to the town. The office has had up to two social work interns who have been essential to the services and programs offered by this Department, at a cost-savings to the town of over \$45,000 annually [not including the in-kind cost savings with all the volunteers]. This past year, no interns were brought on board, in an effort to train the Senior Center Coordinator, and because there was a lack of space for an Intern. The hiring process was prolonged and the Coordinator was not put in place until November 2014.

This office oversees and coordinates all recreational, social and informational & educational programming having to do with aging and older adults in the town of Canton, including but not limited to: Congregate meals served 2x/week at the Senior Center (S.C.), Dial-A-Ride services, Medical Transportation, Insurance Counseling, Income Tax preparation, foot care, blood pressure clinics, annual flu clinics, Meals On Wheels, support groups, Special S.C. events, Senior Scribe Newsletter, Bingo group, Tai Chi, Wii Bowling Team, Multiple card playing groups and coordinates programming with other groups such as the Men's Club, Senior Club, Cherry Brook Garden Club and the Canton Schools.

The Director is also the appointed Municipal Agent for the Elderly and acts in an advocacy position as well as an outreach position to older adults and families in need of services and assistance. There are state mandates in terms of services provided and reporting that are handled solely by this office as well. This reporting is separate of that for any of the grants received by this office, of which there are a significant few (the Dial A Ride bus and the Dept of Transportation grant, as well as any money donated and the Federal EFSP funds that we recently have applied for). The Director has also been assigned the duty of being the Veterans Services Representative for the town of Canton, a mandated role for all municipalities that consists of an annual training and increased responsibility to assist Veterans of all ages and their families in accessing services.

This office also provides social services assistance to clients of all ages, including youth, teen, adults, older and disabled persons of all functional levels. We provide services and resources that support self-sufficiency and enhance well-being and safety that include, but are not limited to: short-term counseling on a one-on-one basis; mediation between multiple parties; crisis intervention; advocacy on local, and state levels; referrals to state, federal, and local organizations and departments; we administer state programs and assist folks in applying for benefits such as: energy assistance, renter's rebate, SNAP (food stamps), state insurance, Social Security, Social Security Disability, referrals to state departments such as Dept of Social Services and the Dept of Children & Family and participation in the Dept of Agriculture Senior Farmers Markets Voucher program; we coordinate Assistance services with the Local Fuel Bank, FOCUS on Canton, other charitable organizations, and coordinate donations for families in need around the holidays and at all times of the year when in crisis.

Anticipated Schedule and Planning Process: If the total budget passes with this change, that would give our current Coordinator ample time to provide her other employer notice that she will not be able to work for them any longer as of July 1, 2015. The person who is currently in the Coordinator position would welcome this requested change in hours.

Anticipated Costs: Salary Calculation: 35 hrs/week x \$19.10/hr = \$666.93/week x 52 weeks/year = \$34,680.00

Current salary: \$18.50/hr x 16 hrs/week = \$296/week x 52 weeks = \$15,392.00

Total increase of \$19,288.00

Additional Timing Concerns: The former Senior Center Coordinator worked from November 2014 until March 2015, stating that the miles she was driving and her overall health was not worth coming up to work sixteen [16] hours (she lived on the shoreline in CT).

Instead of asking the 2nd runner up candidate for the position (the position has gone 'out' twice already; the first time the 1st candidate declined the position and there was no runner-up) to fill this position, the town put the position 'out' again, which resulted in having two top candidates again. The current S.C. Coordinator was the runner up after the 1st candidate declined the position for personal reasons. This process took months and the position was unfilled during some very busy Senior Center programming times- the Senior Center programs and Social Services were not affected negatively however the strain was felt by the Senior & Social Services staff, especially as the Director did not take on any Social work student interns to assist with programs such as *back to school assistance*, *energy assistance* and *holiday giving*.

The current Senior Center Coordinator is slated to graduate with her Masters in Social Work degree from UCONN School of Social Work in May 2016. She currently works part-time here, is self-employed as a massage therapist, and has a part-time unpaid internship as well.

The purposes of requesting full-time status for her position are as follows:

- Canton is aging rapidly; census data shows that Canton is the "oldest" town in the Farmington Valley.
- Canton Senior Center is the only Senior Center in the Valley without a designated full-time Senior Center Coordinator (Avon, Simsbury, Farmington, and Granby all have f/time people in this position)

- Canton Senior Center is open just as many hours, if not more, than these surrounding towns, and provides just as much programming (if not more) than similarly sized towns across the state.
- Retention. Losing staff and attempting to fill positions is time consuming, inefficient, and does nothing position for Senior Center morale and Office Morale/Stress.
- Retention. The current S.C. Coordinator will be looking to make a salary that supports her and her family better than what she's provided in the past; she also holds the benefits for her family as her husband is self-employed.
- Retention. The current S.C. Coordinator has expressed a love for this community already, and the other S&SS staff enjoys having her in the office as a help; she is a good team player and the Seniors loved her before she even got here (they knew her as she was a social work student intern at Avon S.C. previously). The increase in morale amongst the Groups is indicative of the work Nicole has done already, and she has coordinated with new organizations and has reached newer audiences that are availing themselves to our services and programs.