



**TOWN OF CANTON  
FISCAL YEAR 2017-2018**

**BOARD OF SELECTMEN  
FINAL PROPOSED BUDGET**

March 13, 2017

TOWN OF CANTON FISCAL YEAR 2017-2018 BUDGET  
FIRST SELECTMAN'S BUDGET MESSAGE

March 13, 2017

Dear Members of the Board of Finance:

The following is the 2017/2018 Board of Selectmen's Budget for general government operations in accordance with Town Charter Section 6.04(A). The budget was drafted and adopted with an emphasis on balancing the needs of local government with the residents' ability to pay. Of particular concern this year is the impact of anticipated significant reductions in state funding for education, and a potential liability for one-third of the cost of the teacher pensions. It is important to consider the process we followed to formulate this budget.

When the Governor's budget proposal was unveiled in February, it created a state of great uncertainty among municipalities. The Farmington Valley is hit particularly hard by the Governor's proposal, with eight area towns seeing a total negative budget impact of \$20.1 million. Like many towns, for Canton, this proposal includes a large reduction of education funding (Equalized Cost Sharing Grant), a slight increase in special education and other funding, and a liability for one-third of the teacher pension contribution. This proposal would amount to a net loss to Canton of \$1,493,499 in funding, and a \$1,230,338 liability, or a net negative impact of \$2,723,837. In response to this proposal, local leaders from around the region have exchanged ideas on how to address these significant cuts in our budget process. We have taken a similar approach to many of our Farmington Valley neighbors, and budgeted for the proposed reduction in state funding, but did not to include the liability for the teacher pension contribution. By doing so, we have prepared for what we expect will be funding reductions in some form when the budget is adopted by the legislature, but we have not made drastic cuts to core services in anticipation of a worst-case scenario that may not come to pass.

The budget initially presented to the BOS by the Chief Administrative Officer represented a very modest increase of 2.44%, mainly driven by increases in employee benefits and fixed costs. However, in light of the Governor's proposal, the BOS directed the CAO to reduce the budget so that the impact of the budget would be a zero mil rate increase, assuming that state revenue was level from last year. This was accomplished, and the BOS approved an operating budget of \$10,517,908, consisting of \$9,427,592 in operating and \$1,090,316 in the Capital Improvement Plan. This represents a 1.75% increase in spending, which when combined with the BOE adopted budget and set against the slight growth in the Grand List, would not result in any increase to the mil rate, but for the loss of revenue from the state. This potential loss in state revenue, which totals \$1,493,499, would therefore need to be made up in a tax increase of 4.53% or 1.36 mils to a mil rate of 31.12. This is an increase to the average homeowner of \$324. If we were to also budget for the proposed teacher pension liability, the tax increase would rise to 8.25%, or 2.47 mils to a mil rate of 32.23. This would be a tax increase of \$591 to the average homeowner. These figures are uncertain because the budget adopted by the Legislature is frequently different from the Governor's proposed budget. We also anticipate that it could take several months before the state adopts a budget and provides us with any certainty to our actual revenues.

This year's budget concentrates on continuing basic services, retaining key personnel, maintaining infrastructure, and continuing to fund road maintenance consistent with prior years. There are no new initiatives in town services, as we recognize that this is not the economic climate in which new spending can be considered. The Board of Selectmen appreciates the consideration given to this budget by Board of Finance.

Respectfully,

Leslee B. Hill, First Selectman

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
BOARD OF SELECTMEN	45,308.39	45,036.04	44,326.06	33,663.83	45,667.00	44,563.00	-2.4%
CHIEF ADMINISTRATIVE O	298,377.29	237,922.49	234,743.03	147,064.01	249,181.00	246,918.00	-.9%
ELECTIONS	23,035.82	24,117.26	29,952.65	22,910.35	34,075.00	28,300.00	-16.9%
PROBATE COURT	2,627.00	2,719.00	2,719.00	2,675.00	2,885.00	3,444.00	19.4%
TOWN COUNSEL	59,985.57	48,560.92	34,678.95	48,456.49	70,000.00	60,000.00	-14.3%
TOWN CLERK	119,696.40	127,291.12	133,811.67	85,926.95	132,865.00	130,535.00	-1.8%
CONTINGENCY	.00	.00	.00	.00	16,304.90	84,743.00	419.7%
INFORMATION TECHNOLOGI	55,998.64	104,583.67	129,009.31	105,620.97	144,189.25	140,214.00	-2.8%
ASSESSMENT	126,301.96	127,656.07	117,493.78	59,971.35	106,184.00	93,315.00	-12.1%
TAX COLLECTOR	85,081.60	86,019.20	86,804.87	53,605.61	93,343.00	94,039.00	.7%
FINANCE OFFICER	194,205.40	204,820.05	213,524.75	161,274.01	222,653.70	224,572.00	.9%
POLICE DEPT - ADMIN	293,749.05	310,663.32	322,582.65	223,624.72	333,204.00	332,548.00	-.2%
POLICE DEPT - PATROL	980,616.63	1,002,514.62	1,047,627.61	717,001.64	1,118,693.97	1,136,088.00	1.6%
POLICE DEPT - DETECTIV	81,853.49	92,347.24	91,516.77	62,443.60	93,001.43	95,192.00	2.4%
POLICE DEPT - COMMUN/D	265,893.94	297,466.61	336,806.52	214,204.55	315,215.33	315,744.00	.2%
POLICE DEPT - VEHICLE	63,717.85	55,433.15	45,053.50	25,862.94	53,500.00	49,500.00	-7.5%
POLICE - ANIMAL CONTRO	24,150.00	17,880.14	18,969.61	8,071.61	25,346.00	22,185.00	-12.5%
POLICE DEPT - FACILITI	55,018.17	36,862.17	40,054.64	26,349.38	39,393.00	43,235.00	9.8%
SERVICE INCENTIVE	33,900.00	33,900.00	23,785.00	25,820.00	25,820.00	26,310.00	1.9%
FIRE SERVICES	250,383.45	272,730.32	250,969.99	167,911.49	280,723.54	277,510.00	-1.1%
EMERGENCY SERVICES	119,707.17	144,501.65	112,639.36	20,690.00	214,442.00	206,640.00	-3.6%
FIRE MARSHAL	80,425.03	56,310.38	66,762.07	46,177.01	69,835.20	69,647.00	-.3%
TOWN HALL	286,341.90	279,150.37	298,732.85	209,076.04	288,263.00	285,979.00	-.8%
PARKS DEPARTMENT	85,323.76	89,701.37	101,356.33	72,180.42	115,320.00	115,370.00	.0%
GENERAL HIGHWAY	1,091,130.25	1,212,490.21	1,024,799.62	826,461.95	1,124,412.00	1,121,645.00	-.2%

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
TOWN GARAGE	38,228.60	37,455.15	37,859.89	17,546.83	36,498.00	33,430.00	-8.4%
GRANGE	200.00	5,207.32	2,933.57	1,992.26	4,500.00	.00	-100.0%
UTILITIES	196,424.15	200,079.25	214,106.97	131,610.28	207,000.00	225,312.00	8.8%
COMMUNITY CENTER	91,408.90	76,494.35	85,306.61	63,618.43	92,444.00	88,440.00	-4.3%
COMMUNITY AGENCIES	78,341.44	89,891.94	94,842.61	100,681.25	98,418.00	89,918.00	-8.6%
SENIOR/SOCIAL SERVICES	139,519.95	164,439.07	171,448.43	142,159.82	184,208.00	186,030.00	1.0%
PARK AND RECREATION	174,994.95	203,932.86	217,492.66	155,987.02	229,122.52	213,026.00	-7.0%
BUILDING OFFICIAL	44,499.52	46,595.15	47,351.37	45,115.21	62,152.26	81,873.00	31.7%
TOWN PLANNER	237,463.95	249,002.68	267,990.22	161,080.26	270,503.90	267,084.00	-1.3%
INSURANCE	296,354.55	264,849.69	260,952.55	257,768.48	276,100.00	280,604.00	1.6%
EMPLOYEE BENEFITS & IN	1,939,927.34	2,004,215.85	1,913,131.94	1,583,870.98	1,947,419.00	2,099,887.00	7.8%
LIBRARY	569,969.02	568,721.01	596,699.26	402,287.22	614,881.00	613,752.00	-.2%
CIP/CAPITAL & NonRECUR	1,111,747.00	910,353.00	1,326,086.00	1,583,404.45	1,583,404.45	1,090,316.00	-31.1%
TOTAL GENERAL FUND	9,641,908.13	9,731,914.69	10,044,922.67	8,014,166.41	10,821,168.45	10,517,908.00	-2.8%
GRAND TOTAL	9,641,908.13	9,731,914.69	10,044,922.67	8,014,166.41	10,821,168.45	10,517,908.00	-2.8%

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND		2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1001010	BOARD OF SELECTMEN							
1001010	51120 SEL.SALARY	14,999.92	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
1001010	56950 MTG/DUES	16,342.16	16,567.00	16,567.00	18,351.00	16,663.00	16,663.00	
1001010	57200 PRINTING	799.39	1,100.00	1,100.00	1,000.00	800.00	800.00	
1001010	57500 ADVERTISIN	716.37	1,000.00	1,000.00	1,000.00	900.00	900.00	
1001010	59900 MISC.	27.50	.00	.00	.00	.00	.00	
1001010	60050 NEWSLETTER	11,440.72	12,000.00	12,000.00	11,200.00	11,200.00	11,200.00	
	TOTAL BOARD OF SELECTMEN	44,326.06	45,667.00	45,667.00	46,551.00	44,563.00	44,563.00	
1001020	CHIEF ADMINISTRATIVE OFFICER							
1001020	51000 F/T SALARI	59,299.76	57,130.00	60,315.00	60,315.00	60,315.00	60,315.00	
1001020	51110 SUPER.SAL.	132,269.50	135,578.00	135,578.00	135,578.00	135,578.00	135,578.00	
1001020	51200 PART TIME	17,154.30	24,784.00	24,784.00	25,521.00	25,521.00	25,521.00	
1001020	53000 EQUIP.PURC	.00	300.00	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	1,800.00	
1001020	55200 MILEAGE	2,412.96	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
1001020	55850 SAFETY	.00	.00	.00	.00	500.00	500.00	
1001020	56100 POSTAGE	975.16	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	
1001020	56820 MED.DOCTOR	2,237.50	2,800.00	2,800.00	2,500.00	2,500.00	2,500.00	
1001020	56920 CONSULTANT	12,911.57	12,000.00	12,000.00	12,000.00	12,000.00	9,000.00	
1001020	56950 MTG/DUES	1,417.90	1,504.00	1,504.00	1,504.00	1,504.00	1,504.00	
1001020	57100 OFF.SUPPL.	3,557.73	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	
1001020	57105 POSTG SPLS	650.00	500.00	500.00	500.00	500.00	500.00	
1001020	57500 ADVERTISIN	.00	2,200.00	2,200.00	2,000.00	2,000.00	2,000.00	
1001020	57600 COMP.SUPPL	65.89	400.00	400.00	400.00	400.00	400.00	
	TOTAL CHIEF ADMINISTRATIVE O	234,743.03	245,996.00	249,181.00	249,418.00	249,918.00	246,918.00	
1001030	ELECTIONS							
1001030	51130 REGIST.SAL	15,961.42	16,000.00	16,000.00	17,000.00	17,000.00	17,000.00	
1001030	51140 DEPUTY SAL	5,980.53	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
1001030	52020 ELECT.WRKS	2,487.50	6,350.00	6,350.00	1,200.00	1,200.00	1,200.00	
1001030	55000 REP/MAINT	1,435.00	1,200.00	1,200.00	1,225.00	1,225.00	1,225.00	
1001030	55200 MILEAGE	296.59	500.00	500.00	200.00	200.00	200.00	
1001030	56090 CANVASSING	.00	.00	.00	75.00	75.00	75.00	
1001030	56100 POSTAGE	389.19	625.00	625.00	500.00	500.00	500.00	
1001030	56720 MEALS	.00	100.00	100.00	100.00	100.00	100.00	
1001030	56950 MTG/DUES	3,090.00	3,000.00	3,000.00	1,600.00	1,600.00	1,600.00	
1001030	57100 OFF.SUPPL.	312.42	300.00	300.00	300.00	400.00	400.00	
1001030	59900 MISC.	.00	.00	.00	200.00	.00	.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
TOTAL ELECTIONS	29,952.65	34,075.00	34,075.00	28,400.00	28,300.00	28,300.00	
1001050 PROBATE COURT							
1001050 59100 DEPT.EXP.	2,719.00	2,885.00	2,885.00	2,885.00	3,444.00	3,444.00	
TOTAL PROBATE COURT	2,719.00	2,885.00	2,885.00	2,885.00	3,444.00	3,444.00	
1001100 TOWN COUNSEL							
1001100 52160 GENERAL	16,523.99	28,000.00	28,000.00	28,000.00	23,000.00	23,000.00	
1001100 52170 LABOR	2,584.04	20,000.00	20,000.00	20,000.00	17,000.00	17,000.00	
1001100 52210 LAND USE	15,570.92	22,000.00	22,000.00	22,000.00	20,000.00	20,000.00	
TOTAL TOWN COUNSEL	34,678.95	70,000.00	70,000.00	70,000.00	60,000.00	60,000.00	
1001110 TOWN CLERK							
1001110 51110 SUPER.SAL.	68,894.95	66,424.00	70,127.00	70,127.00	70,127.00	70,127.00	
1001110 51200 PART TIME	32,261.92	33,621.00	33,621.00	34,616.00	34,616.00	34,616.00	
1001110 55200 MILEAGE	199.13	275.00	275.00	275.00	275.00	275.00	
1001110 55860 COPIER CON	247.47	525.00	525.00	525.00	525.00	525.00	
1001110 55950 VITAL STAT	693.44	250.00	250.00	615.00	615.00	615.00	
1001110 56100 POSTAGE	1,378.33	1,272.00	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	480.00	
1001110 56950 MTG/DUES	615.39	735.00	735.00	735.00	735.00	735.00	
1001110 57100 OFF.SUPPL.	887.52	1,040.00	1,040.00	990.00	990.00	990.00	
1001110 57200 BALLOTS	6,377.78	6,100.00	6,100.00	3,300.00	3,300.00	3,300.00	
1001110 57500 ADVERTISIN	1,243.81	950.00	950.00	950.00	950.00	950.00	
1001110 57600 COMP.SUPPL	399.32	720.00	720.00	840.00	840.00	840.00	
1001110 57700 PHOTO/BIND	174.85	250.00	250.00	250.00	250.00	250.00	
1001110 57900 MICRO/INDE	19,075.28	15,620.00	15,620.00	14,660.00	14,660.00	14,660.00	
1001110 60040 COPY LEASE	882.48	900.00	900.00	900.00	900.00	900.00	
TOTAL TOWN CLERK	133,811.67	129,162.00	132,865.00	130,535.00	130,535.00	130,535.00	
1001585 CONTINGENCY							
1001585 59914 WAGE INC	.00	130,616.00	16,304.90	76,243.00	86,243.00	84,743.00	
TOTAL CONTINGENCY	.00	130,616.00	16,304.90	76,243.00	86,243.00	84,743.00	
1001901 INFORMATION TECHNOLOGIES							
1001901 51300 F/T SALARY	14,496.43	14,250.00	14,843.25	14,844.00	14,844.00	14,844.00	
1001901 53100 HARD PURCH	13,793.96	18,000.00	18,000.00	26,700.00	22,700.00	21,200.00	
1001901 53120 SOFT.PURCH	814.23	.00	.00	.00	1,000.00	1,000.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1001901 55000 IT REP/MNT	675.00	.00	.00	.00	.00	.00	
1001901 55200 MILEAGE	.00	200.00	200.00	200.00	100.00	100.00	
1001901 55830 SOFT SUPRT	4,000.99	18,300.00	18,300.00	8,650.00	8,650.00	8,650.00	
1001901 55840 HARD SUPRT	4,503.00	1,400.00	1,400.00	5,600.00	3,600.00	3,600.00	
1001901 56340 CABLE/WEB	7,727.82	6,500.00	6,500.00	7,420.00	7,420.00	7,420.00	
1001901 56920 CONSULTANT	51,357.65	50,400.00	50,400.00	51,400.00	51,400.00	51,400.00	
1001901 60030 VOIP/WAN	31,640.23	34,546.00	34,546.00	34,546.00	32,000.00	32,000.00	
TOTAL INFORMATION TECHNOLOGI	129,009.31	143,596.00	144,189.25	149,360.00	141,714.00	140,214.00	
1002060 ASSESSMENT							
1002060 51200 PART TIME	.00	35,600.00	35,600.00	15,500.00	16,100.00	16,100.00	
1002060 51301 F/T HOURLY	46,891.13	50,174.00	50,174.00	51,334.00	50,834.00	50,834.00	
1002060 53305 PURCH SERV	.00	.00	.00	4,730.00	4,730.00	4,730.00	
1002060 55200 MILEAGE	1,229.43	1,150.00	1,150.00	1,150.00	700.00	700.00	
1002060 55830 SOFT.SUPPO	10,040.00	11,050.00	11,050.00	12,250.00	12,250.00	12,250.00	
1002060 56100 POSTAGE	819.70	1,035.00	1,035.00	1,035.00	1,035.00	1,035.00	
1002060 56910 REF/TEXTS	405.00	500.00	500.00	500.00	500.00	500.00	
1002060 56920 CONSULTANT	55,488.00	.00	.00	.00	.00	.00	
1002060 56950 MTG/DUES	698.30	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	
1002060 57100 OFF.SUPPL.	266.71	600.00	600.00	600.00	600.00	600.00	
1002060 57200 PRINTING	473.52	650.00	650.00	691.00	691.00	691.00	
1002060 57210 GRAND LIST	1,050.00	600.00	600.00	600.00	1,050.00	1,050.00	
1002060 57220 MAPPING	.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	
1002060 57500 ADVERTISIN	.00	100.00	100.00	100.00	100.00	100.00	
1002060 57600 COMP.SUPPL	131.99	400.00	400.00	400.00	400.00	400.00	
TOTAL ASSESSMENT	117,493.78	106,184.00	106,184.00	93,215.00	93,315.00	93,315.00	
1002080 TAX COLLECTOR							
1002080 51110 SUPER.SAL.	52,260.45	53,550.00	55,024.00	55,024.00	55,024.00	55,024.00	
1002080 51200 PART TIME	19,945.02	21,356.00	21,356.00	23,088.24	22,872.00	22,872.00	
1002080 53400 COLL.SERV.	250.00	1,330.00	1,330.00	1,375.00	1,375.00	1,375.00	
1002080 55200 MILEAGE	604.91	460.00	460.00	540.00	540.00	540.00	
1002080 56100 POSTAGE	6,906.41	7,245.00	7,245.00	7,260.00	7,000.00	7,000.00	
1002080 56950 MTG/DUES	1,164.00	1,565.00	1,565.00	1,400.00	1,200.00	1,200.00	
1002080 57100 OFF.SUPPL.	637.78	614.00	614.00	614.00	550.00	550.00	
1002080 57110 BUS.FORMS	4,165.28	4,285.00	4,285.00	4,516.95	4,517.00	4,517.00	
1002080 57120 BIND.BOOKS	175.00	281.00	281.00	281.00	281.00	281.00	
1002080 57500 ADVERTISIN	266.14	350.00	350.00	350.00	350.00	350.00	
1002080 57600 COMP.SUPPL	429.88	833.00	833.00	330.00	330.00	330.00	
TOTAL TAX COLLECTOR	86,804.87	91,869.00	93,343.00	94,779.19	94,039.00	94,039.00	
1002090 FINANCE OFFICER							
1002090 51000 F/T SALARI	18,731.50	17,748.00	18,737.10	18,737.00	18,737.00	18,737.00	





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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1003171 55800 DEPT EQUIP	3,941.19	4,337.00	4,337.00	4,337.00	4,337.00	4,337.00	
1003171 56700 UNIFORMS	7,058.38	12,096.00	12,096.00	12,096.00	10,000.00	10,000.00	
1003171 56710 WEAPONS/AM	6,036.26	5,868.00	5,868.00	5,868.00	5,868.00	5,868.00	
1003171 56951 TRAINING	50.00	750.00	750.00	1,000.00	1,000.00	1,000.00	
1003171 57800 EDUC REIMB	.00	1,000.00	1,000.00	1,000.00	.00	.00	
<b>TOTAL POLICE DEPT - PATROL</b>	<b>1,047,627.61</b>	<b>1,084,245.00</b>	<b>1,118,693.97</b>	<b>1,156,862.00</b>	<b>1,136,088.00</b>	<b>1,136,088.00</b>	
1003172 POLICE DEPT - DETECTIVE							
1003172 51303 F/T AFSCME	82,702.10	81,224.00	83,254.60	85,335.00	85,335.00	85,335.00	
1003172 51310 HBENAFSCME	312.40	933.00	956.33	979.00	979.00	979.00	
1003172 51400 OVERTIME	5,327.77	4,500.00	4,612.50	5,000.00	5,000.00	5,000.00	
1003172 51660 ED. INCENT.	750.00	750.00	750.00	750.00	750.00	750.00	
1003172 56205 CELL PHONE	416.79	420.00	420.00	420.00	420.00	420.00	
1003172 56230 CRIME LAB.	432.07	1,500.00	1,500.00	1,500.00	1,200.00	1,200.00	
1003172 56700 UNIFORMS	965.12	1,008.00	1,008.00	1,080.00	1,080.00	1,008.00	
1003172 56951 TRAINING	610.52	500.00	500.00	500.00	500.00	500.00	
<b>TOTAL POLICE DEPT - DETECTIV</b>	<b>91,516.77</b>	<b>90,835.00</b>	<b>93,001.43</b>	<b>95,564.00</b>	<b>95,264.00</b>	<b>95,192.00</b>	
1003173 POLICE DEPT - COMMUN/DISPATCH							
1003173 51200 PART TIME	15,440.06	14,000.00	14,000.00	15,365.00	15,365.00	15,365.00	
1003173 51302 F/T CILU	222,634.12	219,995.00	226,846.20	227,411.00	227,411.00	227,411.00	
1003173 51311 H.BEN.CILU	15,426.12	10,845.00	11,116.13	11,393.00	11,393.00	11,393.00	
1003173 51321 O/T DISPAT	34,954.27	36,000.00	36,900.00	36,900.00	36,900.00	36,900.00	
1003173 55020 RADIO MAIN	47,033.46	20,847.00	20,847.00	20,895.00	20,895.00	20,895.00	
1003173 55200 MILEAGE	.00	.00	.00	.00	200.00	200.00	
1003173 55800 DEPT EQUIP	.00	.00	.00	.00	400.00	400.00	
1003173 56250 COLLECT	.00	2,826.00	2,826.00	2,826.00	.00	.00	
1003173 56700 UNIFORMS	996.00	1,680.00	1,680.00	1,680.00	1,680.00	1,680.00	
1003173 56951 TRAINING	322.49	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00	
<b>TOTAL POLICE DEPT - COMMUN/D</b>	<b>336,806.52</b>	<b>307,193.00</b>	<b>315,215.33</b>	<b>317,970.00</b>	<b>315,744.00</b>	<b>315,744.00</b>	
1003174 POLICE DEPT - VEHICLE MAINT							
1003174 54100 TIRES	3,783.12	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	
1003174 54200 VEHIC.FUEL	25,400.37	34,000.00	34,000.00	34,000.00	29,000.00	29,000.00	
1003174 55010 VEH.MAINT.	15,870.01	15,500.00	15,500.00	16,500.00	16,500.00	16,500.00	
<b>TOTAL POLICE DEPT - VEHICLE</b>	<b>45,053.50</b>	<b>53,500.00</b>	<b>53,500.00</b>	<b>54,500.00</b>	<b>49,500.00</b>	<b>49,500.00</b>	
1003175 POLICE - ANIMAL CONTROL							
1003175 51200 PART TIME	9,630.00	14,461.00	14,461.00	14,895.00	12,000.00	12,000.00	

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1003175 55700 POUND MAIN	1,517.90	2,500.00	2,500.00	2,500.00	1,800.00	1,800.00	
1003175 56900 POUND SUPP	406.10	800.00	800.00	800.00	800.00	800.00	
1003175 56950 MTG/DUES	49.25	65.00	65.00	65.00	65.00	65.00	
1003175 57500 ADVERTISIN	39.99	120.00	120.00	120.00	120.00	120.00	
1003175 57950 LIC -ST CT	6,768.50	7,400.00	7,400.00	7,400.00	7,400.00	7,400.00	
1003175 59920 EXP. DEPT.	557.87	.00	.00	.00	.00	.00	
<b>TOTAL POLICE - ANIMAL CONTRO</b>	<b>18,969.61</b>	<b>25,346.00</b>	<b>25,346.00</b>	<b>25,780.00</b>	<b>22,185.00</b>	<b>22,185.00</b>	
1003179 POLICE DEPT - FACILITIES							
1003179 55100 MAIN/CLEAN	10,755.26	7,333.00	7,333.00	7,833.00	8,500.00	8,500.00	
1003179 55300 H/C REPAIR	1,455.91	4,000.00	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	1,320.00	
1003179 55500 LIGHT/POWE	18,853.88	18,500.00	18,500.00	22,000.00	21,000.00	21,000.00	
1003179 56340 CABLE/WEB	786.69	760.00	760.00	760.00	760.00	760.00	
1003179 56500 FUEL/HEAT	5,207.24	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
1003179 56750 WATER	1,325.66	1,125.00	1,125.00	1,125.00	1,300.00	1,300.00	
1003179 56760 SEWER USE	350.00	355.00	355.00	355.00	355.00	355.00	
<b>TOTAL POLICE DEPT - FACILITI</b>	<b>40,054.64</b>	<b>39,393.00</b>	<b>39,393.00</b>	<b>43,393.00</b>	<b>43,235.00</b>	<b>43,235.00</b>	
1004157 SERVICE INCENTIVE							
1004157 52050 FIRE DB/DC	23,785.00	25,820.00	25,820.00	26,310.00	26,310.00	26,310.00	
<b>TOTAL SERVICE INCENTIVE</b>	<b>23,785.00</b>	<b>25,820.00</b>	<b>25,820.00</b>	<b>26,310.00</b>	<b>26,310.00</b>	<b>26,310.00</b>	
1004158 FIRE SERVICES							
1004158 51200 STIPENDS	10,667.96	16,450.00	16,450.00	17,250.00	17,250.00	17,250.00	
1004158 51230 PAY / CALL	17,972.50	26,400.00	26,400.00	37,000.00	26,600.00	21,536.00	
1004158 51301 F/T HOURLY	5,060.44	4,878.00	5,149.54	5,150.00	5,150.00	5,150.00	
1004158 53000 EQUIP.PURC	52,268.61	50,000.00	50,000.00	53,000.00	50,000.00	50,000.00	
1004158 53100 COMP.EQUIP	759.98	1,000.00	1,000.00	800.00	.00	.00	
1004158 53630 SVC AWARDS	.00	1,600.00	1,600.00	2,000.00	1,800.00	1,800.00	
1004158 54100 TIRES	288.95	4,500.00	4,500.00	3,500.00	3,500.00	3,500.00	
1004158 54200 VEHIC.FUEL	5,191.43	8,000.00	8,000.00	8,000.00	6,500.00	6,500.00	
1004158 55010 VEH.MAINT.	61,806.81	53,400.00	53,400.00	50,000.00	50,000.00	50,000.00	
1004158 55020 RADIO MAIN	2,707.36	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00	
1004158 55030 EQUIP.MAIN	3,382.31	4,000.00	4,000.00	3,500.00	3,500.00	3,500.00	
1004158 55100 MAIN/CLEAN	14,786.81	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	
1004158 55500 LIGHT/POWE	14,297.21	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	
1004158 55830 SOFT.SUPPO	479.97	.00	.00	4,720.00	4,000.00	4,000.00	
1004158 56200 TELEPHONE	2,762.24	2,880.00	2,880.00	2,880.00	2,880.00	2,880.00	
1004158 56205 CELL PHONE	4,109.71	4,280.00	4,280.00	4,280.00	4,280.00	4,280.00	

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1004158 56340 CABLE/WEB	2,624.65	2,800.00	2,800.00	2,800.00	1,900.00	1,900.00	
1004158 56500 FUEL/HEAT	10,345.76	13,000.00	13,000.00	13,000.00	11,500.00	11,500.00	
1004158 56750 WATER	210.77	600.00	600.00	600.00	600.00	600.00	
1004158 56760 SEWER USE	175.00	764.00	764.00	764.00	764.00	764.00	
1004158 56820 PHYSICALS	11,156.00	11,000.00	11,000.00	12,350.00	12,350.00	12,350.00	
1004158 56950 MTG/DUES	790.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	
1004158 57100 OFF.SUPPL.	364.64	450.00	450.00	450.00	450.00	450.00	
1004158 57550 RECRUITMNT	223.33	600.00	600.00	1,500.00	1,500.00	1,500.00	
1004158 57800 TRAIN/EDUC	12,957.92	16,000.00	16,000.00	16,000.00	14,000.00	14,000.00	
1004158 57820 BSA CHARTE	.00	350.00	350.00	.00	.00	.00	
1004158 59930 NFPA COMPL	13,311.40	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	
1004158 59950 CONSUMABLE	747.40	2,000.00	2,000.00	2,850.00	2,850.00	2,850.00	
1004158 59980 RETENTION	1,520.83	2,800.00	2,800.00	8,000.00	8,000.00	8,000.00	
<b>TOTAL FIRE SERVICES</b>	<b>250,969.99</b>	<b>280,452.00</b>	<b>280,723.54</b>	<b>303,594.00</b>	<b>282,574.00</b>	<b>277,510.00</b>	
1004162 EMERGENCY SERVICES							
1004162 53480 EMS DEFICT	75,088.09	193,752.00	193,752.00	217,002.00	203,160.00	185,980.00	
1004162 53490 PARAMEDICS	16,951.20	.00	.00	.00	.00	.00	
1004162 53500 C-MED	20,600.07	20,690.00	20,690.00	21,725.00	20,660.00	20,660.00	
<b>TOTAL EMERGENCY SERVICES</b>	<b>112,639.36</b>	<b>214,442.00</b>	<b>214,442.00</b>	<b>238,727.00</b>	<b>223,820.00</b>	<b>206,640.00</b>	
1004440 FIRE MARSHAL							
1004440 51110 SUPER.SAL.	43,024.00	44,496.00	44,496.00	45,900.00	45,832.00	45,832.00	
1004440 51200 PART TIME	1,846.65	2,000.00	2,000.00	2,000.00	1,500.00	1,500.00	
1004440 51301 F/T HOURLY	13,801.33	13,303.00	14,044.20	14,045.00	14,045.00	14,045.00	
1004440 53000 EQUIP.PURC	300.00	1,000.00	1,000.00	1,000.00	200.00	200.00	
1004440 55200 MILEAGE	1,779.74	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
1004440 55800 DEPT EQUIP	255.00	.00	.00	.00	.00	.00	
1004440 55830 SOFT.SUPPO	1,850.00	2,580.00	2,580.00	2,580.00	2,580.00	1,850.00	
1004440 56100 POSTAGE	49.05	100.00	100.00	100.00	100.00	100.00	
1004440 56205 CELL PHONE	720.00	720.00	720.00	720.00	720.00	720.00	
1004440 56700 UNIFORMS	150.00	200.00	200.00	200.00	200.00	200.00	
1004440 56910 REF/TEXTS	1,659.45	1,395.00	1,395.00	1,900.00	1,900.00	1,900.00	
1004440 56950 MTG/DUES	480.00	700.00	700.00	1,000.00	700.00	700.00	
1004440 57100 OFF.SUPPL.	94.59	250.00	250.00	250.00	250.00	250.00	
1004440 59940 FIRE PREV.	752.26	850.00	850.00	850.00	850.00	850.00	
<b>TOTAL FIRE MARSHAL</b>	<b>66,762.07</b>	<b>69,094.00</b>	<b>69,835.20</b>	<b>72,045.00</b>	<b>70,377.00</b>	<b>69,647.00</b>	
1005120 TOWN HALL							
1005120 51200 PART TIME	2,071.50	4,200.00	4,200.00	4,040.00	4,040.00	4,040.00	

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1005120 51304 F/T NAGE	143,578.87	151,439.00	151,439.00	151,439.00	151,439.00	151,439.00	
1005120 51400 OVERTIME	12,561.17	12,000.00	12,000.00	12,500.00	12,500.00	12,500.00	
1005120 55000 REP/MAINT	26,481.17	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	
1005120 55100 MAIN/CLEAN	9,822.82	12,000.00	12,000.00	12,000.00	11,000.00	11,000.00	
1005120 55200 MILEAGE	.00	200.00	200.00	200.00	100.00	100.00	
1005120 55300 H/C REPAIR	5,533.34	4,500.00	4,500.00	5,000.00	5,000.00	5,000.00	
1005120 55310 H/C CONTRA	2,900.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
1005120 55500 LIGHT/POWE	35,342.90	36,000.00	36,000.00	35,500.00	35,500.00	35,500.00	
1005120 55600 ELEV. CONT.	2,323.08	2,304.00	2,304.00	2,100.00	2,100.00	2,100.00	
1005120 56200 TELEPHONE	19,650.40	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00	
1005120 56205 CELL PHONE	839.62	1,300.00	1,300.00	1,300.00	1,300.00	480.00	
1005120 56500 FUEL/HEAT	14,007.86	20,000.00	20,000.00	20,500.00	19,500.00	19,500.00	
1005120 56750 WATER	1,709.93	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
1005120 56760 SEWER USE	596.58	670.00	670.00	670.00	670.00	670.00	
1005120 57100 OFF. SUPPL.	156.88	150.00	150.00	150.00	150.00	150.00	
1005120 57400 PURC. MAJOR	3,179.05	.00	.00	3,200.00	.00	.00	
1005120 59920 MISC TWNHL	17,977.68	.00	.00	.00	.00	.00	
<b>TOTAL TOWN HALL</b>	<b>298,732.85</b>	<b>288,263.00</b>	<b>288,263.00</b>	<b>292,099.00</b>	<b>285,979.00</b>	<b>285,979.00</b>	
1005200 PARKS DEPARTMENT							
1005200 51304 F/T NAGE	68,549.82	84,365.00	84,365.00	84,365.00	84,365.00	84,365.00	
1005200 51400 OVERTIME	4,132.13	2,500.00	2,500.00	3,000.00	3,000.00	3,000.00	
1005200 53610 DYER CEMET	750.00	700.00	700.00	750.00	750.00	750.00	
1005200 55000 REP/MAINT	6,397.34	6,500.00	6,500.00	6,000.00	6,000.00	6,000.00	
1005200 55500 LIGHT/POWE	690.25	700.00	700.00	700.00	700.00	700.00	
1005200 56500 FUEL/HEAT	1,657.44	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
1005200 56750 WATER	4,151.83	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	
1005200 56760 SEWER USE	350.00	355.00	355.00	355.00	355.00	355.00	
1005200 58310 FIELD MAIN	14,677.52	14,500.00	14,500.00	14,500.00	14,500.00	14,500.00	
<b>TOTAL PARKS DEPARTMENT</b>	<b>101,356.33</b>	<b>115,320.00</b>	<b>115,320.00</b>	<b>115,370.00</b>	<b>115,370.00</b>	<b>115,370.00</b>	
1005210 GENERAL HIGHWAY							
1005210 51000 F/T SALARI	70,127.09	63,852.00	67,289.00	63,852.00	67,289.00	67,289.00	
1005210 51110 SUPER. SAL.	93,597.74	90,333.00	95,370.00	95,370.00	95,370.00	95,370.00	
1005210 51200 PART TIME	5,991.41	6,005.00	6,005.00	6,185.00	6,185.00	6,185.00	
1005210 51301 F/T HOURLY	33,672.24	33,416.00	34,334.00	34,334.00	34,334.00	34,334.00	
1005210 51304 F/T NAGE	414,003.52	442,940.00	442,940.00	442,940.00	442,940.00	442,940.00	
1005210 51400 OVERTIME	63,379.74	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	
1005210 53710 EQUIP.RENT	.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
1005210 54100 TIRES	6,330.48	5,225.00	5,225.00	5,225.00	5,225.00	5,225.00	
1005210 54200 VEHIC. FUEL	4,618.31	4,750.00	4,750.00	5,500.00	4,500.00	4,500.00	

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TOWN OF CANTON  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1005210 54210	DIESEL FUE	25,993.51	43,000.00	43,000.00	44,000.00	40,000.00	40,000.00
1005210 54220	OIL	3,174.94	3,500.00	3,500.00	3,800.00	3,500.00	3,500.00
1005210 54230	TREE CARE	23,450.00	24,000.00	24,000.00	25,000.00	25,000.00	25,000.00
1005210 54500	SNOW REMOV	144,341.54	159,216.00	159,216.00	172,522.00	152,348.00	165,000.00
1005210 55000	REP/MAINT	48,631.92	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
1005210 55020	RADIO MAIN	2,681.41	2,153.00	2,153.00	750.00	750.00	750.00
1005210 55110	TN.MAINT.	15,896.37	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00
1005210 55120	CATCH BASI	8,796.20	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
1005210 55130	SWEEPING	2,135.61	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
1005210 55140	ST.PAINT.	.00	1,500.00	1,500.00	1,500.00	1,000.00	1,000.00
1005210 55200	MILEAGE	1,065.40	1,750.00	1,750.00	1,100.00	1,100.00	1,100.00
1005210 55510	ROAD MAINT	26,608.32	33,000.00	33,000.00	31,500.00	31,500.00	31,500.00
1005210 55830	SOFT.SUPPO	.00	.00	.00	.00	200.00	200.00
1005210 56100	POSTAGE	13.45	200.00	200.00	200.00	100.00	100.00
1005210 56205	CELL PHONE	2,383.23	2,160.00	2,160.00	2,640.00	2,160.00	2,160.00
1005210 56340	CABLE/WEB	1,094.69	1,020.00	1,020.00	1,117.00	1,117.00	1,117.00
1005210 56910	REF/TEXTS	.00	300.00	300.00	300.00	.00	.00
1005210 56920	PLOW ROUTE	17,559.50	30,000.00	30,000.00	35,000.00	29,000.00	29,000.00
1005210 56950	MTG/DUES	2,578.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
1005210 57220	MAPPING	1,350.00	800.00	800.00	800.00	800.00	800.00
1005210 57400	PURC.MAJOR	5,325.00	4,900.00	4,900.00	3,575.00	3,575.00	3,575.00
TOTAL GENERAL HIGHWAY		1,024,799.62	1,115,020.00	1,124,412.00	1,138,210.00	1,108,993.00	1,121,645.00
1005260 TOWN GARAGE							
1005260 55000	REP/MAINT	14,160.32	8,500.00	8,500.00	9,000.00	7,000.00	7,000.00
1005260 55100	MAIN/CLEAN	530.18	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00
1005260 55500	LIGHT/POWE	3,607.17	4,250.00	4,250.00	4,000.00	4,000.00	3,500.00
1005260 56500	FUEL/HEAT	5,376.23	6,500.00	6,500.00	5,500.00	5,500.00	5,500.00
1005260 56700	UNIFORMS	10,122.20	10,268.00	10,268.00	10,750.00	10,750.00	10,750.00
1005260 56720	MEALS	2,675.00	2,925.00	2,925.00	2,925.00	2,925.00	2,925.00
1005260 56750	WATER	256.50	800.00	800.00	500.00	500.00	500.00
1005260 56760	SEWER USE	350.00	355.00	355.00	355.00	355.00	355.00
1005260 57100	OFF.SUPPL.	782.29	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
TOTAL TOWN GARAGE		37,859.89	36,498.00	36,498.00	35,930.00	33,930.00	33,430.00
1005270 GRANGE							
1005270 55000	REP/MAINT	1,401.88	2,000.00	2,000.00	2,000.00	2,000.00	.00
1005270 55100	MAIN/CLEAN	.00	.00	.00	.00	.00	.00
1005270 55500	LIGHT/POWE	513.84	1,000.00	1,000.00	800.00	800.00	.00
1005270 56500	FUEL/HEAT	1,017.85	1,500.00	1,500.00	1,500.00	1,500.00	.00
TOTAL GRANGE		2,933.57	4,500.00	4,500.00	4,300.00	4,300.00	.00
1005470 UTILITIES							
1005470 55500	LIGHT/POWE	35,481.39	29,000.00	29,000.00	33,240.00	33,240.00	33,240.00

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1005470 56750 WATER	178,625.58	178,000.00	178,000.00	192,072.00	192,072.00	192,072.00	
TOTAL UTILITIES	214,106.97	207,000.00	207,000.00	225,312.00	225,312.00	225,312.00	
1005550 COMMUNITY CENTER							
1005550 55000 REP/MAINT	12,256.18	15,500.00	15,500.00	15,500.00	10,500.00	10,500.00	
1005550 55100 MAIN/CLEAN	12,619.39	10,000.00	10,000.00	10,000.00	15,000.00	15,000.00	
1005550 55300 H/C REPAIR	4,311.70	2,500.00	2,500.00	3,000.00	3,000.00	3,000.00	
1005550 55310 H/C CONTRA	2,430.00	3,240.00	3,240.00	3,240.00	3,240.00	3,240.00	
1005550 55500 LIGHT/POWE	37,334.86	37,000.00	37,000.00	36,500.00	36,500.00	36,500.00	
1005550 55600 ELEV.CONT.	2,323.08	2,304.00	2,304.00	2,100.00	2,100.00	2,100.00	
1005550 56500 FUEL/HEAT	9,923.15	17,500.00	17,500.00	15,000.00	14,000.00	14,000.00	
1005550 56750 WATER	3,197.06	3,500.00	3,500.00	2,500.00	3,200.00	3,200.00	
1005550 56760 SEWER USE	911.19	900.00	900.00	900.00	900.00	900.00	
TOTAL COMMUNITY CENTER	85,306.61	92,444.00	92,444.00	88,740.00	88,440.00	88,440.00	
1006340 COMMUNITY AGENCIES							
1006340 53575 YSB	14,300.00	11,300.00	11,300.00	11,300.00	11,300.00	11,300.00	
1006340 53580 MEMOR.DAY	528.36	905.00	905.00	905.00	905.00	905.00	
1006340 53585 HEALTH DIS	53,339.00	53,339.00	53,339.00	53,339.00	53,339.00	53,339.00	
1006340 53595 FV VNA	20,176.25	19,625.00	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	1,000.00	
1006340 53605 CT MAIN ST	750.00	.00	.00	.00	.00	.00	
1006340 53615 SAM COLLIN	500.00	500.00	500.00	.00	.00	.00	
1006340 53620 MEN.HEALTH	720.00	720.00	720.00	720.00	720.00	720.00	
1006340 53625 MAIN ST	.00	7,500.00	7,500.00	7,500.00	7,500.00	.00	
1006340 58520 WATERSHED	1,029.00	1,029.00	1,029.00	1,029.00	1,029.00	1,029.00	
1006340 58530 NAT.CENTER	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,000.00	
1006340 60011 INT.HOUSE	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
TOTAL COMMUNITY AGENCIES	94,842.61	98,418.00	98,418.00	97,918.00	97,918.00	89,918.00	
1006380 SENIOR/SOCIAL SERVICES							
1006380 51110 SUPER.SAL.	63,526.61	61,295.00	64,712.00	64,712.00	64,712.00	64,712.00	
1006380 51200 PART TIME	39,411.15	40,679.00	40,679.00	41,909.00	41,909.00	41,909.00	
1006380 54420 DIAL-RIDE	50,484.00	60,141.00	60,141.00	76,742.00	60,841.00	60,841.00	
1006380 55200 MILEAGE	167.15	225.00	225.00	225.00	225.00	225.00	
1006380 55860 COPIER MAI	361.60	500.00	500.00	500.00	400.00	400.00	
1006380 56100 POSTAGE	1,562.62	1,600.00	1,600.00	1,400.00	1,500.00	1,500.00	
1006380 56205 CELL PHONE	440.00	480.00	480.00	480.00	480.00	480.00	
1006380 56720 MEALS	3,369.96	4,053.00	4,053.00	4,175.00	4,175.00	4,175.00	
1006380 56950 MTG/DUES	355.00	843.00	843.00	868.00	1,063.00	1,063.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1006380 57100 OFF. SUPPL.	1,253.86	800.00	800.00	550.00	550.00	550.00	
1006380 57200 PRINTING	1,675.06	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	
1006380 57600 COMP. SUPPL	167.12	75.00	75.00	75.00	75.00	75.00	
1006380 59030 SENIOR ACT	1,399.67	1,300.00	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	3,500.00	
1006380 59100 GEN ASST	3,774.63	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	
<b>TOTAL SENIOR/SOCIAL SERVICES</b>	<b>171,448.43</b>	<b>180,791.00</b>	<b>184,208.00</b>	<b>201,736.00</b>	<b>186,030.00</b>	<b>186,030.00</b>	
1006450 PARK AND RECREATION							
1006450 51000 F/T SALARI	28,844.58	35,952.00	37,166.68	37,167.00	37,167.00	37,167.00	
1006450 51110 SUPER. SAL.	57,179.67	57,815.00	59,679.84	59,680.00	59,680.00	59,680.00	
1006450 51150 P/T SEASON	53,962.98	48,000.00	48,000.00	56,832.00	49,500.00	49,500.00	
1006450 55100 MAIN/CLEAN	2,802.77	5,838.00	5,838.00	5,838.00	5,838.00	5,838.00	
1006450 55200 MILEAGE	.00	100.00	100.00	50.00	50.00	50.00	
1006450 55500 LIGHT/POWE	8,783.49	8,300.00	8,300.00	8,500.00	8,500.00	8,500.00	
1006450 55800 REP/MAINT	8,058.00	10,900.00	10,900.00	8,400.00	8,400.00	8,400.00	
1006450 55860 COPIER CON	508.44	.00	.00	550.00	550.00	550.00	
1006450 56100 POSTAGE	97.10	50.00	50.00	100.00	100.00	100.00	
1006450 56440 SPEC. EVENT	8,427.43	9,900.00	9,900.00	9,900.00	9,900.00	9,900.00	
1006450 56500 FUEL/HEAT	133.08	300.00	300.00	200.00	200.00	200.00	
1006450 56760 SEWER USE	7,863.12	3,500.00	3,500.00	4,000.00	4,000.00	4,000.00	
1006450 56950 MTG/DUES	2,703.89	1,405.00	1,405.00	2,505.00	2,505.00	2,505.00	
1006450 57100 OFF. SUPPL.	728.30	800.00	800.00	800.00	800.00	800.00	
1006450 58400 CHEMICALS	5,860.77	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
1006450 58410 OPEN/CLOSE	13,452.92	17,000.00	17,000.00	15,000.00	13,500.00	13,500.00	
1006450 58420 POOL REPAI	8,351.77	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
1006450 58430 MP WATER	8,851.87	16,300.00	16,300.00	16,300.00	12,000.00	12,000.00	
1006450 60040 COPIER LEA	882.48	883.00	883.00	883.00	1,236.00	1,236.00	
<b>TOTAL PARK AND RECREATION</b>	<b>217,492.66</b>	<b>226,043.00</b>	<b>229,122.52</b>	<b>235,705.00</b>	<b>222,926.00</b>	<b>213,026.00</b>	
1007065 BUILDING OFFICIAL							
1007065 51110 SUPER. SAL.	17,433.00	31,332.00	31,332.00	32,272.00	51,353.00	51,353.00	
1007065 51301 F/T HOURLY	27,142.41	26,162.00	27,620.26	27,620.00	27,620.00	27,620.00	
1007065 55200 MILEAGE	2,289.50	2,300.00	2,300.00	2,300.00	2,100.00	2,100.00	
1007065 56100 POSTAGE	175.27	300.00	300.00	300.00	200.00	200.00	
1007065 56910 REF/TEXTS	.00	200.00	200.00	200.00	200.00	200.00	
1007065 56950 MTG/DUES	135.00	200.00	200.00	200.00	200.00	200.00	
1007065 57100 OFF. SUPPL.	176.19	200.00	200.00	200.00	200.00	200.00	
<b>TOTAL BUILDING OFFICIAL</b>	<b>47,351.37</b>	<b>60,694.00</b>	<b>62,152.26</b>	<b>63,092.00</b>	<b>81,873.00</b>	<b>81,873.00</b>	
1007410 TOWN PLANNER							
1007410 51000 F/T SALARI	60,758.23	60,000.00	62,215.12	62,215.00	62,215.00	62,215.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1007410 51110 SUPER.SAL.	111,975.46	112,792.00	115,893.78	115,894.00	115,894.00	115,894.00	
1007410 51200 PART TIME	2,543.83	3,500.00	3,500.00	3,500.00	3,000.00	3,000.00	
1007410 51301 F/T HOURLY	44,972.31	44,117.00	46,060.00	46,060.00	46,060.00	46,060.00	
1007410 55200 MILEAGE	762.60	1,300.00	1,300.00	1,000.00	1,000.00	1,000.00	
1007410 55830 SOFT.SUPPO	.00	.00	.00	.00	8,200.00	8,200.00	
1007410 55860 COPIER CON	3,403.20	2,400.00	2,400.00	2,400.00	2,200.00	2,200.00	
1007410 56000 MARKETING	21,992.03	18,800.00	18,800.00	18,800.00	18,000.00	12,000.00	
1007410 56100 POSTAGE	1,166.28	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	
1007410 56910 REF/TEXTS	.00	300.00	300.00	300.00	300.00	300.00	
1007410 56920 CONSULTANT	.00	.00	.00	4,000.00	.00	.00	
1007410 56950 MTG/DUES	5,135.43	5,003.00	5,003.00	4,190.00	3,765.00	3,765.00	
1007410 57100 OFF.SUPPL.	1,578.67	1,300.00	1,300.00	10,500.00	1,300.00	1,300.00	
1007410 57200 MAPPING	3,682.79	4,050.00	4,050.00	4,050.00	3,800.00	3,800.00	
1007410 57500 ADVERTISIN	5,195.25	4,000.00	4,000.00	3,000.00	3,000.00	3,000.00	
1007410 57600 COMP.SUPPL	1,092.14	850.00	850.00	850.00	850.00	850.00	
1007410 60040 COPIER LEA	3,732.00	3,732.00	3,732.00	3,900.00	2,400.00	2,400.00	
<b>TOTAL TOWN PLANNER</b>	<b>267,990.22</b>	<b>263,244.00</b>	<b>270,503.90</b>	<b>281,759.00</b>	<b>273,084.00</b>	<b>267,084.00</b>	
1008130 INSURANCE							
1008130 52000 PRO.CASUL.	147,744.60	147,429.00	147,429.00	153,165.00	153,165.00	151,106.00	
1008130 52010 WORK.COMP.	114,814.91	115,171.00	115,171.00	115,171.00	115,171.00	122,998.00	
1008130 52030 UNEMPLOY.	3.00	7,500.00	7,500.00	7,500.00	2,500.00	2,500.00	
1008130 53560 REC.EXPENS	-1,609.96	6,000.00	6,000.00	6,000.00	4,000.00	4,000.00	
<b>TOTAL INSURANCE</b>	<b>260,952.55</b>	<b>276,100.00</b>	<b>276,100.00</b>	<b>281,836.00</b>	<b>274,836.00</b>	<b>280,604.00</b>	
1009141 EMPLOYEE BENEFITS & INSURANCE							
1009141 51670 EE LEAVE L	42,331.75	.00	.00	.00	.00	.00	
1009141 52110 LIFE INS.	7,193.38	7,800.00	7,800.00	7,800.00	7,800.00	7,800.00	
1009141 52120 MEDICAL IN	672,977.36	694,445.00	694,445.00	755,020.00	774,306.00	774,306.00	
1009141 52130 SEC125 ADM	793.25	1,000.00	1,000.00	1,500.00	800.00	800.00	
1009141 52140 LTD & ADD	7,234.17	7,920.00	7,920.00	7,920.00	7,920.00	7,920.00	
1009141 52145 HEART&HYPE	43,576.00	44,414.00	44,414.00	43,576.00	43,576.00	43,576.00	
1009141 52300 PENSION	813,499.25	848,840.00	848,840.00	920,003.00	917,003.00	917,003.00	
1009141 52400 F.I.C.A.	322,583.78	340,000.00	340,000.00	345,482.00	345,482.00	345,482.00	
1009141 56820 EAP	2,943.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
<b>TOTAL EMPLOYEE BENEFITS &amp; IN</b>	<b>1,913,131.94</b>	<b>1,947,419.00</b>	<b>1,947,419.00</b>	<b>2,084,301.00</b>	<b>2,099,887.00</b>	<b>2,099,887.00</b>	
1010320 LIBRARY							
1010320 51110 SUPER.SAL.	81,474.72	80,500.00	83,649.00	83,649.00	83,649.00	83,649.00	
1010320 51200 PART TIME	194,469.70	201,056.00	201,056.00	207,638.00	159,064.00	159,064.00	



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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1010320 51300 F/T SALARY	197,432.10	191,364.00	201,427.00	201,429.00	250,569.00	250,569.00	
1010320 53110 COMP.HARD.	3,348.85	3,520.00	3,520.00	1,500.00	1,000.00	1,000.00	
1010320 53120 COMP.SOFT.	25.00	970.00	970.00	1,730.00	1,300.00	1,300.00	
1010320 55200 MILEAGE	688.53	850.00	850.00	800.00	800.00	800.00	
1010320 55800 DEPT EQUIP	1,491.03	800.00	800.00	800.00	800.00	800.00	
1010320 55830 SOFT.SUPPO	.00	.00	.00	.00	410.00	410.00	
1010320 55860 COPIER CON	494.94	700.00	700.00	700.00	550.00	550.00	
1010320 56100 POSTAGE	107.44	270.00	270.00	210.00	210.00	210.00	
1010320 56950 MTG/DUES	1,214.00	1,442.00	1,442.00	1,442.00	1,442.00	1,442.00	
1010320 57100 OFF.SUPPL.	4,669.08	5,100.00	5,100.00	5,600.00	5,100.00	5,100.00	
1010320 57310 ELECT.SERV	28,926.35	28,954.00	28,954.00	29,658.00	29,658.00	29,658.00	
1010320 57320 PUBLICATIO	73,326.08	76,034.00	76,034.00	76,034.00	72,000.00	72,000.00	
1010320 57600 COMP.SUPPL	2,265.97	2,348.00	2,348.00	2,348.00	1,200.00	1,200.00	
1010320 57800 TRAIN/EDUC	830.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	
1010320 59010 PROGRAMS	4,260.83	5,000.00	5,000.00	5,200.00	3,500.00	3,500.00	
1010320 60040 COPIER LEA	1,674.64	1,661.00	1,661.00	1,661.00	1,400.00	1,400.00	
TOTAL LIBRARY	596,699.26	601,669.00	614,881.00	621,499.00	613,752.00	613,752.00	
1011590 CIP/CAPITAL & NonRECURRING							
1011590 59150 CIP	1,326,086.00	1,099,300.00	1,583,404.45	2,567,266.00	1,121,716.00	1,090,316.00	
TOTAL CIP/CAPITAL & NonRECUR	1,326,086.00	1,099,300.00	1,583,404.45	2,567,266.00	1,121,716.00	1,090,316.00	
TOTAL GENERAL FUND	10,044,922.67	10,337,064.00	10,821,168.45	12,171,380.19	10,589,284.00	10,517,908.00	
GRAND TOTAL	10,044,922.67	10,337,064.00	10,821,168.45	12,171,380.19	10,589,284.00	10,517,908.00	

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TOWN OF CANTON  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: EMERGENCY SERVICES - FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
3704162 EMERGENCY SERVICES - FUND							
3704162 51200 STIPENDS	4,816.00	5,650.00	5,650.00	13,250.00	13,250.00	13,250.00	
3704162 51210 FIN.SERV.	11,625.93	11,485.00	11,485.00	11,600.00	12,302.00	12,302.00	
3704162 51230 PAY / CALL	13,646.44	20,000.00	20,000.00	40,500.00	40,500.00	23,320.00	
3704162 52000 INS EMS	16,455.26	18,700.00	18,700.00	17,988.00	17,988.00	17,988.00	
3704162 52200 FR.BENEFIT	14,996.00	22,000.00	22,000.00	22,500.00	16,000.00	16,000.00	
3704162 52400 F.I.C.A.	1,284.98	3,100.00	3,100.00	3,100.00	5,000.00	5,000.00	
3704162 53000 EQUIP.PURC	27,568.89	12,000.00	12,000.00	15,500.00	12,000.00	12,000.00	
3704162 53100 COMP.EQUIP	1,035.57	2,500.00	2,500.00	3,100.00	3,100.00	3,100.00	
3704162 53400 BILL SRVCS	14,947.91	13,500.00	13,500.00	14,000.00	15,855.00	15,855.00	
3704162 53500 C-MED	8,225.06	8,568.00	8,568.00	8,911.00	8,890.00	8,890.00	
3704162 54200 VEHIC.FUEL	7,147.92	9,000.00	9,000.00	11,750.00	9,000.00	9,000.00	
3704162 55010 VEH.MAINT.	21,791.90	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	
3704162 55020 RADIO MAIN	973.92	500.00	500.00	1,000.00	500.00	500.00	
3704162 55030 EQUIP.MAIN	3,912.33	5,500.00	5,500.00	6,128.00	5,500.00	5,500.00	
3704162 55100 MAIN/CLEAN	3,734.88	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	
3704162 55500 LIGHT/POWE	2,872.76	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	
3704162 55830 SOFT.SUPPO	4,353.54	3,500.00	3,500.00	7,000.00	7,000.00	7,000.00	
3704162 56200 TELEPHONE	534.12	500.00	500.00	500.00	500.00	500.00	
3704162 56205 CELL PHONE	806.36	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
3704162 56340 CABLE/WEB	500.47	600.00	600.00	600.00	600.00	600.00	
3704162 56500 FUEL/HEAT	2,263.93	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
3704162 56750 WATER	210.78	450.00	450.00	450.00	450.00	450.00	
3704162 56760 SEWER USE	175.00	415.00	415.00	415.00	415.00	415.00	
3704162 56800 FIRST AID	67,545.45	38,000.00	38,000.00	60,000.00	60,000.00	60,000.00	
3704162 56820 MED.DOCTOR	204.00	.00	.00	.00	.00	.00	
3704162 57100 OFF.SUPPL.	793.85	600.00	600.00	600.00	600.00	600.00	
3704162 57550 RECRUITMNT	.00	500.00	500.00	1,500.00	1,000.00	1,000.00	
3704162 57800 TRAIN/EDUC	14,274.79	12,500.00	12,500.00	15,000.00	12,500.00	12,500.00	
3704162 59100 CONTRACT S	230,478.51	357,111.00	357,111.00	357,111.00	357,111.00	357,111.00	
3704162 59980 RETENTION	2,199.57	2,500.00	2,500.00	5,900.00	4,500.00	4,500.00	
TOTAL EMERGENCY SERVICES - F	479,376.12	576,579.00	576,579.00	645,803.00	631,961.00	614,781.00	
TOTAL EMERGENCY SERVICES - F	479,376.12	576,579.00	576,579.00	645,803.00	631,961.00	614,781.00	
GRAND TOTAL	479,376.12	576,579.00	576,579.00	645,803.00	631,961.00	614,781.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: DPW - TRANSFER STATION	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2018 DEPT HEADS	2018 CAO	2018 SELECTMEN	COMMENT
1300290 DPW -TRANSFER STATION							
1300290 51200 PART TIME	10,951.18	10,417.00	10,417.00	10,733.00	10,733.00	10,733.00	
1300290 51304 F/T NAGE	39,292.26	34,195.00	34,195.00	34,195.00	34,195.00	34,195.00	
1300290 51400 OVERTIME	188.19	500.00	500.00	500.00	500.00	500.00	
1300290 52400 F.I.C.A.	3,757.46	5,000.00	5,000.00	.00	3,475.00	3,475.00	
1300290 55000 REP/MAINT	10,422.65	6,000.00	6,000.00	6,000.00	3,000.00	3,000.00	
1300290 55500 LIGHT/POWE	3,913.02	3,000.00	3,000.00	3,100.00	3,100.00	3,100.00	
1300290 56340 CABLE/WEB	980.02	1,067.00	1,067.00	1,067.00	1,067.00	1,067.00	
1300290 56750 WATER	155.63	300.00	300.00	300.00	300.00	300.00	
1300290 56950 MTG/DUES	.00	1,688.00	1,688.00	1,688.00	400.00	400.00	
1300290 57100 OFF SUPPLY	672.37	800.00	800.00	800.00	800.00	800.00	
1300290 59150 CIP	.00	3,783.00	3,783.00	2,707.00	.00	.00	
1300290 59425 C CRD FEES	618.47	450.00	450.00	450.00	450.00	450.00	
1300290 59920 PERMIT FEE	800.00	800.00	800.00	800.00	800.00	800.00	
1300290 59960 HAULING	45,355.00	44,000.00	44,000.00	44,000.00	44,000.00	44,000.00	
1300290 59970 TIPPING FE	106,155.17	111,750.00	111,750.00	110,000.00	110,800.00	110,800.00	
TOTAL DPW -TRANSFER STATION	223,261.42	223,750.00	223,750.00	216,340.00	213,620.00	213,620.00	
TOTAL DPW - TRANSFER STATION	223,261.42	223,750.00	223,750.00	216,340.00	213,620.00	213,620.00	
GRAND TOTAL	223,261.42	223,750.00	223,750.00	216,340.00	213,620.00	213,620.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:	2016	2017	2017	2018	2018	2018	
PARK & RECREATION REVENUE FUND	ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	SELECTMEN	COMMENT
2100045 PARK & RECREATION REVENUE FUND							
2100045 51000 F/T SALARI	8,592.45	10,739.00	10,739.00	10,739.00	15,739.00	15,739.00	
2100045 51110 SUPER.SAL.	11,139.39	10,000.00	10,000.00	10,000.00	10,000.00	11,500.00	
2100045 51150 P/T SEASON	66,211.07	75,324.00	75,324.00	69,829.00	60,000.00	60,000.00	
2100045 51200 PART TIME	.00	21,344.00	21,344.00	21,344.00	27,000.00	27,000.00	
2100045 51210 FIN.SERV.	11,625.94	11,836.00	11,836.00	9,936.00	12,302.00	12,302.00	
2100045 52200 FR.BENEFIT	3,436.00	3,347.00	3,347.00	3,436.00	3,436.00	3,436.00	
2100045 52400 F.I.C.A.	6,544.45	9,887.00	9,887.00	8,851.00	8,851.00	8,851.00	
2100045 55800 DEPT EQUIP	.00	.00	.00	.00	.00	.00	
2100045 55830 SOFT.SUPPO	6,136.93	6,330.00	6,330.00	6,070.00	6,070.00	6,070.00	
2100045 56440 SPEC.EVENT	.00	.00	.00	.00	.00	9,900.00	
2100045 56950 MTG/DUES	288.27	400.00	400.00	400.00	400.00	400.00	
2100045 57200 PRINTING	81.84	100.00	100.00	100.00	100.00	100.00	
2100045 57360 MATER/SUPP	2,028.39	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00	
2100045 59010 PROGRAMS	132,607.75	95,000.00	95,000.00	130,000.00	130,000.00	130,000.00	
2100045 59425 C CRD FEES	7,371.57	6,000.00	6,000.00	7,500.00	7,500.00	7,500.00	
2100045 59920 LIC FEE	336.00	340.00	340.00	340.00	340.00	340.00	
TOTAL PARK & RECREATION REVE	256,400.05	251,647.00	251,647.00	280,045.00	283,238.00	294,638.00	
TOTAL PARK & RECREATION REVE	256,400.05	251,647.00	251,647.00	280,045.00	283,238.00	294,638.00	
GRAND TOTAL	256,400.05	251,647.00	251,647.00	280,045.00	283,238.00	294,638.00	

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:	2016	2017	2017	2018	2018	2018
WATER POLLUTION CONTROL AUTHOR	ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	SELECTMEN COMMENT
2400031 WATER POLLUTION CONTROL AUTHOR						
2400031 51110 SUPER.SAL.	180,526.61	179,149.00	179,149.00	184,170.00	184,170.00	184,170.00
2400031 51210 FIN.SERV.	31,120.43	31,753.00	31,753.00	32,057.00	32,789.00	32,789.00
2400031 51304 F/T NAGE	106,324.18	114,234.00	114,234.00	112,278.00	112,278.00	112,278.00
2400031 51400 OVERTIME	13,175.99	12,767.00	12,767.00	12,767.00	12,767.00	12,767.00
2400031 52000 PRO.CASUL.	7,710.14	8,115.00	8,115.00	8,139.00	8,139.00	8,139.00
2400031 52200 FR.BENEFIT	86,428.84	91,768.00	91,768.00	94,233.00	94,233.00	94,233.00
2400031 52220 LEGAL FEES	14,305.66	10,000.00	10,000.00	5,000.00	5,000.00	5,000.00
2400031 52400 F.I.C.A.	24,139.84	26,615.00	26,615.00	26,872.00	26,872.00	26,872.00
2400031 54200 VEHIC.FUEL	890.50	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
2400031 55000 REP/MAINT	11,202.19	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
2400031 55030 EQUIP.MAIN	2,312.30	3,130.00	3,130.00	3,130.00	3,130.00	3,130.00
2400031 55100 MAIN/CLEAN	10,803.81	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
2400031 55120 MANHOLE	895.37	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
2400031 55150 TOX.TESTS	8,192.12	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
2400031 55160 LABORATORY	3,000.97	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00
2400031 55200 MILEAGE	455.40	500.00	500.00	500.00	500.00	500.00
2400031 55500 LIGHT/POWE	67,808.53	73,000.00	73,000.00	72,500.00	72,500.00	72,500.00
2400031 55830 SOFT.SUPPO	5,253.88	6,050.00	6,050.00	5,810.00	5,810.00	5,810.00
2400031 56100 POSTAGE	1,242.93	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
2400031 56200 TELEPHONE	2,400.00	2,500.00	2,500.00	2,400.00	2,400.00	2,400.00
2400031 56205 CELL PHONE	1,750.72	2,000.00	2,000.00	2,250.00	2,250.00	2,250.00
2400031 56500 FUEL/HEAT	6,502.21	10,700.00	10,700.00	9,300.00	9,300.00	9,300.00
2400031 56700 UNIFORMS	2,552.48	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00
2400031 56750 WATER	346.19	500.00	500.00	500.00	500.00	500.00
2400031 56760 SEWER USE	350.00	350.00	350.00	350.00	350.00	350.00
2400031 56950 MTG/DUES	830.20	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2400031 57100 OFF.SUPPL.	928.90	1,500.00	1,500.00	1,300.00	1,300.00	1,300.00
2400031 57400 PURC.MAJOR	79,268.05	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
2400031 57500 ADVERTISIN	202.41	500.00	500.00	500.00	500.00	500.00
2400031 58400 CHEMICALS	4,818.56	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2400031 58700 ENGINEERIN	23,108.85	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
2400031 58701 PRJCT ENG	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2400031 58710 AUDITOR	4,100.00	4,150.00	4,150.00	4,200.00	4,200.00	4,200.00
2400031 59100 DEPT.EXP.	.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2400031 59210 FARM.USE	30,047.64	39,250.00	39,250.00	41,000.00	41,000.00	41,000.00
2400031 59220 NPDS PERM.	1,722.50	1,723.00	1,723.00	1,723.00	1,723.00	1,723.00
2400031 59221 DEP PERMIT	1,300.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
2400031 59230 FLUSHING	5,391.84	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
2400031 59240 SLUDGE/GRI	53,128.83	57,000.00	57,000.00	57,000.00	57,000.00	57,000.00
2400031 59250 NITROG CRD	24,230.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00

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TOWN OF CANTON  
NEXT YEAR BUDGET COMPARISON REPORT

P 2  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:			2016	2017	2017	2018	2018	2018	
WATER POLLUTION CONTROL	AUTHOR		ACTUAL	ORIG BUD	REVISED BUD	DEPT HEADS	CAO	SELECTMEN	COMMENT
2400031	59999	Trans Out	814,990.00	.00	191,350.00	.00	.00	.00	_____
TOTAL WATER POLLUTION CONTRO			1,638,759.07	835,054.00	1,026,404.00	835,779.00	836,511.00	836,511.00	_____
TOTAL WATER POLLUTION CONTRO			1,638,759.07	835,054.00	1,026,404.00	835,779.00	836,511.00	836,511.00	_____
GRAND TOTAL			1,638,759.07	835,054.00	1,026,404.00	835,779.00	836,511.00	836,511.00	_____

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**TOWN OF CANTON**  
**FINAL PROPOSED**  
**FISCAL YEAR 2017-2018 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: Cost of membership in regional agencies. Includes \$200 to fund cost of Selectmen attending meetings and conferences.

<b>Organization</b>	<b>Description</b>	<b>FY 15-16 Dues</b>	<b>FY 16-17 Dues</b>	<b>FY 17-18 Dues</b>
Capitol Region Conference of Governments (CRCOG)	Regional planning organization that services 29 municipalities within Greater Hartford Region	9,629	9,753	9849
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	5689
Solid Waste Authority	An organization of municipal representatives overseeing trash disposal alternatives			
Other	Costs of attending various meetings and conferences	200	200	200
Sam Collins Day	Funds Booth at local Sam Collins Day event			

- Printing: Funds cost of printing the Annual Report. Cost decreased as a result of less copies being printed.
- Newsletter: Funds the costs related to the production of the "All About Canton" newsletter. The newsletter is now being published by the Valley Press. The cost of the newsletter is partially off-set by revenues from advertisements purchased by local businesses.

**PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>16-17 Authorized</u></b>	<b><u>17-18 Requested</u></b>	<b><u>17-18 Proposed</u></b>	<b><u>17-18 Approved</u></b>
First Selectman	\$15,000	.4	.4	.4	.4



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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1001010	BOARD OF SELECTMEN							
1001010	51120 SEL. SALARY	15,000.00	14,999.92	14,999.92	10,096.10	15,000.00	15,000.00	.0%
1001010	56950 MTG/DUES	20,970.00	16,789.72	16,342.16	16,416.83	16,567.00	16,663.00	.6%
1001010	57200 PRINTING	1,143.40	1,063.50	799.39	765.05	1,100.00	800.00	-27.3%
1001010	57500 ADVERTISIN	411.77	1,033.69	716.37	665.85	1,000.00	900.00	-10.0%
1001010	59900 MISC.	650.00	500.00	27.50	.00	.00	.00	.0%
1001010	60050 NEWSLETTER	7,133.22	10,649.21	11,440.72	5,720.00	12,000.00	11,200.00	-6.7%
	TOTAL BOARD OF SELECTMEN	45,308.39	45,036.04	44,326.06	33,663.83	45,667.00	44,563.00	-2.4%
	TOTAL GENERAL FUND	45,308.39	45,036.04	44,326.06	33,663.83	45,667.00	44,563.00	-2.4%
	GRAND TOTAL	45,308.39	45,036.04	44,326.06	33,663.83	45,667.00	44,563.00	-2.4%

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**GENERAL GOVERNMENT      CHIEF ADMINISTRATIVE OFFICER – 1020**

**EXPLANATION**

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

**BUDGET CHANGES AND COMMENTARY**

- Full Time Salary: This account funds the salary of the Executive Assistant
- Supervisor Salary: Amount represents current 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 use of private vehicle pursuant to IRS guidelines.
- Safety-For use by safety committee for training or supplies
- 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. Amount reduced based on trend.
- 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. Amount reduced due to budget limitations.
- 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 bulk paper purchase 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 expensive.

**PERSONNEL SUMMARY**

<b><u>Position(s)</u></b>	<b><u>Salary</u></b>	<b><u>16-17 Authorized</u></b>	<b><u>17-18 Requested</u></b>	<b><u>17-18 Proposed</u></b>	<b><u>17-18 Approved</u></b>
Chief Administrative Officer (a)	135,578	1	1	1	1
Executive Assistant	60,315	1	1	1	1
CAO Clerk (.71 FTE)	25,321	.71	.71	.71	.71

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

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1001020	CHIEF ADMINISTRATIVE OFFICER								
1001020	51000	F/T SALARI	121,481.90	57,378.03	59,299.76	39,560.46	60,315.00	60,315.00	.0%
1001020	51110	SUPER.SAL.	122,775.49	125,862.57	132,269.50	88,847.04	135,578.00	135,578.00	.0%
1001020	51200	PART TIME	1,204.02	23,322.65	17,154.30	5,875.00	24,784.00	25,521.00	3.0%
1001020	51301	F/T HOURLY	16,084.66	.00	.00	.00	.00	.00	.0%
1001020	53000	EQUIP.PURC	1,723.93	179.98	.00	168.99	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	2,899.13	2,424.15	2,412.96	13.82	2,500.00	2,500.00	.0%
1001020	55850	SAFETY	.00	.00	.00	.00	500.00	500.00	.0%
1001020	56100	POSTAGE	1,329.56	1,146.71	975.16	171.10	1,100.00	1,100.00	.0%
1001020	56205	CELL PHONE	340.00	.00	.00	.00	.00	.00	.0%
1001020	56820	MED.DOCTOR	3,270.00	4,526.50	2,237.50	1,181.00	2,800.00	2,500.00	-10.7%
1001020	56920	CONSULTANT	19,983.88	16,090.00	12,911.57	5,150.00	12,000.00	9,000.00	-25.0%
1001020	56950	MTG/DUES	1,404.63	1,395.29	1,417.90	1,207.41	1,504.00	1,504.00	.0%
1001020	57100	OFF.SUPPL.	2,629.45	2,403.49	3,557.73	1,955.27	3,400.00	3,400.00	.0%
1001020	57105	POSTG SPLS	294.75	124.50	650.00	342.75	500.00	500.00	.0%
1001020	57500	ADVERTISIN	1,092.00	1,243.86	.00	1,695.79	2,200.00	2,000.00	-9.1%
1001020	57600	COMP.SUPPL	73.13	34.00	65.89	.00	400.00	400.00	.0%
	TOTAL CHIEF ADMINISTRATIVE O		298,377.29	237,922.49	234,743.03	147,064.01	249,181.00	246,918.00	-.9%
	TOTAL GENERAL FUND		298,377.29	237,922.49	234,743.03	147,064.01	249,181.00	246,918.00	-.9%
	GRAND TOTAL		298,377.29	237,922.49	234,743.03	147,064.01	249,181.00	246,918.00	-.9%

\*\* 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 31<sup>st</sup> of each year.

Costs are reduced this year because the budget is based on one municipal election that will require less staffing.

### BUDGET CHANGES AND COMMENTARY

- The budget provides for one general election. Any additional election activity outside of those listed herein, including any election audit, may require supplemental appropriations.
- Registrar Stipend: Annual stipend of \$8,500 paid to the Registrars. This was increased to make the stipend more competitive with registrars in similar town and to reflect the additional responsibilities placed on 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: Funds paid to poll workers to assist on Election Day. Amount reduced because there is only one local election planned for fiscal year 2017/2018. The amount for the fiscal 2016/2017 includes cost of manning a 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. Mileage decreased because certain mandatory training has been completed.
- Postage: Provides for all other postage related needs and includes cost of canvassing.
- Meals: Meals provided to election workers on election days.
- Meetings/ Dues: Funds for association dues, training and conferences. Reduced because mandatory state training has been completed.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Registrars (2PT)	8,500	8,000	8,500	8,500	8,500
Deputy Registrar (2PT)	3,000	3,000	3,000	3,000	3,000
Election Workers (PT-various)	1,200	6,350	1,200	1,200	1,200

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1001030	ELECTIONS								
1001030	51130	REGIST.SAL	14,076.88	13,999.96	15,961.42	10,769.15	16,000.00	17,000.00	6.3%
1001030	51140	DEPUTY SAL	4,999.80	4,999.80	5,980.53	4,038.30	6,000.00	6,000.00	.0%
1001030	52020	ELECT.WRKS	1,728.50	1,646.00	2,487.50	2,932.07	6,350.00	1,200.00	-81.1%
1001030	55000	REP/MAINT	90.00	1,199.00	1,435.00	985.00	1,200.00	1,225.00	2.1%
1001030	55200	MILEAGE	135.60	191.90	296.59	164.38	500.00	200.00	-60.0%
1001030	56090	CANVASSING	65.00	.00	.00	60.00	.00	75.00	.0%
1001030	56100	POSTAGE	421.77	509.38	389.19	698.77	625.00	500.00	-20.0%
1001030	56720	MEALS	298.53	251.22	.00	.00	100.00	100.00	.0%
1001030	56950	MTG/DUES	1,025.00	1,225.00	3,090.00	2,260.00	3,000.00	1,600.00	-46.7%
1001030	57100	OFF.SUPPL.	194.74	95.00	312.42	1,002.68	300.00	400.00	33.3%
	TOTAL ELECTIONS		23,035.82	24,117.26	29,952.65	22,910.35	34,075.00	28,300.00	-16.9%
	TOTAL GENERAL FUND		23,035.82	24,117.26	29,952.65	22,910.35	34,075.00	28,300.00	-16.9%
	GRAND TOTAL		23,035.82	24,117.26	29,952.65	22,910.35	34,075.00	28,300.00	-16.9%

\*\* 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 state mandate, 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. The increased in costs for Fiscal Year 2017/2018 is based on an increase in copier costs, postage and office supplies.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1001050	PROBATE COURT							
1001050	59100 DEPT.EXP.	2,627.00	2,719.00	2,719.00	2,675.00	2,885.00	3,444.00	19.4%
	TOTAL PROBATE COURT	2,627.00	2,719.00	2,719.00	2,675.00	2,885.00	3,444.00	19.4%
	TOTAL GENERAL FUND	2,627.00	2,719.00	2,719.00	2,675.00	2,885.00	3,444.00	19.4%
	GRAND TOTAL	2,627.00	2,719.00	2,719.00	2,675.00	2,885.00	3,444.00	19.4%

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**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 2015, 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 2015, 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. Funds can also be used for other firms in specialized areas or where there is a conflict.
- The budget has been divided into three categories; General, Labor and Land Use.
- The amount budgeted for legal services has been reduced based on historical trend of utilizing less legal fees.

<b>ACCOUNT #</b>	<b>ACCOUNT TITLE</b>	<b><u>16-17 Authorized</u></b>	<b><u>17-18 Requested</u></b>	<b><u>17-18 Proposed</u></b>	<b><u>17-18 Approved</u></b>
1001100 52160	General	28,000	23,000	23,000	23,000
1001100 52170	Labor	20,000	17,000	17,000	17,000
1001100 52210	Land Use	22,000	20,000	20,000	20,000
	<b>GRAND TOTAL</b>	<b>70,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>



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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1001100	TOWN COUNSEL							
1001100	52160 GENERAL	28,553.04	19,907.47	16,523.99	28,163.75	28,000.00	23,000.00	-17.9%
1001100	52170 LABOR	15,124.15	8,157.70	2,584.04	10,127.99	20,000.00	17,000.00	-15.0%
1001100	52210 LAND USE	16,308.38	20,495.75	15,570.92	10,164.75	22,000.00	20,000.00	-9.1%
	TOTAL TOWN COUNSEL	59,985.57	48,560.92	34,678.95	48,456.49	70,000.00	60,000.00	-14.3%
	TOTAL GENERAL FUND	59,985.57	48,560.92	34,678.95	48,456.49	70,000.00	60,000.00	-14.3%
	GRAND TOTAL	59,985.57	48,560.92	34,678.95	48,456.49	70,000.00	60,000.00	-14.3%

\*\* 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 for the Assistant Town Clerk are also budgeted to cover office times when the Town Clerk is not available.
- Copier Contract: Cost of maintenance and toner for new copier machine.
- Vital Statistics: Funds utilized to maintain vital statistics; increased due to the purchase of new binders this 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. Only one municipal election is anticipated so less ballots will need to be printed.
- Advertising: Cost of posting legal notices for town meetings, elections and conventions.
- Indexing: Reflects costs of Contractual monthly service fee (9,540); Audit fee (2,000); Dog system annual fee (200); Film storage (600); General code (1,200). Line item is reduced due to migration to a hosted indexing service.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Town Clerk	70,127	1	1	1	1
Assistant Town Clerk (PT)	33,085	.71	.71	.71	.71
Seasonal Clerk (PT)	335	32 hours	32 hours	32 hours	32 hours

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1001110	TOWN CLERK								
1001110	51110	SUPER.SAL.	61,484.52	66,753.17	68,894.95	45,996.52	70,127.00	70,127.00	.0%
1001110	51200	PART TIME	297.00	23,346.93	32,261.92	22,343.24	33,621.00	34,616.00	3.0%
1001110	51301	FT HOURLY	29,875.74	7,793.11	.00	.00	.00	.00	.0%
1001110	51400	OVERTIME	181.44	.00	.00	.00	.00	.00	.0%
1001110	55200	MILEAGE	237.17	267.86	199.13	65.34	275.00	275.00	.0%
1001110	55860	COPIER CON	247.10	299.96	247.47	301.60	525.00	525.00	.0%
1001110	55950	VITAL STAT	493.38	132.00	693.44	36.00	250.00	615.00	146.0%
1001110	56100	POSTAGE	970.66	1,233.65	1,378.33	860.56	1,272.00	1,272.00	.0%
1001110	56205	CELL PHONE	480.00	480.00	480.00	320.00	480.00	480.00	.0%
1001110	56950	MTG/DUES	906.96	757.53	615.39	290.00	735.00	735.00	.0%
1001110	57100	OFF.SUPPL.	1,090.54	1,145.73	887.52	515.11	1,040.00	990.00	-4.8%
1001110	57200	BALLOTS	2,717.29	4,886.66	6,377.78	3,045.93	6,100.00	3,300.00	-45.9%
1001110	57500	ADVERTISIN	847.08	954.32	1,243.81	163.37	950.00	950.00	.0%
1001110	57600	COMP.SUPPL	661.75	703.07	399.32	182.30	720.00	840.00	16.7%
1001110	57700	PHOTO/BIND	311.44	104.00	174.85	.00	250.00	250.00	.0%
1001110	57900	MICRO/INDE	18,011.85	17,550.65	19,075.28	11,365.74	15,620.00	14,660.00	-6.1%
1001110	60040	COPY LEASE	882.48	882.48	882.48	441.24	900.00	900.00	.0%
	TOTAL TOWN CLERK		119,696.40	127,291.12	133,811.67	85,926.95	132,865.00	130,535.00	-1.8%
	TOTAL GENERAL FUND		119,696.40	127,291.12	133,811.67	85,926.95	132,865.00	130,535.00	-1.8%
	GRAND TOTAL		119,696.40	127,291.12	133,811.67	85,926.95	132,865.00	130,535.00	-1.8%

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**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, 2017 and have yet to be negotiated.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1001585	CONTINGENCY							
1001585	59914 WAGE INC	.00	.00	.00	.00	16,304.90	84,743.00	419.7%
	TOTAL CONTINGENCY	.00	.00	.00	.00	16,304.90	84,743.00	419.7%
	TOTAL GENERAL FUND	.00	.00	.00	.00	16,304.90	84,743.00	419.7%
	GRAND TOTAL	.00	.00	.00	.00	16,304.90	84,743.00	419.7%

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**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 the Information Technology Department. Some specialized software, such as the Police NexGen system, the Finance MUNIS software, a Land Use e-permitting remains in their individuals Department's budget.

BUDGET CHANGES AND COMMENTARY

- F/T Salary: Cost of Technical Support Specialist position which is a shared employee with the Canton Library.
- Computer Equipment Purchase: Funds expenses associated with the acquisition of hardware including computers (16 at 900 each), printers, modems and switches for all Town Departments. Computers are replaced on a six year rotational basis or as needed. Amount increased to purchase additional switches, backup devices and battery backups.
- 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 last year to fund e-permitting. That software support cost has been moved to the Town Planner budget.
- Computer Hardware Support: This line item funds long term warranties for Town servers and repair of other equipment. Increased to fund the purchase of a firewall and server warranties.
- Cable/ Web: Funds expenses associated with internet connectivity, website maintenance and website development. Increased due to additional cost of joining the nutmeg network (\$1,800).
- Consultant: Funds IT Server consultant at \$70 per hour for 60 hours per month. The hourly rate remains the same as the previous year. Increased \$1,000 to pay for specialized consulting services if needed.
- 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.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Technical Support Specialist	\$14,844	.25	.25	.25	.25

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1001901	INFORMATION TECHNOLOGIES							
1001901	51300							
	F/T SALARY	.00	11,298.28	14,496.43	9,762.17	14,843.25	14,844.00	.0%
1001901	53100	11,442.61	16,117.08	13,793.96	5,527.39	18,000.00	21,200.00	17.8%
1001901	53120	664.09	870.75	814.23	1,284.68	.00	1,000.00	.0%
1001901	55000	.00	.00	675.00	.00	.00	.00	.0%
1001901	55200	.00	83.77	.00	.00	200.00	100.00	-50.0%
1001901	55830	1,476.35	1,966.40	4,000.99	13,254.20	18,300.00	8,650.00	-52.7%
1001901	55840	79.99	1,148.80	4,503.00	434.46	1,400.00	3,600.00	157.1%
1001901	56340	6,763.87	5,793.43	7,727.82	6,491.37	6,500.00	7,420.00	14.2%
1001901	56920	31,027.51	56,350.98	51,357.65	48,420.00	50,400.00	51,400.00	2.0%
1001901	60030	4,544.22	10,954.18	31,640.23	20,446.70	34,546.00	32,000.00	-7.4%
	TOTAL INFORMATION TECHNOLOGI	55,998.64	104,583.67	129,009.31	105,620.97	144,189.25	140,214.00	-2.8%
	TOTAL GENERAL FUND	55,998.64	104,583.67	129,009.31	105,620.97	144,189.25	140,214.00	-2.8%
	GRAND TOTAL	55,998.64	104,583.67	129,009.31	105,620.97	144,189.25	140,214.00	-2.8%

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TOWN OF CANTON  
FINAL PROPOSED  
FISCAL YEAR 2017-2018 BUDGET

FINANCE

2060	Assessment
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. This agreement ended in 2016. The Assessment services are now provided by a six hour a week part-time Assessor. Field work, such as valuating new construction, is performed by an outside service (Quality Data)

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. The budget includes new funding for personal property audits. The audits will verify the accuracy of personal property declarations that are filed with the Town. Increasing the accuracy of claimed personal property will lead to a larger grand list which more than offset the cost of the audits. The additional \$3,300 budgeted will pay for a total of six audits.

### BUDGET CHANGES AND COMMENTARY

- Part-Time hourly: Funds will be used to compensate a six hour a week Assessor at an amount not to exceed \$50.00 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. Mileage was reduced because Town staff will be performing less field work.
- Software Support: Reflects costs of Quality Data services.
- 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>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Assessor	15,600	.43	.17	.17	.17
Assessment Technician	50,834	1	1	1	1

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1002060	ASSESSMENT							
1002060	51200							
	PART TIME	.00	.00	.00	11,700.00	35,600.00	16,100.00	-54.8%
1002060	51301	58,136.51	53,918.92	46,891.13	32,855.35	50,174.00	50,834.00	1.3%
	F/T HOURLY							
1002060	53305	.00	.00	.00	.00	.00	4,730.00	.0%
	PURCH SERV							
1002060	55200	1,091.12	1,067.75	1,229.43	41.26	1,150.00	700.00	-39.1%
	MILEAGE							
1002060	55830	6,950.00	9,937.63	10,040.00	12,250.00	11,050.00	12,250.00	10.9%
	SOFT.SUPPO							
1002060	56100	918.83	583.02	819.70	975.64	1,035.00	1,035.00	.0%
	POSTAGE							
1002060	56910	444.95	454.95	405.00	.00	500.00	500.00	.0%
	REF/TEXTS							
1002060	56920	54,564.00	55,932.00	55,488.00	.00	.00	.00	.0%
	CONSULTANT							
1002060	56950	.00	.00	698.30	325.00	1,125.00	1,125.00	.0%
	MTG/DUES							
1002060	57100	444.50	900.51	266.71	403.03	600.00	600.00	.0%
	OFF.SUPPL.							
1002060	57200	295.55	525.43	473.52	728.77	650.00	691.00	6.3%
	PRINTING							
1002060	57210	569.00	600.00	1,050.00	600.00	600.00	1,050.00	75.0%
	GRAND LIST							
1002060	57220	2,400.00	3,200.00	.00	.00	3,200.00	3,200.00	.0%
	MAPPING							
1002060	57500	.00	.00	.00	.00	100.00	100.00	.0%
	ADVERTISIN							
1002060	57600	487.50	535.86	131.99	92.30	400.00	400.00	.0%
	COMP.SUPPL							
	TOTAL ASSESSMENT	126,301.96	127,656.07	117,493.78	59,971.35	106,184.00	93,315.00	-12.1%
	TOTAL GENERAL FUND	126,301.96	127,656.07	117,493.78	59,971.35	106,184.00	93,315.00	-12.1%
	GRAND TOTAL	126,301.96	127,656.07	117,493.78	59,971.35	106,184.00	93,315.00	-12.1%

\*\* 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 for most of the revenue and is also responsible for the collection of parking violation fines and other assessments. The Collector must enforce payment of delinquent taxes as required by Connecticut General Statutes, using recommended collection methods. The office maintains accurate collection records and controls, secures the maximum collection of revenue due the Town and safeguards the collected revenues.

### BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Salary for Tax Collector.
- Part-Time: 16.75 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.
- 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 paid to QDS to process, print, fold and mail tax bills.
- 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. Amount decreased because current budget included an additional amount to purchase a scanner.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Tax Collector (a)	61,138	1	1	1	1
Assistant Clerk (b)	24,214	.48	.48	.48	.48

(a) 90% is derived from Tax (55,024); 10% is derived from WPCA (6,114); amount indicated is 100%

(b) 90% is derived from Tax (21,792); 10% is derived from the WPCA (2,421); amount indicated is 100%

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1002080	TAX COLLECTOR								
1002080	51110	SUPER.SAL.	51,620.85	47,496.01	52,260.45	36,089.65	55,024.00	55,024.00	.0%
1002080	51200	PART TIME	20,085.34	18,491.37	19,945.02	12,586.62	21,356.00	22,872.00	7.1%
1002080	52100	BONDS	284.00	284.00	.00	.00	.00	.00	.0%
1002080	53400	COLL.SERV.	250.00	250.00	250.00	1,330.00	1,330.00	1,375.00	3.4%
1002080	53401	STATE FEES	2,469.71	2,475.27	.00	.00	.00	.00	.0%
1002080	55200	MILEAGE	438.28	171.44	604.91	110.16	460.00	540.00	17.4%
1002080	56100	POSTAGE	3,027.29	10,521.61	6,906.41	2,302.92	7,245.00	7,000.00	-3.4%
1002080	56950	MTG/DUES	976.00	625.00	1,164.00	385.00	1,565.00	1,200.00	-23.3%
1002080	57100	OFF.SUPPL.	699.15	492.57	637.78	115.07	614.00	550.00	-10.4%
1002080	57110	BUS.FORMS	4,606.72	4,169.48	4,165.28	566.10	4,285.00	4,517.00	5.4%
1002080	57120	BIND.BOOKS	232.00	566.00	175.00	150.00	281.00	281.00	.0%
1002080	57500	ADVERTISIN	357.19	297.71	266.14	253.37	350.00	350.00	.0%
1002080	57600	COMP.SUPPL	35.07	178.74	429.88	-283.28	833.00	330.00	-60.4%
	TOTAL TAX COLLECTOR		85,081.60	86,019.20	86,804.87	53,605.61	93,343.00	94,039.00	.7%
	TOTAL GENERAL FUND		85,081.60	86,019.20	86,804.87	53,605.61	93,343.00	94,039.00	.7%
	GRAND TOTAL		85,081.60	86,019.20	86,804.87	53,605.61	93,343.00	94,039.00	.7%

\*\* 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 clerical responsibilities and the Finance Clerk that performs payroll functions.
- Full-Time Hourly: Represents wages for the Financial Assistant Position.
- Computer Software: Annual cost of the maintenance agreement for the MUNIS Financial software and Quality Data Tax Department software. Annual MUNIS fee increased \$1,424.
- Copier Contract: The budgeted amount is for maintenance of the copier machine. A new copier contract is anticipated to result in a small reduction.
- 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. This amount has been reduced based on trend.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Finance Officer/Treasurer (a)	100,261	1	1	1	1
Accountant (a) (b)	62,457	1	1	1	1
Financial Assistant (a)	48,801	1	1	1	1
Finance Clerk (a)	28,032	.60	.60	.60	.60
Accounting Clerk	21,094	.50	.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.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1002090	FINANCE OFFICER								
1002090	51000	F/T SALARI	16,335.08	18,625.45	18,731.50	17,188.89	18,737.10	18,737.00	.0%
1002090	51110	SUPER.SAL.	69,200.11	76,319.44	78,857.70	52,609.22	80,208.80	80,209.00	.0%
1002090	51200	PART TIME	24,836.70	33,599.37	39,220.74	28,474.57	42,116.00	44,170.00	4.9%
1002090	51301	F/T HOURLY	44,917.47	37,156.16	38,479.86	25,591.23	39,040.80	38,391.00	-1.7%
1002090	51400	OVERTIME	2,235.17	.00	133.34	200.56	.00	.00	.0%
1002090	55200	MILEAGE	809.78	409.23	470.90	588.06	775.00	775.00	.0%
1002090	55830	SOFT.SUPPO	28,267.15	29,608.99	31,161.05	32,602.60	32,606.00	34,130.00	4.7%
1002090	55860	COPIER CON	116.14	322.73	330.62	173.22	420.00	360.00	-14.3%
1002090	56100	POSTAGE	1,763.87	1,912.53	1,766.45	981.38	2,100.00	1,900.00	-9.5%
1002090	56950	MTG/DUES	3,044.04	3,260.23	2,778.33	1,915.40	3,000.00	3,000.00	.0%
1002090	57100	OFF.SUPPL.	2,372.33	3,276.03	1,594.26	948.88	3,250.00	2,500.00	-23.1%
1002090	57600	COMP.SUPPL	307.56	329.89	.00	.00	400.00	400.00	.0%
	TOTAL FINANCE OFFICER		194,205.40	204,820.05	213,524.75	161,274.01	222,653.70	224,572.00	.9%
	TOTAL GENERAL FUND		194,205.40	204,820.05	213,524.75	161,274.01	222,653.70	224,572.00	.9%
	GRAND TOTAL		194,205.40	204,820.05	213,524.75	161,274.01	222,653.70	224,572.00	.9%

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

**TOWN OF CANTON**

**FINAL PROPOSED**

**FISCAL YEAR 2017-2018 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	Fire Service Incentive
4158	Fire Services
4162	Emergency Services
3704162	Emergency Services – Special Revenue Fund
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 the 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. Amount reduced based on prior usage.
- Office Maintenance: Funds the repair and maintenance of office equipment (\$490) 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 and cleaning for Chief and Captain. Also includes \$200 for equipment replacement. Amount reduced based on prior usage.
- 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 for the police academy along with training, seminars, classes and conferences for the administration are covered in this line item.
- Office Supplies: Includes items such as general office supplies (2,000), toner (500), paper (400) and flags (150).
- 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. Amount increased because of the addition of new CERT members.
- 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>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Chief of Police	125,216	1	1	1	1
Captain	100,114	1	1	1	1
Chief's Administrative Asst.	51,136	1	1	1	1
Crossing Guard (PT-Seasonal)	3,935	.20	.20	.20	.20



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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1003170	POLICE DEPT - ADMIN								
1003170	51110	SUPER.SAL.	194,385.83	211,363.56	221,861.80	148,197.27	225,330.00	225,330.00	.0%
1003170	51200	PART TIME	3,575.82	3,671.90	3,749.20	2,281.15	3,820.00	3,935.00	3.0%
1003170	51301	F/T HOURLY	46,586.70	48,355.53	50,219.27	33,603.21	51,136.00	51,136.00	.0%
1003170	51400	OT-ADMIN	.00	1,194.95	246.16	547.88	1,500.00	1,200.00	-20.0%
1003170	53100	COMP.EQUIP	1,480.99	.00	.00	.00	.00	.00	.0%
1003170	53120	COMP.SOFT.	333.62	868.20	.00	.00	.00	.00	.0%
1003170	55810	OFF.MAINT.	80.00	3,117.50	3,244.00	1,462.05	3,790.00	3,500.00	-7.7%
1003170	55830	SOFT.SUPPO	12,500.00	12,650.00	13,300.00	14,065.00	14,065.00	14,100.00	.2%
1003170	55860	COPIER CON	127.57	792.92	1,010.45	1,173.22	1,260.00	1,260.00	.0%
1003170	56100	POSTAGE	610.85	650.34	993.70	280.57	800.00	800.00	.0%
1003170	56205	CELL PHONE	940.68	959.77	919.77	559.86	960.00	960.00	.0%
1003170	56240	REG PROG.	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.0%
1003170	56700	UNIFORMS	1,871.74	1,757.37	1,666.84	1,109.25	2,216.00	2,000.00	-9.7%
1003170	56820	MED.DOCTOR	1,875.82	375.00	.00	.00	1,915.00	1,915.00	.0%
1003170	56950	MTG/DUES	1,281.15	2,345.44	3,843.39	3,704.40	3,720.00	3,720.00	.0%
1003170	56951	TRAINING	1,500.00	1,547.80	.00	.00	2,000.00	2,000.00	.0%
1003170	57100	OFF.SUPPL.	2,564.09	3,562.38	4,361.68	1,569.06	3,050.00	3,050.00	.0%
1003170	57430	LEASE/PURC	5,712.88	476.36	.00	.00	.00	.00	.0%
1003170	59910	EXP.PERSON	1,993.30	848.00	231.50	181.06	700.00	700.00	.0%
1003170	59920	EXP. DEPT.	2,156.15	2,109.13	2,127.29	1,127.65	2,000.00	2,000.00	.0%
1003170	60000	EMERG MGMT	.00	.00	794.96	84.73	1,050.00	1,050.00	.0%
1003170	60040	LEASED EQU	9,171.86	9,017.17	9,012.64	8,223.44	8,892.00	8,892.00	.0%
	TOTAL POLICE DEPT - ADMIN		293,749.05	310,663.32	322,582.65	223,169.80	333,204.00	332,548.00	-.2%
	TOTAL GENERAL FUND		293,749.05	310,663.32	322,582.65	223,169.80	333,204.00	332,548.00	-.2%
	GRAND TOTAL		293,749.05	310,663.32	322,582.65	223,169.80	333,204.00	332,548.00	-.2%

\*\* 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 current Union contract expires on June 30, 2019. There is a 2.5% annual wage increase for every year of the contract.
- 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 and cleaning allowance for 12 officers. Amount was reduced based on prior usage.
- 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.
- 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 \$5,000. Currently no Officer has indicated that they will be utilizing education reimbursement.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Sergeant (4)	93,618	4	4	4	4
Patrol Officer (7)	80,834	7	7	7	7
Patrol Officer (1)	77,922	1	1	1	1

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1003171	POLICE DEPT - PATROL							
1003171	51303 F/T AFSCME	849,380.32	897,460.98	932,302.59	638,346.48	981,492.97	1,018,233.00	3.7%
1003171	51310 HBENAFSCME	46,281.64	53,093.81	51,415.76	39,957.78	47,150.00	47,150.00	.0%
1003171	51400 OVERTIME	61,891.57	33,554.12	42,323.43	22,953.16	61,500.00	45,000.00	-26.8%
1003171	51660 ED. INCENT.	4,500.00	4,500.00	4,500.00	3,250.00	4,500.00	4,500.00	.0%
1003171	55800 DEPT EQUIP	3,459.68	4,273.76	3,941.19	1,709.29	4,337.00	4,337.00	.0%
1003171	56700 UNIFORMS	10,185.52	6,709.58	7,058.38	5,115.85	12,096.00	10,000.00	-17.3%
1003171	56710 WEAPONS/AM	2,884.46	2,893.25	6,036.26	5,669.08	5,868.00	5,868.00	.0%
1003171	56951 TRAINING	1,205.02	29.12	50.00	.00	750.00	1,000.00	33.3%
1003171	57800 EDUC REIMB	828.42	.00	.00	.00	1,000.00	.00	-100.0%
	TOTAL POLICE DEPT - PATROL	980,616.63	1,002,514.62	1,047,627.61	717,001.64	1,118,693.97	1,136,088.00	1.6%
	TOTAL GENERAL FUND	980,616.63	1,002,514.62	1,047,627.61	717,001.64	1,118,693.97	1,136,088.00	1.6%
	GRAND TOTAL	980,616.63	1,002,514.62	1,047,627.61	717,001.64	1,118,693.97	1,136,088.00	1.6%

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**PUBLIC SAFETY**

**PD – DETECTIVE / INVESTIGATIONS - 3172**

EXPLANATION

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

BUDGET CHANGES AND COMMENTARY

- Full-Time AFSCME: Detective is in the Police Bargaining Unit whose contract that expires on June 30, 2019. Pursuant to the contract wages will increase annually 2.5% for every year of the contract.
- 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. This line item is increased to provide additional hours for investigations.
- 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>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Detective	85,355	1	1	1	1

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1003172	POLICE DEPT - DETECTIVE							
1003172	51303 F/T AFSCME	70,670.64	79,185.55	82,702.10	54,747.37	83,254.60	85,335.00	2.5%
1003172	51310 HBENAFSCME	342.80	303.12	312.40	640.32	956.33	979.00	2.4%
1003172	51400 OVERTIME	6,438.12	9,788.23	5,327.77	6,208.61	4,612.50	5,000.00	8.4%
1003172	51660 ED. INCENT.	2,000.00	750.00	750.00	.00	750.00	750.00	.0%
1003172	56205 CELL PHONE	406.27	386.32	416.79	276.00	420.00	420.00	.0%
1003172	56230 CRIME LAB.	1,442.46	1,024.72	432.07	123.75	1,500.00	1,200.00	-20.0%
1003172	56700 UNIFORMS	553.20	909.30	965.12	447.55	1,008.00	1,008.00	.0%
1003172	56951 TRAINING	.00	.00	610.52	.00	500.00	500.00	.0%
	TOTAL POLICE DEPT - DETECTIV	81,853.49	92,347.24	91,516.77	62,443.60	93,001.43	95,192.00	2.4%
	TOTAL GENERAL FUND	81,853.49	92,347.24	91,516.77	62,443.60	93,001.43	95,192.00	2.4%
	GRAND TOTAL	81,853.49	92,347.24	91,516.77	62,443.60	93,001.43	95,192.00	2.4%

\*\* 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, 2019. Wage increase will be 2.5% annually for every year of the contract.
- 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 (3,825), radio repairs (5,774); tower rental contract (9,496) and uninterruptible power system (1,800).
- Mileage: Reimbursement for use of personal vehicle pursuant to IRS regulations. Transferred from Admin Dept Expense.
- Collect System: Utilized to replace Collect hardware. Line item was eliminated and \$400 was transferred to Dept equipment line item.
- Uniforms: Provides funding for contractual uniform requirements.
- Training: Provides for additional Dispatcher training. Increased to allow for additional training for Dispatchers.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Dispatch/Supervisor (1)	62,254	1	1	1	1
Dispatcher (2)	57,491	1	1	1	1
Dispatcher (1)	50,340	1	1	1	1
Dispatcher (2) – PT	25.00 / hour	2	2	2	2
Dispatcher (2) – PT	24.00 / hour	1	1	1	1
Dispatcher (1) – PT	23.00 / hour	1	1	1	1

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1003173	POLICE DEPT - COMMUN/DISPATCH								
1003173	51200	PART TIME	8,353.96	14,187.16	15,440.06	18,378.87	14,000.00	15,365.00	9.8%
1003173	51302	F/T CILU	198,036.20	206,997.57	222,634.12	140,293.01	226,846.20	227,411.00	.2%
1003173	51311	H.BEN.CILU	11,742.52	12,735.00	15,426.12	9,734.02	11,116.13	11,393.00	2.5%
1003173	51321	O/T DISPAT	28,713.41	39,296.52	34,954.27	36,548.63	36,900.00	36,900.00	.0%
1003173	55020	RADIO MAIN	17,082.61	19,649.95	47,033.46	5,286.74	20,847.00	20,895.00	.2%
1003173	55200	MILEAGE	.00	.00	.00	800.28	.00	200.00	.0%
1003173	55800	DEPT EQUIP	.00	.00	.00	.00	.00	400.00	.0%
1003173	56250	COLLECT	.00	343.00	.00	.00	2,826.00	.00	-100.0%
1003173	56700	UNIFORMS	1,431.10	2,112.40	996.00	1,920.00	1,680.00	1,680.00	.0%
1003173	56951	TRAINING	534.14	1,823.26	322.49	1,243.00	1,000.00	1,500.00	50.0%
1003173	57800	EDUC REIMB	.00	321.75	.00	.00	.00	.00	.0%
	TOTAL POLICE DEPT - COMMUN/D	265,893.94	297,466.61	336,806.52	214,204.55	315,215.33	315,744.00	315,744.00	.2%
	TOTAL GENERAL FUND	265,893.94	297,466.61	336,806.52	214,204.55	315,215.33	315,744.00	315,744.00	.2%
	GRAND TOTAL	265,893.94	297,466.61	336,806.52	214,204.55	315,215.33	315,744.00	315,744.00	.2%

\*\* 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 based on current year and last year's actual usage.
- Vehicle Maintenance: Provides for routine maintenance of ten (10) vehicles, including patrol vehicles, SUVs, Detective's car and the Administrator's vehicles. Funding is also provided for emergency light/siren repairs. A complete list of all Town vehicles is in the appendix under "Vehicle Roster".



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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1003174	POLICE DEPT - VEHICLE MAINT							
1003174	54100 TIRES	4,093.13	4,079.99	3,783.12	.00	4,000.00	4,000.00	.0%
1003174	54200 VEHIC.FUEL	45,406.40	40,175.46	25,400.37	14,950.16	34,000.00	29,000.00	-14.7%
1003174	55010 VEH.MAINT.	14,218.32	11,177.70	15,870.01	10,912.78	15,500.00	16,500.00	6.5%
	TOTAL POLICE DEPT - VEHICLE	63,717.85	55,433.15	45,053.50	25,862.94	53,500.00	49,500.00	-7.5%
	TOTAL GENERAL FUND	63,717.85	55,433.15	45,053.50	25,862.94	53,500.00	49,500.00	-7.5%
	GRAND TOTAL	63,717.85	55,433.15	45,053.50	25,862.94	53,500.00	49,500.00	-7.5%

\*\* 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 is a part-time employee for the Town of Canton who is supervised by the Chief of Police. The costs associated with the Animal Control Officer van and animal shelter are shared with the Town of 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 Animal Control Officer, approximately 7.5 hours per week. This was reduced this year based on the amount of hours utilized last year and the year to date.
- 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.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Animal Control Officer	12,000	.23	.21	.21	.21

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1003175	POLICE - ANIMAL CONTROL							
1003175	51200 PART TIME	.00	675.00	9,630.00	7,446.90	14,461.00	12,000.00	-17.0%
1003175	53570 ANIMAL CTL	24,150.00	.00	.00	.00	.00	.00	.0%
1003175	54543 ANIMAL C/O	.00	7,499.30	.00	.00	.00	.00	.0%
1003175	55700 POUND MAIN	.00	1,762.84	1,517.90	463.14	2,500.00	1,800.00	-28.0%
1003175	56900 POUND SUPP	.00	456.91	406.10	161.57	800.00	800.00	.0%
1003175	56950 MTG/DUES	.00	12.54	49.25	.00	65.00	65.00	.0%
1003175	57500 ADVERTISIN	.00	33.33	39.99	.00	120.00	120.00	.0%
1003175	57950 LIC -ST CT	.00	7,370.22	6,768.50	.00	7,400.00	7,400.00	.0%
1003175	59920 EXP. DEPT.	.00	70.00	557.87	.00	.00	.00	.0%
	TOTAL POLICE - ANIMAL CONTRO	24,150.00	17,880.14	18,969.61	8,071.61	25,346.00	22,185.00	-12.5%
	TOTAL GENERAL FUND	24,150.00	17,880.14	18,969.61	8,071.61	25,346.00	22,185.00	-12.5%
	GRAND TOTAL	24,150.00	17,880.14	18,969.61	8,071.61	25,346.00	22,185.00	-12.5%

\*\* 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.

Pursuant to a Town-wide energy audit, there are several energy efficiency improvements planned for the Police Department. They include retrofitting existing lights to LED and putting controls on the HVAC system. These improvements, if approved, will be funded from a loan from the undesignated fund balance. The undesignated fund balance will be paid back through the savings in energy usage.

### BUDGET CHANGES AND COMMENTARY

- Repairs Maintenance: There were no requests for significant maintenance projects this year.
- Maintenance/Cleaning: Provides funding for fire/building alarm and monitoring system, fire sprinkler inspection, generator maintenance, maintenance supplies and cleaning supplies. As opposed to the Repairs Maintenance line item this line item has mostly cleaning and contracted services.
- Heating/Cooling Repairs: Provides funding for repairs not covered under contract.
- HVAC Maintenance Contract: Cost of heating and cooling contract. Current service contract ends November 2017. An RFP and competitive selection process will occur prior to that date.
- Electricity: Increased based on current year's trend. Electrical usage should decrease when the planned energy efficiency improvements are completed at the Police Station.
- 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.
- Fuel/Heat: Provides for heating needs of facility (natural gas) and generator fuel.
- Water: Provides for water needs associated with facility.
- Sewer: Cost of sewage use at the facility.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1003179	POLICE DEPT - FACILITIES								
1003179	55000	REP/MAINT	6,908.00	.00	.00	.00	.00	.00	.0%
1003179	55100	MAIN/CLEAN	4,232.89	5,247.58	10,755.26	4,484.44	7,333.00	8,500.00	15.9%
1003179	55300	H/C REPAIR	7,803.00	3,359.75	1,455.91	1,198.54	4,000.00	4,000.00	.0%
1003179	55310	H/C CONTRA	1,087.35	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	.0%
1003179	55500	LIGHT/POWE	19,345.70	18,583.40	18,853.88	13,541.60	18,500.00	21,000.00	13.5%
1003179	56200	TELEPHONE	6,273.07	.00	.00	.00	.00	.00	.0%
1003179	56340	CABLE/WEB	350.98	742.39	786.69	550.45	760.00	760.00	.0%
1003179	56500	FUEL/HEAT	7,416.27	6,018.43	5,207.24	4,222.69	6,000.00	6,000.00	.0%
1003179	56750	WATER	1,280.91	1,240.62	1,325.66	681.66	1,125.00	1,300.00	15.6%
1003179	56760	SEWER USE	320.00	350.00	350.00	350.00	355.00	355.00	.0%
	TOTAL POLICE DEPT - FACILITI		55,018.17	36,862.17	40,054.64	26,349.38	39,393.00	43,235.00	9.8%
	TOTAL GENERAL FUND		55,018.17	36,862.17	40,054.64	26,349.38	39,393.00	43,235.00	9.8%
	GRAND TOTAL		55,018.17	36,862.17	40,054.64	26,349.38	39,393.00	43,235.00	9.8%

\*\* 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). This program was closed to new participants when Defined Contribution program began on July 1, 1994. 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.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1004157	SERVICE INCENTIVE							
1004157	52050 FIRE DB/DC	33,900.00	33,900.00	23,785.00	25,820.00	25,820.00	26,310.00	1.9%
	TOTAL SERVICE INCENTIVE	33,900.00	33,900.00	23,785.00	25,820.00	25,820.00	26,310.00	1.9%
	TOTAL GENERAL FUND	33,900.00	33,900.00	23,785.00	25,820.00	25,820.00	26,310.00	1.9%
	GRAND TOTAL	33,900.00	33,900.00	23,785.00	25,820.00	25,820.00	26,310.00	1.9%

\*\* 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.

In order to recruit and maintain volunteers this budget includes additional pay per call incentive for Fire Department volunteers. Currently volunteers receive a \$5 stipend for every event. This budget provides that the pay per call stipend be raised to \$7. The budget also recommends a change in officer stipends that was proposed by the Fire/EMS Chief. Some of the prior stipend positions have been eliminated and some remaining stipend positions have been increased.

The Temporary Fire/EMS Facility Study Committee began meeting in 2016 and will make recommendations for Fire/EMS facility improvements in early 2017. One of the CIP request by the Department, replacement of overhead doors, 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. Pursuant to the chart below, some officer positions have been eliminated, some are no longer stipend positions and some of the remaining stipend positions have been increased. All the stipend changes were recommended by the Fire/EMS Chief.
- Pay per Call: The amount of pay-per-call benefit for each Fire event (fire, training, etc.) has been increased from \$5 to \$7.
- 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 (17,000) Water Rescue Equipment (4,000) Fire Police Equipment (3,000) Power tools (3,000) and Pagers (3,000). The line item also includes (7,000) to begin the purchase of Class B uniforms which include pants, polo shirt and sweatshirt for members to wear at public events, training and department events.
- Computer Purchase: No computer purchases are planned for next year.
- Service Awards: Funding to support costs of Service Awards within Fire/EMS.
- Tires: Line item decreased because the current budget has additional amount to purchase larger sized tires.
- Vehicle Fuel: Reduced based on prior years, and current year to date, fuel usage.
- Vehicle Maintenance: Funds preventative maintenance and repairs to the Fire Department fleet. Amount decreased because many of the vehicles in the fleet have been replaced recently. Also, it is anticipated that Engine 3 will be replaced this calendar year.
- Radio Maintenance: Cost of maintaining and repairing existing radios. Increased based on current trend (year to date actual is 3,289).
- 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 in June 2017.



- Software Support: This line pays ½ of the cost of the Target Solutions online training program (3,500) and other licensing fees (500).
- 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.
- 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. Increased to support an effort by the Department to increase recruitment materials and Fire Department presence at events.
- Training/Education: Training for new members and maintenance of NFPA and OSHA training requirements; specialized rope/rescue classes and hazard material classes.
- BSA: This item was eliminated because the cadet program is no longer affiliated with the Boy Scouts of America.
- 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, speedy dry and bottled water.
- Retention: Reflects amount paid to support awards dinner and various supplies in support of volunteers. Increased to support additional and better Department events as a method of supporting department moral. Also will fund Class A uniforms (1,500) for new volunteers.

**PERSONNEL SUMMARY - STIPENDS**

<b><u>Position(s)</u></b>	<b><u>Stipend</u></b>	<b><u>16-17 Authorized</u></b>	<b><u>17-18 Requested</u></b>	<b><u>17-18 Proposed</u></b>	<b><u>17-18 Approved</u></b>
Fire/ EMS Chief (1)(a)	10,000	8,000	5,000	5,000	5,000
Asst. Chief (1)	3,000	2,000	3,000	3,000	3,000
Deputy Chiefs (1)	2,000	2,000	2,000	2,000	2,000
Captains (3)	1,000	1,500	3,000	3,000	3,000
Lieutenants (1)	500	1,000	500	500	500
Health and Safety Officer(1)(a)	1,000	500	500	500	500
Public Relations Officer (1)(a)	500	500	250	250	250
Fire Police Captain (1)	1,000	500	1,000	1,000	1,000
Chief Engineers (1)	1,000	150	1,000	1,000	1,000
Engineer(2)	500	300	1,000	1,000	1,000
Fire Dept. Clerk (b) (budgeted at 4 hours per week)	<b><u>Salary</u></b> 5,150	5,150	5,150	5,150	5,150

(a) ½ of 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 46,814

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1004158	FIRE SERVICES								
1004158	51200	STIPENDS	9,949.88	9,449.88	10,667.96	5,384.58	16,450.00	17,250.00	4.9%
1004158	51230	PAY / CALL	23,415.00	24,270.40	17,972.50	7,400.00	26,400.00	21,536.00	-18.4%
1004158	51301	F/T HOURLY	4,559.71	4,899.45	5,060.44	3,377.67	5,149.54	5,150.00	.0%
1004158	53000	EQUIP.PURC	43,015.42	47,456.90	52,268.61	32,968.50	50,000.00	50,000.00	.0%
1004158	53100	COMP.EQUIP	.00	4,278.62	759.98	699.99	1,000.00	.00	-100.0%
1004158	53630	SVC AWARDS	.00	1,866.67	.00	1,400.00	1,600.00	1,800.00	12.5%
1004158	54100	TIRES	889.48	7,644.64	288.95	5,186.88	4,500.00	3,500.00	-22.2%
1004158	54200	VEHIC.FUEL	8,740.86	8,158.77	5,191.43	2,881.79	8,000.00	6,500.00	-18.8%
1004158	55010	VEH.MAINT.	44,375.78	50,607.26	61,806.81	36,027.95	53,400.00	50,000.00	-6.4%
1004158	55020	RADIO MAIN	721.17	5,508.14	2,707.36	3,289.10	1,000.00	1,500.00	50.0%
1004158	55030	EQUIP.MAIN	3,856.56	4,380.25	3,382.31	3,262.88	4,000.00	3,500.00	-12.5%
1004158	55100	MAIN/CLEAN	26,520.20	21,827.20	14,786.81	8,401.30	19,000.00	19,000.00	.0%
1004158	55500	LIGHT/POWE	15,311.82	15,515.47	14,297.21	11,859.84	15,500.00	15,500.00	.0%
1004158	55830	SOFT.SUPPO	550.00	834.88	479.97	521.59	.00	4,000.00	.0%
1004158	56200	TELEPHONE	6,274.55	3,239.22	2,762.24	1,942.21	2,880.00	2,880.00	.0%
1004158	56205	CELL PHONE	1,425.91	4,406.86	4,109.71	2,051.68	4,280.00	4,280.00	.0%
1004158	56340	CABLE/WEB	2,701.44	2,812.80	2,624.65	1,807.58	2,800.00	1,900.00	-32.1%
1004158	56500	FUEL/HEAT	17,189.57	12,997.53	10,345.76	7,068.73	13,000.00	11,500.00	-11.5%
1004158	56750	WATER	666.68	328.48	210.77	133.95	600.00	600.00	.0%
1004158	56760	SEWER USE	603.84	763.20	175.00	175.00	764.00	764.00	.0%
1004158	56820	PHYSICALS	10,133.50	9,111.61	11,156.00	10,622.00	11,000.00	12,350.00	12.3%
1004158	56950	MTG/DUES	1,139.00	1,009.00	790.00	590.00	1,200.00	1,200.00	.0%
1004158	57100	OFF.SUPPL.	467.80	532.58	364.64	554.04	450.00	450.00	.0%
1004158	57550	RECRUITMNT	439.61	.00	223.33	400.07	600.00	1,500.00	150.0%
1004158	57800	TRAIN/EDUC	10,427.60	10,572.46	12,957.92	3,711.95	16,000.00	14,000.00	-12.5%
1004158	57820	BSA CHARTE	304.00	.00	.00	.00	350.00	.00	-100.0%
1004158	59930	NFPA COMPL	12,025.31	16,057.20	13,311.40	11,338.40	16,000.00	16,000.00	.0%
1004158	59950	CONSUMABLE	1,804.56	1,507.30	747.40	253.97	2,000.00	2,850.00	42.5%
1004158	59980	RETENTION	2,874.20	2,693.55	1,520.83	4,599.84	2,800.00	8,000.00	185.7%
	TOTAL FIRE SERVICES	250,383.45	272,730.32	250,969.99	167,911.49	280,723.54	277,510.00		-1.1%
	TOTAL GENERAL FUND	250,383.45	272,730.32	250,969.99	167,911.49	280,723.54	277,510.00		-1.1%
	GRAND TOTAL	250,383.45	272,730.32	250,969.99	167,911.49	280,723.54	277,510.00		-1.1%

\*\* 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 2017/2018 fiscal year of \$185,980.
- Paramedics (University of Connecticut Health Center Paramedic Services): Paramedic services are provided through a contractual agreement with UConn Health Center. This arrangement ended on June 30, 2016. Paramedic services are now 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.

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1004162	EMERGENCY SERVICES								
1004162	53480	EMS DEFICT	83,478.17	107,366.00	75,088.09	.00	193,752.00	185,980.00	-4.0%
1004162	53490	PARAMEDICS	16,144.00	16,951.20	16,951.20	.00	.00	.00	.0%
1004162	53500	C-MED	20,085.00	20,184.45	20,600.07	20,690.00	20,690.00	20,660.00	-.1%
	TOTAL EMERGENCY SERVICES		119,707.17	144,501.65	112,639.36	20,690.00	214,442.00	206,640.00	-3.6%
	TOTAL GENERAL FUND		119,707.17	144,501.65	112,639.36	20,690.00	214,442.00	206,640.00	-3.6%
	GRAND TOTAL		119,707.17	144,501.65	112,639.36	20,690.00	214,442.00	206,640.00	-3.6%

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

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

### EXPLANATION

Emergency Medical Services or EMS is part of the Canton Fire Department and is housed in the Collinsville Fire Station. Most of the expenses associated with emergency medical services are paid from a special revenue account. Special Revenue Funds are used to account for the proceeds of special revenue sources that are legally restricted to expenditures for specific purposes. The **Emergency Medical Services Fund** accounts for all user fees collected and expenditures needed to operate the Town's emergency medical services program (ambulance). There is an anticipated deficit in the 2017-2018 Emergency Services Fund which will require a transfer of \$203,160 from the general fund to cover the deficit. This deficit represents a 5% increase over the current budgeted deficit.

Due to regulatory changes, the Town medical services upgraded to a paramedic level service on July 1, 2016. By becoming a paramedic level service, advanced medical attention will arrive sooner than having to travel from UCONN Health Center, the prior provider. Staffing for the paramedic service is provided by volunteers and contractual staffing through Vintech. The current Vintech contract expires June 30, 2017.

Officer Stipends and pay-per-call have been increased to promote recruitment and retention.

### BUDGET CHANGES AND COMMENTARY

- Stipends: Funds paid to EMS Officers for volunteering their services. Pursuant to a request by the Fire/EMS Chief, certain stipend officer positions have been eliminated and others have been increased (see chart below). Also, the Fire/EMS Chief, Safety Officer and Public Relations Offer stipends have been split evenly between the Fire and EMS Divisions.
- 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, cover shifts or go on calls. Each EMS volunteer will receive \$14 for every 12 hour shift (2 points) and \$7 (1 point) for every call or meeting the volunteer attends or responds to. This has been increased from \$5 as part of this budget.
- Insurance: Funds costs associated with property/casualty insurance for the service.
- Fringe Benefit: Provides funding for service incentive costs related to the defined benefit and defined contribution pension plans.
- Equipment Purchase: Funds the purchase of jackets; pants; jumpsuits; portable radios; Lifepack auto defib units, etc.
- Computer Equipment: Funds request to replace one Toughbook laptop computer.
- Billing Services: Funds costs to collect and bill insurance companies through a third party vendor. Amount increased because revenues have increased.
- 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.
- 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.

- Software Support: Funds costs associated with MUNIS and EMS Charts. Increase due to increased annual renewal fees including MUNIS and the addition of the Target Solutions on line training software (3,500).
- Cell Phone: Funds three wireless hot spots in two ambulances and the paramedic fly car
- First Aid Supplies: Provides all consumable patient care supplies used by EMS, Fire and Police. Increased due to larger call volume, price of first aid supplies along with additional supplies needed to support paramedic service required by State protocols.
- Recruitment: Provides for pictures, ads and handouts to attract new people to service. Amount increased to purchase additional supplies for Department "open house" and various recruitment materials.
- 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.
- Retention: Covers the cost of items used by the EMS volunteer staff such as T-shirts, food and bedding for sleeping quarters. Amount increased to allow for the purchase of Class A uniforms and allow for better recognition events.

**PERSONNEL SUMMARY - STIPENDS**

<b><u>Position(s)</u></b>	<b><u>Stipend</u></b>	<b><u>16-17 Authorized</u></b>	<b><u>17-18 Requested</u></b>	<b><u>17-18 Proposed</u></b>	<b><u>17-18 Approved</u></b>
Fire/ EMS Chief (1)(a)	10,000	2,000	5,000	5,000	5,000
Asst. Chief (1)	4,000	2,000	4,000	4,000	4,000
Deputy Chiefs (1)	2,000	1,000	2,000	2,000	2,000
Captains (1)	1,000	500	1,000	1,000	1,000
Health and Safety Officer(1)(a)	1,000		500	500	500
Public Relations Officer (1)(a)	500		250	250	250
Engineer(1)	500	150	500	500	500

*(a) ½ of stipend is paid through the Fire budget*

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 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 3	PCT CHANGE
3704162 EMERGENCY SERVICES - FUND							
3704162 34000 REV-BILLNG	281,749.73	298,274.11	404,157.34	236,005.63	382,827.00	428,701.00	12.0%
3704162 36102 INT-OTHER	152.64	121.58	130.69	75.56	.00	100.00	.0%
3704162 39100 GF SUBSIDY	83,478.17	107,366.00	75,088.09	.00	193,752.00	185,980.00	-4.0%
TOTAL EMERGENCY SERVICES - F	365,380.54	405,761.69	479,376.12	236,081.19	576,579.00	614,781.00	6.6%
TOTAL EMERGENCY SERVICES - F	365,380.54	405,761.69	479,376.12	236,081.19	576,579.00	614,781.00	6.6%
GRAND TOTAL	365,380.54	405,761.69	479,376.12	236,081.19	576,579.00	614,781.00	6.6%

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 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 3	PCT CHANGE
3704162 EMERGENCY SERVICES - FUND									
3704162	51200	STIPENDS	5,650.00	5,250.00	4,816.00	.00	5,650.00	13,250.00	134.5%
3704162	51210	FIN.SERV.	9,924.64	11,163.81	11,625.93	7,895.17	11,485.00	12,302.00	7.1%
3704162	51230	PAY / CALL	18,302.80	12,265.91	13,646.44	5,914.05	20,000.00	23,320.00	16.6%
3704162	52000	INS EMS	12,860.10	17,742.45	16,455.26	18,338.25	18,700.00	17,988.00	-3.8%
3704162	52200	FR.BENEFIT	21,143.25	20,331.00	14,996.00	15,189.00	22,000.00	16,000.00	-27.3%
3704162	52400	F.I.C.A.	2,591.62	2,194.00	1,284.98	.00	3,100.00	5,000.00	61.3%
3704162	53000	EQUIP.PURC	19,422.93	10,221.63	27,568.89	8,779.96	12,000.00	12,000.00	.0%
3704162	53100	COMP.EQUIP	1,380.87	2,404.33	1,035.57	6,109.00	2,500.00	3,100.00	24.0%
3704162	53400	BILL SRVCS	10,534.01	11,774.37	14,947.91	8,204.48	13,500.00	15,855.00	17.4%
3704162	53500	C-MED	7,496.73	7,813.43	8,225.06	8,567.91	8,568.00	8,890.00	3.8%
3704162	54200	VEHIC.FUEL	8,264.58	8,099.72	7,147.92	2,871.54	9,000.00	9,000.00	.0%
3704162	55010	VEH.MAINT.	9,645.02	23,301.43	21,791.90	5,836.86	14,000.00	14,000.00	.0%
3704162	55020	RADIO MAIN	.00	451.50	973.92	.00	500.00	500.00	.0%
3704162	55030	EQUIP.MAIN	484.50	924.62	3,912.33	7,606.50	5,500.00	5,500.00	.0%
3704162	55100	MAIN/CLEAN	7,799.58	3,869.53	3,734.88	4,220.50	5,700.00	5,700.00	.0%
3704162	55500	LIGHT/POWE	3,599.86	2,835.12	2,872.76	2,567.77	3,200.00	3,200.00	.0%
3704162	55830	SOFT.SUPPO	3,377.62	3,919.12	4,353.54	4,411.01	3,500.00	7,000.00	100.0%
3704162	56200	TELEPHONE	1,802.14	400.28	534.12	550.20	500.00	500.00	.0%
3704162	56205	CELL PHONE	1,267.85	1,112.96	806.36	415.99	1,500.00	1,500.00	.0%
3704162	56340	CABLE/WEB	641.81	729.83	500.47	292.17	600.00	600.00	.0%
3704162	56500	FUEL/HEAT	3,243.36	3,117.69	2,263.93	2,058.77	3,000.00	3,000.00	.0%
3704162	56750	WATER	736.49	328.49	210.78	133.95	450.00	450.00	.0%
3704162	56760	SEWER USE	283.85	413.21	175.00	175.00	415.00	415.00	.0%
3704162	56800	FIRST AID	40,218.95	34,868.30	67,545.45	62,092.81	38,000.00	60,000.00	57.9%
3704162	56820	MED.DOCTOR	142.00	1,177.39	204.00	.00	.00	.00	.0%
3704162	57100	OFF.SUPPL.	534.93	588.00	793.85	851.49	600.00	600.00	.0%
3704162	57550	RECRUITMNT	419.63	.00	.00	135.07	500.00	1,000.00	100.0%
3704162	57800	TRAIN/EDUC	10,105.85	10,255.77	14,274.79	9,099.36	12,500.00	12,500.00	.0%
3704162	59100	CONTRACT S	161,558.68	207,110.97	230,478.51	336,728.16	357,111.00	357,111.00	.0%
3704162	59980	RETENTION	980.95	1,096.83	2,199.57	2,677.01	2,500.00	4,500.00	80.0%
TOTAL EMERGENCY SERVICES - F			364,414.60	405,761.69	479,376.12	521,721.98	576,579.00	614,781.00	6.6%
TOTAL EMERGENCY SERVICES - F			364,414.60	405,761.69	479,376.12	521,721.98	576,579.00	614,781.00	6.6%
GRAND TOTAL			364,414.60	405,761.69	479,376.12	521,721.98	576,579.00	614,781.00	6.6%

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**PUBLIC SAFETY FIRE MARSHAL - 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 \$33.95 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. Reduced based on current usage.
- Equipment Purchase: This line item is utilized for the purchase of miscellaneous equipment. This amount was reduced in anticipation of the Fire Marshal utilizing grants to purchase certain necessary equipment.
- 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 is approved this line item would be reduced significantly.
- Computer Software: Includes the total cost of the FIREHOUSE software.
- Cell Phone Service: Amount of reimbursement for Fire Marshal's personal cell phone at \$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.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Fire Marshal	44,133	.71	.71	.71	.71
Deputy Fire Marshal – Per Diem PT	1,500	2,000	2,000	1,500	1,500
Clerical Assistant (a)	14,044	.3	.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 46,418.



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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1004440	FIRE MARSHAL							
1004440	51000	F/T SALARI	59,789.11	10,819.00	.00	.00	.00	.0%
1004440	51110	SUPER.SAL.	.00	20,752.00	43,024.00	29,202.56	44,496.00	45,832.00 3.0%
1004440	51200	PART TIME	668.25	4,439.28	1,846.65	501.16	2,000.00	1,500.00 -25.0%
1004440	51301	F/T HOURLY	12,435.47	13,362.12	13,801.33	9,211.58	14,044.20	14,045.00 .0%
1004440	53000	EQUIP.PURC	312.97	643.43	300.00	968.97	1,000.00	200.00 -80.0%
1004440	55200	MILEAGE	1,565.03	1,072.85	1,779.74	837.92	1,500.00	1,500.00 .0%
1004440	55800	DEPT EQUIP	107.48	329.95	255.00	.00	.00	.00 .0%
1004440	55830	SOFT.SUPPO	1,100.00	875.99	1,850.00	1,955.85	2,580.00	1,850.00 -28.3%
1004440	56100	POSTAGE	84.35	55.47	49.05	12.06	100.00	100.00 .0%
1004440	56205	CELL PHONE	720.00	420.00	720.00	420.00	720.00	720.00 .0%
1004440	56700	UNIFORMS	104.55	181.00	150.00	120.00	200.00	200.00 .0%
1004440	56910	REF/TEXTS	1,165.50	1,253.00	1,659.45	2,108.55	1,395.00	1,900.00 36.2%
1004440	56950	MTG/DUES	1,055.00	617.45	480.00	175.00	700.00	700.00 .0%
1004440	57100	OFF.SUPPL.	147.31	177.48	94.59	44.38	250.00	250.00 .0%
1004440	59940	FIRE PREV.	841.21	611.98	752.26	618.98	850.00	850.00 .0%
1004440	60000	EMERG MGMT	328.80	699.38	.00	.00	.00	.00 .0%
	TOTAL FIRE MARSHAL		80,425.03	56,310.38	66,762.07	46,177.01	69,835.20	69,647.00 -.3%
	TOTAL GENERAL FUND		80,425.03	56,310.38	66,762.07	46,177.01	69,835.20	69,647.00 -.3%
	GRAND TOTAL		80,425.03	56,310.38	66,762.07	46,177.01	69,835.20	69,647.00 -.3%

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**TOWN OF CANTON**  
**FINAL PROPOSED**  
**FISCAL YEAR 2017-2018 BUDGET**

**PUBLIC WORKS**

5120	Facilities – Town Hall
5200	Parks
5210	General Highway
5260	Town Garage
5270	Grange
1300290	Transfer Station – Special Revenue Fund
5470	Utilities
5550	Facilities – 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 documents every fixture and asset within general government facilities along with 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 toiletries leaving little money for significant repairs, painting or replacement of fixtures or carpeting. In order to address this issue, 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 again 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 work under the supervision and guidance of the Maintenance Supervisor. This program was successful last summer.

BUDGET CHANGES AND COMMENTARY

- Part-Time: Current budget has funds to be utilized to fund the summer youth employment program.
- Full-Time: Represents the wages for the Maintenance Supervisor, Facility Maintainer/Custodian and Custodian. The current DPW Union contract expires on June 30, 2017 and will be renegotiated starting this winter. The wages indicated in the budget are the current wages.
- 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.
- Maintenance/Cleaning: This line item includes the cost of cleaning supplies and contracted services.
- Mileage: Reimbursement for use of personal vehicle at IRS rates. Reduced because custodial staff usually uses Town trucks.
- 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 reasonable manner.
- H/C Contract: Cost of contractual routine periodic maintenance and inspection of the Town Hall heating and cooling systems. Contract expires June 30, 2017 and will be competitively bid this spring.
- Telephone: Cost of operating all municipal analog phones and VOIP phone operating costs.
- Cell Phones: Cost of contribution to the Maintenance Supervisor cell phone. Amount reduced because the custodians no longer have town cell phones.
- Fuel/Heat: Reflects cost to heat Town Hall and Board of Education administrative offices.
- Purchase Major: Department's requested to purchase large vacuum cleaner was denied because it is believed it will be able to be purchased this year.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Maintenance Supervisor	54,766	1	1	1	1
Maintainer/Custodian	52,666	1	1	1	1
Custodian	44,007	1	1	1	1
Youth Employees (2)	4,200	400hrs	400hrs	400hrs	400hrs

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1005120	TOWN HALL							
1005120	51200	15,830.41	3,932.03	2,071.50	4,012.80	4,200.00	4,040.00	-3.8%
1005120	51304	123,620.47	139,095.82	143,578.87	99,390.50	151,439.00	151,439.00	.0%
1005120	51400	15,314.62	19,057.51	12,561.17	13,182.71	12,000.00	12,500.00	4.2%
1005120	55000	16,638.93	11,442.79	26,481.17	8,852.47	20,000.00	20,000.00	.0%
1005120	55100	15,107.36	8,143.61	9,822.82	8,439.20	12,000.00	11,000.00	-8.3%
1005120	55200	219.75	822.48	.00	.00	200.00	100.00	-50.0%
1005120	55300	2,943.68	6,248.02	5,533.34	8,989.97	4,500.00	5,000.00	11.1%
1005120	55310	1,450.00	2,900.00	2,900.00	3,000.00	3,000.00	3,000.00	.0%
1005120	55500	35,829.93	35,822.36	35,342.90	27,014.81	36,000.00	35,500.00	-1.4%
1005120	55600	2,179.86	2,248.62	2,323.08	2,304.00	2,304.00	2,100.00	-8.9%
1005120	56200	18,877.10	16,710.34	19,650.40	11,715.57	18,500.00	18,500.00	.0%
1005120	56205	1,625.19	1,280.95	839.62	562.78	1,300.00	480.00	-63.1%
1005120	56500	27,000.24	20,546.37	14,007.86	5,938.95	20,000.00	19,500.00	-2.5%
1005120	56750	1,830.11	2,555.20	1,709.93	1,243.44	2,000.00	2,000.00	.0%
1005120	56760	657.09	557.46	596.58	459.66	670.00	670.00	.0%
1005120	57100	244.25	166.81	156.88	87.92	150.00	150.00	.0%
1005120	57400	.00	.00	3,179.05	.00	.00	.00	.0%
1005120	59920	6,972.91	7,620.00	17,977.68	13,881.26	.00	.00	.0%
	TOTAL TOWN HALL	286,341.90	279,150.37	298,732.85	209,076.04	288,263.00	285,979.00	-.8%
	TOTAL GENERAL FUND	286,341.90	279,150.37	298,732.85	209,076.04	288,263.00	285,979.00	-.8%
	GRAND TOTAL	286,341.90	279,150.37	298,732.85	209,076.04	288,263.00	285,979.00	-.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 from five days a week to three. 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 and includes the cost of having the Transfer Station Area Operator work 16 hours a week in the Parks Department. The current DPW Union contract expires on June 30, 2017 and will be renegotiated starting this winter. The wages indicated in the budget are the current wages.
- 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. The amount is anticipated to decrease because the field mowers are newer.
- 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: Director did not request any equipment purchases.
- Field Maintenance: Reflects cost of maintaining Town owned parks, greens and athletic fields.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Parks Supervisor	61,568	1	1	1	1
Transfer Station Area Operator(a)	22,797	.40	.40	.40	.40

(a) 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

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1005200	PARKS DEPARTMENT							
1005200	51304	F/T NAGE	56,964.72	57,989.04	68,549.82	53,808.38	84,365.00	84,365.00 .0%
1005200	51400	OVERTIME	2,111.08	3,988.67	4,132.13	2,949.34	2,500.00	3,000.00 20.0%
1005200	53610	DYER CEMET	550.00	550.00	750.00	400.00	700.00	750.00 7.1%
1005200	55000	REP/MAINT	7,257.10	8,651.88	6,397.34	3,811.88	6,500.00	6,000.00 -7.7%
1005200	55500	LIGHT/POWE	678.86	755.93	690.25	834.33	700.00	700.00 .0%
1005200	56500	FUEL/HEAT	2,205.90	1,905.21	1,657.44	1,281.90	2,000.00	2,000.00 .0%
1005200	56750	WATER	859.51	3,643.47	4,151.83	4,573.02	3,700.00	3,700.00 .0%
1005200	56760	SEWER USE	320.00	350.00	350.00	350.00	355.00	355.00 .0%
1005200	57400	EQUIP PURC	.00	1,459.43	.00	.00	.00	.00 .0%
1005200	58310	FIELD MAIN	14,376.59	10,407.74	14,677.52	4,171.57	14,500.00	14,500.00 .0%
	TOTAL PARKS DEPARTMENT		85,323.76	89,701.37	101,356.33	72,180.42	115,320.00	115,370.00 .0%
	TOTAL GENERAL FUND		85,323.76	89,701.37	101,356.33	72,180.42	115,320.00	115,370.00 .0%
	GRAND TOTAL		85,323.76	89,701.37	101,356.33	72,180.42	115,320.00	115,370.00 .0%

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

## **PUBLIC WORKS**

## **GENERAL HIGHWAY – 5210**

### EXPLANATION

The Department of Public Works oversees all Town infrastructure, 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 16 full-time employees, one (1) part-time employee and two (2) seasonal employees. The Department is responsible for the operations of the Transfer Station and all road, facility and recreational ground maintenance. The Department continues to focus on road maintenance and prepare to construct the new DPW facility.

### BUDGET CHANGES AND COMMENTARY

- Full-Time Salary: Reflects wages for the Project Administrator. The Project Administrator works 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: Wages for DPW Union employees. The current DPW Union contract expires on June 30, 2017 and will be renegotiated starting this winter. The wages indicated in the budget are the current wages.
- Overtime: Funds all overtime including snow removal.
- Vehicle Fuel: Reflects cost of regular gasoline through CRCOG bid.
- Diesel Fuel: Cost of diesel for the large plow trucks. Decreased based on current usage.
- Tree Services: Provides funding for private tree services when necessary to supplement Town resources. Increased slightly to help address backlog of trees that need to be removed or pruned.
- Snow Removal: Provides for plow blades (10,000) and road salt (155,000) which purchases 1,717 tons of salt at 90.29 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. State regulations and good management require catch basins to be cleaned on a regular basis.
- Sweeping: Funds are utilized to maintain and repair existing sweeper and to rent a sweeper when necessary.
- Street Painting: Paint stop bars and other lines on Town streets. Decreased based on trend.
- Mileage: Reimburse employees for use of private vehicles at IRS rates. Mostly used by Project Administrator since he does not utilize municipal vehicles. Reduced based on current usage.
- Road Maintenance: In the past, the primary purpose of this account was to fund road resurfacing such as chip sealing and road overlays. These funds have been now placed in the Capital Improvement Plan under Pavement Management. The remaining funds left in this line item are for costs associated with minor road repairs such as temporary patching, guardrail replacement, drainage repairs, etc.
- Cell Phone: Pay the cost of four cell phones for the Director, Road Foreman, Project Administrator and the Parks Supervisor.
- Plow Route: This account funds a private contractor to plow one of the Town's plow routes. It is believed this amount should be reduced because the Town has purchased a truck with its own wing plow and won't have to rely on the private contractor for these services. Also the Town has tried to limit the use of the private contractor for substantial storms only.
- Major Purchase: Funds the purchase of a trench box which is required by OSHA when trenching greater than five feet.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Director of Public Works	95,370	1	1	1	1
Project Administrator	67,289	.86	.86	.86	.86
Summer help(PT)	5,155	480 hrs	480 hrs	480 hrs	480 hrs
Administrative Assistant	34,334	1	1	1	1
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	46,218	1	1	1	1
Recording Clerks (2)	1,030	2	2	2	2

**ACCOUNTS FOR:**

<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 3</u>	<u>PCT CHANGE</u>
1005210 GENERAL HIGHWAY							
1005210 51000 F/T SALARI	1,671.43	73,776.04	70,127.09	44,158.43	67,289.00	67,289.00	.0%
1005210 51110 SUPER. SAL.	82,292.62	90,718.34	93,597.74	62,723.47	95,370.00	95,370.00	.0%
1005210 51200 PART TIME	15,743.76	25,568.08	5,991.41	6,495.24	6,005.00	6,185.00	3.0%
1005210 51301 F/T HOURLY	.00	.00	33,672.24	22,575.42	34,334.00	34,334.00	.0%
1005210 51304 F/T NAGE	421,276.75	429,831.52	414,003.52	289,739.64	442,940.00	442,940.00	.0%
1005210 51400 OVERTIME	96,179.26	115,042.46	63,379.74	73,416.98	85,000.00	85,000.00	.0%
1005210 51650 LONGEVITY	400.00	400.00	.00	.00	.00	.00	.0%
1005210 53710 EQUIP.RENT	9,874.75	944.73	.00	2,750.00	1,500.00	1,500.00	.0%
1005210 54100 TIRES	5,621.40	4,003.21	6,330.48	209.60	5,225.00	5,225.00	.0%
1005210 54200 VEHIC.FUEL	6,703.01	7,859.34	4,618.31	2,266.73	4,750.00	4,500.00	-5.3%
1005210 54210 DIESEL FUE	61,808.44	52,404.93	25,993.51	15,477.51	43,000.00	40,000.00	-7.0%
1005210 54220 OIL	2,521.21	3,341.35	3,174.94	3,500.00	3,500.00	3,500.00	.0%
1005210 54230 TREE CARE	18,700.00	23,900.00	23,450.00	20,097.50	24,000.00	25,000.00	4.2%
1005210 54500 SNOW REMOV	233,756.27	188,252.80	144,341.54	159,994.54	159,216.00	165,000.00	3.6%
1005210 55000 REP/MAINT	39,271.01	66,923.49	48,631.92	45,222.94	45,000.00	45,000.00	.0%
1005210 55020 RADIO MAIN	2,100.00	2,100.00	2,681.41	.00	2,153.00	750.00	-65.2%
1005210 55110 TN.MAINT.	15,397.73	16,980.16	15,896.37	13,116.19	16,000.00	16,000.00	.0%
1005210 55120 CATCH BASI	.00	6,933.03	8,796.20	.00	8,000.00	8,000.00	.0%
1005210 55130 SWEEPING	4,945.02	2,526.56	2,135.61	2,745.91	3,500.00	3,500.00	.0%
1005210 55140 ST. PAINT.	270.00	192.00	.00	834.00	1,500.00	1,000.00	-33.3%
1005210 55200 MILEAGE	.00	761.89	1,065.40	403.77	1,750.00	1,100.00	-37.1%
1005210 55510 ROAD MAINT	30,048.91	37,928.35	26,608.32	22,088.44	33,000.00	31,500.00	-4.5%
1005210 55830 SOFT. SUPPO	.00	.00	.00	.00	.00	200.00	.0%
1005210 56100 POSTAGE	.00	.00	13.45	.00	200.00	100.00	-50.0%
1005210 56205 CELL PHONE	1,200.00	1,440.00	2,383.23	1,220.00	2,160.00	2,160.00	.0%
1005210 56340 CABLE/WEB	1,020.68	1,134.18	1,094.69	755.61	1,020.00	1,117.00	9.5%
1005210 56910 REF/TEXTS	.00	.00	.00	285.00	300.00	.00	-100.0%
1005210 56920 PLOW ROUTE	38,543.50	56,270.00	17,559.50	30,000.00	30,000.00	29,000.00	-3.3%
1005210 56950 MTG/DUES	1,784.50	1,657.75	2,578.00	767.50	2,000.00	2,000.00	.0%
1005210 57220 MAPPING	.00	1,600.00	1,350.00	817.53	800.00	800.00	.0%
1005210 57400 PURC.MAJOR	.00	.00	5,325.00	4,800.00	4,900.00	3,575.00	-27.0%
TOTAL GENERAL HIGHWAY	1,091,130.25	1,212,490.21	1,024,799.62	826,461.95	1,124,412.00	1,121,645.00	-.2%
TOTAL GENERAL FUND	1,091,130.25	1,212,490.21	1,024,799.62	826,461.95	1,124,412.00	1,121,645.00	-.2%
GRAND TOTAL	1,091,130.25	1,212,490.21	1,024,799.62	826,461.95	1,124,412.00	1,121,645.00	-.2%

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



## **PUBLIC WORKS**

## **TOWN GARAGE – 5260**

### EXPLANATION

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

It is anticipated that the current DPW facility will be replaced at its current location in 2018

### BUDGET CHANGES AND COMMENTARY

- Repair/Maintenance: Department request includes funds to repair and maintain the Town Garage facility including electrical, plumbing and hardware. The amount was decreased because anticipated replacement.
- Maintenance/Cleaning: Pay for cleaning supplies and periodic cleanings by a cleaning company.
- Light/Power: Electricity for power DPW facility.
- 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.

03/09/2017 13:39  
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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1005260	TOWN GARAGE							
1005260	55000	5,470.93	7,661.62	14,160.32	1,942.04	8,500.00	7,000.00	-17.6%
1005260	55100	436.80	509.98	530.18	1,282.62	1,900.00	1,900.00	.0%
1005260	55500	4,517.17	4,025.69	3,607.17	2,748.82	4,250.00	3,500.00	-17.6%
1005260	56500	10,273.26	9,561.30	5,376.23	2,265.35	6,500.00	5,500.00	-15.4%
1005260	56700	13,224.85	11,232.89	10,122.20	8,515.48	10,268.00	10,750.00	4.7%
1005260	56720	2,925.00	2,925.00	2,675.00	.00	2,925.00	2,925.00	.0%
1005260	56750	-9.77	264.75	256.50	112.82	800.00	500.00	-37.5%
1005260	56760	320.00	350.00	350.00	350.00	355.00	355.00	.0%
1005260	57100	1,070.36	923.92	782.29	329.70	1,000.00	1,000.00	.0%
	TOTAL TOWN GARAGE	38,228.60	37,455.15	37,859.89	17,546.83	36,498.00	33,430.00	-8.4%
	TOTAL GENERAL FUND	38,228.60	37,455.15	37,859.89	17,546.83	36,498.00	33,430.00	-8.4%
	GRAND TOTAL	38,228.60	37,455.15	37,859.89	17,546.83	36,498.00	33,430.00	-8.4%

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

**PUBLIC WORKS****Grange – 5270**EXPLANATION

The Cherry Brook Grange was gifted to the Town of Canton in 2013. A budget had been established to fund utilities and maintenance for the building. 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. The roof was replaced last year through the CIP. Fuel/Heat had decreased because the furnace has been shut off during the winter. The phone is disconnected. The complete cost of repairs is estimated to be in excess of \$140,000. Based on the cost of repairs and there being no community organizations interested in significantly funding the repairs in exchange for use of the property, the Board of Selectmen has voted to return the Grange to the State Grange Organization. Therefore the cost of operating the Grange has not been funded.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1005270	GRANGE							
1005270	55000	200.00	1,525.25	1,401.88	1,479.40	2,000.00	.00	-100.0%
1005270	55100	.00	.00	.00	99.00	.00	.00	.0%
1005270	55500	.00	816.07	513.84	413.86	1,000.00	.00	-100.0%
1005270	56500	.00	2,866.00	1,017.85	.00	1,500.00	.00	-100.0%
	TOTAL GRANGE	200.00	5,207.32	2,933.57	1,992.26	4,500.00	.00	-100.0%
	TOTAL GENERAL FUND	200.00	5,207.32	2,933.57	1,992.26	4,500.00	.00	-100.0%
	GRAND TOTAL	200.00	5,207.32	2,933.57	1,992.26	4,500.00	.00	-100.0%

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

**Public Works -**

**TRANSFER STATION SPECIAL REVENUE FUND– 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.

Starting on January 1, 2016, the Transfer Station changed to three days a week instead of five days a week. 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.

**BUDGET CHANGES AND COMMENTARY**

- Part Time: Reflects cost of one part time employee at the rate of 12.90 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. The current DPW Union contract expires on June 30, 2017 and will be renegotiated starting this winter. The wages indicated in the budget are the current wages.
- Repairs and Maintenance: Cost of routine maintenance and small projects. Reduced based on less small projects anticipated.
- 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: Reduced because Town will no longer be a member of the Solid Waste Authority.
- CIP: There are no current CIP projects planned. If capital projects are planned there are insufficient funds within the Special Revenue Account to fund CIP projects and therefore funds will need to come from the general fund to support future CIP projects. This is similar to how EMS Special Revenue capital expenditures are funded.
- Credit Card Fees: Cost of processing credit card charges at the Transfer Station.
- Permit Fee: Fee paid to the DEEP for privilege of operating a transfer Station.
- Hauling Fees: Cost of hauling municipal solid waste from the Transfer Station.
- Tipping Fee: Cost of disposing municipal solid waste at CRRA. The cost of disposing municipal waste increased \$4 a ton.

PERSONNEL SUMMARY

<b>Position(s)</b>	<b>Salary</b>	<b>16-17 Authorized</b>	<b>17-18 Requested</b>	<b>17-18 Proposed</b>	<b>17-18 Approved</b>
Transfer Station Operator(a)	56,992	.60	.60	.60	.60
Part Time	10,733	832 hrs	832	832	832

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

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 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 3	PCT CHANGE
1300290 DPW -TRANSFER STATION								
1300290 34430	TRNSF STAT	219,745.50	212,119.00	199,847.50	170,351.00	212,000.00	200,000.00	-5.7%
1300290 34440	CRRA REBAT	10,026.50	9,794.90	4,853.05	.00	3,750.00	.00	-100.0%
1300290 34441	ELECTRONIC	.00	.00	1,655.97	1,636.99	.00	2,250.00	.0%
1300290 34442	SCRAP METL	13,750.07	14,309.98	7,189.39	8,397.30	6,000.00	10,340.00	72.3%
1300290 34443	ORD223 FEE	2,000.00	2,000.00	1,500.00	2,000.00	2,000.00	2,000.00	.0%
1300290 36100	INT STIF	3.89	40.60	166.82	109.77	.00	.00	.0%
TOTAL DPW -TRANSFER STATION		245,525.96	238,264.48	215,212.73	182,495.06	223,750.00	214,590.00	-4.1%
TOTAL DPW - TRANSFER STATION		245,525.96	238,264.48	215,212.73	182,495.06	223,750.00	214,590.00	-4.1%
GRAND TOTAL		245,525.96	238,264.48	215,212.73	182,495.06	223,750.00	214,590.00	-4.1%

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

ACCOUNTS FOR:

DPW - TRANSFER STATION		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1300290 DPW -TRANSFER STATION								
1300290 51200	PART TIME	9,389.95	11,104.35	10,951.18	6,175.63	10,417.00	10,733.00	3.0%
1300290 51304	F/T NAGE	54,500.21	50,610.40	39,292.26	19,973.39	34,195.00	34,195.00	.0%
1300290 51400	OVERTIME	472.63	1,001.16	188.19	369.98	500.00	500.00	.0%
1300290 52400	F.I.C.A.	4,923.75	4,556.91	3,757.46	3,269.18	5,000.00	3,475.00	-30.5%
1300290 55000	REP/MAINT	4,145.73	4,196.44	10,422.65	1,311.13	6,000.00	3,000.00	-50.0%
1300290 55500	LIGHT/POWE	3,058.94	3,769.64	3,913.02	1,776.77	3,000.00	3,100.00	3.3%
1300290 56340	CABLE/WEB	1,153.84	1,069.71	980.02	712.80	1,067.00	1,067.00	.0%
1300290 56750	WATER	169.28	146.25	155.63	73.13	300.00	300.00	.0%
1300290 56950	MTG/DUES	.00	.00	.00	1,687.53	1,688.00	400.00	-76.3%
1300290 57100	OFF SUPPLY	.00	829.56	672.37	686.84	800.00	800.00	.0%
1300290 59150	CIP	.00	.00	.00	36,604.00	3,783.00	.00	-100.0%
1300290 59425	C CRD FEES	349.26	565.69	618.47	320.58	450.00	450.00	.0%
1300290 59920	PERMIT FEE	890.00	800.00	800.00	.00	800.00	800.00	.0%
1300290 59960	HAULING	42,860.00	42,055.00	45,355.00	44,000.00	44,000.00	44,000.00	.0%
1300290 59970	TIPPING FE	96,892.50	100,086.90	106,155.17	106,564.28	111,750.00	110,800.00	-.9%
TOTAL DPW -TRANSFER STATION		218,806.09	220,792.01	223,261.42	223,525.24	223,750.00	213,620.00	-4.5%
TOTAL DPW - TRANSFER STATION		218,806.09	220,792.01	223,261.42	223,525.24	223,750.00	213,620.00	-4.5%
GRAND TOTAL		218,806.09	220,792.01	223,261.42	223,525.24	223,750.00	213,620.00	-4.5%

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## **PUBLIC WORKS**

## **UTILITIES – 5470**

### EXPLANATION

This program provides funding for costs associated with street lights and fire hydrants throughout the community. Pursuant to Town Meeting approval, the Town will be purchasing the street lights from Eversource and converting them to LED. Although the cost of electricity for the lights will decrease the budgeted amount will stay the same and the savings will be paid to the undesignated fund balance to reimburse the cost of purchasing the lights and retrofitting them to LED. The lights should be purchased in 2017. The LED conversion has not been scheduled yet.

### 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.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1005470	UTILITIES								
1005470	55500	LIGHT/POWE	26,578.73	30,316.06	35,481.39	20,152.46	29,000.00	33,240.00	14.6%
1005470	56750	WATER	169,845.42	169,763.19	178,625.58	111,457.82	178,000.00	192,072.00	7.9%
	TOTAL UTILITIES		196,424.15	200,079.25	214,106.97	131,610.28	207,000.00	225,312.00	8.8%
	TOTAL GENERAL FUND		196,424.15	200,079.25	214,106.97	131,610.28	207,000.00	225,312.00	8.8%
	GRAND TOTAL		196,424.15	200,079.25	214,106.97	131,610.28	207,000.00	225,312.00	8.8%

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## **PUBLIC WORKS**

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

### EXPLANATION

The cost of maintaining and operating the Community Center is contained in this department. 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 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. These funds have not fully utilized in the last few years and have been transferred to Maintenance/Cleaning where they are more needed.
- 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. Increased due to transfer from Repairs and Maintenance.
- H/C Repair: Funds used to repair the HVAC system not covered by maintenance contract. Increased based on trend.
- H/C Contract: Contract for heating and cooling periodic maintenance and inspections. Current contract expires on June 30, 2017 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 (9,923).
- Water: Reflects anticipated rates.
- Sewer Use: Reflects billing based upon meter as opposed to fixed flat rate.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1005550	COMMUNITY CENTER								
1005550	55000	REP/MAINT	4,319.09	3,251.68	12,256.18	5,872.74	15,500.00	10,500.00	-32.3%
1005550	55100	MAIN/CLEAN	11,581.75	12,055.32	12,619.39	11,176.79	10,000.00	15,000.00	50.0%
1005550	55300	H/C REPAIR	4,128.21	1,687.32	4,311.70	3,869.08	2,500.00	3,000.00	20.0%
1005550	55310	H/C CONTRA	2,037.25	3,240.00	2,430.00	3,240.00	3,240.00	3,240.00	.0%
1005550	55500	LIGHT/POWE	36,406.65	36,485.75	37,334.86	26,657.92	37,000.00	36,500.00	-1.4%
1005550	55600	ELEV. CONT.	2,248.54	2,248.62	2,323.08	2,234.36	2,304.00	2,100.00	-8.9%
1005550	56200	TELEPHONE	5,428.71	.00	.00	.00	.00	.00	.0%
1005550	56500	FUEL/HEAT	21,505.20	13,319.82	9,923.15	8,301.51	17,500.00	14,000.00	-20.0%
1005550	56750	WATER	2,945.42	3,412.01	3,197.06	1,677.58	3,500.00	3,200.00	-8.6%
1005550	56760	SEWER USE	808.08	793.83	911.19	588.45	900.00	900.00	.0%
	TOTAL COMMUNITY CENTER		91,408.90	76,494.35	85,306.61	63,618.43	92,444.00	88,440.00	-4.3%
	TOTAL GENERAL FUND		91,408.90	76,494.35	85,306.61	63,618.43	92,444.00	88,440.00	-4.3%
	GRAND TOTAL		91,408.90	76,494.35	85,306.61	63,618.43	92,444.00	88,440.00	-4.3%

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

**TOWN OF CANTON**

**FINAL PROPOSED**

**FISCAL YEAR 2017-2018 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 was decreased in FY 16-17 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 its own membership in the Connecticut Main Street Organization.
- Sam Collins Day – Event has been discontinued.
- 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. The Main Street Organization has not requested any funding for this year.
- 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.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1006340	COMMUNITY AGENCIES								
1006340	53575	YSB	8,800.00	14,300.00	14,300.00	11,300.00	11,300.00	11,300.00	.0%
1006340	53580	MEMOR.DAY	70.44	788.69	528.36	.00	905.00	905.00	.0%
1006340	53585	HEALTH DIS	51,500.00	52,273.00	53,339.00	54,311.00	53,339.00	53,339.00	.0%
1006340	53595	FV VNA	17,971.00	17,281.25	20,176.25	22,321.25	19,625.00	19,625.00	.0%
1006340	53600	HIST MUSEU	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.0%
1006340	53605	CT MAIN ST	.00	750.00	750.00	.00	.00	.00	.0%
1006340	53615	SAM COLLIN	.00	.00	500.00	.00	500.00	.00	-100.0%
1006340	53620	MEN.HEALTH	.00	720.00	720.00	720.00	720.00	720.00	.0%
1006340	53625	MAIN ST	.00	.00	.00	7,500.00	7,500.00	.00	-100.0%
1006340	58520	WATERSHED	.00	1,029.00	1,029.00	1,029.00	1,029.00	1,029.00	.0%
1006340	58530	NAT.CENTER	.00	1,000.00	1,500.00	1,500.00	1,500.00	1,000.00	-33.3%
1006340	60011	INT.HOUSE	.00	750.00	1,000.00	1,000.00	1,000.00	1,000.00	.0%
	TOTAL COMMUNITY AGENCIES		78,341.44	89,891.94	94,842.61	100,681.25	98,418.00	89,918.00	-8.6%
	TOTAL GENERAL FUND		78,341.44	89,891.94	94,842.61	100,681.25	98,418.00	89,918.00	-8.6%
	GRAND TOTAL		78,341.44	89,891.94	94,842.61	100,681.25	98,418.00	89,918.00	-8.6%

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## 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 services. This request was not supported by the CAO, based on limited funding and that Dial-A-Rides services were expanded last year.
- 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 cost of the Director LMSW license renewal was included.
- 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>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Senior/Social Services Director	64,712	1	1	1	1
Administrative Assistant	25,575	.71	.71	.71	.71
Senior Center Coordinator	16,334	.45	1	.45	.45

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1006380	SENIOR/SOCIAL SERVICES							
1006380	51110 SUPER.SAL.	52,340.82	61,689.77	63,526.61	42,560.36	64,712.00	64,712.00	.0%
1006380	51200 PART TIME	22,662.65	30,843.75	39,411.15	26,756.32	40,679.00	41,909.00	3.0%
1006380	54420 DIAL-RIDE	46,779.10	49,500.00	50,484.00	60,141.00	60,141.00	60,841.00	1.2%
1006380	55200 MILEAGE	79.11	73.30	167.15	173.17	225.00	225.00	.0%
1006380	55860 COPIER MAI	414.60	318.66	361.60	185.23	500.00	400.00	-20.0%
1006380	56100 POSTAGE	1,583.13	815.88	1,562.62	789.65	1,600.00	1,500.00	-6.3%
1006380	56205 CELL PHONE	399.96	480.00	440.00	120.00	480.00	480.00	.0%
1006380	56720 MEALS	3,462.36	3,690.81	3,369.96	1,541.50	4,053.00	4,175.00	3.0%
1006380	56950 MTG/DUES	480.00	558.00	355.00	490.05	843.00	1,063.00	26.1%
1006380	57100 OFF.SUPPL.	355.12	1,145.09	1,253.86	770.15	800.00	550.00	-31.3%
1006380	57200 PRINTING	1,579.03	2,497.46	1,675.06	1,565.00	1,800.00	1,800.00	.0%
1006380	57600 COMP.SUPPL	143.98	67.88	167.12	.00	75.00	75.00	.0%
1006380	59030 SENIOR ACT	1,326.72	1,561.21	1,399.67	269.42	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	4,413.37	7,697.26	3,774.63	3,297.97	3,500.00	3,500.00	.0%
	TOTAL SENIOR/SOCIAL SERVICES	139,519.95	164,439.07	171,448.43	142,159.82	184,208.00	186,030.00	1.0%
	TOTAL GENERAL FUND	139,519.95	164,439.07	171,448.43	142,159.82	184,208.00	186,030.00	1.0%
	GRAND TOTAL	139,519.95	164,439.07	171,448.43	142,159.82	184,208.00	186,030.00	1.0%

\*\* 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.

A recent salary survey 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 Recreation Supervisor received a \$10,000 increase last year (27%) with the anticipation that an additional increase be funded fiscal year 17-18. A \$5,000 increase is requested for the Recreation Supervisor out of the Special Revenue Fund, which currently is operating at a surplus.

There was also a request to make the Recreation Coordinator full time and raise the rate of pay from \$16.00 an hour to \$18.00 an hour. Part of the reason for the request was to support a new afterschool program at Cherry Brook School. The current budget includes increasing the hours for the Recreation Coordinator from 1,200 to 1,500 which will allow the position to be 35 hours a week during the summer months (May to August) and 26 hours from September to April. The rate of pay has also been raised to \$18.00 per hour. The cost of the position is in the Park & Recreation Special Revenue Fund.

### BUDGET CHANGES AND COMMENTARY

- Full-Time Salary: Represents the salary for the Recreation Supervisor. Salary increased based on the results of a salary survey. \$15,739 of the Recreation Supervisor's Salary is in the Parks & Recreation Special Revenue Account.
- Supervisory Salary: The Director's salary line item. Part of the Director's salary (\$10,000) is budgeted in the Recreation Special Revenue Account.
- Part-Time Seasonal: Represents the cost of paying part time seasonal employees to operate the Mills Pond pool. Approximate breakdown of wages and hours are indicated in the chart below.
- Maintenance/Cleaning: Represents funds for opening and closing the pool house, pool house supplies, general repairs, portable restrooms and dumpster rental.
- Light/Power: Cost of electricity for Mills Pond Park.
- Repair Maintenance: Funds utilized to purchase first aid supplies, life guard suits, pool ID tags, etc. and infrastructure maintenance and repairs. Amount is reduced because the power box for Mills Pond Stage is in the current budget. Additional item for the proposed budget is a freezer to support the selling of ice cream.
- 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. The funding for special events has been moved to the Parks & Recreation Special Revenue Fund.
- 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. The fee is increased based on trend.
- Meetings/Dues: Includes dues for the National Recreation and Park Association and Connecticut Recreation and Park Association. Line item increased because the Director is requesting to attend a National Conference in fiscal year 2017-2018.
- Mills Pond Chemicals: Chemicals used to treat the Mills Pond Pool.
- Mills Pond Pool Opening/Closing: Opening and closing the pool is now being performed by DPW. The amount budgeted help funds materials such as paint and allows for contracting with a local vendor to repair the shell if necessary.
- Mills Pond Pool Repairs: Costs of repairing the Mills Pond Pool.
- 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. Copier cost increased since Parks & Recreation will now have a color copier.



**PERSONNEL SUMMARY**

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Director (a)	71,180	1	1	1	1
Recreation Supervisor (a)	52,957	1	1	1	1
Pool Supervisors-858 hrs	10,725	10,725	10,251	10,725	10,725
Lifeguards- 2,760 hrs	25,816	25,816	30,870	25,816	25,816
Desk Attendant 858 hrs	5,719	5,719	8,120	5,719	5,719
Wading Pool Lifeguard	1,500		1,449	1,500	1,500
Maintenance 560 hrs	5,740	5,740	4,567	5,740	5,740

(a) \$11,500 of the Director's salary and \$15,739 of the Recreation Program Supervisor's wages come from the Parks and Recreation Special Revenue Fund

<b>GENERAL FUND</b>	<b>PRIOR FY3 ACTUALS</b>	<b>PRIOR FY2 ACTUALS</b>	<b>LAST FY1 ACTUALS</b>	<b>CY ACTUALS</b>	<b>CY REV BUDGET</b>	<b>PROJECTION LEVEL 3</b>	<b>PCT CHANGE</b>
1006450 PARK AND RECREATION							
1006450 51000 F/T SALARI	.00	20,041.25	28,844.58	24,286.87	37,166.68	37,167.00	.0%
1006450 51110 SUPER.SAL.	40,501.80	56,349.01	57,179.67	38,953.65	59,679.84	59,680.00	.0%
1006450 51150 P/T SEASON	45,911.92	50,876.13	53,962.98	43,692.95	48,000.00	49,500.00	3.1%
1006450 51200 PART TIME	17,007.68	.00	.00	.00	.00	.00	.0%
1006450 55100 MAIN/CLEAN	3,436.44	4,231.06	2,802.77	2,114.33	5,838.00	5,838.00	.0%
1006450 55200 MILEAGE	117.15	219.02	.00	.00	100.00	50.00	-50.0%
1006450 55500 LIGHT/POWE	7,017.65	7,148.33	8,783.49	6,935.10	8,300.00	8,500.00	2.4%
1006450 55800 REP/MAINT	8,713.56	13,619.41	8,058.00	3,251.84	10,900.00	8,400.00	-22.9%
1006450 55860 COPIER CON	.00	548.09	508.44	297.50	.00	550.00	.0%
1006450 56100 POSTAGE	33.14	48.51	97.10	143.21	50.00	100.00	100.0%
1006450 56200 TELEPHONE	.00	39.09	.00	.00	.00	.00	.0%
1006450 56340 CABLE/WEB	107.46	12.25	.00	.00	.00	.00	.0%
1006450 56440 SPEC.EVENT	6,761.94	8,592.35	8,427.43	7,227.35	9,900.00	.00	-100.0%
1006450 56500 FUEL/HEAT	907.53	164.35	133.08	.00	300.00	200.00	-33.3%
1006450 56760 SEWER USE	2,389.22	3,387.30	7,863.12	.00	3,500.00	4,000.00	14.3%
1006450 56950 MTG/DUES	826.63	5,597.00	2,703.89	1,122.00	1,405.00	2,505.00	78.3%
1006450 57100 OFF.SUPPL.	210.78	847.09	728.30	321.38	800.00	800.00	.0%
1006450 58400 CHEMICALS	5,802.78	5,572.44	5,860.77	5,331.27	6,000.00	6,000.00	.0%
1006450 58410 OPEN/CLOSE	16,181.65	16,100.00	13,452.92	5,827.36	17,000.00	13,500.00	-20.6%
1006450 58420 POOL REPAI	2,892.89	2,440.21	8,351.77	2,110.63	3,000.00	3,000.00	.0%
1006450 58430 MP WATER	15,284.90	7,217.49	8,851.87	13,922.99	16,300.00	12,000.00	-26.4%
1006450 60040 COPIER LEA	889.83	882.48	882.48	448.59	883.00	1,236.00	40.0%
TOTAL PARK AND RECREATION	174,994.95	203,932.86	217,492.66	155,987.02	229,122.52	213,026.00	-7.0%
TOTAL GENERAL FUND	174,994.95	203,932.86	217,492.66	155,987.02	229,122.52	213,026.00	-7.0%
GRAND TOTAL	174,994.95	203,932.86	217,492.66	155,987.02	229,122.52	213,026.00	-7.0%

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

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

### EXPLANATION

Special Revenue Funds are used to account for the proceeds of special revenue sources that are legally restricted to expenditures for specific purposes. In most cases, these funds do not directly affect the mill rate. The **Parks and Recreation Special Revenue Fund** accounts for all the fees collected for recreation programs and the expenditures needed to operate the program.

The Parks & Recreation Revenue fund also partially funds the Park and Recreation Director position (\$11,500) and the Recreation Supervisor (\$15,739). The Parks & Recreation Revenue fund also funds the Recreation Coordinator position. A recent salary survey 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 Recreation Supervisor received a \$10,000 increase last year (27%) with the anticipation that an additional increase be funded fiscal year 17-18. A \$5,000 increase is requested for the Recreation Supervisor out of the Special Revenue Fund, which currently is operating at a surplus. There would also be \$1,500 added to the Parks & Recreation Director's salary out of the Special Revenue fund.

There was also a request to make the Recreation Coordinator full time and raise the rate of pay from \$16.00 an hour to \$18.00 an hour. Part of the reason for the request was to support a new afterschool program at Cherry Brook School. The current budget includes increasing the hours for the Recreation Coordinator from 1,200 to 1,500 which will allow the position to be 35 hours a week during the summer months (May to August) and 26 hours from September to April. The rate of pay has also been raised to \$18.00 per hour. The cost of the position is in the Park & Recreation Special Revenue Fund.

### BUDGET CHANGES AND COMMENTARY

- Part-Time Seasonal: Compensation for employees such as Camp Directors and Life Guards. Also includes new counselors for after school program at Cherry Brook School.
- Part Time: Funds the wages for the Recreation Coordinator position. Position has been increased to 1500 hours per year at \$18 per hour.
- 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

<b>EACH ITEM REQUESTED:</b>	<b>FY 2016-2017 Budgeted</b>	<b>FY 2017-2018 Requested</b>
Recreation Office Assistant 15 weeks 20hrs/wk @ \$10/hr	\$0	\$0
Summer Camp Director 12 weeks 40hrs /wk @ \$16/hr	-	-
Explorers Camp Supervisor- 10 weeks x 35hrs/wk x \$13.00/hr	\$5,000	\$4,550
Tiny Tots Camp Supervisor- 10 weeks x 20hrs/wk x \$13.00/hr	\$2,500.00	\$2,600.00
Teen Camp Supervisor- 10 weeks x 8hrs/wk x \$13.00/hr	\$3,000.00	\$0.00
Explorers Camp Counselors (5)- 10 weeks x 40hrs/wk x \$10.25/hr	\$24,600.00	\$20,500.00
Tiny Tots Camp Counselor (1)-10 weeks x 20hrs/wk x \$10.25/hr	\$2,050.00	\$2,050.00
Teen Camp Counselor (1)- 10 weeks x 8hrs/wk x \$10.25/hr	\$2,460.00	\$820.00
(M-F Lessons) Water Safety Instructors (3)- 8 weeks x 16hrs/wk x \$11.25/hr	\$7,594.00	\$4,320.00
(Saturday Lessons) Water Safety Instructors (2)- 10 weeks x 3.25hrs/wk x \$11.25/hr	\$540	\$731
Saturday AM Swim Lesson Lifeguard (1)- 10 weeks x 3.25hrs/wk x \$10.50/hr	\$252	\$341
M-F AM Swim Lesson Lifeguard (1)- 8 weeks x 15hrs/wk x \$10.50/hr	\$2,363	\$1,260
Head Swim Coach (1)- 5 weeks x 35hrs/wk x \$24.00/hr	\$4,025	\$4,200
Assistant Swim Coach (2)- 5 weeks x 15hrs/wk x \$12.25/hr	\$3,600	\$1,837
After School Program Supervisor (1)- 36 weeks x 6hrs per week x \$12.50/hr	\$0	\$2,700
After School Program Counselor (1)-36 weeks x 6hrs per week x \$10.25/hr	\$0	\$2,214
Recreation Basketball Coordinator (2)- 85hrs/season x \$12.50/hr	\$2,500	\$2,125
CAST Director	\$3,000	\$0
CAST Assistant Director	\$2,400	\$0
Park Maintainer (DPW)	\$9,440	\$9,723
<b>LINE ITEM TOTAL</b>	<b>75,324.00</b>	<b>\$59,972</b>

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Director (a)	71,180	1	1	1	1
Recreation Supervisor (a)	52,957	1	1	1	1
Recreation Coordinator	27,000	.66	1	.82	.82

a) Directors full salary is 69,680 and Recreation Supervisors full salary is 52,957

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 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 3	PCT CHANGE
2100000 PARK & RECREATION FUND									
2100000	34722	SWIM LESSO	24,209.50	22,825.00	18,887.50	12,355.00	23,000.00	18,000.00	-21.7%
2100000	34742	CONCESSION	457.00	401.55	281.76	560.33	500.00	2,000.00	300.0%
2100000	34743	RESALE REV	.00	545.00	39.00	794.55	100.00	1,000.00	900.0%
2100000	34772	BROCHURES	2,060.00	.00	997.75	.00	1,500.00	1,000.00	-33.3%
2100000	34775	SPONSORS	.00	.00	1,250.00	5,349.00	1,000.00	3,000.00	200.0%
2100000	34782	PROG FEES	162,820.83	178,532.92	267,120.13	203,105.40	228,000.00	275,000.00	20.6%
2100000	36100	INT STIF	8.89	35.92	336.14	497.80	.00	.00	.0%
2100000	36300	RENT- P&R	.00	.00	670.00	3,230.00	.00	3,000.00	.0%
2100000	36500	DONATS/GIF	2,000.00	300.00	.00	125.00	.00	.00	.0%
2100000	36600	MISC REVEN	.00	.00	.00	180.49	.00	.00	.0%
TOTAL PARK & RECREATION FUND			191,556.22	202,640.39	289,582.28	226,197.57	254,100.00	303,000.00	19.2%
TOTAL PARK & RECREATION REVE			191,556.22	202,640.39	289,582.28	226,197.57	254,100.00	303,000.00	19.2%
GRAND TOTAL			191,556.22	202,640.39	289,582.28	226,197.57	254,100.00	303,000.00	19.2%

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

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 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 3	PCT CHANGE
2100045 PARK & RECREATION REVENUE FUND									
2100045	51000	F/T SALARI	.00	5,652.67	8,592.45	7,254.38	10,739.00	15,739.00	46.6%
2100045	51110	SUPER.SAL.	8,745.81	10,000.00	11,139.39	6,874.20	10,000.00	11,500.00	15.0%
2100045	51150	P/T SEASON	55,162.75	61,724.79	66,211.07	39,404.75	75,324.00	60,000.00	-20.3%
2100045	51200	PART TIME	16,292.86	.00	.00	9,880.00	21,344.00	27,000.00	26.5%
2100045	51210	FIN.SERV.	9,872.45	11,163.76	11,625.94	7,895.17	11,836.00	12,302.00	3.9%
2100045	52200	FR.BENEFIT	3,643.25	2,831.00	3,436.00	2,627.00	3,347.00	3,436.00	2.7%
2100045	52400	F.I.C.A.	6,890.65	6,773.40	6,544.45	5,132.92	9,887.00	8,851.00	-10.5%
2100045	55200	MILEAGE	120.91	.00	.00	.00	.00	.00	.0%
2100045	55800	DEPT EQUIP	8,035.53	.00	.00	51.10	.00	.00	.0%
2100045	55830	SOFT.SUPPO	5,495.06	4,967.12	6,136.93	5,980.79	6,330.00	6,070.00	-4.1%
2100045	56440	SPEC.EVENT	.00	.00	.00	.00	.00	9,900.00	.0%
2100045	56950	MTG/DUES	639.58	438.29	288.27	.00	400.00	400.00	.0%
2100045	57200	PRINTING	96.27	.00	81.84	.00	100.00	100.00	.0%
2100045	57360	MATER/SUPP	590.26	754.38	2,028.39	464.41	1,000.00	1,500.00	50.0%
2100045	59010	PROGRAMS	78,595.61	96,942.81	132,607.75	80,496.92	95,000.00	130,000.00	36.8%
2100045	59020	SPEC.NEEDS	75.00	.00	.00	.00	.00	.00	.0%
2100045	59425	C CRD FEES	4,456.19	6,036.20	7,371.57	4,402.56	6,000.00	7,500.00	25.0%
2100045	59920	LIC FEE	330.00	335.00	336.00	.00	340.00	340.00	.0%
TOTAL PARK & RECREATION REVE			199,042.18	207,619.42	256,400.05	170,464.20	251,647.00	294,638.00	17.1%
TOTAL PARK & RECREATION REVE			199,042.18	207,619.42	256,400.05	170,464.20	251,647.00	294,638.00	17.1%
GRAND TOTAL			199,042.18	207,619.42	256,400.05	170,464.20	251,647.00	294,638.00	17.1%

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

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

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. The Teen Librarian's hours is recommended to be increased from 16 to 35 hours per week. This was partially funded by the elimination of a Library Aide II position.

BUDGET CHANGES AND COMMENTARY

- Supervisor Salary: Reflects salary for the Library Director.
- Part Time: Part-time salaries indicate a 3% wage increase. Amount decreased because the part-time Teen Librarian and part-time Library Aid II have been removed.
- Salaried Full Time: Represents salary amounts for four (5) full time employees. Amount increased due to the addition of the full-time Teen Librarian position.
- Computer Hardware: Cost of replacing computer hardware. The Library will be purchasing two iPads (1,000).
- Computer Software: Cost of "Deep Freeze" software that protects the computers used by the public.
- Mileage: Reflects IRS rate and estimated usage.
- Software Support: Cost of Cassie maintenance.
- Copier Contract: Cost of toner and other supplies for the copier machines which is charged based on the amount of copies. Amount reduced based on anticipated new copier contract.
- 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).
- 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 – \$29,382.
- Publications: Funds used to purchase print/audiovisual materials, DVDs, online data bases and other media for library patrons. Line reduced to help fund Teen Librarian.
- Computer Supplies: Funds toner cartridges for four printers, three of which are color. Decreased because color copier/printer is going to Parks & Recreation.

PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Director	83,649	1	1	1	1
Head of Technical Services(a)	59,373	.75	.75	.75	.75
Head of Children's Services	56,892	1	1	1	1
Adult Services Librarian	51,498	1	1	1	1
Circulation Supervisor	48,509	1	1	1	1
Teen Services Librarian	49,140	832	1	1	1
Library Aide II – 5	17.72 per hr.	6,204 hrs	4,910	4,910	4,910
Library Aide I – 7	16.28 per hr.	3,420 hrs	3,420	3,420	3,420
Library Pages – 3	10.41 per hr.	1,144 hrs	1,144	1,144	1,144
Summer Aides – 2	11.50 per hr.	320 hrs	320	320	320
Summer Saturday Staff	17.72 per hr.	117 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 14,844 of the positions 59,373 salary comes from the IT Department..

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1010320	LIBRARY							
1010320	51110	SUPER.SAL.	82,624.92	76,780.91	81,474.72	55,014.80	83,649.00	83,649.00 .0%
1010320	51200	PART TIME	177,269.66	187,721.16	194,469.70	116,944.90	201,056.00	159,064.00 -20.9%
1010320	51300	F/T SALARY	193,919.62	182,635.01	197,432.10	132,477.27	201,427.00	250,569.00 24.4%
1010320	53110	COMP.HARD.	3,064.64	3,100.00	3,348.85	.00	3,520.00	1,000.00 -71.6%
1010320	53120	COMP.SOFT.	.00	.00	25.00	.00	970.00	1,300.00 34.0%
1010320	55200	MILEAGE	832.42	741.32	688.53	429.39	850.00	800.00 -5.9%
1010320	55800	DEPT EQUIP	194.78	676.42	1,491.03	721.43	800.00	800.00 .0%
1010320	55830	SOFT.SUPPO	.00	.00	.00	.00	410.00	410.00 .0%
1010320	55860	COPIER CON	381.53	643.42	494.94	392.05	700.00	550.00 -21.4%
1010320	56100	POSTAGE	142.50	153.70	107.44	47.00	270.00	210.00 -22.2%
1010320	56950	MTG/DUES	1,085.00	951.75	1,214.00	1,169.00	1,442.00	1,442.00 .0%
1010320	57100	OFF.SUPPL.	4,982.64	4,593.35	4,669.08	3,459.67	5,100.00	5,100.00 .0%
1010320	57310	ELECT.SERV	29,514.30	28,926.35	28,926.35	28,788.65	28,954.00	29,658.00 2.4%
1010320	57320	PUBLICATIO	69,584.75	73,034.00	73,326.08	57,587.67	76,034.00	72,000.00 -5.3%
1010320	57600	COMP.SUPPL	1,464.94	1,404.44	2,265.97	.00	2,348.00	1,200.00 -48.9%
1010320	57800	TRAIN/EDUC	639.00	1,035.52	830.00	290.00	1,100.00	1,100.00 .0%
1010320	59010	PROGRAMS	2,586.33	4,662.86	4,260.83	3,304.39	5,000.00	3,500.00 -30.0%
1010320	60040	COPIER LEA	1,681.99	1,660.80	1,674.64	1,661.00	1,661.00	1,400.00 -15.7%
	TOTAL LIBRARY		569,969.02	568,721.01	596,699.26	402,287.22	614,881.00	613,752.00 -.2%
	TOTAL GENERAL FUND		569,969.02	568,721.01	596,699.26	402,287.22	614,881.00	613,752.00 -.2%
	GRAND TOTAL		569,969.02	568,721.01	596,699.26	402,287.22	614,881.00	613,752.00 -.2%

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TOWN OF CANTON  
FINAL PROPOSED  
FISCAL YEAR 2017-2018 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. The Director of Land Use has requested that the Building Official be increased to 25 hours per week so that the Building Official can be available on a more regular basis for the public and have additional time to review applications and perform inspections. The CAO is recommending that the Building Officials hours be raised to 20 hours per week. The 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 \$49.38 per hour – 20 hours a week. Wages increased 3% which is consistent with other part-time employees.
- Full Time Hourly: Reflects cost of Building Technician (27,620).
- 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>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Building Official	51,353	.43	.71	.57	.57
Building Technician (21 hours per week) (a)	46,814	.59	.59	.59	.59

a) Position is shared with the Fire Marshal (14,044) and the Fire Department (5,150) - amount indicated is total amount



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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1007065	BUILDING OFFICIAL							
1007065	51110 SUPER.SAL.	16,967.19	17,448.66	17,433.00	23,954.07	31,332.00	51,353.00	63.9%
1007065	51301 F/T HOURLY	24,456.33	26,278.64	27,142.41	18,116.04	27,620.26	27,620.00	.0%
1007065	55200 MILEAGE	2,588.23	2,388.98	2,289.50	1,028.91	2,300.00	2,100.00	-8.7%
1007065	56100 POSTAGE	164.10	129.63	175.27	64.89	300.00	200.00	-33.3%
1007065	56910 REF/TEXTS	.00	.00	.00	1,077.37	200.00	200.00	.0%
1007065	56950 MTG/DUES	125.00	125.00	135.00	40.00	200.00	200.00	.0%
1007065	57100 OFF.SUPPL.	198.67	224.24	176.19	833.93	200.00	200.00	.0%
	TOTAL BUILDING OFFICIAL	44,499.52	46,595.15	47,351.37	45,115.21	62,152.26	81,873.00	31.7%
	TOTAL GENERAL FUND	44,499.52	46,595.15	47,351.37	45,115.21	62,152.26	81,873.00	31.7%
	GRAND TOTAL	44,499.52	46,595.15	47,351.37	45,115.21	62,152.26	81,873.00	31.7%

\*\* 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. 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. 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).

The Economic Development Agency (EDA) has requested 40,500, an increase from the 18,800 the EDA received last year. The EDA is seeking to fund a Utility Expansion Study for Route 44 (25,000), Canton Village Development Study (30,000, of which the Town share would be 10,000) advertising (3,500) and Town website modification (2,000). Last year the EDA requested 60,000 for the Route 44 utility expansion study. The Director of Land Use has requested that 18,000 be allocated for EDA. The Board of Selectmen reduced to \$12,000.

### 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.
- Software Support: The cost of maintenance on the e-permitting software. Transferred from IT Budget.
- 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. Amount for EDA was reduced to \$12,000.
- Meetings and Dues: Funds the cost of associations and conferences. Reduced because current budget includes Form Based Codes institute training.
- Office Supplies: Reflects all office supplies including supplies needed for individual Land Use Commissions and Boards.
- Mapping: Funds creation of land use maps, subdivision maps and other maps needed by various Agencies, Boards and Commissions along with part of the cost of maintaining the Town's GIS electronic mapping system.
- Computer Supplies: Reflects the cost of purchasing print cartridges including those utilized by the large scale color plotter/scanner.
- Copier Lease: Cost of lease for the main copier Town Hall copier. Copier lease has been competitively bid and the anticipated amount is lower.

### PERSONNEL SUMMARY

<u>Position(s)</u>	<u>Salary</u>	<u>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Town Planner	115,894	1	1	1	1
Assistant Town Planner	62,215	1	1	1	1
Land Use Coordinator	46,060	1	1	1	1

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1007410	TOWN PLANNER								
1007410	51000	F/T SALARI	68,354.91	63,351.91	60,758.23	40,807.22	62,215.12	62,215.00	.0%
1007410	51110	SUPER.SAL.	100,410.23	103,168.61	111,975.46	76,015.40	115,893.78	115,894.00	.0%
1007410	51200	PART TIME	2,852.26	2,981.81	2,543.83	1,748.38	3,500.00	3,000.00	-14.3%
1007410	51301	F/T HOURLY	39,578.18	39,973.12	44,972.31	30,210.67	46,060.00	46,060.00	.0%
1007410	55200	MILEAGE	1,170.33	695.02	762.60	162.00	1,300.00	1,000.00	-23.1%
1007410	55830	SOFT.SUPPO	.00	.00	.00	.00	.00	8,200.00	.0%
1007410	55860	COPIER CON	1,852.18	2,802.43	3,403.20	1,163.37	2,400.00	2,200.00	-8.3%
1007410	56000	MARKETING	4,597.15	20,495.00	21,992.03	.00	18,800.00	12,000.00	-36.2%
1007410	56100	POSTAGE	1,070.15	1,016.21	1,166.28	765.69	1,100.00	1,100.00	.0%
1007410	56910	REF/TEXTS	570.75	28.42	.00	.00	300.00	300.00	.0%
1007410	56950	MTG/DUES	2,271.00	3,067.00	5,135.43	1,457.00	5,003.00	3,765.00	-24.7%
1007410	57100	OFF.SUPPL.	857.09	856.55	1,578.67	620.25	1,300.00	1,300.00	.0%
1007410	57200	PRINTING	72.11	925.00	.00	.00	.00	.00	.0%
1007410	57220	MAPPING	3,800.00	400.00	3,682.79	3,450.14	4,050.00	3,800.00	-6.2%
1007410	57500	ADVERTISIN	5,569.49	4,778.75	5,195.25	2,193.00	4,000.00	3,000.00	-25.0%
1007410	57600	COMP.SUPPL	706.12	730.85	1,092.14	310.14	850.00	850.00	.0%
1007410	60040	COPIER LEA	3,732.00	3,732.00	3,732.00	2,177.00	3,732.00	2,400.00	-35.7%
	TOTAL TOWN PLANNER		237,463.95	249,002.68	267,990.22	161,080.26	270,503.90	267,084.00	-1.3%
	TOTAL GENERAL FUND		237,463.95	249,002.68	267,990.22	161,080.26	270,503.90	267,084.00	-1.3%
	GRAND TOTAL		237,463.95	249,002.68	267,990.22	161,080.26	270,503.90	267,084.00	-1.3%

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

# TOWN OF CANTON

## FINAL PROPOSED FISCAL YEAR 2017-2018 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%. This year it is increasing 3%. 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. The premium is increasing 10%, partially based on a recent increase in claims.
- 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.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE	
1008130	INSURANCE								
1008130	52000	PRO.CASUL.	139,197.11	143,789.55	147,744.60	146,382.79	147,429.00	151,106.00	2.5%
1008130	52010	WORK.COMP.	155,740.53	113,947.00	114,814.91	111,811.19	115,171.00	122,998.00	6.8%
1008130	52030	UNEMPLOY.	472.75	529.00	3.00	166.00	7,500.00	2,500.00	-66.7%
1008130	53560	REC.EXPENS	944.16	6,584.14	-1,609.96	-591.50	6,000.00	4,000.00	-33.3%
	TOTAL INSURANCE		296,354.55	264,849.69	260,952.55	257,768.48	276,100.00	280,604.00	1.6%
	TOTAL GENERAL FUND		296,354.55	264,849.69	260,952.55	257,768.48	276,100.00	280,604.00	1.6%
	GRAND TOTAL		296,354.55	264,849.69	260,952.55	257,768.48	276,100.00	280,604.00	1.6%

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

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

### EXPLANATION

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

### BUDGET CHANGES AND COMMENTARY

- Life Insurance: The Life Insurance benefit pays employees one and one-half times the employee's yearly salary as a death benefit (some Union contracts have greater amounts).
- Medical Insurance: The budgeted amount reflects the cost for the Town's self-insured Medical Insurance Program and Anthem's Administrative Services program. The amount is based upon the estimate of expected claims for the plan year taking into account the past 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 \$611,792 and the Defined Contribution estimate is \$305,211). This only includes the General Fund amount as those attributable to the Special Revenue accounts (WPCA, Emergency Medical Services and Parks & Recreation) are located within the corresponding Special Revenue line items.
- FICA: Represents 7.65% of anticipated salaries.
- Employee Assistance Program (EAP): Provides for the Employee Assistance Program administered through the University of Connecticut Health Center.

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1009141	EMPLOYEE BENEFITS & INSURANCE							
1009141	51670	EE LEAVE L	42,960.33	76,026.38	42,331.75	9,622.07	.00	.00
1009141	52110	LIFE INS.	9,017.44	9,525.81	7,193.38	4,987.08	7,800.00	.00
1009141	52120	MEDICAL IN	762,057.20	720,525.72	672,977.36	520,833.63	694,445.00	774,306.00
1009141	52130	SEC125 ADM	1,055.60	874.96	793.25	353.50	1,000.00	800.00
1009141	52140	LTD & ADD	7,639.10	7,668.50	7,234.17	5,078.33	7,920.00	7,920.00
1009141	52145	HEART&HYPE	43,576.00	43,576.00	43,576.00	33,520.00	44,414.00	43,576.00
1009141	52300	PENSION	759,956.18	822,284.05	813,499.25	763,466.68	848,840.00	917,003.00
1009141	52400	F.I.C.A.	312,018.49	320,791.43	322,583.78	243,066.69	340,000.00	345,482.00
1009141	56820	EAP	1,647.00	2,943.00	2,943.00	2,943.00	3,000.00	3,000.00
	TOTAL EMPLOYEE BENEFITS & IN	1,939,927.34	2,004,215.85	1,913,131.94	1,583,870.98	1,947,419.00	2,099,887.00	7.8%
	TOTAL GENERAL FUND	1,939,927.34	2,004,215.85	1,913,131.94	1,583,870.98	1,947,419.00	2,099,887.00	7.8%
	GRAND TOTAL	1,939,927.34	2,004,215.85	1,913,131.94	1,583,870.98	1,947,419.00	2,099,887.00	7.8%

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TOWN OF CANTON  
FINAL PROPOSED  
FISCAL YEAR 2017-2018 BUDGET

WATER POLLUTION CONTROL AUTHORITY

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

### EXPLANATION

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

### BUDGET CHANGES AND COMMENTARY

- Supervisor's Salary: Provides funding for general wage increase to Superintendent and Chief Operator.
- Part -Time: Reflects general wages for a meeting clerk.
- Financial Services: Represents 10% share in costs associated with the provision of financial services as provided by the Town's Tax Collector, Finance Officer, Accountant, Financial Assistant, Finance Clerk, and Tax Clerk.
- Full-Time NAGE: Represents cost of two union employees. DPW Union contract expires on June 30, 2017 and will be negotiated this spring. The rates indicated reflect the current rates.
- Overtime: to compensate WPCA and DPW employees for working one day every weekend, holidays and call outs.
- 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.
- Toxic Tests: Cost of testing waste water to meet state regulations.
- 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 Verizon phone/fiber optic project.
- Sewer Use: WPCA is required to pay for its own sewer use.
- Meetings/Dues: Provides funding for subscriptions to trade journals, membership in trade organizations such as CWPAA, NEWEA, ASRWVA, WEF, CAWPCA; training and seminars; annual conference at ASRWVA.
- Major Purchases: Provides funding for unanticipated breakdowns and repairs.
- 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>16-17 Authorized</u>	<u>17-18 Requested</u>	<u>17-18 Proposed</u>	<u>17-18 Approved</u>
Superintendent	110,630	1	1	1	1
Chief Plant Operator	73,540	1	1	1	1
Operator III	61,568	1	1	1	1
Operator II	50,710	1	1	1	1

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 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 3	PCT CHANGE
2400000 WATER POLLUTION CONTROL AUTHOR								
2400000	36100 INT STIF	94.19	689.81	3,265.39	2,581.63	.00	.00	.0%
2400000	36600 MISC REVEN	.00	500.00	.00	.00	500.00	.00	-100.0%
2400000	39100 Trans In	25,000.00	40,602.21	.00	.00	.00	.00	.0%
TOTAL WATER POLLUTION CONTRO		25,094.19	41,792.02	3,265.39	2,581.63	500.00	.00	-100.0%
2400031 WATER POLLUTION CONTROL AUTHOR								
2400031	34400 CUR USE RE	812,604.51	878,175.45	898,891.75	758,680.13	875,000.00	900,000.00	2.9%
2400031	34402 PRIOR USE	40,983.61	63,294.16	55,747.22	39,410.63	40,000.00	40,000.00	.0%
2400031	34411 USE INTLIE	22,599.55	25,135.83	28,334.32	17,747.02	15,000.00	15,000.00	.0%
2400031	34412 SEW PERMIT	500.00	.00	.00	.00	.00	.00	.0%
2400031	34414 FOG Fees	2,750.00	2,850.00	3,000.00	2,700.00	2,775.00	2,775.00	.0%
2400031	39000 USE OF R/E	.00	.00	.00	.00	191,350.00	.00	-100.0%
TOTAL WATER POLLUTION CONTRO		879,437.67	969,455.44	985,973.29	818,537.78	1,124,125.00	957,775.00	-14.8%
TOTAL WATER POLLUTION CONTRO		904,531.86	1,011,247.46	989,238.68	821,119.41	1,124,625.00	957,775.00	-14.8%
GRAND TOTAL		904,531.86	1,011,247.46	989,238.68	821,119.41	1,124,625.00	957,775.00	-14.8%

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1  
bgnyrpts

PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 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 3	PCT CHANGE	
2400031 WATER POLLUTION CONTROL AUTHOR									
2400031	51110	SUPER.SAL.	168,519.57	174,371.08	180,526.61	121,221.35	179,149.00	184,170.00	2.8%
2400031	51200	PART TIME	3,387.20	.00	.00	.00	.00	.00	.0%
2400031	51210	FIN.SERV.	25,637.14	29,895.93	31,120.43	21,117.83	31,753.00	32,789.00	3.3%
2400031	51304	F/T NAGE	56,959.64	94,632.00	106,324.18	73,830.96	114,234.00	112,278.00	-1.7%
2400031	51400	OVERTIME	8,266.81	11,874.97	13,175.99	7,535.78	12,767.00	12,767.00	.0%
2400031	52000	PRO.CASUL.	6,693.79	6,047.00	7,710.14	7,459.52	8,115.00	8,139.00	.3%
2400031	52200	FR.BENEFIT	85,584.79	97,656.99	86,428.84	74,084.43	91,768.00	94,233.00	2.7%
2400031	52220	LEGAL FEES	.00	750.00	14,305.66	.00	10,000.00	5,000.00	-50.0%
2400031	52400	F.I.C.A.	20,101.93	23,031.04	24,139.84	15,648.39	26,615.00	26,872.00	1.0%
2400031	54200	VEHIC.FUEL	1,055.56	1,119.85	890.50	638.67	1,300.00	1,300.00	.0%
2400031	55000	REP/MAINT	11,565.53	11,490.03	11,202.19	9,721.76	12,000.00	12,000.00	.0%
2400031	55030	EQUIP.MAIN	3,106.23	2,738.12	2,312.30	745.12	3,130.00	3,130.00	.0%
2400031	55100	MAIN/CLEAN	11,192.62	10,139.75	10,803.81	8,115.48	12,000.00	12,000.00	.0%
2400031	55120	MANHOLE	.00	2,803.00	895.37	1,000.00	2,000.00	2,000.00	.0%
2400031	55150	TOX.TESTS	7,847.20	7,084.91	8,192.12	4,802.00	8,500.00	8,500.00	.0%
2400031	55160	LABORATORY	2,667.41	2,632.68	3,000.97	2,280.41	2,700.00	2,700.00	.0%
2400031	55200	MILEAGE	476.83	314.99	455.40	247.00	500.00	500.00	.0%
2400031	55500	LIGHT/POWE	66,102.39	65,443.47	67,808.53	43,869.77	73,000.00	72,500.00	-.7%
2400031	55830	SOFT.SUPPO	5,227.15	5,194.25	5,253.88	5,146.57	6,050.00	5,810.00	-4.0%
2400031	56100	POSTAGE	1,148.78	245.66	1,242.93	1,036.36	1,200.00	1,200.00	.0%
2400031	56200	TELEPHONE	1,971.25	243.49	2,400.00	1,600.00	2,500.00	2,400.00	-4.0%
2400031	56205	CELL PHONE	1,114.78	1,616.91	1,750.72	1,462.05	2,000.00	2,250.00	12.5%
2400031	56500	FUEL/HEAT	7,009.99	8,746.40	6,502.21	2,571.21	10,700.00	9,300.00	-13.1%
2400031	56700	UNIFORMS	2,218.60	2,269.43	2,552.48	1,353.44	3,100.00	3,100.00	.0%
2400031	56750	WATER	333.06	416.53	346.19	293.59	500.00	500.00	.0%
2400031	56760	SEWER USE	320.00	350.00	350.00	350.00	350.00	350.00	.0%
2400031	56950	MTG/DUES	589.00	1,307.00	830.20	865.00	1,000.00	1,000.00	.0%
2400031	57100	OFF.SUPPL.	1,289.66	1,228.96	928.90	1,023.41	1,500.00	1,300.00	-13.3%
2400031	57400	PURC.MAJOR	52,462.88	68,535.00	79,268.05	37,063.94	30,000.00	30,000.00	.0%
2400031	57500	ADVERTISIN	585.00	124.25	202.41	98.61	500.00	500.00	.0%
2400031	58400	CHEMICALS	2,442.00	3,728.62	4,818.56	4,294.60	5,000.00	5,000.00	.0%
2400031	58700	ENGINEERIN	24,435.46	26,453.17	23,108.85	25,000.00	25,000.00	25,000.00	.0%
2400031	58701	PRJCT ENG	9,848.41	4,975.00	5,000.00	5,000.00	5,000.00	5,000.00	.0%
2400031	58710	AUDITOR	4,100.00	4,182.50	4,100.00	4,150.00	4,150.00	4,200.00	1.2%
2400031	59100	DEPT.EXP.	.00	.00	.00	.00	10,000.00	10,000.00	.0%
2400031	59210	FARM.USE	44,750.13	39,000.00	30,047.64	39,250.00	39,250.00	41,000.00	4.5%
2400031	59220	NPDS PERM.	1,722.50	1,918.70	1,722.50	1,722.50	1,723.00	1,723.00	.0%
2400031	59221	DEP PERMIT	.00	.00	1,300.00	1,975.00	2,500.00	2,500.00	.0%
2400031	59230	FLUSHING	8,893.72	4,708.41	5,391.84	2,937.00	6,500.00	6,500.00	.0%
2400031	59240	SLUDGE/GRI	57,826.15	52,618.55	53,128.83	56,637.90	57,000.00	57,000.00	.0%
2400031	59250	NITROG CRD	21,395.00	25,800.00	24,230.00	16,418.00	30,000.00	30,000.00	.0%
2400031	59999	Trans Out	.00	.00	814,990.00	191,350.00	191,350.00	.00	-100.0%
TOTAL WATER POLLUTION CONTRO		728,848.16	795,688.64	1,638,759.07	793,917.65	1,026,404.00	836,511.00	836,511.00	-18.5%
TOTAL WATER POLLUTION CONTRO		728,848.16	795,688.64	1,638,759.07	793,917.65	1,026,404.00	836,511.00	836,511.00	-18.5%
GRAND TOTAL		728,848.16	795,688.64	1,638,759.07	793,917.65	1,026,404.00	836,511.00	836,511.00	-18.5%

TOWN OF CANTON  
FINAL PROPOSED  
FISCAL YEAR 2017-2018 BUDGET

GENERAL FUND REVENUES

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

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
30	TAX COLLECTIONS								
1002080	31100	CURR TAXES	30,022,758.20	30,758,449.33	31,567,322.78	32,230,794.77	32,289,326.00	32,571,203.00	.9%
1002080	31101	TAX MVS	249,824.18	277,623.87	292,773.59	334,649.61	250,000.00	250,000.00	.0%
1002080	31900	PRIOR TAX	284,471.76	471,822.79	253,987.73	146,194.42	140,000.00	230,000.00	64.3%
1002080	31901	SUSPENSE	5,370.43	4,979.43	2,706.11	3,010.03	4,000.00	3,000.00	-25.0%
1002080	31902	INT & LIEN	153,916.85	220,856.37	213,227.70	90,051.57	60,000.00	70,000.00	16.7%
	TOTAL TAX COLLECTIONS		30,716,341.42	31,733,731.79	32,330,017.91	32,804,700.40	32,743,326.00	33,124,203.00	1.2%
31	INVESTMENT INCOME								
1002090	36100	INT STIF	232.01	600.58	8,608.29	13,453.60	4,000.00	12,500.00	212.5%
1002090	36101	PEOPLES IN	.00	.00	12,948.21	55,588.90	50,000.00	100,000.00	100.0%
1002090	36104	INT-WEBSTR	.00	.52	7.31	.00	.00	.00	.0%
1002090	36106	INT-WEBSTR	10,314.98	11,287.10	11,096.38	7,993.61	6,000.00	10,000.00	66.7%
1002090	36108	INT-SCHOOL	7.80	6.70	12.97	15.44	.00	.00	.0%
	TOTAL INVESTMENT INCOME		10,554.79	11,894.90	32,673.16	77,051.55	60,000.00	122,500.00	104.2%
32	PERMITS & LICENSES								
1000000	33120	TELCOM TAX	28,373.95	27,304.32	26,952.06	.00	27,000.00	27,000.00	.0%
1000009	36610	BOE TUITIO	46,544.15	.00	.00	.00	.00	.00	.0%
1000009	36615	BOE-PRESCH	7,360.00	16,340.00	17,665.00	3,900.00	15,000.00	15,000.00	.0%
1000009	36620	BOE-HRTFRD	137,367.37	176,242.99	115,279.72	21,717.65	130,000.00	130,000.00	.0%
1001110	32240	HUNT/FISH	117.00	94.00	97.00	48.00	100.00	100.00	.0%
1001110	32250	MISC P & L	9,026.00	9,808.32	11,168.00	7,669.40	10,000.00	10,000.00	.0%
1001110	32260	DOG LICENS	1,221.50	1,332.50	1,346.00	491.00	1,300.00	1,300.00	.0%
1004440	32210	FM LIC/RPT	820.00	550.00	470.00	250.00	600.00	600.00	.0%
1007065	32210	BLDG LICPE	152,278.59	137,452.32	106,774.56	104,589.40	138,000.00	150,000.00	8.7%
1007410	32000	LIC & PERM	2,348.75	2,240.82	901.00	841.00	1,200.00	1,400.00	16.7%
1007430	32000	ZC LIC/PMT	3,415.00	1,950.00	1,900.00	1,650.00	2,000.00	2,500.00	25.0%
1007430	34131	ZONING APP	5,543.50	11,619.00	5,469.34	5,430.00	5,500.00	5,500.00	.0%
1007430	34134	AQUIFER	.00	1,100.00	100.00	300.00	600.00	400.00	-33.3%
1007431	34130	PLAN APPLI	825.00	250.00	325.00	100.00	1,000.00	800.00	-20.0%
1007432	34132	ZBA APPEAL	405.00	500.00	615.00	75.00	600.00	300.00	-50.0%
1007570	34133	INLAND WET	1,800.00	1,340.00	1,000.00	500.00	1,500.00	1,500.00	.0%
	TOTAL PERMITS & LICENSES		397,445.81	388,124.27	290,062.68	147,561.45	334,400.00	346,400.00	3.6%
34	DEPARTMENTAL REVENUE								
1000000	34772	NEWSLETTER	4,935.00	2,860.00	3,705.00	825.00	4,500.00	1,350.00	-70.0%
1000009	36300	BOE-RENT	115.00	.00	.00	.00	.00	.00	.0%
1000009	36600	BOE MISC	1,728.99	4,979.30	1,767.15	828.44	.00	.00	.0%
1001110	34120	CONVEYANCE	239,528.10	206,700.55	218,721.26	145,016.02	205,000.00	220,000.00	7.3%
1001110	34140	PRINT&DUPL	10,210.25	10,232.01	10,393.52	6,750.05	10,000.00	10,000.00	.0%
1002060	34140	PRINT&DUPL	374.25	269.50	.00	.00	750.00	450.00	-40.0%
1002080	34125	TAX-CPACE	470.00	.00	500.00	500.00	.00	500.00	.0%

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1002090	35100							
1003170	34140							
1003170	34210							
1003170	34211							
1003170	34212							
1003170	34213							
1003170	34214							
1003170	34215							
1003170	34216							
1003170	34217							
1003175	34540							
1003175	34542							
1005120	34450							
1005120	36300							
1005120	36301							
1005120	36600							
1006380	34141							
1006450	34720							
1006450	34721							
1007065	34140							
1007410	34140							
1007410	34217							
1010320	34140							
1010320	34760							
TOTAL DEPARTMENTAL REVENUE		462,760.21	433,762.49	419,367.40	297,259.19	400,429.00	424,774.00	6.1%
35 INTERGOVERNMENTAL								
1000000	33230							
1000000	33231							
1000000	33310							
1000000	33311							
1000000	33312							
1000000	33410							
1000000	33414							
1000000	33415							
1000000	33601							
1000000	33602							
1000000	33603							
1000000	33604							
1000000	33605							
1000000	33606							
TOTAL INTERGOVERNMENTAL		3,892,796.49	3,844,180.02	4,043,731.21	2,620,473.82	3,861,044.00	2,520,026.00	-34.7%
36 OTHER FIN SOURCES								
1000000	39000							
1000000	39100							
1000000	39210							

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TOWN OF CANTON  
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2018 TOWN OF CANTON FISCAL YEAR 2017-18 BUDGET

FOR PERIOD 13

ACCOUNTS FOR:

GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
1000000 39310	BOND PROCE	123,661.07	137,485.25	.00	.00	.00	.00	.0%
	TOTAL OTHER FIN SOURCES	167,354.20	137,485.25	.00	4,500.00	634,104.45	.00	-100.0%
	TOTAL GENERAL FUND	35,647,252.92	36,549,178.72	37,115,852.36	35,951,546.41	38,033,303.45	36,537,903.00	-3.9%
	GRAND TOTAL	35,647,252.92	36,549,178.72	37,115,852.36	35,951,546.41	38,033,303.45	36,537,903.00	-3.9%

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



**TOWN OF CANTON**

**CAO PROPOSED  
FISCAL YEAR 2017-2018 BUDGET**

**LONG RANGE CAPITAL IMPROVEMENT PLAN**

**FISCAL YEARS 2017/2018 through 2021/2022**

**Town of Canton**  
**Comprehensive Capital Improvement Plan Project Description**  
**For the Fiscal Years 2017-2018 through 2021-2022**

**INFORMATION TECHNOLOGY**

**Police Server:** Replace two existing Police Department servers with one server that will also act as a backup to the Town Hall Server.

**Cabling Improvements:** Reinstall the cabling in Town Hall. Existing cabling outlets are lacking in many areas causing the need for floor switches to expand port capacity. This results in many devices sharing a single line back to the switches in the server room.

**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 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. The estimated replacement cost provided by the Town's HVAC maintenance contractor is \$130,000.

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

**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.

**Town Hall Boiler Replacement:** Replace the Town Hall boiler with a new fuel efficient boiler along with with new variable frequency drive pumps. Current boiler has shown a steady increase in operating repair costs and down time.

**Energy Conservation Improvements:** During fiscal year 2016-2017 the Town completed an energy audit of every municipal building, including the schools. The audit recommended improvements that could be made such as conversion to LED lighting, electrical controls for heating and cooling, new efficient boilers, etc. The total cost of all the improvements was approximately 1.9 million dollars of which \$570,000 would be off-set by energy credits from Eversource. The estimated total cost for the energy efficiency measures for Town Hall is \$211,158.

### **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.

**Showers for Town Emergency Shelter:** The town's current emergency shelter is at the Canton Community Center. The Community Center is fully operational on generator power, has kitchen facilities and is the repository for cots, food rations and other emergency supplies. The Community Center has no shower facilities. As such, potential adverse health risks due to hygiene-related matters are a concern. The construction of the showers at the Community Center would help alleviate these concerns. The area proposed for the showers is relatively unused and is in close proximity with the existing plumbing system.

**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.

### **FACILITIES – COLLINSVILLE FIRE STATION**

**Facility Study:** The Collinsville Fire Station will need to be significantly upgraded or replaced. This account funds the ongoing 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/Replacement:** A temporary committee is currently studying how to address the outdated Collinsville Fire Station. The current estimated cost for either rebuilding or renovating the existing building is a minimum \$6,000,000.

## **FACILITIES – POLICE STATION**

**Energy Conservation:** During fiscal year 2016-2017 the Town completed an energy audit of every municipal building, including the schools. The audit recommended improvements that could be made such as conversion to LED lighting, electrical controls for heating and cooling, new efficient boilers, etc. The total cost of all the improvements was approximately 1.9 million dollars of which approximately \$570,000 would be off-set by energy credits from Eversource. The net cost (net of Eversource credit) of energy efficiency measures at the Police Station is \$35,534.

## **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 Town approved construction of a new public works facility at the existing site at a referendum on November 8, 2016. It is anticipated that construction will begin in the spring of 2018.

## **PUBLIC WORKS**

**Streetlight Purchase and LED Upgrade:** During fiscal year 2016-2017 the Town completed an energy audit of every municipal building, including the schools. The audit recommended improvements that could be made such as conversion to LED lighting, electrical controls for heating and cooling, new efficient boilers, etc. The total cost of all the improvements was approximately 1.9 million dollars of which approximately \$570,000 would be off-set by energy credits from Eversource. One of the energy audit recommendations was that the Town purchase the town's streetlights from Eversource and then convert them over to LED. This was approved at a town meeting in 2017.

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

**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.

**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. The pavement management program is funded through a combination of operating funds and LoCIP (state grant) funds.

**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:** Account set up to fund bridge maintenance. A recent DOT bridge inspection report indicates that several bridges on town roads need maintenance.

**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. 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.

**DEEP Storm water Management Plan / 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 Energy and Environmental Protection (DEEP) 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 DEEP 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**

**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 in the future.

**Cardiac Monitor:** This is the primary tool used by the paramedic on most calls to provide a host of diagnostic and treatment options. The department previously had an older LP12 Cardiac Monitor, which serves as the spare. The LP12 is no longer supported by the manufacturer.

**Automated CPR Device:** The department currently has one automated CPR device. This device provides compressions on the patient during a cardiac arrest. CPR is extremely labor intensive, and with minimal crews this device provides ideal compression depth and frequency, while allowing the EMS crews to focus on the other treatments needed during a cardiac arrest. The current device is kept on the primary ambulance. However, we have had numerous instances when the primary ambulance was on a call, and the second ambulance responded to a cardiac arrest.

### **LAND USE**

**Subdivision Regulation Update:** The current subdivision regulations have not gone through a comprehensive rewrite process since 1983. These funds would be utilized 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.

**Collinsville Streetscape Project (Phase II):** The Collinsville Streetscape project is a grant funded program to implement the improvements outlined in the Town Commercial Center Plan. The Town Commercial Center Plan has been developed to realize benefits through the construction of historically appropriate safety and aesthetic improvements that promote economic activity. These improvements will provide safe pedestrian access, organized parking, and most importantly critical linkages between areas of business and areas of activity. The improvements are funded through a \$1,297,100 Department of Transportation, Transit Orientated Development grant.

**Three Pedestrian Crossings:** Install solar charged bike trail crossing signs at Canton Springs Road and Atwater Road. One sign was installed in 2016 on Commerce Drive.

## **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 seperated out as another project. The Park and Recreation Commission has 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 applied for a \$500,000 STEAP grant to construct a portion of the park but the grant was denied by the state.

**Farmington River Trail Extension:** In addition to the proposal for recreational field space at the Town owned parcel at 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.

**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.

**Tennis/Basketball Court Timed Light System:** 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, for example 30-40 minutes. There is potential for energy savings under this system. This project would make the courts more user friendly, help with public impression and conserve energy.

**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 Equipment:** 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. It is anticipated that these improvements would be funded through the Parks & Recreation Special Revenue Account.

## **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 Plan of Conservation and Development.

## **TRANSFER STATION**

**Cement Pad for Metal Container:** Install a new concrete pad for the metal roll-off container 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 with an ADA compliant trailer with sufficient work space.

## **WATER POLLUTION CONTROL AUTHORITY**

**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.

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

**Inflow and Infiltration Study for System:** 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.

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



## **LARGE EQUIPMENT/VEHICLES**

**Highway/Parks Equipment:** Funds the replacement of various smaller (non-vehicular) DPW equipment. Board of Selectman approval is required before funds can be spent from this line item.

**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.

**Utility Truck #11 Replacement:** Replace 2007 Ford F-250 utility truck currently used by DPW custodians. New truck would include a crew cab and lift gate. Crew cab could be utilized to transport more than two people to a job site or training seminar etc.

**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.

**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.

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

**Police Patrol Vehicle Replacement:** Funds the replacement of police vehicles at the rate of three every two years.

**Police Admin Vehicle Replacement:** Provides funding for the replacement of the Police Chief and Captain's police vehicles. The Police Chief's vehicle is anticipated to be a SUV which will also support the Chief's role as the Emergency Management Director.

**EMS – New Ambulance:** This line funds the replacement of the Ambulances and Paramedic Fly Car. Funding of \$74,000 per year will allow the replacement of each ambulance at 8 years of age, and the Fly Car at 9 years of age.

**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 2017-2018 through 2021-2022**

PROJECT TITLE	Remaining	DEPT.	CAO	BOS	PROPOSED CAPITAL IMPROVEMENT PLAN						Total	Source
	BALANCE	REQUEST	PROPOSED	APPROVED	2018-19	2019-20	2020-21	2021-22	thru FY 21-22			
	12/31/16	2017-2018	2017-2018	2017-2018	2018-19	2019-20	2020-21	2021-22	thru FY 21-22			
<b>Information Technologies</b>												
Police Server		25,100	25,100	25,100							25,100	Operating
Town Hall Cabling		10,000			10,000						10,000	Operating
<b>Facilities - Town Hall</b>												
Town Hall Improvements	45,326.33										45,326	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		130,000	130,000	130,000							130,000	Operating
Town Hall Air Handlers	2,271.22										2,271	Operating
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				22,800	Operating
Town Hall - Auditorium Air Conditioning		75,000			75,000						75,000	Grant
Town Hall - Exterior Masonry Repair		35,000			35,000	35,000					70,000	Operating
Town Hall - Roof Replacement					96,000						96,000	Operating
Town Hall - Replace Boiler with VFD Pumps						100,000					100,000	Operating
Town Hall - Energy Conservation			211,158	211,158							211,158	Eversource Grants & Loan/Energy Savings
<b>Facilities - Community Center/ Library</b>												
Community Center Improvements	4,743.46										4,743	Operating
Community Center Improvements - LoCIP	15,000.00										15,000	LoCIP
Community Center Improvements - Showers for shelter		17,200				17,200					17,200	Grant
Community Center - Rebuild 6 Armstrong Pumps					11,800						11,800	Operating
Community Center - Replace 10 Condensers					60,000						60,000	Operating
Community Center - Energy Conservation			198,564	198,564							198,564	Eversource Grants & Loan/Energy Savings
<b>Facilities - Collinsville Fire Station</b>												
Facilities - Collinsville Firehouse (renovate 2nd Fl. Mens & ladies room)	222.27										222	Operating
Facilities - Collinsville Fire Station Study	20,890										20,890	Operating
Facilities Collinsville Station-Replace 6 Overhead Doors		36,000									0	Operating
Facilities Collinsville Station-Upgrade					6,000,000						6,000,000	Bonding
<b>Facilities- Police Station</b>												
Energy Conservation	35,534.45										35,534	Operating
<b>Facilities - Public Works Garage</b>												
Highway Garage Replacement-Bond	3,740,975										3,740,975	Bonding Approved
Facilities DPW Garage (replace roof)	201.98										202	Operating
Facilities DPW Garage (Engineering for Garage Replacement)	2,632.43										2,632	Operating

**Town of Canton - Comprehensive Capital Improvement Plan**  
**(Includes all sources of funds - General Fund, LoCIP, Grants and Other Funds)**  
**For the Fiscal Years 2017-2018 through 2021-2022**

PROJECT TITLE	Remaining	DEPT.	CAO	BOS	PROPOSED CAPITAL IMPROVEMENT PLAN						Total	Source
	BALANCE	REQUEST	PROPOSED	APPROVED	2018-19	2019-20	2020-21	2021-22	thru FY 21-22			
12/31/16	2017-2018	2017-2018	2017-2018	2017-2018	2018-19	2019-20	2020-21	2021-22	thru FY 21-22	Source		
<b>Facilities - Public Works Grange</b>												
Facilities DPW Grange (replace roof)	1,300		(1,300)	(1,300)						0	Operating	
<b>Public Works</b>												
Equipment Purchase (upgrade existing radio system)	39,223.17									39,223	Operating	
Equipment Purchase (Paving Box-Grant Match)	608.50									609	Operating	
Streetlight Purchase and LED Upgrade	102,000									102,000	Operating	
Highway - Infield Sand Pro Replacement						17,000				17,000	Operating	
Highway -Plow Replacement (2)						15,000				15,000	Operating	
Pavement Management (road projects)	11,476.17	527,000	527,000	527,000	531,000	531,000	531,000	531,000		2,662,476	Operating	
Pavement Management-LoCIP		73,000	69,000	69,000	69,000	69,000	69,000	69,000		345,000	LoCIP	
Town Wide Sidewalk Replacement Prog.										0.00	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			35,000	25,000	75,000	75,000	*	210,000	Unfunded	
Bridge Improvement Program-LoCIP	12,486.60									12,486.60	LoCIP	
Town Bridge Road - Rehabilitation	5,143,608.34									5,143,608	Grant	
Town Bridge Road - Rehabilitation	1,098,903.90									1,098,904	Additional Appropriation'	
Town Bridge Road - Rehabilitation	188,647.32									188,647	STEAP Grant	
Big Mills Pond Dam Replacement								250,000	*	250,000	Unfunded	
DEEP Stormwater Mgmt Plan	19,374.52									19,375	Operating	
<b>Public Safety - Police</b>												
Dispatch Console	3,870.15		(3,870)	(3,870)						0	Operating	
<b>Public Safety - Fire/ EMS</b>												
Fire - SCBA-Air Pack Bottle Replacements	391.62									392	Operating	
Fire - Hose Replacements	10,874.15	10,000								10,874	Operating	
Fire/EMS - Radio System Upgrade					100,000	100,000				200,000	Operating	
EMS - Cardiac Monitor		36,000	36,000	36,000						36,000	Operating	
EMS - Automated CPR Device		16,000	16,000	0						16,000	Operating	
<b>Land Use</b>												
Zoning Regulations	789									789	Operating	
Zoning Map	350									350	Operating	
Subdivision Regulation Update	3,745									3,745	Operating	
Design Regulations	1,200									1,200	Operating	
Collinsville Streetscape-Phase II (TOD Grant)	1,297,100									1,297,100	Grant	
3 Ped Cross Safety Beacons	1,854.76	22,000	11,000	11,000	11,000					23,855	Operating	

**Town of Canton - Comprehensive Capital Improvement Plan**  
**(Includes all sources of funds - General Fund, LoCIP, Grants and Other Funds)**  
**For the Fiscal Years 2017-2018 through 2021-2022**

PROJECT TITLE	Remaining	DEPT.	CAO	BOS	PROPOSED CAPITAL IMPROVEMENT PLAN						Total	Source
	BALANCE	REQUEST	PROPOSED	APPROVED	2018-19	2019-20	2020-21	2021-22	thru FY 21-22			
	12/31/16	2017-2018	2017-2018	2017-2018	2018-19	2019-20	2020-21	2021-22	thru FY 21-22			
<b>Recreation/Senior Services</b>												
Mills Pond Pool - Eval. And Improvements	4,574.72		(4,575)	(4,575)							0	Operating
Lawton Road Site - Site Improvements	2,030.00	800,000	(2,030)	(2,030)							797,970	Grant
Dial-A-Ride Van	14,718.00		(14,718)	(14,718)			75,000				75,000	Grant/Operating
Track/Field at Canton High School	1,950.92										1,951	Bonding Approved
Farmington River Trail Ext						340,000	*				340,000	Unfunded
Farmington River Trail Island Reconstruction at Bridge St	15,000.00										15,000	Operating
STEAP - Recreation Improvements-Skatepark	(12,740.00)										(12,740)	Grant
STEAP - Park Planning and Master Plan & Design Services											0	Grant
All Terrain Outdoor Event Stage	1,885.40										1,885	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 Equipment		10,000	10,000	10,000							10,000	P & R Special Revenue Fund
<b>Board of Selectmen</b>												
Acquisition of Open Space	15,103.47										15,103	Operating
<b>DPW -Transfer Station</b>												
Facilities Transfer Station -Cement Pad for Metal Container					15,000						15,000	Operating
Facilities Transfer Station -Replace Mobile Office						50,000					50,000	Operating
<b>Water Pollution Control Authority</b>												
SCADA Upgrades		30,000	30,000	30,000							30,000	WPCA Cap. Fund
Sandfilter Upgrades		25,000	25,000	25,000							25,000	WPCA Cap. Fund
Process Study for Nutrient Removal					50,000						50,000	WPCA Cap. Fund
Pump Station Rehab Phase II - Dyer Farms						100,000					100,000	WPCA Cap. Fund
Inflow and Infiltration Study for system							200,000				200,000	WPCA Cap. Fund
Secondary Clarifier Upgrades								720,000			720,000	WPCA Cap. Fund
<b>Equipment Vehicle Purchase</b>												
Highway/Parks Equipment	11,622.64										11,623	Operating
Highway - Truck # 2 Replacement	690.00										690	Operating
Highway - Truck # 7 Replacement	84,928.18										84,928	Operating
Highway - Truck # 5 Replacement					165,000						165,000	Operating
Highway - Truck # 11 Replacement		68,450	55,900	40,500							55,900	Operating
Highway - Truck # 8 Replacement							65,000				65,000	Operating
Highway - Truck # 9 Replacement						115,000					115,000	Operating
Highway - Truck #4 Replacement								165,000			165,000	Operating
Highway - Truck #12 Replacement							70,000				70,000	Operating
Highway - Field Mower		62,716	62,716	62,716							62,716	Operating
Highway - Roadside Mower Attachment						35,000					35,000	Operating

**Town of Canton - Comprehensive Capital Improvement Plan**  
**(Includes all sources of funds - General Fund, LoCIP, Grants and Other Funds)**  
**For the Fiscal Years 2017-2018 through 2021-2022**

PROJECT TITLE	Remaining	DEPT.	CAO	BOS	PROPOSED CAPITAL IMPROVEMENT PLAN						Total	Source
	BALANCE	REQUEST	PROPOSED	APPROVED	2018-19	2019-20	2020-21	2021-22	thru FY 21-22			
	12/31/16	2017-2018	2017-2018	2017-2018	2018-19	2019-20	2020-21	2021-22	thru FY 21-22	Source		
Police - Patrol Vehicle Replacement	11,218.00	54,000	<b>54,000</b>	<b>54,000</b>	<b>54,000</b>	<b>54,000</b>	<b>54,000</b>	<b>54,000</b>	281,218	Operating		
Police -Admin Vehicle Replacement			<b>26,493</b>	<b>26,493</b>					26,493	Operating		
EMS - New Ambulance	260,468.38	74,000	<b>74,000</b>	<b>74,000</b>	<b>74,000</b>	<b>74,000</b>	<b>74,000</b>	<b>74,000</b>	630,468	Operating		
EMS - Paramedic Vehicle	1,689.19								1,689	Operating		
Fire - New Apparatus	528,884.74	130,000	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	1,178,885	Operating		
Fire Marshall - SUV		32,000										
<b>GRAND TOTALS</b>												
Operating Budget Funding	1,035,781	<b>2,593,266</b>	<b>1,121,716</b>	<b>1,090,316</b>	<b>1,307,800</b>	<b>1,381,000</b>	<b>946,800</b>	<b>954,000</b>	<b>6,927,895</b>			
Unallocated CIP	17,197											
LoCIP Funding	<b>72,813</b>		<b>69,000</b>	<b>69,000</b>	69,000	69,000	69,000	69,000	345,000			
Grant/ Other Funding	1,284,360					340,000	75,000		415,000			
Bonded Projects	3,742,926				0.00	0.00	0.00	0.00	3,742,926			
Town Bridge Rehabilitaton - Total Unspent	6,431,160											
Energy Conservation Projects	137,534	0	409,722	409,722	0	0	0	0	547,256			
Future Bonding	0	0	0	0	6,000,000	0	0	0	6,000,000			
P & R Special Revenue Fund	0	10,000	10,000	10,000	0	0	0	0	10,000			
WPCA		55,000	55,000	55,000	50,000	100,000	200,000	720,000	1,125,000			
<b>TOTALS</b>	<b>12,721,771.33</b>	<b>2,658,266</b>	<b>1,665,438</b>	<b>1,634,038</b>	<b>7,426,800</b>	<b>1,890,000</b>	<b>1,290,800</b>	<b>1,743,000</b>	<b>19,113,078</b>			

<b>Unfunded Projects</b>					<b>826,885</b>	*	<b>1,165,550</b>	*	<b>538,816</b>	*	<b>665,000</b>	*	<b>3,206,251</b>	<b>Total Unfunded</b>
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Note: Projects to be funded in future years are in BOLD Black

**BOS Approved CIP projects funded with Operating Funds for FY 16-17**

**BOS approved 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  
FINAL PROPOSED  
FISCAL YEAR 2017-2018 BUDGET

**APPENDICES**

## FISCAL YEAR 2017- 2018: BOS FINAL BUDGET

### Standard Account Definition and Explanation

<b>Account</b>	<b>Title</b>	<b>Definition and Explanation</b>
5100	Full Time	Current salaries of all non-union full time employees
5110	Supervisor Salaries	Current salaries of all supervisors
51200	Part Time	Covers part time employees. Clerking done for board and agencies is included in this category.
51300	Full Time Affiliation	Salaries of all full time Union employees (NAGE, AFSCME, CILU).
55000	Repairs/Maintenance	Funds utilized to make facility repairs or significant maintenance.
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 .535

## FISCAL YEAR 2017-2018: BOS FINAL 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.
55850	Safety	Provides funding for safety training and equipment.
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
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 2017-2018: BOS FINAL 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 2017-2018 Vehicle Roster

FISCAL YEAR 2017 - 2018: Town of Canton Vehicle Roster and Replacement Schedule

Dept.	Description	Year	Make	Model	VIN / SERIAL #	Plate #	Type	Miles	Condition	Replacement	Value	Fleet #	GVW
Public Works	Truck #1	2011	Ford	F-150 / PU	1FTMF1EF4BKD84147	1 CN	Ford	50,867	Very Good	2021-2022	12,461		6,800
Public Works	Truck #2	2016	Freightliner	114SD	1FVAG3CY8GHGZ3745	2 CN	Freightliner	946	New	2025-2026	164,375		47,120
Public Works	Truck #3	2013	Freightliner	108SD	1FVDG5BS3DHF8461	3 CN	Freightliner	16,747	Very Good	2024-2025	116,655		43,120
Public Works	Truck #4	2010	IH (International)	7400 / 4x2	1HTWCAZR3AJ273666	4 CN	IH (International)	27,304	Good	2020-2021	54,844		41,000
Public Works	Truck #5	2006	IH (International)	7400 / 4x2	1HTWCAZR36J297117	5 CN	IH (International)	50,816	Good/Fair	2017-2018	22,718		17,691
Public Works	Truck #6	2014	Freightliner	1145D / dump	1FVAG3BS6EHFH3562	6 CN	Freightliner	15,806	Excellent	2025-2026	112,064		47,120
Public Works	Truck #7	2017	Freightliner	114SD	1FVAG3CY7HHHV5248	7 CN	Freightliner	248	New	2026-2027	179,556		45,300
Public Works	Truck #8	2008	Ford (F21E)	F-250 / PU	1FTSF21R28EC87470	8 CN	Ford (F21E)	72,504	Good	2019-2020	5,801		9,600
Public Works	Truck #9	2009	Ford (F577)	F-550 / dump	1FDAF57R29EA61091	9 CN	Ford (F577)	46,967	Good	2020-2021	17,734		17,950
Public Works	Truck #11	2007	Ford (F21G)	F-250 / PU	1FTSF21P67EB00356	11 CN	Ford (F21G)	67,210	Good/Fair	2018-2019	3,546		9,600
Public Works	Truck #12	2009	Ford (F577)	F-550 / Utility	1FDAF57R49EA61092	12 CN	Ford (F577)	44,078	Good	2020-2021	15,576		17,950
Public Works	Sweeper	2007	Elgin	Pelican	NPO177D	19 CN	Elgin	10,235	Very Good	2027-2028	40,685		N/A
Public Works	Loader	2010	John Deere	444 K	DW444KZ627658	10 CN	John Deere	4726	Very Good	2025-2026	71,638		N/A
Public Works	Backhoe / Loader	2011	John Deere	410 TMJ	1T0410TJBD209673	18 CN	John Deere	2361	Very Good	2026-2027	91,596		N/A
Public Works	Roadside Mower	2009	John Deere	5093E	LV5093E160818	14 CN	John Deere	1881	Very Good	2024-2025	45,712		N/A
Public Works	Bobcat	2011	Bobcat	S 205	A3LJ38496		Bobcat	388	Very Good	2026-2027	25,955		N/A
Public Works	Utility Tractor	2014	Massey Ferguson	1754H	DJJ22919	38 CN	Massey Ferguson	40	Excellent	2034-2035	22,483		N/A
Public Works	Chipper	2014	Morbark	M12R	4S8SZ1616EW071898	13 CN	Morbark						N/A
Public Works	Trailer	1989	Eager Beaver	20 Hal	112HMV283KT03974	15 CN	Eager Beaver						47,100
Public Works	Trailer	2013	Cam Superline	6Cam18	5JPBU2328AP125782	16 CN	Cam Superline						9,900
Public Works	Trailer	N/A	Haulette	Cs1012-s	1H9MH122	17 CN	Haulette						5,500
Public Works		2004	Hamm			37 CN	Hamm						N/A
Public Works	Trailer	2008	Giant Vac	3001CHW	71805001	39 CN	Giant Vac						N/A
Public Works	Enclosed Trailer	2016	Nexhaul		564BE142XGR0098	43 CN	Nexhaul						7,000
Parks	Tractor	1999	Toro	SandPro	08885-90342		Toro	1237	Poor	2016-2017	850		N/A
Parks	Tractor	2004	John Deere	4110H	LV41104211675		John Deere	1262	Fair		9,094		N/A
Parks	Mower	2009	Hustler	Super Z /31HP	SZ31KAW72XR7		Hustler	2223	Fair	2016-2017	3,215		N/A
WPCF/A	Truck	1999	Chevy	S-10	1GCCS1948XK167711	32 CN	Chevy	44,231	Good	2022	5,000		4600
WPCF/A	Truck	2007	Ford	F-250 / PU	1FTNF21587EB31278	30 CN	Ford	15,380	Good	2022	15,000		9000
WPCF/A	Sewer Line Rodder	1991	SRECO	NHB-MS/3900D	D863-102591	31 CN	SRECO	-	Good	2,022	2,500		
Police	Car #1 / 20CN	2017	Ford	Explorer	1FM5K8AR0HGA63723	Car #1 / 21CN	Ford	32,412	Good	2020			6,342
Police	Car #2 / 21CN	2015	Ford	PI	1FAH2PMK2FG112201	Car #2 / 22CN	Ford	32,590	Good	2018			5,500
Police	Car #3 / 22CN	2015	Ford	PI	1FAHP2MK2FG112200	Car #3 / 23CN	Chevy	92,986	Excellent	2018			5,500
Police	Car #4 / 23CN	2012	Chevy	Tahoe	1GNSK2E08CR299042	Car #4 / 24CN	Ford	93,747	Good	2015			7,200
Police	Car #5 / 24CN	2017	Ford	Explorer	1FM5K8AR0HGA63724	Car #5 / 35CN	Ford	67,626	Excellent	2020			6,342
Police	Car #6 / 25CN	2013	Chevy	Tahoe	1GNSK2E03DR363280	Car #9 / 19CN	Chevy	45,706	Excellent	2016			7,200
Police	Car #7 / 26CN	2015	Ford	PI	1FAHP2MK2FG190461	Car #10 / 20CN	Ford	9,729	Good	2018			5,500
Police	DD /651-RKL	2014	Chevy	Impala	2G1WT58K779310062	DD /651-RKL	Chevy	18,678	Good	2017			3555
Police	Capt. / 845-ZBT	2012	Chevy	Impala	2G1WF5E33C1150274	Chief / 845-YCO	Ford	92,523	Excellent	2017			3555
Police	Chief / 845-YCO	2011	Ford	Taurus	1FAHP2DW4BG115998	Capt. / 645-ZBT	Chevy	76,417	Excellent	2017			4,035
Police	Box Trailer / 27CN	2006	American Hauler	NH610SA	5N6200DIX71015238	Radar Trailer	BW Custom	n/a	Good	n/a			2,990
Police	Mess. Board Trailer / 28CN	2010	All Traffic	ATS-5	1B9AF51179P825337	Box Trailer / 33CN	American Hauler	n/a	Good	n/a			820
Police	Radar Trailer / 29CN	2008	Decatur	OnSite 350	189BS09178H659048	Message Board Trailer	All Traffic	n/a	Good	n/a			1,500
Values are based on current Kelley Blue Book for dealer trade-in without police equipment													
General	Dial-A-Ride	2006	Ford	E-350/Van	1FDXE45P16DA36144		Ford	137,025	SOLD	2016	4,600		3,300
Senior & Social Services	Dial-A-Ride	2016	Chevy	CG33503/Service Bus	1GB3GRBG2G1183062		Chevy	16,639	New	2021-2022	60,663		
Fire Svcs	Rescue 9 - Cville	1999	Spartan	Rescue	4S7HR8197CX030950	1111	Fire Apparatus	18,289	Good	2023-2024	153,878		36000
Fire Svcs	Eng. 3 - Collinsville	1991	Marion	Pumper	1D91P13F9L3008300	None	None	35,823	Fair	2014-2015			61520
Fire Svcs	Engine 6 - N.C.	2004	Amer LaF	Pumper	4Z3AADBS64RM96936	614	Fire Apparatus	17,959	Good	2026-2027			42,000
Fire Svcs	Squad 5 - N.C.	2009	Chevrolet	Pumper	1GBG5C3959F409914	None	None	8,964	Good	2032-2033			21,500
Fire Svcs	Tanker 7 - N.C.	2006	Kenworth	Tanker	2NKDLUOX46M153648	None	None	Good	Good	2031-2032	266,271		66,000
Fire Svcs**	Engine 6 - N.C.	1993	KME	Pumper	1K9AF4283PN0587	SOLD	SOLD	21,277	SOLD	2016-2017			

FISCAL YEAR 2017 - 2018: Town of Canton Vehicle Roster and Replacement Schedule

Dept.	Description	Year	Make	Model	VIN / SERIAL #	Plate #	Type	Miles	Condition	Replacement	Value	Fleet #	GWV
					Engine hours =			2,375					
					Pump hours =			278					
Fire Svcs	Engine 4 - Collinsville	2013	Spartan	Pumper	4S7CU2D96DC077139	None	None	5000	Excellent		415,000		47,000
Fire Svcs	Engine 1 - Canton	2013	Spartan	Pumper	4S7CU2D92DC077140	None	None	4879	Excellent		415,000		47000
Fire Svcs	ATV1 - Canton	2005	Polaris	ATV	4XARF50A15D725996	None	None	221 hrs	Fair		14,800		
Fire Svcs**	Eng #1-CanVFD	1987	E-One	Pumper	1F9BBA84H10378	SOLD	SOLD	36,977	SOLD	2011-2012			
Fire Svcs	Ladder #2-CanVFD	1997	Marion	Ladder	4SJW429XVC023084	SOLD	SOLD	14,328	SOLD	2020-2021			
					Engine hours =			2,845					
					Pump hours =			67					
					Areal hours =			783					
Fire Svcs/EMS	Ladder 2 - Canton	2015	Pierce	Ladder	4P1BCAGF8FA015095	None	None	3949	Excellent				74,800
Fire Svcs/EMS	ATV Trailer - N.C.	2013	Belmo	6X14	1B9UT1423DL657929	40 CN	Municipal		Excellent		3,528		7,000
Fire Svcs/EMS	Boat Trailer	?	Anderson	7 x 14	?	42 CN	Municipal		Fair				3,500
Fire Svcs/EMS	Utility Trailer	?	Anderson	7 x 14	?	41 CN	Municipal						3,500
EMS	Paramedic Fly Car	2016	Chevy	Tahoe	1GNSKDKC0GR395117	CO20102	Combination	1192	Excellent				7,100
Fire Svcs/EMS	Utility 8 - Canton	2005	Chevy	Silverado	2GCEK13T551300589	36 CN	Municipal	33,107	Good	2022-23	37,000		7,000
EMS	Ambulance	2007	Chevy	Road Rescue	1GBE4V1958F410780	412	Ambulance	108,781	Fair	2015-16			16,500
EMS	Ambulance	2013	Chevy	Braun G4500	1GB6G5CL3D1116757	2281	Ambulance	55,678	Good		200,000		14,200
					Engine hours =			22		2015-16			

\*\*listed for sale

# **2016 Grand List**

TOWN OF CANTON  
MEMORANDUM

TO: Robert Skinner, CAO  
FROM: Steve Kosofsky, Assessor  
DATE: January 25, 2017  
RE: 2016 Grand List

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This is to inform you that on January 30, 2017, the 2016 Grand List was filed with the following results:

	<u>2015</u>	<u>2016</u>	<u>Change</u>	<u>%</u>
Real Estate	980,322,490	984,580,080	4,257,590	0.43%
Personal Property	43,265,790	44,373,280	1,107,490	2.56%
Motor Vehicles	84,064,699	87,763,595	3,698,896	4.40%
Total	1,107,652,979	1,116,716,955	9,063,976	0.82%

Based on the current mill rate of 29.76, the increase in the grand list will produce \$269,743.93 in taxes.

**Real Estate**

This year's Real Estate increased due to six new homes, a corrective reassessment, and a change of assessment with the cell towers sites within the Town. It is possible some of these taxpayers may challenge their assessment.

**Personal Property**

Personal Property increased for a couple reasons. First, we made changes to the Personal Property Declaration form which asked for more information and leading to more property being reported. Additionally, the penalty for not filing was increased from 0% to 15%. A previously exempt solar company is no longer being treated as exempt due to recent changes in the interpretation of the law.

## **Motor Vehicles**

This segment of the Grand List also increased. The main reason for the change is a very slight increase in the number of vehicles registered in Canton. In addition, we have changed the way we assess vehicles that 20 years and older that do not have antique registration plates. Previously these vehicles were all assessed at \$500. Currently they are being 70% of their actual value from the National Automobile Dealers Association in accordance to Connecticut General Statutes Section 12-71d. A portion of these taxpayers will appeal their value with the Board of Assessment Appeals, sell their vehicle, or changed their registration to Historical. As a result, the Motor Vehicle Grand List will decrease from its current figure however it should still run at an increase from last year.

# 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)	
	2016-2017	2017-2018	2016-2017	2017-2018
<b>GENERAL GOVERNMENT</b>				
<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			.71	.71
<u>Seasonal Clerk</u>			.04	.04
<i>TOTAL</i>	1	1	.75	.75
<i>Information Technologies</i>				
Technical Support Specialist	.25	.25		
<i>TOTAL</i>	.25	.25		
<b>FINANCE</b>				
<i>Assessment</i>				
Assessor			.43	.17
Assessment Technician	1	1		
<u>Part Time Recording Clerk (BOAA)</u>				
<i>TOTAL</i>	1	1	.43	.17
<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>			.60	.60
<i>TOTAL</i>	2.50	2.50	1.10	1.10

FUNCTION	FULL TIME PERSONNEL (# of Persons)			PART TIME PERSONNEL (# of positions or hours)	
	2016-2017	2017-2018		2016-2017	2017-2018
<b>PUBLIC SAFETY</b>					
<i>Police Department - Administration</i>					
Chief of Police	1	1			
Deputy Chief of Police	1	1			
Administrative Secretary	1	1			
Crossing Guard (Part Time- Seasonal)				.20	.20
<i>Police Department – Patrol</i>					
Sergeant	4	4			
Patrol Officer	8	8			
<i>Police Department – Detective/ Investigations</i>					
Detective	1	1			
<i>Police Department – Dispatch/ Communications</i>					
Dispatcher	4	4			
Dispatcher (576 hours)				.24	.28
<i>Police Department – Animal Control</i>					
<u>Animal Control Officer (468 hours)</u>				.23	.21
<b>TOTAL</b>	<b>20</b>	<b>20</b>		<b>.67</b>	<b>.69</b>
<i>Fire Department</i>					
Clerical Assistant	.11	.11		Stipend	Stipend
<u>Fire Chief and Other Officers</u>					
<b>TOTAL</b>	<b>.11</b>	<b>.11</b>			
<i>Emergency Services</i>					
Fire Chief and Other Officers				Stipend	Stipend
<i>Fire Marshal</i>					
Fire Marshal				.71	.71
Deputy Fire Marshal				.06	.06
Clerical Assistant	.3	.3			
<b>TOTAL</b>	<b>.3</b>	<b>.3</b>		<b>.77</b>	<b>.77</b>
<b>PUBLIC WORKS</b>					
<i>Facilities – Town Hall</i>					
Maintainer Supervisor	1	1			
Maintainer/Custodian	1	1			
<u>Custodian</u>	<u>1</u>	<u>1</u>			
<b>TOTAL</b>	<b>3</b>	<b>3</b>			
<i>Parks</i>					
Park Supervisor	1	1			
Seasonal Temporary Employee				.35	.35
<u>Transfer Station Attendant (16 hours/week) 1-1-16</u>	<u>.40</u>	<u>.40</u>			
<b>TOTAL</b>	<b>1.40</b>	<b>1.40</b>		<b>.35</b>	<b>.35</b>

FUNCTION	FULL TIME PERSONNEL (# of Persons)			PART TIME PERSONNEL (# of positions or hours)	
	2016-2017	2017-2018		2016-2017	2017-2018
<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
<b>TOTAL</b>	<b>11</b>	<b>11</b>		<b>.23</b>	<b>.23</b>
<i>Transfer Station</i>					
Transfer Station Operator	.60	.60			
<u>Part Time</u>				.4	.4
<b>TOTAL</b>	<b>.60</b>	<b>.60</b>		<b>.4</b>	<b>.4</b>
<b>COMMUNITY SERVICES</b>					
<i>Youth Services</i>					
Program Specialist				.12	.12
<i>Senior/Social Services</i>					
Senior/Social Services Director	1	1			
Senior Center Coordinator				.46	.46
Senior/Social Services Administrative Assistant				.71	.71
<b>TOTAL</b>	<b>1</b>	<b>1</b>		<b>1.17</b>	<b>1.17</b>
<i>Parks and Recreation</i>					
Director of Parks and Recreation	1	1			
Program Supervisor/Aquatic Director	1	1			
Seasonal – Maintainer (560 hours)				.27	.27
Pool Supervisors (858 hours Seasonal)				.41	.41
Lifeguards (2,760 hours Seasonal)				1.33	1.33
Wading Pool Lifeguards (1387 hours Seasonal)					.07
Desk Attendant (858 hours Seasonal)				.41	.41
<b>TOTAL</b>	<b>2</b>	<b>2</b>		<b>2.42</b>	<b>2.49</b>
<i>Parks and Recreation Special Revenue Fund</i>					
Youth Recreation Coordinator (1,500 hours)				.66	.82
Seasonal – Maintainer				.35	.35
Summer Camp Supervisors (3 – 630 hrs @ 3 different camps)				.40	.30
Summer Camp Counselors ( 7 - 2,280 hrs @ 3 different camps)				1.37	1.10
Swim Team Coach (1 – 175 hrs)				.08	.08
Swim Team Assistants (2 – 150 hrs)				.14	.07
Water Safety Instructors (5 - 449 hours)				.35	.22
After School Program Supervisor					.10
After School Program Counselor					.10
AM Guards				.12	.09
Rec Basketball Coordinator				.Stipend	.08
CAST Director				.10	Stipend
CAST Assistant Director				.10	Stipend
<b>TOTAL</b>				<b>3.67</b>	<b>3.31</b>

FUNCTION	FULL TIME PERSONNEL (# of Persons)			PART TIME PERSONNEL (# of positions or hours)	
	2016-2017	2017-2018		2016-2017	2017-2018
<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		1		.46	
Library Aide II – 5				3.41	2.70
Library Aide I – 8				1.88	1.88
Library Page - 3				.63	.63
Summer Aides – 2				.18	.18
Saturday Hours				.07	.07
<b>TOTAL</b>	<b>4.75</b>	<b>5.75</b>		<b>6.63</b>	<b>5.46</b>
<b>COMMUNITY PLANNING &amp; DEVELOPMENT</b>					
<i>Building Official</i>					
Building Official				.46	.57
Office Assistant	.59	.59			
<b>TOTAL</b>	<b>.59</b>	<b>.59</b>		<b>.46</b>	<b>.57</b>
<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
<b>TOTAL</b>	<b>3</b>	<b>3</b>			
<b>WATER POLLUTION CONTROL AUTHORITY</b>					
Superintendent	1	1			
Chief Plant Operator	1	1			
Operator III	1	1			
Operator	1	1			
<b>TOTAL</b>	<b>4</b>	<b>4</b>			
<b>GRAND TOTAL</b>	<b>59.50</b>	<b>60.50</b>		<b>20.36</b>	<b>19.17</b>

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

**Fiscal Year 2017-2018 PRELIMINARY BUDGET  
CAO CHANGES TO DEPARTMENT HEAD SUBMISSIONS**

Department	Account		Title	Amount Requested by Dept Head	Amount Funded by CAO	Difference
BOS	1001010	56950	MTGS./DUES	18,351.00	16,633.00	(1,718.00)
	1001010	57200	PRINTING	1,000.00	800.00	(200.00)
	1001010	57500	ADVERTISING	1,000.00	900.00	(100.00)
	<b>TOTAL</b>					
CAO	1001020	55850	SAFETY	0.00	500.00	500.00
<b>TOTAL</b>						<b>500.00</b>
ELECTIONS	1001030	57100	OFFICE SUPPLIES	300.00	400.00	100.00
	1001030	59900	MISC.	200.00	0.00	(200.00)
<b>TOTAL</b>						<b>(100.00)</b>
PROBATE	1001050	59100	DEPT EXPENSE	2,885.00	3,444.00	559.00
<b>TOTAL</b>						<b>559.00</b>
TOWN COUNSEL	1001100	52160	GENERAL	28,000.00	23,000.00	(5,000.00)
	1001100	52170	LABOR	20,000.00	17,000.00	(3,000.00)
	1001100	52210	LAND USE	22,000.00	20,000.00	(2,000.00)
<b>TOTAL</b>						<b>(10,000.00)</b>
INFORMATION TECHNOLOGIES	1001901	55830	SOFT. SUPPORT	0.00	1,000.00	1,000.00
	1001901	55840	HARD. SUPPORT	5,600.00	3,600.00	(2,000.00)
	1001901	55200	MILEAGE	200.00	100.00	(100.00)
	1001901	55840	HARD. PURCHASE	26,700.00	22,700.00	(4,000.00)
	1001901	60030	VOIP	34,546.00	32,000.00	(2,546.00)
<b>TOTAL</b>						<b>(7,646.00)</b>
ASSESSMENT	1002060	51200	PART TIME	15,500.00	16,100.00	600.00
	1002060	55200	MILEAGE	1,150.00	700.00	(450.00)
	1002060	51301	F/T HOURLY	51,334.00	50,834.00	(500.00)
	1002060	57210	GRAND LIST	600.00	1,050.00	450.00
<b>TOTAL</b>						<b>100.00</b>
TAX COLLECTOR	1002080	51200	PART TIME	23,088.00	22,872.00	(216.00)
	1002080	56100	POSTAGE	7,260.00	7,000.00	(260.00)
	1002080	56950	MTG/DUES	1,400.00	1,200.00	(200.00)
	1002080	57100	OFFICE SUPPLIES	614.00	550.00	(64.00)
<b>TOTAL</b>						<b>(740.00)</b>

Department	Account		Title	Amount Requested by Dept Head	Amount Funded by CAO	Difference
FINANCE OFFICER	1002090	56100	POSTAGE	2,000.00	1,900.00	(100.00)
	1002090	57100	OFFICE SUPPLIES	3,250.00	2,500.00	(750.00)
<b>TOTAL</b>						<b>(850.00)</b>
POLICE DEPT - ADMIN	1003170	51400	OT- ADMIN	1,500.00	1,200.00	(300.00)
	1003170	55810	OFF MAINT	3,790.00	3,500.00	(290.00)
	1003170	55830	SOFT SUPPORT	14,500.00	14,100.00	(400.00)
	1003170	56700	UNIFORMS	2,216.00	2,000.00	(216.00)
<b>TOTAL</b>						<b>(1,206.00)</b>
POLICE DEPT - PATROL	1003171	51400	OVERTIME/PATROL	61,500.00	45,000.00	(16,500.00)
	1003171	51310	HBENAFSCME	48,328.00	47,150.00	(1,178.00)
	1003171	56700	UNIFORMS	12,096.00	10,000.00	(2,096.00)
	1003171	57800	EDUC. REIMBURSEMENT	4,000.00	2,000.00	(2,000.00)
<b>TOTAL</b>						<b>(21,774.00)</b>
POLICE DEPT - DETECTIVE	1003172	56230	CRIME LAB	1,500.00	1,200.00	(300.00)
<b>TOTAL</b>						<b>(300.00)</b>
POLICE DEPT - COMMUN/DISPATCH	1003173	55200	MILEAGE	0.00	200.00	200.00
	1003173	55800	DEPT EQUIP	0.00	400.00	400.00
	1003173	56250	COLLECT	2,826.00	0.00	(2,826.00)
<b>TOTAL</b>						<b>(2,226.00)</b>
POLICE DEPT - VEHICLE MAINT	1003174	54200	VEHICLE FUEL	34,000.00	29,000.00	(5,000.00)
<b>TOTAL</b>						<b>(5,000.00)</b>
POLICE DEPT - ANIMAL CONTROL	1003175	51200	PART TIME	14,895.00	12,000.00	(2,895.00)
	1003175	55700	POUND MAINTENANCE	2,500.00	1,800.00	(700.00)
<b>TOTAL</b>						<b>(3,595.00)</b>
POLICE DEPT - FACILITIES	1003179	55100	MAIN/CLEAN	7,833.00	8,500.00	667.00
	1003179	55500	LIGHT/POWER	22,000.00	21,000.00	(1,000.00)
	1003179	56750	WATER	1,125.00	1,300.00	175.00
<b>TOTAL</b>						<b>(158.00)</b>
FIRE SERVICES	1004158	51230	PAY/CALL	37,000.00	26,600.00	(10,400.00)
	1004158	53000	EQUIPT PURCHASE	53,000.00	50,000.00	(3,000.00)
	1004158	53100	COMP EQUIPT	800.00	0.00	(800.00)
	1004158	53630	SVC AWARD	2,000.00	1,800.00	(200.00)
	1004158	54200	VEHICLE FUEL	8,000.00	6,500.00	(1,500.00)
	1004158	55830	SOFT SUPPORT	4,720.00	4,000.00	(720.00)
	1004158	56340	CABLE/WEB	2,800.00	1,900.00	(900.00)
	1004158	56500	FUEL/HEAT	13,000.00	11,500.00	(1,500.00)
	1004158	57800	TRAIN/EDUC	16,000.00	14,000.00	(2,000.00)
<b>TOTAL</b>						<b>(21,020.00)</b>

Department	Account		Title	Amount Requested by Dept Head	Amount Funded by CAO	Difference
EMERGENCY SERVICES	1004162	53480	EMS DEFICIT	217,002.00	203,160.00	(13,842.00)
	1004162	53500	C-MED	21,725.00	20,660.00	(1,065.00)
<b>TOTAL</b>						<b>(14,907.00)</b>
FIRE MARSHAL/EMERGENCY MGM'T	1004440	51110	SUPER SALARY	45,900.00	45,832.00	(68.00)
	1004440	5300	EQUIPMENT PURCHASE	1,000.00	200.00	(800.00)
	1004440	51200	PART TIME	2,000.00	1,500.00	(500.00)
	1004440	56950	MTG/DUES	1,000.00	700.00	(300.00)
<b>TOTAL</b>						<b>(1,668.00)</b>
TOWN HALL	1005120	55100	MAIN/CLEAN	12,000.00	11,000.00	(1,000.00)
	1005120	55200	MILEAGE	200.00	100.00	(100.00)
	1005120	56205	CELL PHONE	1,300.00	480.00	(820.00)
	1005120	56500	FUEL/HEATING	20,500.00	19,500.00	(1,000.00)
	1005120	57400	PURCHASE MAJOR	3,200.00	0.00	(3,200.00)
<b>TOTAL</b>						<b>(6,120.00)</b>
GENERAL HIGHWAY	1005210	51000	FULL TIME	63,852.00	67,289.00	3,437.00
	1005210	54200	VEHICLE FUEL	5,500.00	4,500.00	(1,000.00)
	1005210	54210	DIESEL FUEL	44,000.00	40,000.00	(4,000.00)
	1005210	54500	SNOW REMOVAL	172,522.00	152,348.00	(20,174.00)
	1005210	55140	ST PAINT	1,500.00	1,000.00	(500.00)
	1005210	55830	SOFT SUPPORT	0.00	200.00	200.00
	1005210	56100	POSTAGE	200.00	100.00	(100.00)
	1005210	56205	CELL PHONE	2,640.00	2,160.00	(480.00)
	1005210	56910	REF/TEXT	300.00	0.00	(300.00)
	1005210	56920	PLOW ROUTE	35,000.00	29,000.00	(6,000.00)
<b>TOTAL</b>						<b>(28,917.00)</b>
TOWN GARAGE	1005260	55000	REP/MAINT	9,000.00	7,000.00	(2,000.00)
<b>TOTAL</b>						<b>(2,000.00)</b>
COMMUNITY CENTER	1005550	55000	REP/MAINT	15,500.00	10,500.00	(5,000.00)
	1005550	55100	MAIN/CLEAN	10,000.00	15,000.00	5,000.00
	1005550	56500	FUEL/HEAT	15,000.00	14,000.00	(1,000.00)
	1005550	56750	WATER	2,500.00	3,200.00	700.00
<b>TOTAL</b>						<b>(300.00)</b>
SENIOR/SOCIAL SERVICES	1006380	54420	DIAL A RIDE	76,742.00	60,841.00	(15,901.00)
	1006380	55860	COPIER MACHINE	500.00	400.00	(100.00)
	1006380	56100	POSTAGE	1,400.00	1,500.00	100.00
	1006380	56950	MTG/DUES	868.00	1,063.00	195.00
<b>TOTAL</b>						<b>(15,706.00)</b>

Department	Account		Title	Amount Requested by Dept Head	Amount Funded by CAO	Difference
PARK AND RECREATION	1006450	51150	P/T SEASONAL	56,832.00	49,500.00	(7,332.00)
	1006450	58430	MP WATER	16,300.00	12,000.00	(4,300.00)
	1006450	60040	COPIER LEASE	883.00	1,236.00	353.00
<b>TOTAL</b>						<b>(11,279.00)</b>
BUILDING OFFICIAL	1007065	51110	SUPER SALARY	32,272.00	51,353.00	19,081.00
	1007065	55200	MILEAGE	2,300.00	2,100.00	(200.00)
	1007065	56100	POSTAGE	300.00	200.00	(100.00)
<b>TOTAL</b>						<b>18,781.00</b>
TOWN PLANNER	1007410	51200	PART TIME	3,500.00	3,000.00	(500.00)
	1007410	55830	SOFT SUPPORT	0.00	8,200.00	8,200.00
	1007410	55860	COPIER CON	2,400.00	2,200.00	(200.00)
	1007410	56000	MARKETING	18,800.00	18,000.00	(800.00)
	1007410	56920	CONSULTANT	4,000.00	0.00	(4,000.00)
	1007410	56950	MTG/DUES	4,190.00	3,765.00	(425.00)
	1007410	57100	OFFICE SUPPLIES	10,500.00	1,300.00	(9,200.00)
	1007410	57220	MAPPING	4,050.00	3,800.00	(250.00)
	1007410	60040	COPIER LEASE	3,900.00	2,400.00	(1,500.00)
<b>TOTAL</b>						<b>(8,675.00)</b>
INSURANCE	1008130	52030	UNEMPLOYMENT	7,500.00	2,500.00	(5,000.00)
	1008130	53560	REC EXPENSE	6,000.00	4,000.00	(2,000.00)
<b>TOTAL</b>						<b>(7,000.00)</b>
EMPLOYEE BENEFITS & INSURANCE	1009141	52120	MEDICAL INSURANCE	755,020.00	774,306.00	19,286.00
	1009141	52130	SEC125 ADM	1,500.00	800.00	(700.00)
	1009141	52300	PENSION	920,003.00	917,003.00	(3,000.00)
<b>TOTAL</b>						<b>15,586.00</b>
LIBRARY	1010320	51200	PART TIME	207,638.00	159,064.00	(48,574.00)
	1010320	51300	FULL TIME	201,429.00	250,569.00	49,140.00
	1010320	53110	COMPUTER HARDWARE	1,500.00	1,000.00	(500.00)
	1010320	53120	COMPUTER SOFTWARE	1,730.00	1,300.00	(430.00)
	1010320	55830	SOFT SUPPORT	0.00	410.00	410.00
	1010320	55860	COPIER CONTRACT	700.00	550.00	(150.00)
	1010320	57100	OFFICE SUPPLIES	5,600.00	5,100.00	(500.00)
	1010320	57320	PUBLICATIONS	76,034.00	72,000.00	(4,034.00)
	1010320	57600	COMP SUPPLIES	2,348.00	1,200.00	(1,148.00)
	1010320	59010	PROGRAMS	5,200.00	3,500.00	(1,700.00)
	1010320	60040	COPIER LEASE	1,661.00	1,400.00	(261.00)
<b>TOTAL</b>						<b>(7,747.00)</b>
<b>TOTAL REDUCTIONS</b>						<b>(145,426.00)</b>
CIP/CAPITAL & NonRECURRING	1011590	59150	CIP	2,567,266.00	121,716.00	(2,445,550.00)
<b>TOTAL</b>						<b>(2,445,550.00)</b>



## FY 2017-2018 TOWN OF CANTON RESIDENT SUGGESTIONS

Hello Bob,

Now that the DPW facility has entered a new phase it may be appropriate to revisit the launching ramp. I believe I have mentioned the new ramp in Stockbridge MA on the Housatonic. It is a site similar to Collinsville with a bank 8-10 feet off the water in a watercourse that is subject to seasonal changes in level. This facility was created for around \$45,000 and is in ADA compliance. I was the leader of their initial canoe trip launched from this ramp. From a previous muddy launch (up to my mid-thighs) to a perfectly dry roller ramp was an incredible change. I will send, as separate emails) newspaper clippings, and the formal plans that were used. I will send some pictures as well. It is really a great workable project. As always I will be available to answer questions or assist with this

### **David Sinish, Realtor**

Mobile 860-922-6170

Home 860-693-0073

RealtyWorks Group of William Raveis Real Estate

200 West Main Street, Avon, CT 860-677-4661

Licensed in Connecticut

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Dear Mr. Skinner:

We would like to recommend a project for the capital improvement expenditures budget. The installation of permanent lights at the Canton High/Middle School would be a tremendous asset to the entire Canton community.

Listed below are a few of the many reasons to install permanent lights on the turf field/track:

- Eliminate the financial burden and labor necessary to provide temporary lighting for the few evening events during the year.
- Permit school and recreational athletic teams to host evening games which will allow greater attendance and support from students, parents, and the Canton community.
- Eliminate scheduling conflicts due to limited access to the field for school and recreational athletic teams.
- Extend the use of the field/track during the evening for all community residents.
- Potential fundraising options for school clubs, athletic teams, recreational groups and other community organizations.

The turf field/track is already a beneficial asset and the installation of permanent lights will further enhance that benefit and further establish a sense of pride for the community. Thank you for your consideration.

Laurie & Vince Columbia / [860-352-8398](tel:860-352-8398)

---

Good evening Mr. Skinner

My name is Dawn Siana and I have been a resident of Canton for the past 12 1/2 years. I have 3 very active boys, ages 12, 11 & 7. They all participate in the town's sport programs to include; CYSA travel U13, 14 & MLS, Canton Little League and the town basketball program. I recently became aware that you had requested input from the residents to specify to you their suggestions for capital expenditures outside of the money already spent on the town roads repaving projects, maintenance, and town equipment.

So my suggestions would be as follows;

1. Permanent lighting at CMS/CHS ( to lighten the burden of fundraising expectations.)
2. Developing the Lawton Road property into town athletic fields.

I understand that the STEAP grant was denied for the Lawton Rd. development but perhaps we can investigate other potential grants to partially fund the project or other avenues to pursue.

Thank you Mr. Skinner, I appreciate you reaching out to the residents for their suggestions.

Thanks again for your time and considerations!

Dawn Siana  
CYSA Co- Registrar  
37 Hoffmann Rd.

---

Permanent lights for the track at the Canton High School.

Thank you,  
Brenda Stiegman

---

Permanent lights

Submitted by Gail Lau

---

Here are my suggestions for possible improvements in town. Thank you for your consideration.

- Library - front entrance concrete is deteriorating
- Mills Pond Park - not necessarily capital improvement, but in need of more garbage cans
- Public River Access for canoes and kayaks
- High School Track & Field - permanent lights, permanent bathroom, permanent concession stand with electricity and water.

Michelle Winkler  
47 Indian Hill Rd

---

Hi Robert

Sending a note in support of the permanent lights for CMS/CHS track.

Thank you

Marianne Vacca

---

Hi Robert,

I hope that all is going well. I had emailed you earlier about some capital improvements that I wanted to see on the list. I would also like to add the following:

- Paving Sextons Hollow Road
- Youth Athletic Playing/Practice Fields
- The permanent lights at the CHS track and field as one of my suggested items for the Capital Projects per the email request from the Town of Canton.

Thank you for all you do, we are greatly appreciative.

Best regards,

Amanda Mainville

---

Permanent Lights at CHS Track and Field' as a suggested project for the town to consider.

Sheralyn Marsh

---

Mr. Skinner - thank you for the reply and for your diligence in considering the community input.

As the town reviews the permanent lights project from a financial standpoint, I would ask that the Boards consider the fundraising fatigue our athletic community is experiencing. The HS football parents are continuing to fundraise to fully fund that program at a cost of \$44,000 per year. The lax parents are also asked to partially fund that HS program. In 2012, there was an Athletic Study commissioned by the BOE to have our athletic program evaluated by the state (CIAC). The CIAC strongly recommended elimination of the self-funding of those sports but unfortunately the parents continue to carry that burden.

In addition, a Town of Canton Field Study was done several years ago that concluded that we needed *many more* fields in order to serve our town's athletic and recreational needs. In the time since, those needed fields have not materialized. The families of Canton Youth Soccer must continue to rent field space from the Collinsville Fire Department at an annual cost of

\$16,500. These fields are in horrible condition, are unhealthy and unsafe, and are an embarrassment to the town and the program. I was so disappointed to learn that the Lawton Road grant application was denied. The prospect of adding any additional fields in the near future now seems dim and the hopes of improving the field situation in town seems once-again out of reach.

So the athletic community is already asked to give substantial amounts of time and money in order to support the athletic programs in our town. If the town can help minimize the fundraising necessary for the lights by including the project on its STEAP grant application (or by other means that it may have), it would be especially appreciated. In addition, with the denial of the Lawton Road grant, I would ask that the town re-evaluate other means to move forward with that project or consider other alternative sites for additional field space.

Thank you again for taking the time to review and consider the input of the Canton residents.

Christina Mitchell

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Dear Mr. Skinner,

Per the towns request for CIP priorities I would like to see permanent lights at the CHS/CMS track and field. Thank you for your consideration.

Elizabeth Webb

---

Mr. Skinner,

I would like to put forth the lighting project of the astro-turf sports field at Canton Middle/High school as a beneficial and needed capital expenditure for the town. As a nearly lifelong resident of Canton [on and off since 1967], I feel the plan to install lights at the field as an important improvement for the town.

Not only does it allow night sporting events to be held without the cost of renting lights, it also opens up a variety of additional events for the town. Band concerts “under the lights”, evening fund raising events [such as runs for funds or other fundraising projects could now be envisioned], as well as, any Parks and Rec events requiring evening lighting.

Please strongly consider this expenditure. It could really add a quality of professionalism for the town that I believe has been the goal of the Canton Athletics Department for some time.

Thank you for your consideration towards this project.

Sincerely, Clark R. Klinkert

Hi Bob,

Hope you are well. Just a note to lend my endorsement for constructing lights on the community turf field. People have already stated a great case for the project, and I wholly support the idea.

Thanks for the consideration.

Best Amy

---

Hi Mr. Skinner,

I understand that there is potentially STEAP monies that are available to help Canton to get funding for permanent lights for the Track / Field.

I think that this would be an excellent use of those funds for the Town of Canton.

The ability to have the field use stretched by the use of the lights would be fantastic, and even the ability to have a few "safety lights" on at night to illuminate the field would seem to make good sense.

Thank you for your consideration

Joe Pelehach  
38 Thompson Hill Rd.  
Canton, CT 06019

---

Permanent Lights at CHS Track and Field' as a suggested project for the town to consider.

Ginny Thibodeau

---

Suggested project: Permanent Lights at CHS Track and Field

[vankirks@comcast.net](mailto:vankirks@comcast.net)

---

Permanent lights would keep the kids safe during evening games.

[jean\\_jeanpmix@hotmail.com](mailto:jean_jeanpmix@hotmail.com)

---

Please consider adding permanent lighting to the High School Track and Field. This would be so great for the school and its athletes as well as the fans in the stands not to have the noisy generated lights that emit gas. Thank you! Stephanie Simmons

Mr. Skinner -- my suggestions for Capital Expenditures would be the following:

1. Permanent Lighting at the CHS Track/Field
2. Lawton Road fields

Thank you for considering the input from residents.

Christina Mitchell, 14 Noja Trail

---

Hi Bob,

I hope all is well and the votes will be in favor of the new town garage where it currently is.

As you know I sat with you on the CIP Committee years ago and identified items that were needed and appropriate for the town to seek bonding for. Out of that process came a much needed Track and Multi-Purpose Field at CMS/CHS. Although we left out the funding for the lights to make it more palatable for the tax payers, it is time to finish this project. Our town has experienced so much community pride around this awesome facility that it deserves completion. I acknowledge that there was a promise to the community to complete the scoreboard, bleachers and lights without using tax payer dollars. With two out of three of those items done, finishing the project as soon as possible should be a priority. As such, please note that I request that lights be a top priority on the CIP list and that a STEAP grant request be submitted to assist with the funding.

Thank you very much for all you do to make Canton a great place to raise our family.

Jon Webb, 26 Sunrise Dr.

---

Hello Mr. Skinner,

I would like to see permanent lights at the CMS/CHS Track, a public bathroom in downtown Collinsville, and another set of those snazzy crossing lights at the trail crossing on Canton Springs Road.

World peace and a puppy would be nice, too.

Thanks,  
Kimberly Marze  
75 Dartmouth Drive

---

Good morning,

I'd like Canton capital improvements to include permanent lights on the CHS athletic field, as well as a permanent concessions building and patio. In order to help our youth form team bonds and grow athletically, as well as be prepared to compete at higher levels, we need to support them in tangible ways. The community support at the October 13-15 night games was PHENOMENAL. With permanent lights we can bring the community together more often.

Also, please add a public restroom in Collinsville. In addition to regular pedestrian visitors to town, the bike trail and farmers' market clientele deserve one!

Thank you for taking community suggestions.

Angela Tollis  
42 Crown Point, Canton

---

Hello Mr. Skinner,

I'd like to suggest/propose that we add permanent lights for the field at Canton High School.

My daughter is in fourth grade at CIS and does Warriors cheerleading, so it'll be a while before she'll get extended use out of it, but this upgrade to our facilities will help numerous classes of our children both now and for years to come.

Thanks,

Kevin Maguire

---

As a recent transplant to Canton, I'm excited about all the offerings of this small but dynamic town. One of the things lacking here that could make a broad impact on the community is having night lights on the high school field. So many organizations utilize the facility in addition to the school groups and having an extended time frame of the day to use the fields would greatly improve community opportunities as well.

Thanks for considering!  
Carol Coutant

---

I would like the town to consider the repaving of Torrington Avenue and Collins Road in the town improvement plans. Torrington Avenue is in poor condition and Collins Road, though a short and narrow road, has only been patched on occasion. Even with the installation of fire hydrants on the road not to long ago, only patchwork was done on the sides with the hydrants. I can't understand why such a narrow road couldn't have been completely resurfaced. There is more traffic on this road than one might think with the cemetery at the end, which has frequent

visitors. This is such a pretty road along the river, I would like to see the road itself in better shape.

Thank you for your consideration.

Carolyn Woodard

---

Hi,

Though very expensive, a discussion of **dredging** the "upper pond" was initiated by Dick Barlow a few years back as a way to improve river health. As a resident on the river, I am very concerned about the health of our river due to ever increasing sediment. Even before the drought of this year, the river's health and appearance had deteriorated with increasing water plants and algae blooms from shallower and warmer water. When the river had more water (from less sediment and more water from the insertion of flashboards on the dam) we actually had a family of otters in the upper bay.

**Break away flash boards** on the dam would be another great idea.

Thank you,

Diana Hiza

---

**Dear Mr. Skinner**

As a tax payer in Canton, I recommend that Capital Projects to be funded. Projects such as enhancements to recreational fields, accessibility to public buildings, improvements to educational facilities and street paving.

Thank you

Jennifer Bahre



# **Town of Canton**

## **Department of Public Works**



# **Building Maintenance Plan**

**December, 2016**

**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.

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### Building Maintenance – Asset Inventory

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## **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 3<sup>rd</sup> 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.	<b>Corrective Maintenance (CM)</b>	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.	<b>Preventative Maintenance (PM)</b>	Maintenance tasks are performed at regular intervals, based on industry expected equipment life spans and failure patterns.	Lubricate pumps every 2,000 hours.
3.	<b>Predictive Maintenance (PdM)</b>	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.



## 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 fluoresent	Interior of enclosure	1970	None	25+	Unknown	10-20 years
Telecommunications-telephone service	Interior of enclosure	1970	None	1	Unknown	30+ years
Security Equipment	Interior of enclosure	1970	None	1	Unknown	15+ years
Generator - Koller	Exterior of enclosure	2014	1 year	1	\$27,000	30+ years

### Mechanical

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

### Fire Safety

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

### Interior Finishes and Amenities

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

### Site work

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

**Cell: B36**

**Comment:** Basement-2016 carpeting added to basement area

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; 10+ years (2016 carpet added)

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

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

**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
Commercial Refrigerator	Kitchen	2015	2 Years	1	\$2,650.00	7-10 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: E28**

**Comment:** 2015-Replaced 250 MBH Heat Exchanger

**Cell: E35**

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

**Cell: B49**

**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: C49**

**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: F49**

**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: G49**

**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: B50**

**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: C50**

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

**Cell: F50**

**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: G50**

**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:** B51

**Comment:** Basement; offices, kitchen & community room, bathrooms, stairwell & lobby

1st floor:

Community center; offices, meeting rooms, lobbies & hallways, bathrooms

Library; offices & program room, kitchen, lobbies, children's room & adult department, bathrooms

## Library/Community Center Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
2017-2018	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	Rebuild Armstrong pumps(6)	CIP	\$11,800
2018-2019	Community Center/Library	Replace condensers(10)	CIP	\$60,000
2018-2019	Community Center/Library	Replace heat exchanger (2)	Operating	\$7,000
2019-2020	Community Center/Library	Replace heat exchanger (2)	Operating	\$7,000
2021-2022	Community Center	Replace elevator with ADA Compliant model	CIP	\$75,000
<b>TOTAL</b>				<b>\$ 173,727.00</b>

## 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
Irrigation System	Inside pool area	2016	1 Year	1	\$3,250.00	20-30 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**

<b>Fiscal Year</b>	<b>Area of Renewal</b>	<b>Type of Renewal</b>	<b>Fund</b>	<b>Estimated Cost Of Renewal</b>
2017-2018	Exterior light fixtures	Replace lighting with 17 LED energy efficient fixtures/bulbs	Operating	\$7,100
<b>TOTAL</b>				<b>\$7,100</b>

**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

Cell: B10

Comment: 2014

Exterior walls repainted (\$750)

## Parks Building Renewal Schedule

<b>Fiscal Year</b>	<b>Area of Renewal</b>	<b>Type of Renewal</b>	<b>Fund</b>	<b>Estimated Cost Of Renewal</b>
2017-2018	Water heater	Replace water heater with energy efficient natural gas water heater	Operating	\$1,500
2017-2018	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
<b>TOTAL</b>				<b>\$6,700</b>

**Police Station Inventory-2015**

Structure						
Type	Location	Placed in service date	Quantity	Warranty expiration date	Purchase cost	Estimated useful service life
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  
2016-Dispatch (new carpet)

**Cell:** G42

**Comment:** Lobbies-5 years, hallways-20+ years, offices/meeting rooms-10 years, bathrooms-20+ years  
2016-Dispatch-10years

**Cell:** G43

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

## Police Station Renewal Schedule

<b>Fiscal Year</b>	<b>Area of Renewal</b>	<b>Type of Renewal</b>	<b>Fund</b>	<b>Estimated Cost Of Renewal</b>
2017-2018	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
2018-2019	Front lobby carpet	Replace carpet	Operating	\$800
<b>TOTAL</b>				<b>\$7,450</b>



**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	"See Note"	"See Note"	"See Note"	1	\$40,798.00	Barn-30 years, garage & 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		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

Cell: B9

Comment: 2016-Barn (new roof)

Cell: C9

Comment: 1990's garage & office  
2016 Barn

Cell: D9

Comment: 2016 Barn roof-30 year warranty

## Public Works Renewal Schedule

Fiscal Year	Area of Renewal	Type of Renewal	Fund	Estimated Cost Of Renewal
	Garage wall	Repair-masonry brick wall - needs to be supported	new facility	\$50,000
<b>TOTAL</b>				<b>\$50,000</b>

**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 Mclain hot water Model #38870099 duel fuel	Basement floor mechanical room	2000's	None	1	Unknown	20-30 years
Boiler-Peerless cast iron	BOE	2012	3 years	1	\$6,940	30 years
Boiler-Peerless cast steam	BOE	2012	2013	1	\$7,500	30 years
Chiller unit-Carrier HK-30 Model #30HR050-B140-2 compressors	Basement floor mechanical room	2000's	None	1	Unknown	4-7 years
Cooling Tower-Baltimore air cole Model #D6G058-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-AO Smith	Basement floor mechanical room	2010	2015	1	\$1,500	10 years
Air handlers-Carrier combination hot water-chilled water	*See Note*	2013-2014	30 years	6	\$60,000	5-10 years-fresh air intake fan for boiler room, air handlers need replacing
Generator-Onan 40KW	North side of building	1999	None	1	Unknown	40-50 years
Elevator-Westinghouse	Interior of enclosure	1974	None	1	Unknown	1-3 years, needs replacing
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
Lawn-perennial Rye & Fescue	Bridge Street side of parking area	1900	None	1,500 SF	Unknown	Unlimited
Trees	Side areas around building	1900	None	Numerous	Unknown	Unknown
Shrubs & planting beds	All sides of the building	1900-Renovated 1975 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

<b>Fiscal Year</b>	<b>Area of Renewal</b>	<b>Type of Renewal</b>	<b>Fund</b>	<b>Estimated Cost Of Renewal</b>
2017-2018	Tax, assessor and Town Clerks offices	Replace carpeting	CIP	\$25,000
2017-2018	Chiller unit	Replace chiller & cooling tower	CIP	\$130,000
2017-2018	Auditorium	Paint ceiling areas	CIP	\$22,800
2017-2018	Auditorium	Install AC unit	CIP	\$75,000
2017-2018	Phase one - Exterior of Building	Masonry repairs	CIP	\$35,000
2018-2019	Roof	Replace roof	CIP	\$96,000
2018-2019	Phase two - Exterior of Building	Masonry repairs	CIP	\$35,000
2019-2020	Boiler	Rplace Boiler with VFD pumps	CIP	\$100,000
2019-2020	All floors	Replace ceiling & lighting	CIP	\$100,000
2020-2021	Elevator	Replace with ADA compliant model	CIP	\$150,000
<b>TOTAL</b>				<b>\$768,800</b>

**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	2016	30 year	1,680 SF(17 squares)	\$9,500.00	30 years
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



<b>BUDGET - Restoration of The North Canton Community Center</b>			
Draft Only - prepared by Bob Bradley Troop 177 10/5/16			
Below Items Required to achieve a Grange Certificate of Occupancy		Town of Canton	Boy Scouts 177
Company	Work Item	Cost	Donation
Oscar's Abatement LLC	Abate All	\$8,000.00	
Oscar's Abatement LLC	Lead Paint	\$5,000.00	
Millennium	2 Bathrooms	\$49,204.31	
Millennium	Windows	\$17,273.51	
	Sheetrock	\$12,754.00	
Boy Scouts 177 - Mather Corp	Driveway grading - equipment, labor		\$14,750.00
Boy Scouts 177 - Mather Corp	Driveway - process materials		\$3,200.00
Town of Canton	Driveway - asphalt	\$10,000.00	
Boy Scouts 177 - Mather Corp	Driveway - paving equip/labor		\$5,500.00
Boy Scouts 177 - McLellan	Tree removal, pruning		\$6,500.00
Boy Scouts 177- Bradley/Mutch	North side Fire escape		\$5,659.84
Boy Scouts 177 - Bradley/Mutch	ADA Front Entrance		\$2,000
	Lighting and Insulation	\$5,088.00	
	Sub total	\$107,319.82	\$37,609.84
	% of Total	74%	26%
	<b>Grand Total</b>	<b>\$144,929.66</b>	

### Agreement

Possible Terms of Agreement for Discussion Only

- \* Agreement would be contingent upon project's approval by the BOS, BOF, and Town meeting .
- \* All work is pursued within a reasonable timeframe.
- \* The Town assumes all responsibility for operating costs (oil/electricity) and maintenance.
- \* Boy Scouts must complete all work as indicated on the budget sheet.
- \* Town agrees to grant the Boy Scouts (includes Girl Scouts, Cub Scouts, etc.) a non-exclusive five year license to utilize the North Canton Community Center pursuant to an annual schedule.
- \* The Agreement will be automatically be renewed unless either party notifies the other at least 60 days prior to the renewal date.
- \* The License Agreement can be terminated by the Town if the cost of maintaining the North Canton Community Center is not approved through the budget process.
- \* The Town can terminate the License Agreement any time that there is improper use of the facility, including failure to keep the facility reasonably clean or damaging the facility.
- \* The Town or the Boy Scouts can terminate the Agreement without cause after giving 180 days written notice to the other party.
- \* The Boy Scouts in December of each year of the License Agreement shall submit to the Town a list of all responsibilities, projects or financial commitments that the Boy Scouts are willing to participate in for the next calendar year.

TOWN OF CANTON

CAO PROPOSED  
FISCAL YEAR 2017-2018 BUDGET

KEY ISSUES &  
MISCELLANEOUS DOCUMENTS

# Canton Parks and Recreation Department

40 Dyer Ave  
PO Box 168  
Collinsville, CT 06022  
860.693.5808

## MEMO

To: Bob Skinner, Chief Administrative Officer  
Cc: Amy O' Toole, Finance Director  
From: Joshua T. Medeiros, Director of Parks and Recreation  
Re: Special Revenue Surplus  
Date: 12/9/2016

The Parks and Recreation Department Special Revenue Surplus account is presently at \$89,209. I would like to request to use \$16,000 of those funds for the following purchases in FY 17-18.

\$8,000- Outdoor Fitness Equipment  
\$8,000- NiceRink Skating Rink

**Outdoor Fitness** equipment to be placed on the Rails to Trail, Mills Pond Park or an alternate location in town. Outdoor fitness equipment is a current national trend and serves to enhance the health and wellness of the community. This is in line with the departments mission and was identified as a top objective by the Parks and Recreation Commission. Funding this item will allow us to purchase several units to get an outdoor fitness park established.

**Nice Rink Ice Skating** is a portable ice skating arena that can be installed and taken down seasonally. The previous town ice rink was comprised of a make shift tarp (which was destroyed) and 2 x 4 wooden planks that have since been used on another project. Purchasing a re-usable professional ice rink would meet resident demands and bring more activity to the park during the winter months. It could also open the door for possible programming opportunities (i.e. skating lessons, ice hockey, family ice skating, etc.)

I felt the special revenue surplus account would be an appropriate account to fund these items that may not otherwise be able to be purchased through the General Fund or regular Special Revenue Operating Budgets.

Respectfully,

Joshua T. Medeiros



**CANTON POLICE DEPARTMENT**  
45 River Road (Route 179), Canton CT 06019  
860-693-0221  
[www.townofcantonct.org](http://www.townofcantonct.org)



**Christopher Arciero,**  
*Chief of Police*

**Lawrence Terra,**  
*Captain*

---

To: Robert Skinner, CAO

From: Christopher Arciero, Chief of Police

Re: Consideration for hiring an additional patrol officer

Date: December 9, 2016

I am resubmitting my request (with changes) from last year for consideration to hire an additional patrol officer. Maintaining the appropriate staffing of a police department requires continuous evaluation. Research suggests that there are various methods to derive the appropriate staffing levels for a particular town. The disparate strategies include, but are not limited to the following methodologies:

- a) Per capita analysis: uses the 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.
- b) The minimum staffing 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. 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.
- c) Typical workload models: Workload-based approaches derive staffing indicators from demand for service. 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.

Anecdotally, Canton appears to be experiencing higher levels of visitors, commuter traffic, and calls for medical services.

Whether any of the above methods are used, I would like to proffer my initial thoughts in support of hiring an additional officer.

1. Time/cost to replace an officer

Retirements, separation (resignation/termination), long-term injuries or lateral movement to another department are not uncommon and at times, will occur, often without pre-notice. When these types of separations occur, the time to fully replace the opening can be as long as 18 months. (i.e. initiate the recruitment process, advertise a selection process, select the appropriate candidate, successfully train the candidate-either through the Connecticut POST mandatory academy training or lateral certification process and final Field Training period). Currently, we have five officers who will be eligible to retire in the next three years. The difference of costs to fill an opening is affected by whether we take the route of the basic recruit training process as opposed to the lateral certification process. There will also be a potential difference in the amount of back-fill OT for minimum staffing and out-sourcing of private duty work to outside 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 re-deploy the detective to patrol to overcome shortages and meet workload demands.

3. Retention/morale factor

The hiring of an additional officer may allow for the creation of a hybrid type schedule that may be used as a means to ensure retention of an officer to engage in more specialized investigative pursuits or community projects.



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**Christopher Arciero,**  
*Chief of Police*

**Lawrence Terra,**  
*Captain*

---

Date: December 9, 2016

To: Robert Skinner, Chief Administrative Officer  
Amy O'Toole, Finance Director

From: Christopher Arciero  
Chief of Police

RE: Non-CIP "Key Issues":

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.

#### Facility Security

In light of recent national events, many law enforcement agencies are reviewing and revising their procedures related to officer safety. By design, the Canton Police facility is accessible to the public from all sides of the property. As such both law abiding and non-compliant persons may find easy access to areas utilized for employee entry and exit, police and employee vehicle parking and storage of seized vehicles.

In the recent past we have had a person investigated for numerous suspicious circumstances around town, walking through the back parking lot. We have also had one person urinating near the police vehicles in the rear parking lot. The officers are also required to load, unload and inspect police cruisers in the rear lot.

As such installation of a chain link fence would offer an enhanced level of security to both our personnel and the police vehicles parked in the rear parking lot. One estimate has determined a possible cost of such a fence at \$6,897.00.

Moreover there are perceived benefits of installation of a fence:

1. Increased security at the rear of police headquarters without limiting legitimate public access.
2. Increased protection for police vehicles and staff personnel and their personal vehicles.
3. An added level of security for vehicles seized and stored in connection with investigations.
4. Enhanced security for officers transporting prisoners into the rear-sally port entrance.

With respect to the fencing, it will not prevent pedestrians from scaling the fence to make entry, but will present a physical barrier preventing unwelcomed pedestrian traffic in a secure portion of the facility grounds.



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Date: December 9, 2016

To: Robert Skinner, Chief Administrative Officer  
Amy O'Toole, Finance Director

From: Christopher Arciero  
Chief of Police

RE: Non-CIP "Key Issues":

Pursuant to CAO Robert Skinner's Fiscal Year 2017-2018 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.

**CISS ROUTER**

The Connecticut Information Sharing System (CISS) is a comprehensive, state-wide criminal justice information technology system that provides the ability to electronically share offender information within Connecticut's criminal justice community. CISS will take data input from criminal justice databases and make it searchable to law enforcement and justice officials with the proper security clearance and credentials. This information includes data capture of offender violations, as well as the retrieval of judicial, criminal offender, and DMV information. Data can be in text, audio, video, and graphical format. Connecticut's criminal justice community consists of eleven criminal justice agencies with over 23,000 staff members and utilizes fifty-two information systems to support its business needs.

The CISS environment will be accessible by three methods: the State of Connecticut's Public Safety Data Network (PSDN), the State of Connecticut's internal network, and the CISS Community Portal. All three have multiple levels of security to ensure compliance with FBI CJIS Security Policy requirements.

The route to CISS through the PSDN network requires a router. The router will give the local department that capability to make use of the PSDN by the local municipality for other public safety projects such as sharing regional data, joining local radio systems, leveraging the State's P25 radio switching equipment and others.

This local router will allow the Canton Police Department and other Connecticut Law Enforcement Agencies to directly connect to CJIS without COLLECT or Security issues. Due to ongoing delays affecting the CISS project, the Canton Police Department has not yet purchased its router. Depending on implementation deadlines for search and retrieval of the CISS data, the entire timeline for the router implementation may be affected. The current progress with the roll out of the CISS project and NexGen911 project, and its full implementation and

access to the CISS system may go beyond the FY17/18. However, if the project accelerates to the point where the router will be needed, it will be purchased in the upcoming fiscal year.

The router costs approximately \$6,000.





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**Christopher Arciero,**  
*Chief of Police*

**Lawrence Terra,**  
*Captain*

---

Date: December 9, 2016

To: Robert Skinner, Chief Administrative Officer  
Amy O'Toole, Finance Director

From: Christopher Arciero  
Chief of Police

RE: Non-CIP "Key Issues":

Pursuant to CAO Robert Skinner's Fiscal Year 2017-2018 Budget Instructions, "any non-CIP 'Key Issues' 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 Emergency Management Department.

Installation of showers at the Community Center to Support Emergency Shelter Operations

Part of the town's emergency management plan is the operation of an emergency shelter. The town's current emergency shelter is at the Canton Community Center. The Community Center is fully operational on generator power, has kitchen facilities and is the repository for cots, food rations and other emergency supplies. The Community Center has no shower facilities. As such, potential adverse health risks due to hygiene-related matters are a concern. In the past, the town used the Mills Pond Pool for shower needs. However there are potential issues as far as using Mills Pond Pool House; to wit, generating power, bringing in a heating component, providing additional staffing and establishing a limited transportation support system for some shelter users.

The construction of the showers at the Community Center would obviate the need for the above contingencies. There is also available space at the Community Center that is relatively unused and is in close proximity with the existing plumbing system.

The approximate cost for outfitting showers at the Community Center for use during emergency shelter operations is approximately \$17,200.



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**Christopher Arciero,**  
*Chief of Police*

**Lawrence Terra,**  
*Captain*

Date: December 9, 2016

To: Robert Skinner, Chief Administrative Officer  
 Amy O’Toole, Finance Director

From: Christopher Arciero, Chief of Police

RE: Non-CIP “Key Issues”: Administrative Vehicle Replacement

Pursuant to CAO Robert Skinner’s Fiscal Year 2017-2018 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”.

**Administrative Vehicle Replacement<sup>1</sup>**

The current administrative vehicles for the Chief of Police (2011 Ford Taurus) and Captain (2012 Chevy Impala) have approximately 80,000 and 96,000 miles, respectively. The combination of the age of the vehicles and mileage suggest they will be more susceptible to more frequent maintenance needs and costs. While they are used in emergency driving situations, they are somewhat limited because they are neither AWD nor 4WD.

**1. Vehicle without emergency lights, siren and radio**

OUTRIGHT PURCHASE- (Under the state bid (12PSX0194).  
 Ford Sedan-\$21,252  
 Ford SUV- \$23, 998.  
 CPD will finance install of emergency lights, siren and radio.

**2. Vehicle without emergency lights, siren and radio**

LEASE- (Under the state bid (12PSX0194).  
 Annual payment of \$10,247 (Covers both vehicles). At 5 years, CPD purchases both vehicles for \$1 each.

**3. Vehicle will be equipped with emergency lights, siren and radio**

OUTRIGHT PURCHASE- (Under the state bid (12PSX0194):  
 Ford Sedan-\$26,185  
 Ford SUV- \$28,962.  
 CPD will finance install of emergency lights, siren and radio.

**4. Vehicle will be equipped with emergency lights, siren and radio**

LEASE- (Under the state bid (12PSX0194).  
 Annual payment of \$12,461 (Covers both vehicles). At 5 years, CPD purchases both vehicles for \$1 each.

**\*All options include the trade in value of \$3,200 for the Ford and \$2,700 for the Chevrolet**

<sup>1</sup> This request does not include the detective vehicle which is a 2014 Chevy Impala with 20,000 miles.

**Town of Canton  
Department of Public Works  
Key Issue/Project Summary Sheet  
Fiscal Year 2017-2018**

**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 \$18.86 per hour to a pay rate of \$22.00 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. In 2016 a request to increase pay rate was not approved.

**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 September 29, 2016 (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 \$22.00 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: \$40,040.00

**Additional Timing Concerns:**

None

TO: Robert J. Martin, Director of Public Works  
FROM: Heather Maroon, Administrative Assistant  
DATE: September 29, 2016  
RE: Request for increase in hourly pay rate

Dear Robert,

First, I would like to thank you for hiring me back in August of 2013. It has been a pleasure working for the Town of Canton and serving this great community. I am especially thankful for my position becoming full time on July 1, 2015. It has been so wonderful having health insurance and all the fringe benefits that come along with the position. I am also very appreciative of the flexibility with my requests for hour changes to accommodate my children's schedule and help with daycare costs.

Although I am very grateful for my job, I feel as though my pay scale is not comparable with any of the full time positions similar to mine. When my position went full time, my pay stayed at a part time scale (\$18.36 per hour). Since then, I have had one annual increase to \$18.86 per hour, which is much less than most part time support staff positions and all full time support staff positions. With the health insurance premium increase and additional mandatory 401k contribution, this leaves me bringing home an additional 80+/- cents per month. I did some research to find the support staff position that best matches mine and I believe it is a close match to that of the Assistant to the Police Chief and the Fire Department Clerk/Fire Marshall Assistant. Both of these positions support first responder departments, as does mine making much more per hour than my position. I also noticed that there was a part time position recently posted on the town website with starting pay more than what I am making now as I enter my second year as a full time employee.

I feel as though I have worked very hard and proved myself to be a valuable asset to the Town. I have been loyal and willing to do anything asked of me. I have taken on many more day to day tasks so that you are able to focus on more important issues. I am asking for a pay increase from \$18.86 per hour (\$34,325.20 yearly salary) to \$22.00 per hour (\$40,040.00 yearly salary). This would still leave me as the lowest paid full time support staff position and lower than most part time support staff positions. 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. Thank you for your consideration.

Respectfully Submitted,

Heather Maroon

## TOWN OF CANTON

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

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

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### POSITION DESCRIPTION

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

### ESSENTIAL JOB FUNCTIONS (EXAMPLES)

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

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

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

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

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

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

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

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

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

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



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

### **Experience and Education**

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

### **LICENSE OR CERTIFICATE**

- Possess a valid Connecticut 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.

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Employee

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Date

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Supervisor

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Date

# Canton Parks and Recreation Department

40 Dyer Ave  
PO Box 168  
Collinsville, CT 06022  
860.693.5808

## MEMO

To: Bob Skinner, Chief Administrative Officer  
From: Joshua T. Medeiros, Safety Committee Chair  
Cc: Town of Canton Safety Committee  
Re: Line Item FY 17-18  
Date: 12/9/2016

On behalf of the Town of Canton Safety Committee, I am writing to request \$500.00 be allocated for future Safety Committee training opportunities for Fiscal Year 2017-2018. The funds would be available for use in the event a department wants to purchase safety related equipment or sponsor a speaker/safety training for town employees. Departments would draft a request to use the funds and the Safety Committee would review the request and vote to approve the expense.

The funding would substantiate the group and provide opportunities for the Town of Canton to continue making safety and safety education a priority over the next fiscal year.

TOWN OF CANTON  
Key Issues / Project Summary Sheet  
FY2017-2018

**Key Issue / Project Title: Modification of & 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 slightly modified and increased to a 35 hour full-time position.

**History:** The Canton Senior and Social Services Department provides assistance to individuals and families of all ages who live in Canton. The department offers referrals as well as assistance in applying for local, state and federal social services programs, assessing each situation on a case by case basis so assistance and supports are identified and coordinated to best meet the specific needs of the individual or family. Our mission is to help residents meet basic human needs while providing support and services to maximize independence.

The department has been charged with assessing the needs of the most vulnerable populations here in Canton, as well as to provide services and administer and support programming that supports the basic human needs. The department has many responsibilities, including (but not limited to):

- Supporting the local Senior Center
- Providing supportive services to the Elderly and Disabled residents of town such as transportation, nutrition
- Hosts the Municipal Agent for the Elderly
- Hosts the Veterans Representative Liaison for the town
- Administers Social Services to adults, including: budget assistance, financial assistance, information and referral services
- Assists Canton residents in assessing their eligibility for and assisting them in becoming eligible for local, state and federal assistance programs.
- Works with local community, church, family , specialized disability and youth groups and with local schools to support programming for youth and lifespan development and engagement
- Co-Coordinates the local Community Emergency Response Team with the Emergency Management Director/acts as Shelter Manager

- Encourages and hosts/coordinates trainings, informational and educational presentations to the community, SC Members and Canton employees and volunteers in an order to overall increase wellness, efficiency and evidence-based practice.
- Provides crisis intervention to Canton adults, family, and elderly, working within interdisciplinary teams often
- Provides follow-up and referral for cases of neglect, abuse of vulnerable populations
- Coordinates a Hoarding Taskforce and sits on/participates in other larger Community Conversations
- Applies for and reports for local, state and federal grants that support programs and services

There are three positions within the department, all which have been modified over the years to support an efficient and accessible busy department.

The current SC Coordinator position is scheduled as such where those duties outlined in the current position description cannot be performed without heavy support and hands-on help by the Director. The Director, although her expertise is in older adults and elder services, has been pulled in more youth and family needs directions over the past year and so this recommendation comes with the recommendation to modify the positions within the department to fit the current and anticipated needs.

**Current Status and Potential Next Steps:** Currently, the Senior Center Coordinator works a total of 16 hours a week, with regular office hours of M,F, 9am-2pm & W 9am-3pm. The duties of the position include (but are not limited to): coordinating, planning and administering Senior Center programming; assess and set policies associated with the Senior Center, forging relationships with local, state and federal partners to provide programming and services that increase the capacity for aging adults to live well.

The ultimate goal for the upcoming year is to have the current Coordinator be in the office 5 days a week. This is very important for the department, as well as for the young professional in this role.

*Anticipated/Requested Schedule: 8:30am-4:30pm Monday through Friday*

Modifications to justify making this a full-time position:

Recommended modified title: *Senior Center & Aging and Disabled Services Coordinator*

- Incorporate the Municipal Agent for the Elderly role into this position
- This position would act as the liaison to: Canton Commission on Aging & Canton SALT (Seniors And Law Enforcement Together) Council
- This position would have more knowledge/understanding of current services for elderly and disabled residents, and would therefore be able to assist them in signing up for local programs (ie: MOW, CHOICES Insurance, AARP Safe Drive, AARP Tax Help, CFSP, Canton Food Bank, Transportation Services)
- This position would be responsible for the coordination of Senior Center programs and SERVICES through the Center geared toward elderly and disabled residents

- This position would provide more Outreach to elderly and disabled residents, with special attention to 21 Dowd Avenue HUD housing complex, which is owned by the town and managed through contractual agreement.
- This position would be responsible for maintaining the Senior Center budget, as well as the special social out-trips budget, provided through grant funding the department receives annually

**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.*

**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, 2017. The person who is currently in the Coordinator position would welcome this requested change in hours.

**Anticipated Costs:**

FY 2017-2018 Salary Calculation: 35 hrs/week x \$19.63/hr = \$688/week x 52 weeks/year = **\$35,776.00**

Current salary: \$19.06/hr x 16hrs/week = \$296/week x 52 weeks = **\$15,858**

**Total increase of \$19,918.00**

**Additional Timing Concerns:**

The current Senior Center Coordinator graduated with her Master's in Social Work in May 2016. She currently works part-time here, and is actively seeking full-time employment within the aging and social work industries at the moment.

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 puts strain on Senior Center morale and other staff.
- Retention. The current S.C. Coordinator is actively seeking full-time employment elsewhere.



# TOWN OF CANTON

40 Dyer Ave

P.O. Box 168

Collinsville, CT 06022

*Senior and Social Services Department*

**MEMO**

**DATE:** 07.11.16

**TO:** ROBERT SKINNER, CAO

**FROM:** CLAIRE COTE

**RE:** TRANSPORTATION SERVICES 'REVENUE'

This request is being made to increase the capacity, and to ensure the town has the ability, to provide vital transportation services to the elderly and disabled population of Canton.

The town has provided transportation services to eligible (60+ or permanently disabled) residents for many years, using grant monies through the state to subsidize not only the acquisition of an accessible vehicle, but in providing a Monday through Friday service (expanding, just this month, with some weekend summer hours) to Riders as well- most of whom, would otherwise not be able to get around.

Those utilizing the services complete an "application" on an annual basis, so Staff has emergency contact information on file if something were to happen on the bus, and at the time are asked to provide a donation of either \$50 or \$35 (for lower income) for the year. Per the grants that the town uses to subsidize the service, the town cannot make money on the program, so these funds are deposited back into the GENERAL FUND, with the justification that this fund overall supports the town's budget.

I am requesting that the donation monies received by Riders go into a rolling donation account. I am requesting this in an effort to ensure that the town provides continued services, and increased services to a this growing population of residents. Avon, Farmington and Simsbury all do this with these funds, using the donation monies to provide MORE recreational out-trips (something that our Riders have been requesting, and something that has seen cuts because of the increase in medical transportation) and just two years ago Simsbury was able to purchase a new Dial-A-Ride bus, as one of theirs had not been usable and there was no promise that funds through the state Department of Transportation were going to come through to municipalities to acquire a new one.

The total donations already brought in for 2016-2017 amounts to \$1,440; the town has the ability to encumber these monies to go back into the transportation program, thus empowering and encouraging Ridership, while enhancing overall service.

Claire Cote LMSW

Director

Canton Library, Community & Senior Center

Telephone 860.693.5811

Facsimile 860.693.5835

[www.townofcantonct.org](http://www.townofcantonct.org)

40 Dyer Avenue  
Canton, CT 06019

TOWN OF CANTON  
Key Issues / Project Summary Sheet  
FY2017-2018

**Key Issue / Project Title: Increase in Dial a Ride budget of \$4950 annually in order to provide social out-trips to Canton Elderly/Disabled residents**

**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 an increase to the DAR Budget of \$4,950.00, that otherwise would have been offset by DoT Elderly/Disabled demand-responsive transportation funds in order to provide social out-trips through the Senior Center.

**History:**

The Senior & Social Services department applies for, and receives, annually CT Dept. of Transportation grant monies to provide “demand-responsive transportation to elderly & disabled residents” of Canton. We work in coordination with Simsbury Social Services to apply for this grant, with the promise we will coordinate social trips together.

Currently, the department coordinates only 1 or 2 social out-trips with Simsbury (coined “ Jump On Board” trips) with Simsbury to stay compliant with the grant.

When the grant was initially applied for, funds were requested to not only provide social trips, but to provide medical transportation services as well as to subsidize 6 hours of service a week (specifically M,T, Th between 1:30-3:30pm). The town currently receives \$20,464 annually, \$9,900.00 of that subsidizing our regular Dial A Ride service.

The department anticipates requesting these funds in February 2017 and would like to request them to: a: provide more social out-trips; maintain the same level of current service for medical transportation; & to continue subsidizing our current DAR service using half of what we used to (\$4950).

Having an additional almost \$5,000 will enable the department to start coordinating with Simsbury again on fun trips for our SC Members (they receive \$33,000 annually and all of those monies go to these trips and medical transportation) and will provide the Senior Center Coordinator the opportunity to adjust to these new responsibilities, and to forge a good report with our transportation contractor without getting overwhelmed (as coordinating transportation often can be).

**Current Status and Potential Next Steps:** If the budget passes successfully, than upon receipt of grant materials, the request on where funds are used will be made to the CT Dept of Transportation and upon successful eligibility of that grant SC Coordinator can start planning transportation for the upcoming fiscal year (starting 7.1.17)

**Anticipated Schedule and Planning Process:**

- In a Memo from the Senior & Social Services office dated 7.11.16 to the CAO's office & Board of Selectmen, the department requested, as there had been an increase in requests for social transportation options, to put Rider donations into a "rolling" donation account that could be used to provide these services; the BoS was not supportive of that idea and requested that this request be part of the annual budget process.

**Anticipated Costs:**

The current amount needed to cover DAR expenses is \$70,041.00 (\$5,834.75 per month) and regular services are contracted through Martel Transportation.

- The town subsidizes his service with grant monies through the CT DoT annually in the amount of \$9,900 (\$825 per month).
- o The increased request includes a 2.5% increase to the overall cost of service (based off conversations with Martel this is the proposed increase that is being discussed before recommending to the CAO that the contract be extended) [\$71,792] + an increase of \$4,950.00, which is half of the usual \$9900 that is used to subsidize the service:
  - Request for 2017-2018: \$76,742 (including 2.5% increase per Provider)
  - 2016-2017 line item: \$60,141  
(total increase to line item \$16,601)
  - Subsidized by(+) \$9900 grant monies
  - Total cost of DAR service: \$70,041 fy16/17
  - Total increase to payment (+\$4950) = \$74,991.00 fy17/18

**Additional Timing Concerns:**

If the grant monies are not received, than this recommendation would remain, but monies would more than likely be used to subsidize DAR, as opposed to supplying any "enhanced" services like medical transport and social out-trips.





Town of Canton Volunteer Fire and EMS Department  
4 Market Street, Canton CT 061  
(860) 694-7858



12/4/16

Re: Proposed Full Time Position

Mr. Skinner,

As part of my 2017/2018 budget, I would like to formally request the town add a full-time position of Chief of the Fire/EMS Department. While this would represent a significant change in the department makeup and budget, there are many considerations which validate the need. Some further research would need to be completed, but I believe the salary would likely be in the \$85,000 per year range to attract quality applicants.

Among the many challenges faced by the department, staffing is the most significant. While the town previously considered an administrator for the department, this would have had no effect on the department's response capabilities. Having a paid Chief would guarantee a trained Fire/EMS responder be in town and available most days, greatly increasing our ability to quickly and safely respond to incidents. While one person does not solve all the problems, it is a start. Additionally, it would allow representation of the department at weekday town meetings and functions, along with representation at other weekday community and public service events, which is currently lacking.

The Fire and EMS Department is perhaps the most heavily regulated of the town departments. The training, inspection, and certification requirements both divisions face is extensive. Tracking all of this, and ensuring the department remains compliant with all state and federal requirements is a full-time job in itself. This is made especially difficult with a volunteer work force. While most town departments can schedule a training day or simply mandate which classes an employee should attend, we walk a fine line of ensuring compliance, but tailoring classes around member's schedules, and being sensitive to their time restrictions. This makes scheduling and tracking extremely time consuming.

We are fortunate to have a volunteer paramedic serving as Assistant Chief of the EMS Division, as we do not have many members with that level of certification. It would be extremely difficult to run a Paramedic level service without a paramedic to lead it. I would recommend one of the requirements for the paid chief job be a Paramedic Certification. In addition to being able to provide leadership to that division, this would give us a second Paramedic in town during weekday hours. Having a second paramedic would also allow us to respond to the second ALS calls, and recover additional revenue through billing at the ALS rate, which would provide some offset on the cost.

Perhaps most concerning is the lack of interest many members have expressed with moving up in rank. The Chiefs position is the most obvious, as to the best of my knowledge myself and Rich are the only two whom have applied for this in the past 10 plus years. While nobody is irreplaceable, if we were to lose the Chief of the Department or Assistant Chief of EMS it would have a significant impact on the departments operations. I am not aware of any existing member who has expressed interest in either of these positions.



Town of Canton Volunteer Fire and EMS Department  
4 Market Street, Canton CT 06189  
(860) 694-7858



I would like to be clear, I have every intention of serving my full term, as I believe Assistant Chief Bunnell does. However, in a volunteer department family and career must come first, and this can always change. It concerns me greatly that we have no viable alternatives for either position. If one of these positions were to become vacant and no internal candidate stepped up, I'm not sure how the department would continue to function efficiently.

One thing that makes Canton unique in the area is being a Municipal based Volunteer Service. The vast majority of the Volunteer Fire and EMS services in the state are either a separate tax district, or a non-profit organization. In these departments, the officers (i.e. Chief, Assistant Chief, Captain, etc.) are largely responsible for the operational side of the department. They have Corporate Officers (President, Treasurer, Secretary, Board) who largely handle the administrative side of the operation. In Canton, all of these tasks fall to the officers.

Finally, as we have discussed the department has significant manpower struggles. While we are hopeful to be successful in continuing to recruit and retrain volunteers, there is a high probability that we will be forced to add some paid staff to cover weekday hours. Regardless of our recruitment success, the majority of town residents continue to work out of town, or in occupations which they are unable to leave work for daytime calls. The Chief is a logical first step, as it puts supervision in place to oversee the existing contract employees in addition to any potential future employees.

This is a sampling of the benefits this position would provide. As Chief of the Department, I believe I have done an adequate job of holding the department steady. This is not to say I have been successful. I am largely reactive, spending my time on whichever project has the most urgency. The department has a dedicated group of volunteers who are eager to provide the highest level of service possible. The best way to achieve this is with a dedicated leader to providing them the tools and support they need.

Please let me know if you have any questions, or would like to discuss this further.

Regards,  
Craig Robbins  
Chief  
Town of Canton Volunteer Fire and EMS Department.

<b>Year</b>	<b>Contribution</b>	<b>Balance</b>	<b>Expenditure</b>	<b>Apparatus</b>	<b>Age</b>
<b>FY 16/17</b>	\$67,500	\$260,000	\$260,000	Ambulance	8 Years
<b>FY 17/18</b>	\$74,000	\$74,000			
<b>FY 18/19</b>	\$74,000	\$148,000			
<b>FY 19/20</b>	\$74,000	\$222,000			
<b>FY 20/21</b>	\$74,000	\$296,000	\$275,000	Ambulance	8 Years
<b>FY 21/22</b>	\$74,000	\$95,000			
<b>FY 22/23</b>	\$74,000	\$169,000			
<b>FY 23/24</b>	\$74,000	\$243,000			
<b>FY 24/25</b>	\$74,000	\$317,000	\$275,000	Ambulance	8 Years
<b>FY 25/26</b>	\$74,000	\$116,000	\$80,000	Fly Car	9 Years
<b>FY 26/27</b>	\$85,000	\$121,000			
<b>FY 27/28</b>	\$85,000	\$206,000			
<b>FY 28/29</b>	\$85,000	\$291,000	\$290,000	Ambulance	8 years
<b>FY 29/30</b>	\$85,000	\$86,000			
<b>FY 30/31</b>	\$85,000	\$171,000			
<b>FY 31/32</b>	\$85,000	\$256,000			
<b>FY 32/33</b>	\$85,000	\$341,000	\$290,000	Ambulance	8 Years
<b>FY 33/34</b>	\$85,000	\$136,000			
<b>FY 34/35</b>	\$85,000	\$221,000	\$90,000	Fly Car	9 years
<b>FY 35/36</b>	\$85,000	\$216,000			
<b>FY 36/37</b>	\$85,000	\$301,000	\$290,000		
<b>FY 37/38</b>	\$85,000	\$96,000			
<b>FY 38/39</b>	\$85,000	\$181,000			

Contribution - P1      \$74,000  
Contribution - P2      \$85,000

Year	Contribution	Balance	Expenditure	Apparatus	Age	
7/1/2016		\$574,066	\$45,000	Moved to EMS CIP		
7/1/2017	\$130,000	\$659,066	\$550,000	Engine 3	28	Apparatus
7/1/2018	\$130,000	\$239,066				Engine 1
7/1/2019	\$130,000	\$369,066	\$125,000	Utility 8	14	Ladder 2
7/1/2020	\$130,000	\$374,066	\$15,000	Boat/trailer	10	Engine 3
7/1/2021	\$130,000	\$489,066				Engine 4
7/1/2022	\$130,000	\$619,066	\$550,000	Rescue 9	23	Squad 5
7/1/2023	\$130,000	\$199,066	\$15,000	ATV	19	Engine 6
7/1/2024	\$130,000	\$314,066				Tanker 7
7/1/2025	\$130,000	\$444,066	\$425,000	Engine 6	21	Utility 8
7/1/2026	\$130,000	\$149,066				Rescue 9
7/1/2027	\$130,000	\$279,066	\$250,000	Squad 5	18	Boat/trailer
7/1/2028	\$130,000	\$159,066				ATV
7/1/2029	\$130,000	\$289,066				
7/1/2030	\$130,000	\$419,066	\$400,000	Tanker 7	23	
7/1/2031	\$130,000	\$149,066				
7/1/2032	\$130,000	\$279,066				
7/1/2033	\$130,000	\$409,066				
7/1/2034	\$130,000	\$539,066				
7/1/2035	\$130,000	\$669,066		Ladder 2	20	
7/1/2036	\$130,000	\$799,066				
7/1/2037	\$130,000	\$929,066	\$500,000	Engine 4	24	
7/1/2038	\$130,000	\$559,066	\$500,000	Engine 1	25	
Yearly Contribution		\$130,000				

<b>Purchased</b>	<b>Anticipated Replacement</b>	<b>Finance Method</b>
2013	\$450,000	CIP
2016	\$1,000,000	Bond
1991	\$574,000	CIP
2013	\$450,000	CIP
2009	\$250,000	CIP
2004	\$425,000	CIP
2007	\$400,000	CIP
2005	\$125,000	CIP
1999	\$550,000	CIP
2010	\$15,000	CIP
2005	\$15,000	CIP

**TOWN OF CANTON**  
**Key Issue Request Explanation**  
**FY 2017-2018 through FY 2021-2022**

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: **1007410 - Land Use/ Town Planner**      PROJECT TITLE: **Consultant Services Natural Resources Inventory**

PROJECT AMOUNT: **\$4,000**

PROJECT YEAR: FY 2017-2018

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

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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:***

Hiring of consultant services to assist the Canton Conservation Commission in the preparation, organization, assemblage, and publishing of the Town Natural Resources Inventory presently under development.

**TOWN OF CANTON**  
**CIP Request Form Explanation**  
**FY 2017-2018 through FY 2021-2022**

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: Building

PROJECT TITLE: **Building Official Salary**

PROJECT AMOUNT: **\$62,322.00**

PROJECT YEAR: 2017-2018

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

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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: An increase in hours for the part-time Building Official to 25 per week at the currently hourly rate of \$47.94 results in a salary line item of \$62,322. This increase in hours will provide the public with access to a Building Official every day of the work week; all functions of the Building Department will be performed on a daily basis, such as return phone calls, responses to emails and interactions at the counter. Inspections could be done within 24 hours of a request and plan review time would be reduced. All personnel in the Land Use Department, the Town Planner and Assistant Town Planner, The Fire Marshal and clerical staff would have daily interaction with the Building Official which allows for an enhanced approach to Land Use matters.***

***Since the start of the current fiscal year (16/17) the number of inspections performed by the Building Official has been 389 and 337 permits have been issued. In all the previous fiscal year (15/16) there were 656 inspections and 634 permits were issued. It is anticipated that inspections and permits will outpace the previous fiscal year. The average inspection time is 30 minutes to an hour and many inspections require re-inspections. Inspections also require administrative work which requires office time. There have been many days when inspections required the Building Official to be out of the office entirely. One week in October has the Building Official conduct a total of 17 inspections and 2 office consultations while the total number of hours in which to work should be 14.5.0. Inspections, while performed for code compliance, were not done as thoroughly as they could have been. During these times of***

*“crammed” inspections, calls are not returned, emails are not answered, administrative paperwork is delayed and plans are not reviewed; at one point there were 14 plans in review which could not be done in a timely fashion. Five of those plans required coordination with another code official and office time was not always compatible further delaying review time.*

*There are quite a number of projects that have “gone dormant” and it is the intention of the Building Official to ascertain the status of those projects, perform the appropriate inspections and close out those permits. A quick review indicated at least 25 outstanding plans for close-out. Working with clerical staff to review building files will no doubt indicate more permits requiring status review. The increase in hours for the Building Official provides the opportunity for this process to proceed.*



**TOWN OF CANTON**  
**Key Issue Request Explanation**  
**FY 2017-2018 through FY 2021-2022**

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: **1007410 - Land Use/ Town Planner**

PROJECT TITLE: **EDA Marketing Line Item Requests (56000)**

PROJECT AMOUNT: **\$18,000**

PROJECT YEAR: FY 2017-2018

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

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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 Town Economic Development Agency has proposed the following for the next fiscal year (see attached for detailed descriptions):

Utility Expansion and Analysis for State Route 44 – estimated at \$25,000

Canton Village Development Study – estimated at \$30,000 (\$10,000 Town, \$10,000 POP Grant\*, \$10,000 Owners)

Advertising Media - \$3,500

Town Website Modifications - \$2,000

Proposed request from Land Use Office = \$18,000 consistent with FY16-17 allocation.

\*Town was notified on 11/22/16 that the POP Grants will not be available next fiscal year.

## **2017-2018 EDA Key Issue Budget Request Items**

The following program elements are included in both the EDA's three-year plan and in Arnett Muldrow's program recommendations.

### **Utility Expansion Study and Analysis**

The Town of Canton would contract with an appropriate consultant to study the cost and economic potential of extending utility services on sections of State Route 44 (Albany Turnpike) where a lack of utility services restricts commercial development along this busy transit corridor. 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: \$25,000

### **Canton Village Development Study**

The Town of Canton would contract with a consultant to conduct an analysis of the market potential of the Canton Village commercial complex, and to identify suitable and attractive uses for under-utilized areas in the complex. The site has been identified in the Canton Plan for Conservation and Development as a potential site for multi-use, pedestrian-friendly development that would greatly enhance property values and community vibrancy.

The analysis would include a review of the demographic, fiscal, and economic trends influencing Canton (based on existing data from state data and Arnett Muldrow's work); identification of businesses which might be potentially attracted to this location; development and execution of a qualitative survey of targeted developers and other stakeholders regarding the most suitable use options for the site; and a number of interviews with targeted developers.

Based on the insight gleaned from this research and analysis, the consultant and EDA will develop a marketing effort targeting developers, companies, and other organizations and sources with higher interest in a Canton Village location. The insight will also help

us identify any obstacles, in terms of infrastructure, regulations, etc., that might hinder the marketing effort.

Budget Request: \$10,000 \*

- EDA will request that property owners in Canton Village contribute to the cost of this project. Overall cost of the consultant's proposed work is approximately \$30,000.

### **Advertising Media**

The Arnett Muldrow marketing analysis and branding plan recommend a limited advertising initiative to supplement the efforts of individual Canton/Collinsville-based retailers and service businesses, to support their marketing by establish a brand that defines Canton's attractions as a shopping/tourism/hospitality destination. While we will seek to partner with Canton's business community to fund the media buy for this effort, it would help launch the effort if the Town also invests significantly in the program.

Estimated Cost: \$3,500

### **Town Website Modifications**

The Arnett Muldrow study stresses the importance of integrating the Town's website with existing social media and websites created to promote various aspects of Canton/Collinsville business activity. In addition, they recommended establishment of a "business entry" component on the home page of the Town's site, one that reinforces our branding effort and leads a new business lead directly to our economic development promotional content. This will require some additional work by the Town's website design and maintenance firm.

Estimated Cost: \$2,000

TOWN OF CANTON  
Key Issues / Project Summary Sheet  
FY2017-2018

**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 by combining it with a currently vacant part-time reference assistant (Library Aide II) position.

**History:** In 2009, the Library Board of Trustees identified hiring a teen services librarian as a goal in its long-range plan. Expanding services to teenagers was also identified as a goal in the POCD Implementation Plan (item F18). After several years of proposals, the position was established on July 1, 2013 at 16 hours per week. The position has been a resounding success. Our program attendance by teens has gone from 608 in FY2014 to 1,112 in FY2015 to 1,605 in FY2016. Circulation of teen materials also growing at a time when overall library circulation is dropping (5,710 in FY2015 and 6,403 in FY2016).

There is an obvious demand for materials and services for teens, and our statistics back this up. However, because of the nature of the part-time, MLS-requiring, non-benefit-eligible position, this position is likely to always be a temporary stepping stone for people who are, ultimately, looking for full-time employment. We are already on our second teen librarian since 2013, and our current teen librarian would be quite likely to leave us should he, too, find a full-time position. While this is certainly understandable, frequent staffing changes do not allow staff to develop solid, lasting relationships with our teen patrons (something that is more important to teens than to other age groups), and disrupt any routine and momentum we are able to build in our services and collections. It is to our long-term advantage to make this position as stable as we can.

That having been said, in many libraries, the teen services librarian's time is split between teen services and adult or children's services because there is not a need for full-time teen work. At the Windsor Public Library, for example, the teen services librarian spends approximately 20 hours/week on teen services and 20 hours/week on adult services and

reference. I believe that this approach would work well here in Canton. If approved, I would expect that the Teen Services Librarian would spend approximately 18 hours per week on teen services and programming, and the remaining 17 hours on adult services, programming, and desk coverage. This would fluctuate from week to week depending on the time of year (school vacations, for example, would likely change the teen/adult time ratio) but over time I would expect this 50/50 split to be more or less accurate.

Over the last several months I have been looking closely at our staffing needs and scheduling, and several resignations of staff members in key part-time positions, while a challenge, present the opportunity to really do an overhaul of roles, responsibilities, and schedules.

In the spring of 2016, one of our part-time (20 hour/week) reference assistants resigned from her position. Her departure opens up the door for us to combine this position with our Teen Librarian position, resulting in a net decrease of one employee and making the Teen Librarian position full-time, without needing to let go of a staff member.

There are many things about this plan that would be advantageous:

- Provides long-term stability to the library, as full-time employees tend to stay in their positions longer than part-time employees
- Attracts a higher caliber of applicants when the time to hire comes
- Salaried employees make it easier to staff the service desks at the library, as their hours are regular and predictable, and when needed they can work extra hours without budget impact
- Net decrease of one employee, which has been a long-term concern of town government
- Provides a unique opportunity to increase library services to the currently underrepresented and underserved “new adult” (adults 18-25) age group through continuity of service
- Provides stability to teens, as they are more likely than other age groups to have a close relationship with “their” librarian
- Increases ability for the Teen Librarian to work collaboratively with other town departments and organizations such as the Youth Services Bureau, as the current 16 hour/week schedule does not allow sufficient time for this kind of cooperation and outreach
- Adds an additional qualified librarian to the adult services team, which will increase the amount of adult programming, outreach, and collection development we are able to do

**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, 2017.

**Anticipated Costs:**

In the 2017-18 budget, assuming 3% pay increases per instructions from Town Hall, the two current positions would be paid:

Teen Librarian : 16 hours/week X 52 weeks X \$29.28/hour = \$24,361  
Library Aide II: 20 hours/week X 52 weeks X \$17.72/hour = \$18,428  
Library Aide II (Saturday hours): 7.25 hours X 10 Saturdays/year X \$17.72/hour = \$1,285  
TOTAL for these two positions currently: \$44,074

Proposal:

35 hours/week X 52 weeks X \$29.28/hour = \$53,289

At the Teen Librarian's rate of pay, combining these two positions would result in a net increase of \$9,215 over the current pay structure.

Additionally, the position would become eligible for paid vacation, sick, and personal leave, as well as insurance and other fringe benefits. (The current 20 hour LAII position is eligible for pro-rated vacation, sick, holiday, and personal leave. The Teen Librarian currently has no benefits.)

As an alternative, we could consider dropping the hourly pay rate to \$27.00, which is the current Connecticut Library Association-recommended minimum salary for entry-level MLS-requiring positions.

35 hours/week X 52 weeks X \$27.00 = \$49,140.

This would be a net increase of \$5,066 over current pay structure.

**Additional Timing Concerns:** None