Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET

WORKBOOK DETAIL

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
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BOE Budget is on-line

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

BUDGET IMPACT OF SALARY CHANGES / PROPOSED 16/17 NON-UNION SALARIES

2016-2017 BUDGET IMPACT OF PROPOSED SALARY CHANGES:

Position	Union	Dept GL	Object	Salary Budget 15/16	Salary Budget 16/17	Diff	0.062 ER FICA	0.0145 ER Medicare	ER Premium Medical	ER HD Medical	ER Premium Dental	$1,500pp ER Claims Dental	ER Pension	Total	Total Budget Impact
First Selectman:														$ 3.83	$ 53.83
Fill In for Admin	PT	0005	150003	$ 3,000.00	$ 3,050.00	$ 50.00	$ 3.10	$ 0.73							
increase hourly rate														$ 19.39	$ 272.89
PT-Admin Assist	PT	0005	150005	$ 15,210.00	$ 15,463.50	$ 253.50	$ 15.72	$ 3.68							
increase hourly rate														$ 23.22	$ 326.72
Total First Selectman:				$ 18,210	$ 18,514	$ 303.50	$ 18.82	$ 4.40	$ -		$ -		$ -		
Registrar of Voters:														$ 1,071.00	$ 15,071.00
Registar-Salary	PT	0030	150001	$ 11,000	$ 25,000	$ 14,000	$ 868.00	$ 203.00						$ (612.77)	$ (8,622.78)
Registar-Salary	PT	0030	150001	$ 8,010	$ -	$ (8,010)	$ (496.62)	$ (116.15)						$ 1,071.00	$ 15,071.00
Registar-Add'l H	PT	0030	150001	$ 11,000	$ 25,000	$ 14,000	$ 868.00	$ 203.00						$ (612.77)	$ (8,622.78)
Registar-Add'l H	PT	0030	150001	$ 8,010	$ -	$ (8,010)	$ (496.62)	$ (116.15)							
Eliminate hourly rate and move to all Salary														$ 916.47	$ 12,896.43
Total ROV:				$ 38,020	$ 50,000	$ 11,980	$ 742.76	$ 173.71	$ -		$ -		$ -		
Town Council:														$ -	$ 240.00
Town Council Cl	PT	0010	150021	$ 3,600.00	$ 3,840.00	240.00	<Paid by AP								
increase hourly rate (not on payroll)														$ -	$ 240.00
Total Town Council:				$ 3,600.00	$ 3,840.00	$ 240.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Board of Finance:														$ -	$ 160.00
Board of Financ	PT	0020	150023	$ 2,080.00	$ 2,240.00	160.00	<Paid by AP								
increase hourly rate (not on payroll)														$ -	$ 160.00
Total Board of Finance:				$ 2,080.00	$ 2,240.00	$ 160.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Town Clerk:														$ 0.38	$ 5.38
Town Clerk Seas	PT	0040	150005	$ 5,000.00	$ 5,005.00	5.00	$ 0.31	$ 0.07							
reduce hours/increase rate														$ 0.38	$ 5.38
Total Town Clerk:				$ 5,000.00	$ 5,005.00	$ 5.00	$ 0.31	$ 0.07	$ -	$ -	$ -	$ -	$ -		
Tax Collector:														$ 281.52	$ 3,961.52
Seasonal Lockbo	PT	0050	150005	$ 1,920.00	$ 5,600.00	3,680.00	$ 228.16	$ 53.36							
increase hourly rate/hours														$ 567.94	$ 7,991.93
Part Time Salary	PT	0050	150005	$ 12,080.00	$ 19,504.00	7,424.00	$ 460.29	$ 107.65							
PT off-season help-hours increase for July/January collection of taxes														$ 153.00	$ 2,153.00
Paid Time Off Co	PT	0050	150005	$ -	$ 2,000.00	2,000.00	$ 124.00	$ 29.00							
New-to cover staff for vac/sick time														$ 1,002.46	$ 14,106.45
Total Tax Collector:				$ 14,000.00	$ 27,104.00	$ 13,104.00	$ 812.45	$ 190.01	$ -		$ -		$ -		

2016-2017 BUDGET IMPACT OF PROPOSED SALARY CHANGES:

Position	Union	Dept GL	Object	Salary Budget 15/16	Salary Budget 16/17	Diff	0.062 ER FICA	0.0145 ER Medicare	ER Premium Medical	ER HD Medical	ER Premium Dental	$1,500pp ER Claims Dental	ER Pension	Total	Total Budget Impact
Senior Center:															
Office Assist to F	Supervisor	0080	150003	$ 40,651.53	$ 44,000.00	$ 3,348.47	$ 207.61	$ 48.55						$ 256.16	$ 3,604.63
Upgrade Position/Title and upgrade from Clerical Union to Supervisor's Union															
Outreach Worke	PT	0080	150005	$ 24,700.00	$ 27,300.00	$ 2,600.00	$ 161.20	$ 37.70						$ 198.90	$ 2,798.90
increase hourly rate															
Building Attenda	PT	0080	150005	$ 2,854.80	$ 3,073.20	$ 218.40	$ 13.54	$ 3.17						$ 16.71	$ 235.11
increase hourly minimum wage rate effective 1/1/17															
Part-Time Van D	PT	0080	150005	$ 4,992.00	$ 6,240.00	$ 1,248.00	$ 77.38	$ 18.10						$ 95.47	$ 1,343.47
increase hourly rate/hours															
Custodial Servic	PT	0080	150005	$ 10,410.40	$ 11,375.00	$ 964.60	$ 59.81	$ 13.99						$ 73.79	$ 1,038.39
increase hourly rate															
Part Time Office	PT	0080	150005	$ -	$ 16,731.00	$ 16,731.00	$ 1,037.32	$ 242.60						$ 1,279.92	$ 18,010.92
NEW PT position to cover Front Desk															
Paid Time Off Cc	PT	0080	150005	$ 2,721.00	$ 3,412.50	$ 691.50	$ 42.87	$ 10.03						$ 52.90	$ 744.40
increase hourly rate															
Total Senior Center:				$ 86,329.73	$ 112,131.70	$ 25,801.97	$ 1,599.72	$ 374.13	$ -		$ -		$ -	$ 1,973.85	$ 27,775.82
EDC:															
Grant Writer	NU	0090	150001		71,000.00	$ 71,000.00	$ 4,402.00	$ 1,029.50	$ 25,641.00	$ 3,000.00	$ 376.22	$ 6,000.00	$ 2,130.00	$ 42,578.72	$ 113,578.72
New FT Position Eliminated by FS					(71,000.00)	$ (71,000.00)	$ (4,402.00)	$ (1,029.50)	$ (25,641.00)	$ (3,000.00)	$ (376.22)	$ (6,000.00)	$ (2,130.00)	$ (42,578.72)	$ (113,578.72)
Total EDC:				-	-	-	-	-	-	-	-	-	-	-	-
Human Resources:															
HR Assistant	NU	0110			45,500.00	$ 45,500.00	$ 2,821.00	$ 659.75	$ 25,641.00	$ 3,000.00	$ 376.22	$ 6,000.00	$ 1,365.00	$ 39,862.97	$ 85,362.97
Upgrade Position/Title from PT to FT - would be in Non-Union															
FT Position Elim	NU	0110			(45,500.00)	$ (45,500.00)	$ (2,821.00)	$ (659.75)	$ (25,641.00)	$ (3,000.00)	$ (376.22)	$ (6,000.00)	$ (1,365.00)	$ (39,862.97)	$ (85,362.97)
HR Assistant	PT	0110		22,500.00	32,500.00	$ 10,000.00	$ 620.00	$ 145.00						$ 765.00	$ 10,765.00
increase hourly rate															
Total Human Resources:				22,500.00	32,500.00	10,000.00	620.00	145.00	-	-	-	-	-	765.00	10,765.00
Finance:															
AP Clerk	Clerical	0120		37,567.70	40,762.66	$ 3,194.96	$ 198.09	$ 46.33						$ 244.41	$ 3,439.38
Upgrade Step in Clerical Union															
Bookkeeper	PT	0120		18,252.00	20,280.00	$ 2,028.00	$ 125.74	$ 29.41						$ 155.14	$ 2,183.14
increase hourly rate															
Staff Accountant	PT	0120		32,500.00	33,800.00	$ 1,300.00	$ 80.60	$ 18.85						$ 99.45	$ 1,399.45
increase hourly rate															
Total Finance:				$ 88,319.70	$ 94,842.66	$ 6,522.96	$ 404.42	$ 94.58	$ -	$ -	$ -	$ -	$ -	$ 499.01	$ 7,021.97
Inland/Wetlands:															
Inspection Enfor	Clerical	0145		15,200.00	44,940.81	$ 29,740.81	$ 1,843.93	$ 431.24	$ 25,641.00	$ 3,000.00	$ 376.22	$ 6,000.00	$ 892.22	$ 38,184.62	$ 67,925.43
Upgrade Position/Title from PT to FT - would be in Clerical-Union															
If position not approved increase hourly rate															
Total Inland/Wetlands:				15,200.00	44,940.81	29,740.81	1,843.93	431.24	25,641.00	3,000.00	376.22	6,000.00	892.22	38,184.62	67,925.43

2016-2017 BUDGET IMPACT OF PROPOSED SALARY CHANGES:

Position	Union	Dept GL	Object	Salary Budget 15/16	Salary Budget 16/17	Diff	0.062 ER FICA	0.0145 ER Medicare	ER Premium Medical	ER HD Medical	ER Premium Dental	$1,500pp ER Claims Dental	ER Pension	Total	Total Budget Impact
Building															
Administrative A	Clerical	0150		15,666.30	35,676.80	$ 20,010.50	$ 1,240.65	$ 290.15	$ 25,641.00	$ 3,000.00	$ 376.22	$ 6,000.00	$ 600.31	$ 37,148.34	$ 57,158.84
Upgrade Position/Title from PT to FT - would be in Clerical-Union															
If position not approved increase hourly rate															
Paid Time Off Cc	PT	0150		1,300.00	1,500.00	$ 200.00	$ 12.40	$ 2.90						$ 15.30	$ 215.30
increase hourly rate															
Total Building:				16,966.30	37,176.80	20,210.50	1,253.05	293.05	25,641.00	3,000.00	376.22	6,000.00	600.31	37,163.64	57,374.14
anning and Zoning:															
Senior Administ	Supervisors	0155		37,500.00	80,000.00	$ 42,500.00	$ 2,635.00	$ 616.25						$ 3,251.25	$ 45,751.25
Upgraded Position from Administrator															
Administrator	Supervisors	0155		71,058.00	-	$ (71,058.00)	$ (4,405.60)	$ (1,030.34)						$ (5,435.94)	$ (76,493.94)
Upgraded Position to Senior Administrator and not fill this position for this budget.															
Total Planning & Zoning:				108,558.00	80,000.00	(28,558.00)	(1,770.60)	(414.09)	-	-	-	-	-	(2,184.69)	(30,742.69)
lice Administration:															
Deputy Emerger	NU	0300		2,500.00	3,500.00	$ 1,000.00	$ 62.00	$ 14.50					167.30	$ 243.80	$ 1,243.80
increase quarterly salary and move from Emergency Management to Police Captain's Salary															
Total Emergency Management:				2,500.00	3,500.00	1,000.00	62.00	14.50	-	-	-	-	167.30	243.80	1,243.80
lice-Animal Control															
Animal Control-I	PT	0315		2,500.00	3,500.00	$ 1,000.00	$ 62.00	$ 14.50						$ 76.50	$ 1,076.50
Animal Control-I	PT	0315		2,500.00	3,500.00	$ 1,000.00	$ 62.00	$ 14.50						$ 76.50	$ 1,076.50
Animal Control-I	PT	0315		2,500.00	3,500.00	$ 1,000.00	$ 62.00	$ 14.50						$ 76.50	$ 1,076.50
Animal Control-I	PT	0315		2,500.00	3,500.00	$ 1,000.00	$ 62.00	$ 14.50						$ 76.50	$ 1,076.50
Animal Control-I	PT	0315		2,500.00	3,500.00	$ 1,000.00	$ 62.00	$ 14.50						$ 76.50	$ 1,076.50
increase hourly rate															
Total Police-Animal Control:				12,500.00	17,500.00	5,000.00	310.00	72.50	-	-	-	-	-	382.50	5,382.50
olice Park Ranger:															
Park Ranger	Clerical	0320		49,033.60	58,779.59	$ 9,745.99	$ 604.25	$ 141.32						$ 745.57	$ 10,491.56
Upgrade Step in Clerical Union															
Total Park Ranger:				49,033.60	58,779.59	9,745.99	604.25	141.32	-	-	-	-	-	745.57	10,491.56
Fire Marshal:															
PT-Deputy Fire I	PT	0440		6,250.00	8,500.00	$ 2,250.00	$ 139.50	$ 32.63						$ 172.13	$ 2,422.13
PT-Deputy Fire I	PT	0440		6,250.00	8,500.00	$ 2,250.00	$ 139.50	$ 32.63						$ 172.13	$ 2,422.13
PT-Deputy Fire I	PT	0441		6,250.00	3,760.00	$ (2,490.00)	$ (154.38)	$ (36.11)						$ (190.49)	$ (2,680.49)
PT-Deputy Fire I	PT	0442		6,250.00	4,000.00	$ (2,250.00)	$ (139.50)	$ (32.63)						$ (172.13)	$ (2,422.13)
PT Office Assista	PT	0440		15,210.00	15,463.50	$ 253.50	$ 15.72	$ 3.68						$ 19.39	$ 272.89
Increase hourly rate/hours															
Total Fire Marshal:				40,210.00	40,223.50	13.50	0.84	0.20	-	-	-	-	-	1.03	14.53
rgency Management:															
Emergency Man	PT	0450		4,500.00	5,500.00	$ 1,000.00	$ 62.00	$ 14.50						$ 76.50	$ 1,076.50
Increase quarterly salary															
Total Emergency Mgmt:				4,500.00	5,500.00	1,000.00	62.00	14.50	-	-	-	-	-	76.50	1,076.50

2016-2017 BUDGET IMPACT OF PROPOSED SALARY CHANGES:

Position	Union	Dept GL	Object	Salary Budget 15/16	Salary Budget 16/17	Diff	0.062 ER FICA	0.0145 ER Medicare	ER Premium Medical	ER HD Medical	ER Premium Dental	$1,500pp ER Claims Dental	ER Pension	Total	Total Budget Impact
ublic Works Other:															
Deputy Director	Supervisor	0500		64,845.00	70,000.00	$ 5,155.00	$ 319.61	$ 74.75					386.625	$ 780.98	$ 5,935.98
Increase salary															
Development Se	Supervisor	0500		49,033.60	52,500.00	$ 3,466.40	$ 214.92	$ 50.26						$ 265.18	$ 3,731.58
Upgrade Position/Title and upgrade from Clerical Union to Supervisor's Union															
Development Se	Supervisor	0500			(52,500.00)	$ (52,500.00)	$ (3,255.00)	$ (761.25)						$ (4,016.25)	$ (56,516.25)
Eliminated by FS-restored to original FT Position in Clerical Union															
Clerk	Clerical	0500			33,483.00	$ 33,483.00	$ 2,075.95	$ 485.50	$ 25,641.00	$ 3,000.00	$ 376.22	$ 6,000.00	$ 1,004.49	$ 38,583.16	$ 72,066.16
Upgrade Position/Title from PT to FT - would be in Clerical-Union															
Clerk	Clerical	0500			(33,483.00)	$ (33,483.00)	$ (2,075.95)	$ (485.50)	$ (25,641.00)	$ (3,000.00)	$ (376.22)	$ (6,000.00)	$ (1,004.49)	$ (38,583.16)	$ (72,066.16)
FT Position Eliminated by FS															
Clerk	PT	0500		15,210.00	16,731.00	$ 1,521.00	$ 94.30	$ 22.05						$ 116.36	$ 1,637.36
increase hourly rate															
Paid Time Off Cc	PT	0500			2,376.00	$ 2,376.00	$ 147.31	$ 34.45						$ 181.76	$ 2,557.76
NEW PT position for Paid Time Off															
Total Public Works:				129,088.60	89,107.00	(39,981.60)	(2,478.86)	(579.73)	-	-	-	-	386.63	(2,671.97)	(42,653.57)
blic Works Highway:															
Maintainer III - H	Highway	0510			56,030.05	$ 56,030.05	$ 3,473.86	$ 812.44						$ 4,286.30	$ 60,316.35
New Position Eliminated by FS					(56,030.05)	$ (56,030.05)	$ (3,473.86)	$ (812.44)						$ (4,286.30)	$ (60,316.35)
Total Public Works-Highway:				-	-	-	-	-	-	-	-	-	-	-	-
blic Works Landfill:															
PT-Landfill Atter	PT	0600		12,168.00	13,182.00	$ 1,014.00	$ 62.87	$ 14.70						$ 77.57	$ 1,091.57
increase hourly rate/hours							$ -	$ -						$ -	$ -
Total Public Works-Landfill:				12,168.00	13,182.00	1,014.00	62.87	14.70	-	-	-	-	-	77.57	1,091.57
ealth Department:															
Admin Assistant	Clerical	-		33,000.00	38,052.26	$ 5,052.26	$ 313.24	$ 73.26						$ 386.50	$ 5,438.76
Upgrade Position/Title and upgrade in Clerical Union.							$ -	$ -						$ -	$ -
Total Health Department:				33,000.00	38,052.26	5,052.26	313.24	73.26	-	-	-	-	-	386.50	5,438.76
Social Services:															
PT-Social Service	PT	0710		27,300.00	36,400.00	$ 9,100.00	$ 564.20	$ 131.95						$ 696.15	$ 9,796.15
PT-Food Pantry	PT	0710		24,700.00	27,300.00	$ 2,600.00	$ 161.20	$ 37.70						$ 198.90	$ 2,798.90
PT-Custodian	PT	0710		1,190.00	1,560.00	$ 370.00	$ 22.94	$ 5.36						$ 28.30	$ 398.30
PT-Mental Healt	PT	0710		28,392.00	30,420.00	$ 2,028.00	$ 125.74	$ 29.41						$ 155.14	$ 2,183.14
increase hourly rate/hours															
Total Social Services:				81,582.00	95,680.00	14,098.00	874.08	204.42	-	-	-	-	-	1,078.50	15,176.50
Library:															
Office Assistant	Clerical	0800		35,250.22	37,808.83	$ 2,558.61	$ 158.63	$ 37.10						$ 195.73	$ 2,754.35
Upgrade Position/Title and upgrade in Clerical Union.															
Circulation Libra	PT	0800		145,712.50	174,360.00	$ 28,647.50	$ 1,776.15	$ 415.39						$ 2,191.53	$ 30,839.03
Reference Librai	PT	0800		37,638.00	38,700.00	$ 1,062.00	$ 65.84	$ 15.40						$ 81.24	$ 1,143.24
PT-Paid Time Of	PT	0800		-	3,000.00	$ 3,000.00	$ 186.00	$ 43.50						$ 229.50	$ 3,229.50
PT-Paid Time Of	PT	0800		-	860.00	$ 860.00	$ 53.32	$ 12.47						$ 65.79	$ 925.79
increase hourly rate/hours/New Paid Time Off line item															
Total Library:				218,600.72	254,728.83	36,128.11	2,239.94	523.86	-	-	-	-	-	2,763.80	38,891.91
rks and Recreation:															
Office Administr	Supervisor	0810		37,567.70	45,281.00	$ 7,713.30	$ 478.22	$ 111.84						$ 590.07	$ 8,303.37
Other-Recreatio	Supervisor	0810		-	45,281.00	$ 45,281.00	$ 2,807.42	$ 656.57	$ 25,641.00	$ 3,000.00	$ 376.22	$ 6,000.00	1,358.43	$ 39,839.65	$ 85,120.65
Upgrade Position/Title and upgrade from Clerical Union to Supervisor's Union/New FT Supervisor's Position															
PT Aquatic Dire	PT			25,000.00	-	$ (25,000.00)	$ (1,550.00)	$ (362.50)						$ (1,912.50)	$ (26,912.50)
PT Life Guards	PT			49,160.00	51,000.00	$ 1,840.00	$ 114.08	$ 26.68						$ 140.76	$ 1,980.76
Total Parks and Recreation:				111,727.70	141,562.00	29,834.30	1,849.73	432.60	25,641.00	3,000.00	376.22	6,000.00	1,358.43	38,657.97	68,492.27
Total Budget Salary Changes:				1,113,694.39	1,266,109.66	152,415.27	9,424.95	2,204.22	76,923.00	9,000.00	1,128.66	18,000.00	3,404.89	120,085.72	272,500.99

2016-2017 BUDGET IMPACT OF PROPOSED SALARY CHANGES DETAIL:

							15/16	15/16	15/16		16/17	16/17	16/17
Dept	EE	Dept GL	Object	15/16	16/17		Hours	Hrly Rate	$		Hours	Hrly Rate	$
First Selectman	Fill In for Admin As sist	0005	150003	$ 3,000	$ 3,050	-Increase hourly rate	200.00	$ 15.00	$ 3,000.00		200.00	$ 15.25	$ 3,050.00
First Selectman	PT-Admin Assistant	0005	150005	$ 15,210	$ 15,464	-Increase hourly rate	1,014.00	$ 15.00	$ 15,210.00		1,014.00	$ 15.25	$ 15,463.50
ROV	Registar-Salary	0030	150001	$ 11,000	$ 25,000	-Salaried Position							
ROV	Registar-Salary	0030	150001	$ 8,010		-eliminate houlry rates	445.001	$ 18.00	$ 8,010.02				
ROV	Registar-Add'l Hourly	0030	150001	$ 11,000	$ 25,000	-Salaried Position	445.001	$ 18.00	$ 8,010.02				
ROV	Registar-Add'l Hourly	0030	150001	$ 8,010		-eliminate houlry rates							
Town Council	Town Council Clerk	0010	150021	$ 3,600	$ 3,840	-Increase hourly rate	240.00	$ 15.00	$ 3,600.00		240.00	$ 16.00	$ 3,840.00
Board of Finance	Board of Finance Clerk	0020	150023	$ 2,080	$ 2,240	-Increase hourly rate	138.67	$ 15.00	$ 2,080.00		140.00	$ 16.00	$ 2,240.00
Town Clerk	Town Clerk Seasonal PT	0040	150005	$ 5,000	$ 5,005	-reduce hours/increase rate	416.67	$ 12.00	$ 5,000.00		385.00	$ 13.00	$ 5,005.00
Tax Collector	Seasonal Lockbox	0050	150005	$ 1,920.00	5,600.00	-Increase hourly rate/hours	160.00	$ 12.00	$ 1,920.00		400.00	$ 14.00	5,600.00
Tax Collector	Part Time Salary	0050	150005	$ 12,080.00	19,504.00	-Increase hourly rate/hours	862.86	$ 14.00	$ 12,080.00		819.00	$ 16.00	13,104.00
Tax Collector							-	$ -	$ -		400.00	$ 16.00	6,400.00
Tax Collector	Paid Time Off Coverage	0050	150005	$ -	2,000.00	-New	-	$ -	$ -		125.00	$ 16.00	2,000.00
Senior Center	Office Assist to Admin Assist	0080	150003	$ 40,652	$ 44,000	Upgrade Step from 8-9D to Su pervisors $44,000							
Senior Center	Outreach Worker	0080	150005	$ 24,700	$ 27,300	-increase hourly rate	1,300.00	$ 19.00	$ 24,700.00		1,300.00	$ 21.00	$ 27,300.00
Senior Center	Building Attendant	0080	150005	$ 2,855	$ 3,073	-increase hourly rate to comply with minimum wage laws	312.00	$ 9.15	$ 2,854.80		156.00	$ 9.60	$ 1,497.60
							-	$ -	$ -		156.00	$ 10.10	$ 1,575.60
Senior Center	Part-Time Van Driver	0080	150005	$ 4,992	$ 6,240	-Increase hourly rate	416.00	$ 12.00	$ 4,992.00		416.00	$ 15.00	$ 6,240.00
Senior Center	Custodial Services	0080	150005	$ 10,410	$ 11,375	-Increase hourly rate	910.00	$ 11.44	$ 10,410.40		910.00	$ 12.50	$ 11,375.00
Senior Center	Part Time Office Assistant	0080	150005	$ -	$ 16,731	New Position	-	$ -	$ -		1,014.00	$ 16.50	$ 16,731.00
Senior Center	Paid Time Off Coverage	0080	150005	$ 2,721	$ 3,413	-Increase hourly rate	226.75	$ 12.00	$ 2,721.00		227.50	$ 15.00	$ 3,412.50
EDC-New	Grant Writer	0090	150001	$ -	$ -	-budgeted for benefits $17,750-recal c in HR-Steve Cut position							
HR	HR Assistant	0110	150003	$ 22,500	$ 32,500	-move PT to FT NU-Elliminated-returned to PT	1,250.00	18.00	$ 22,500.00		1,300.00	25.00	$ 32,500.00
Finance	Tesla	0120	150003	$ 37,568	$ 40,763	Upgrade Step from 7-6D to 7-9A							
Finance	PT Finance Clerk	0120	150003	$ 18,252	$ 20,280	-Increase hourly rate	1,014.00	$ 18.00	$ 18,252.00		1,014.00	$ 20.00	$ 20,280.00
Finance	PT-Finance Accountant	0120	150003	$ 32,500	$ 33,800	-Increase hourly rate	1,300.00	$ 25.00	$ 32,500.00		1,300.00	$ 26.00	$ 33,800.00
Inland/Wetlands	Inspection Enforcement	0145	150005/150003	$ 15,200	$ 44,941	-move PT to FT Step 7-9 4	760.00	20.00	$ 15,200.00		1,300.00	20.00	$ 26,000.00
											*if FT not approved incr hrs		

2016-2017 BUDGET IMPACT OF PROPOSED SALARY CHANGES DETAIL:

Dept	EE	Dept GL	Object	15/16	16/17		15/16 Hours	15/16 Hrly Rate	15/16 $	16/17 Hours	16/17 Hrly Rate	16/17 $
Building	Administrative Assistant	0150	150005/150003	$ 15,666	$ 35,677	-move PT to FT Step 7-6 1-if not approved incr hourly rate	1,014.00	$ 15.45	$ 15,666.30	1,014.00	$ 16.45	$ 16,680.30
Building	Paid Time Off Coverage		150003	$ 1,300	$ 1,500	-increase hourly rate	86.67	$ 15.00	$ 1,300.00	100.00	$ 15.00	$ 1,500.00
P&Z	Sr Planning & Zoning Administratc	0156	150001	$ 37,500	$ 80,000							
P&Z	Planning & Zoning Adminis trator			$ 71,058	$ -	Upgrade to Sr Admin-Admin Unfilled						
Police	Deputy Emergency Management/	0445	150001	$ 2,500	$ 3,500	Moved from Emergen cy Management directly in Police Captain's salary						
Police	Animal Control-Part Time	0315	150005	$ 2,500	$ 3,500	-increase hourly rate	676.00	$ 13.25	$ 8,957.00	676.00	$ 14.00	$ 9,464.00
Police	Animal Control-Part Time	0315	150005	$ 2,500	$ 3,500	-increase hourly rate	676.00	$ 13.25	$ 8,957.00	676.00	$ 14.00	$ 9,464.00
Police	Animal Control-Part Time	0315	150005	$ 2,500	$ 3,500	-increase hourly rate	676.00	$ 13.25	$ 8,957.00	676.00	$ 14.00	$ 9,464.00
Police	Animal Control-Part Time	0315	150005	$ 2,500	$ 3,500	-increase hourly rate	520.00	$ 10.40	$ 5,408.00	520.00	$ 12.00	$ 6,240.00
Police	Animal Control-Part Time	0315	150005	$ 2,500	$ 3,500	-increase hourly rate	520.00	$ 10.40	$ 5,408.00	520.00	$ 12.00	$ 6,240.00
Police	Park Ranger	0320	150003	$ 49,034	$ 58,780	*Clerical step increase 8-9 4 to 8-10 1 - I ncludes Tree Waren PT Salary						
Fire Marshal	PT-Deputy Fire Mars hal	0440	150005	$ 6,250	$ 8,500	increase hrly rate/ hrs	390.625	$ 16.00	$ 6,250.00	425.00	20.00	$ 8,500.00
Fire Marshal	PT-Deputy Fire Mars hal	0440	150005	$ 6,250	$ 8,500	increase hrly rate/hrs	390.625	$ 16.00	$ 6,250.00	425.00	20.00	$ 8,500.00
	PT-Deputy Fire Mars hal	0441	150006	$ 6,250	$ 3,760	reduction of hours	390.625	$ 16.00	$ 6,250.00	235.00	16.00	$ 3,760.00
	PT-Deputy Fire Mars hal	0442	150007	$ 6,250	$ 4,000	reduction of hours	390.625	$ 16.00	$ 6,250.00	250.00	16.00	$ 4,000.00
Fire Marshal	PT Office Assistant	0440	150005	$ 15,210	$ 15,464	Increase hours	1014	$ 15.00	$ 15,210.00	1,014.00	15.25	$ 15,463.50
Emerg Mgmt	Emergency Management Director	0445	150001	$ 4,500	$ 5,500	increase qtrly salary						
Public Works	Deputy Director of Public Works	0500	150003	$ 64,845	$ 70,000	Upgrade Salary						
Public Works	Development Services	0500	150003	$ 49,034	$ -	Clerical to Supervisor-Steve Cut position						
Public Works	Clerk	0500	150005/150003	$ 15,210	$ 16,731	-move PT to FT Step 7-4 1-Steve cut upgrade incr hourly rate	1,014.00	$ 15.00	$ 15,210.00	1,014.00	$ 16.50	$ 16,731.00
Public Works	Paid Time Off Coverage	0500	150003		$ 2,376	New				144.00	$ 16.50	$ 2,376.00
Public Works	Maintainer III - NEW	0510	150003		$ -	New position-Steve cut						
Public Works	PT-Landfill Attendant	0600	150005	$ 12,168	$ 13,182	Increase hrly rate	1,014.00	$ 12.00	$ 12,168.00	1,014.00	$ 13.00	$ 13,182.00
Health	Admin Assistant	0000	150003	$ 33,000	$ 38,052	Upgrade Step from 7-6 2 to 7-8 1						
Social Services	PT-Social Services	0710	150005	$ 27,300	$ 36,400	-increase hourly rate	$ 1,300	$ 21.00	$ 27,300.00	$ 1,300	$ 28.00	$ 36,400.00
Social Services	PT-Food Pantry	0710	150005	$ 24,700	$ 27,300	-increase hourly rate	$ 1,300	$ 19.00	$ 24,700.00	$ 1,300	$ 21.00	$ 27,300.00
Social Services	PT-Custodian	0710	150005	$ 1,190	$ 1,560	-increase hourly rate	$ 104	$ 11.44	$ 1,190.00	$ 104	$ 15.00	$ 1,560.00
Social Services	PT-Mental Health Coordinator	0710	150005	$ 28,392	$ 30,420	-increase hourly rate	$ 1,014	$ 28.00	$ 28,392.00	$ 1,014	$ 30.00	$ 30,420.00
Library	Office Assistant	0800	150003	$ 35,250	$ 37,809	Upgrade Step from 7-6D to 7-8A						
Library	Circulation Librarian	0800	150005	$ 145,713	$ 174,360	Increase hrly rate	11,657	$ 12.50	$ 145,712.50	11,624	$ 15.00	$ 174,360.00
Library	Reference Librarian	0800	150005	$ 37,638	$ 38,700	Increase hrly rate	1,836	$ 20.50	$ 37,638.00	1,800	$ 21.50	$ 38,700.00
Library	PT-Paid Time Off Coverage-Circ	0800	150005	$ -	$ 3,000	NEW	-	$ -		200	$ 15.00	$ 3,000.00
Library	PT-Paid Time Off Coverage-Ref	0800	150005	$ -	$ 860	NEW	-	$ -		40	$ 21.50	$ 860.00
Parks & Rec	Office Adminis trator	0810	150003	$ 37,568	$ 45,281	Clerical to Supervisor						
Parks & Rec	Other-Recreation Supervisor	0810	150003	$ -	$ 45,281	New position						
	PT Aquatic Director	0810	150005	$ 25,000	$ -	Elimination of Position						
	PT Life Guards	0810	150005	$ 49,160	$ 51,000	Increase of steps / hourly rates						
				$ 1,113,694	$ 1,266,110							

Town of Monroe

STEPHEN J. VAVREK
First Selectman

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7 Fan Hill Road
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Fax: (203) 452-5475
email: svavrek@monroect.org
www.monroect.org

February 4, 2016

To: Town Council

From: First Selectman

Subject: **Elected Officials: Fiscal Year 2016-2017**

Following is a list of current and proposed salaries for Elected Officials employees for the fiscal year 2016-2017:

Position	Current Salary	Proposed Salary
First Selectman	$90,998	$93,273
Town Clerk	$58,735	$60,203
Tax Collector	$58,735	$60,203
Registrar of Voters-Democrat	$11,000	$25,000
Deputy Registrar of Voters- Democrat	$5,500	$5,500
Registrar of Voters- Republican	$11,000	$25,000
Deputy Registrar of Voters- Republican	$5,500	$5,500

Thank you

Stephen J. Vavrek
First Selectman
cc: Finance Department (Payroll)

Attachment – Pay Plan

Current Town of Monroe Non Union Pay Plan - Adopted February 1, 2008

Level	Title	FY 14 Salary	FY 15 Salary	FY 15 Increase	FY 16 Salary	FY 16 Increase	Minimum	Midpoint	Maximum
1		$ -	$ -		$ -		$ 26,139.36	$ 32,924.84	$ 39,710.32
2		$ -	$ -		$ -		$ 28,756.00	$ 35,573.20	$ 42,390.40
3	Executive Secretary	$ -	$ -		$ -		$ 31,369.52	$ 38,906.40	$ 46,443.28
4		$ -	$ -		$ -		$ 39,209.04	$ 48,521.72	$ 57,834.40
5	Administrative Assistant	$51,000.00	$ 55,000.00	7.8%	$ 56,238.00	2.3%	$ 43,130.88	$ 55,316.04	$ 67,501.20
6	Economic Development Coordinator	$ -	$ -		$ -		$ 46,598.00	$ 58,879.00	$ 71,160.00
7	Library Director	$ 66,300.00	$ 67,626.00	2.0%	$ 70,000.00	3.5%	$ 52,279.76	$ 66,373.32	$ 80,466.88
7	Parks & Recreation Director	$ 66,300.00	$ 67,626.00	2.0%	$ 70,000.00	3.5%	$ 52,279.76	$ 66,373.32	$ 80,466.88
7	Human Resources Director	$ 76,500.00	$ 78,030.00	2.0%	$ 79,786.00	2.3%	$ 52,279.76	$ 66,373.32	$ 80,466.88
7	Deputy Director of Finance & Comptroller	$ 74,000.00	$ 78,000.00	5.4%	$ 82,000.00	5.1%	$ 52,279.76	$ 66,373.32	$ 80,466.88
8		$ -	$ -		$ -		$ 57,509.00	$ 73,000.50	$ 88,492.00
9	Police Captain	$ 98,470.00	$ 100,439.00	2.0%	$ -		$ 62,733.84	$ 79,643.72	$ 96,553.60
10	Police Captain (Special)	$ -	$ -		$ 102,699.00	2.3%	$ 69,282.72	$ 89,546.08	$ 109,809.44
10	Public Works Director	Vacant	$ 94,000.00		$ 96,115.00	2.3%	$ 69,282.72	$ 89,546.08	$ 109,809.44
10	Director of Finance & Comptroller	$ 98,430.00	$ 100,399.00	2.0%	$ 100,400.00	0.0%	$ 69,282.72	$ 89,546.08	$ 109,809.44
10	Land Use Group Director/Engineer	$ 102,000.00	$ 104,040.00	2.0%	$ 106,382.00	2.3%	$ 69,282.72	$ 89,546.08	$ 109,809.44

Proposed Town of Monroe Non Union Pay Plan

Level	Title	Minimum	Midpoint	Maximum
1		$ 26,139.36	$ 32,924.84	$ 39,710.32
2		$ 28,756.00	$ 35,573.20	$ 42,390.40
3	Executive Secretary	$ 31,369.52	$ 38,906.40	$ 46,443.28
4		$ 39,209.04	$ 48,521.72	$ 57,834.40
5	Administrative Assistant	$ 43,130.88	$ 55,316.04	$ 67,501.20
6	Economic Development Coordinator	$ 46,598.00	$ 58,879.00	$ 71,160.00
7	Library Director	$ 52,279.76	$ 66,373.32	$ 80,466.88
7	Parks & Recreation Director	$ 52,279.76	$ 66,373.32	$ 80,466.88
8	Human Resources Director	$ 57,509.00	$ 73,000.50	$ 88,492.00
8	Deputy Director of Finance & Comptroller	$ 57,509.00	$ 73,000.50	$ 88,492.00
9		$ 62,733.84	$ 79,643.72	$ 96,553.60
10	Police Captain	$ 69,282.72	$ 89,546.08	$ 109,809.44
10	Public Works Director	$ 69,282.72	$ 89,546.08	$ 109,809.44
10	Director of Finance & Comptroller	$ 69,282.72	$ 89,546.08	$ 109,809.44
10	Land Use Group Director/Engineer	$ 69,282.72	$ 89,546.08	$ 109,809.44

Longevity	
Years of Service	
5 - 9	$ 500.00
10 - 14	$ 750.00
15 - 19	$ 1,000.00
20 - 24	$ 1,250.00
25+	$ 1,500.00

C. Lombardi/ N. Kapoor Rev 2.2.16

Town of Monroe

STEPHEN J. VAVREK
First Selectman

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email: svavrek@monroect.org
www.monroect.org

February 4, 2016

To: Town Council

From: First Selectman

Subject: **Non-Union Salaries: Fiscal Year 2016-2017**

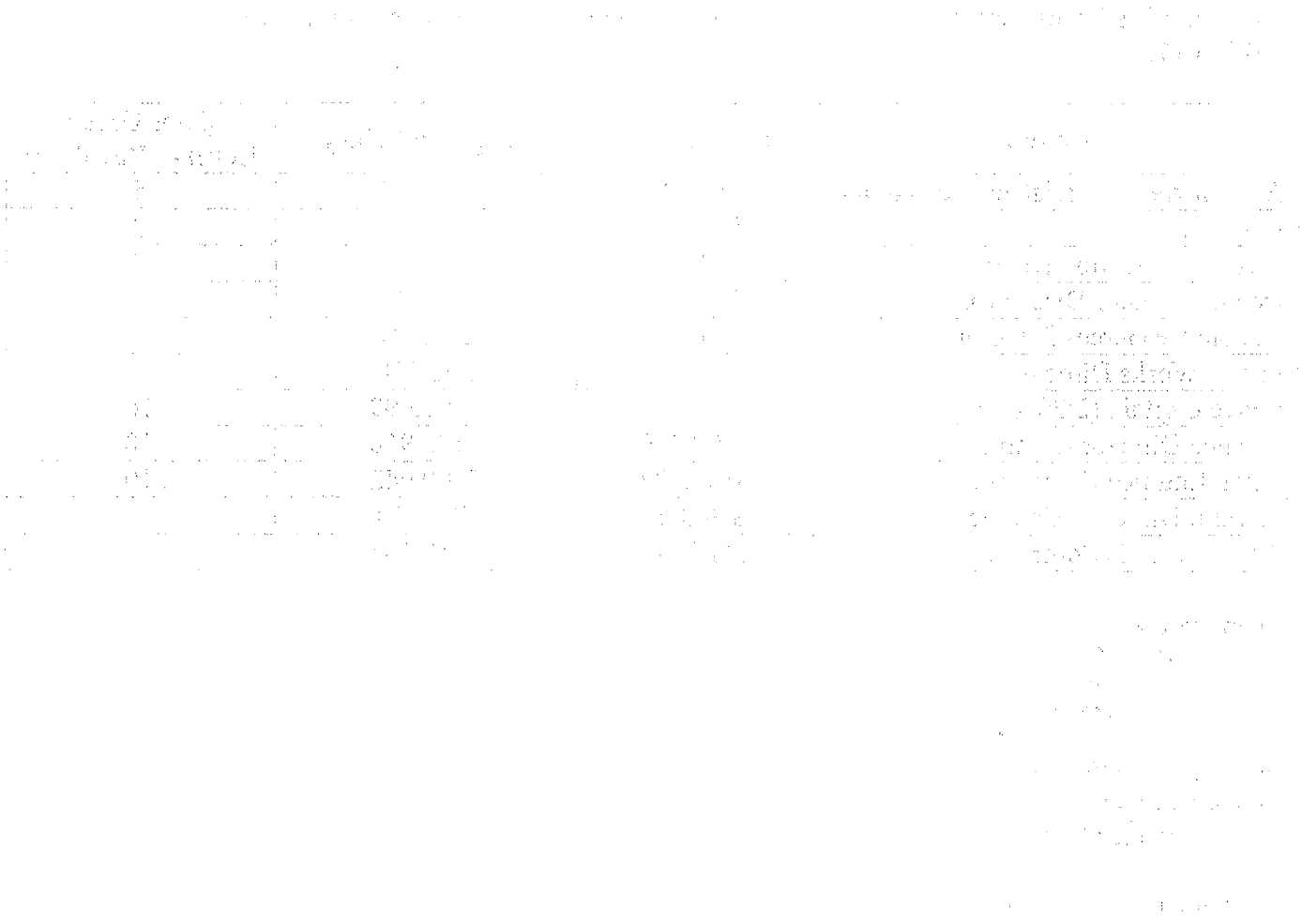
Following is a list of current and proposed salaries for non-union employees for the fiscal year 2016-2017:

Position	Current Salary	Proposed Salary	(Non-Union Level - Pay Plan)
Administrative Assistant- Selectman	$53,000	$54,325	5
Library Director	$70,000	$71,750	7
Park & Recreation Director	$70,000	$71,750	7
Deputy Finance Director/Comptroller	$82,000	$84,050	8
Human Resources Director	$79,786	$81,781	8
Public Works Director	$96,115	$98,518	10
Police Captain (2/2016- appointed)		$102,699	10
Finance Director/Comptroller	$100,400	$102,910	10
Town Engineer/Land Use	$106,382	$109,042	10
*Health Director (Contract)	$ 90,000	$92,250	
*Police Chief (Contract)	$115,272	$118,154	

Thank you.

Stephen J. Vavrek
First Selectman
cc: Finance Department (Payroll)

Attachment – Pay Plan

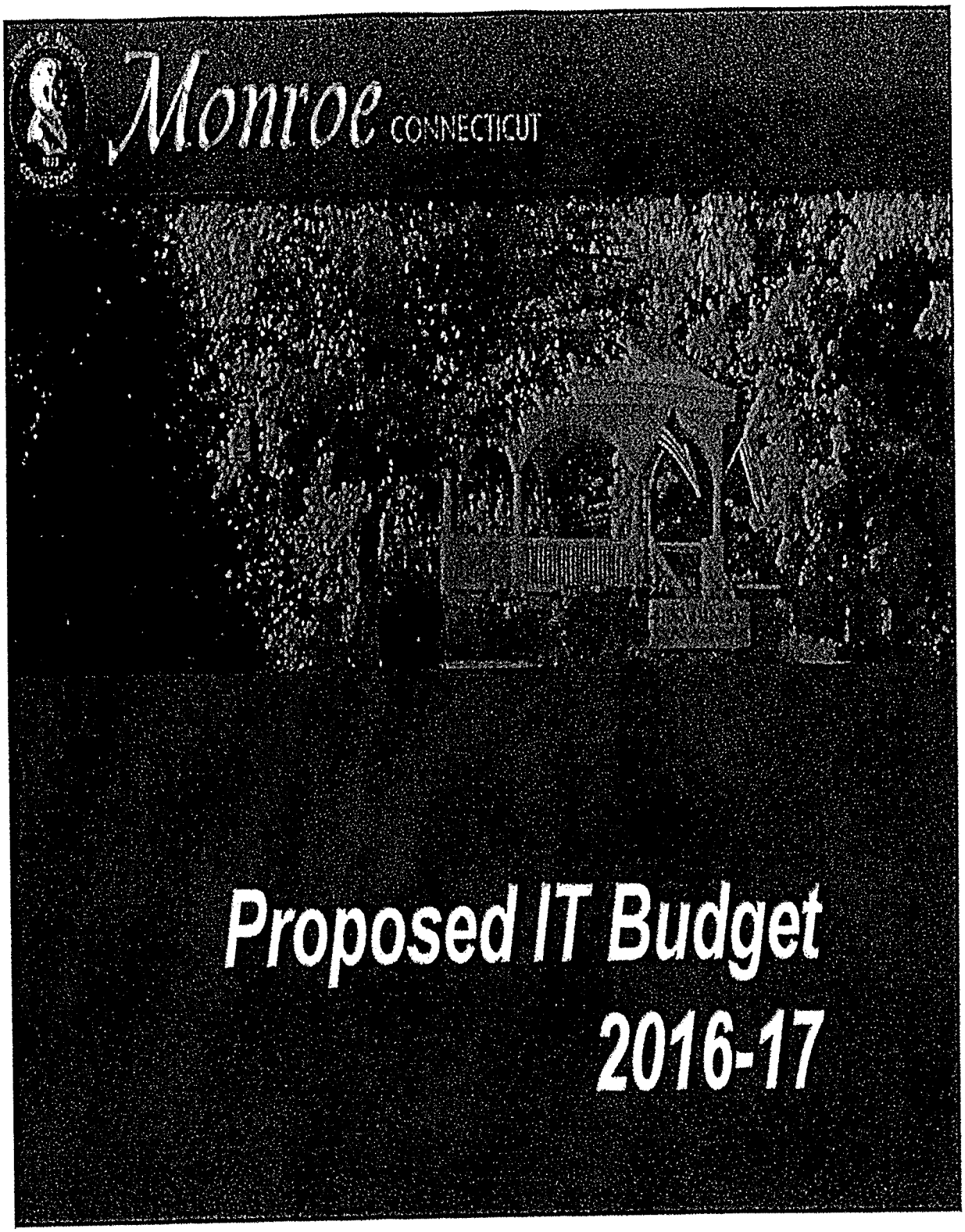


Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

IT


Monroe CONNECTICUT
Proposed IT Budget
2016-17

142

Town of Monroe

STEPHEN J. VAVREK
First Selectman

OFFICE OF THE FIRST SELECTMAN
Town Hall
7 Fan Hill Road
Monroe, Connecticut 06468-1808
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November 18, 2015

To: Department Heads

From: First Selectman

Subject: **Budget 2016/2017**

As a reminder, per Town Charter, the budget for your area(s) of responsibility is (are) due to me by ***Wednesday, December 9, 2015***.

Your budget must include the following:

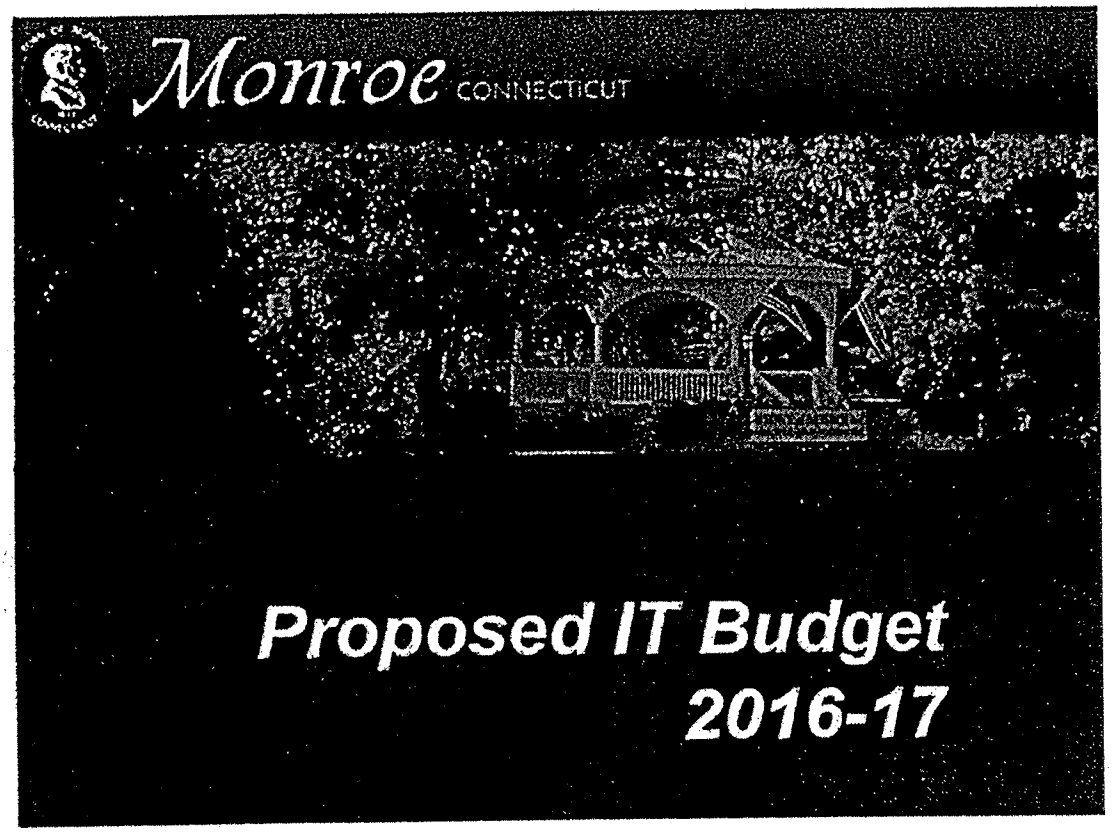
- A brief narrative of your departments functions.
- Current staffing levels and department organization chart.
- Department Mission Statement.
- Your Departments goals for 2016/2017.
- A Base budget with existing staff and services.
- A Base budget plus any cost adjustments.
- Requests for any new staff and/or any new services. These must be accompanied by detailed explanation and cost breakdown.
- Detailed requests for capital and or operation items.
- Detailed List of cost savings enacted in the last budget year.
- Detailed List of potential cost savings for new budget year.
- Detailed Five-year cost and staffing projection for your department.

Along with the above information, if applicable to your department, please provide me with some metrics (i.e., number of transactions handled, usage at library, senior center, food pantry, etc.) and trend of usage over the last three years. The reason for this request is an attempt to see who handles what and what services are increasing or decreasing so we can properly allocate resources.

You ***must*** provide Tanya Bombero with two hard copies (hole punched, please) and one electronic version (email to tbombero@monroect.org).

Thank you.

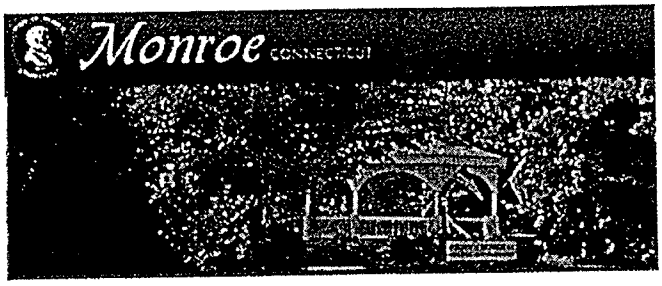
Stephen J. Vavrek
First Selectman


Monroe CONNECTICUT
Proposed IT Budget
2016-17

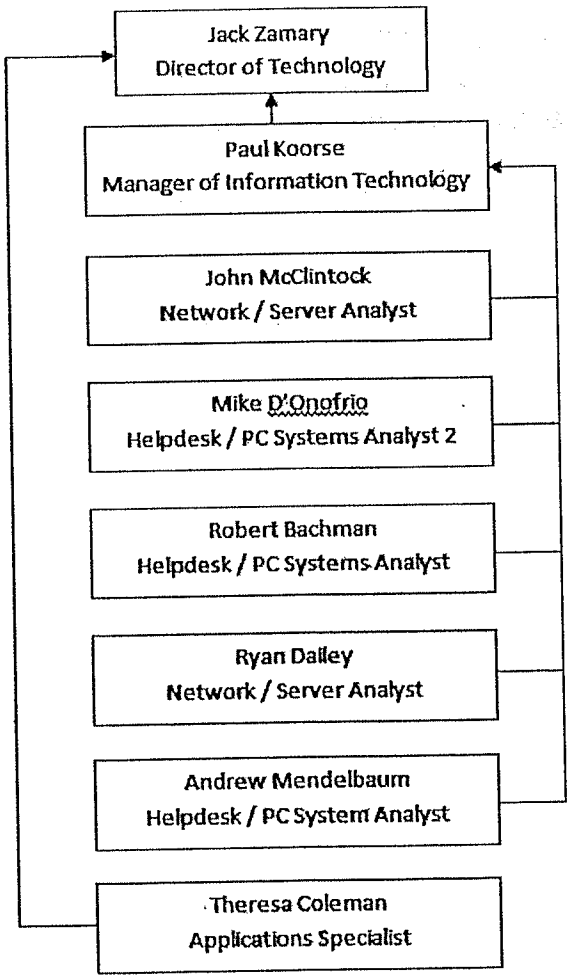
Monroe Information Technology Department
Budget 2016 - 2017

Town of Monroe IT Department's Functions

- ***Service Delivery:*** The Town delivers services to the public efficiently, conveniently and reliably through the use of technology.
- ***Policy Development:*** The Town develops and implements sound public policies using information that is accurate, timely and produced cost-effectively.
- ***Information Access:*** The Town maintains public information that is easily accessed by citizens and businesses to support Monroe's knowledge-based economy.

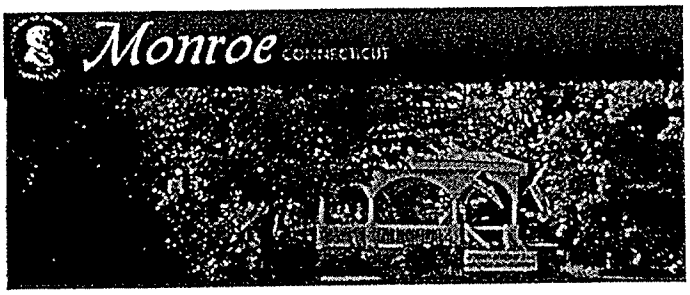


Monroe IT Department Organizational Chart



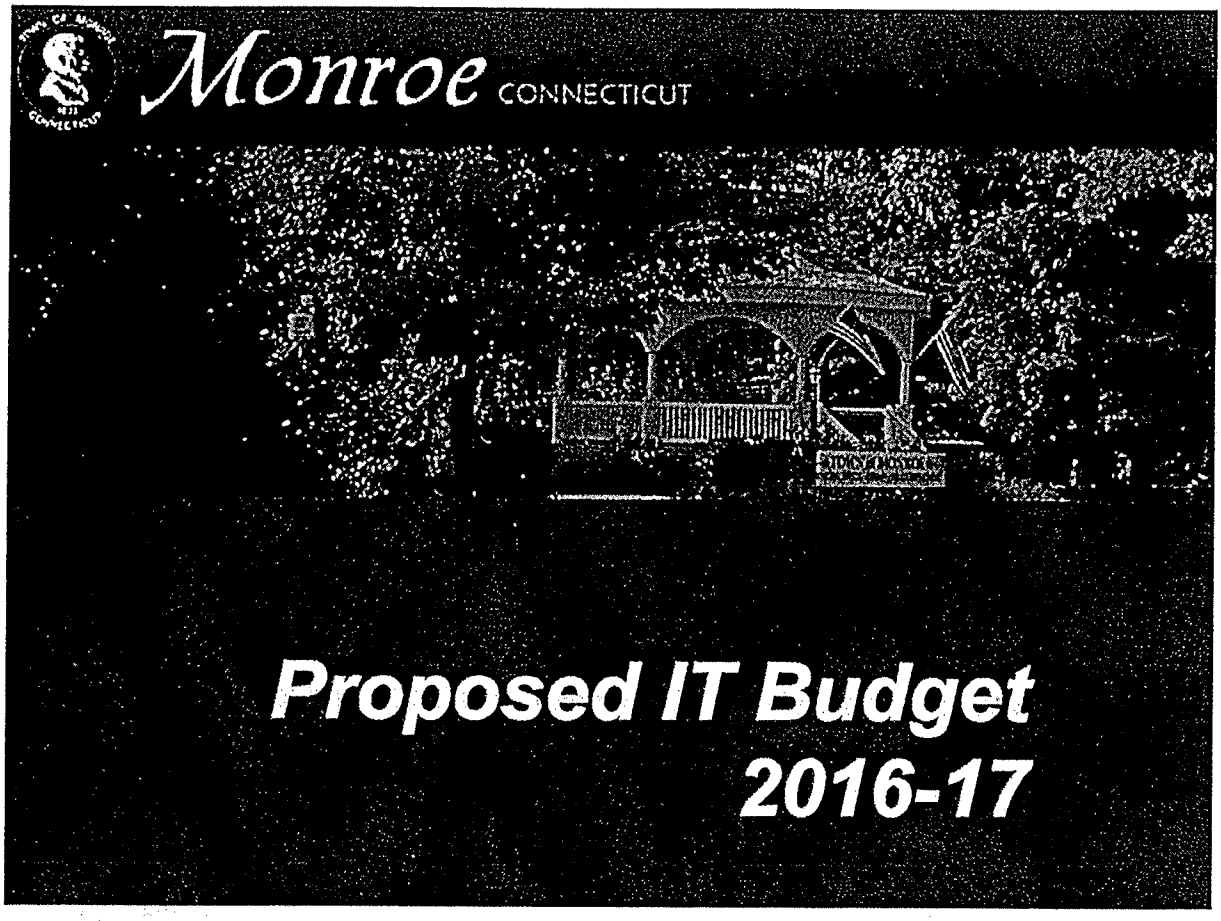
Town of Monroe IT Department's Mission Statement

The Town of Monroe Technology Department's mission is to use information technology to increase the capabilities of the organization by improving service delivery, supporting policy development, and enabling information access.



Town of Monroe IT Department Goals

- Provide technology that promotes and enables Town departments to deliver services effectively and efficiently within a budget that taxpayers will support.
- Manage data as a corporate asset to maximize its value and to enhance its usability.
- Leverage and integrate information technologies to enhance business processes, increasing productivity and improving customer services.
- Make government more accessible and transparent through delivery of, and access to, information and services through convenient and pervasive technologies such as smart phones.



IT Budget Overview

Monroe

Description	2015-16	2016-17	Difference %	Difference $
IT Salary - Admin	$15,000.00	$15,000.00	0.00%	$0.00
IT Salary - Other	$331,775.49	$336,550.44	1.44%	$4,774.95
IT Salary - Part Time	$0.00	$0.00	0.00%	$0.00
IT Office Expense	$1,500.00	$1,500.00	0.00%	$0.00
IT Communications	$116,900.00	$108,900.00	-6.84%	$(8,000.00)
IT Contracted Services	$16,800.00	$32,995.00	96.40%	$16,195.00
IT Data Processing	$160,921.00	$149,325.80	-7.21%	$(11,595.20)
IT Technology Plan	$30,830.00	$30,830.00	0.00%	$0.00
Totals	$673,726.49	$675,101.24	0.20%	$1,374.75

Cost containment 5 out of 7 lines:

Monroe

Description	2015-16	2016-17	Difference %	Difference $
IT Salary - Admin	$15,000.00	$15,000.00	0.00%	$0.00
IT Salary - Other	$331,775.49	$336,550.44	1.44%	$4,774.95
IT Salary - Part Time	$0.00	$0.00	0.00%	$0.00
IT Office Expense	$1,500.00	$1,500.00	0.00%	$0.00
IT Communications	$116,900.00	$108,900.00	-6.84%	$(8,000.00)
IT Contracted Services	$16,800.00	$32,995.00	96.40%	$16,195.00
IT Data Processing	$160,921.00	$149,325.80	-7.21%	$(11,595.20)
IT Technology Plan	$30,830.00	$30,830.00	0.00%	$0.00
Totals	$673,726.49	$675,101.24	0.20%	$1,374.75

Budget Drivers

Monroe

Description	2015-16	2016-17	Difference %	Difference $
IT Salary - Admin	$15,000.00	$15,000.00	0.00%	$0.00
IT Salary - Other	$331,775.49	$336,550.44	1.44%	$4,774.95
IT Salary - Part Time	$0.00	$0.00	0.00%	$0.00
IT Office Expense	$1,500.00	$1,500.00	0.00%	$0.00
IT Communications	$116,900.00	$108,900.00	-6.84%	$(8,000.00)
IT Contracted Services	$16,800.00	$32,995.00	96.40%	$16,195.00
IT Data Processing	$160,921.00	$149,325.80	-7.21%	$(11,595.20)
IT Technology Plan	$30,830.00	$30,830.00	0.00%	$0.00
Totals	$673,726.49	$675,101.24	0.20%	$1,374.75

IT Salary - Other

Monroe

Description	2014-15	2015-16	Difference %	Difference $
IT Salary - Other	$331,775.49	$336,550.44	1.44%	$4,774.95

- Projected increase indexed to other recent settlements.
- Final salary increase will be determined by First Selectman and Superintendent in June.

IT Contracted Services

Monroe

Description	2014-15	2015-16	Difference %	Difference $
IT Contracted Services	$16,800.00	$32,995.00	96.40%	$16,195.00

- Line increase due to GIS programming and support from GBRC ($16,395.00).
- Monroe incurred no cost for the past three years of GIS development by GBRC.

GBRC

Technology Refresh

Monroe

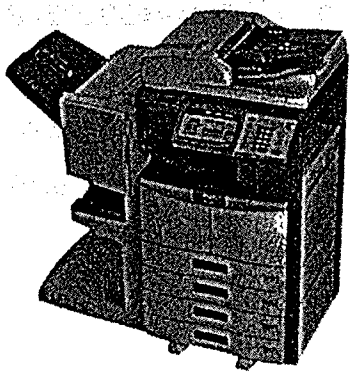
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-2020
Desktops Laptops	TH 42 EWML 55 PD 31		14	8	29	33	63
Wifi			Town Hall & EWML				
Servers	1	1		1			
GIS				10 Android Tablets			

- Tech Refresh - Recommended by Town Council in 2013 to make budgeting and replacement more predictable.

Copier Update

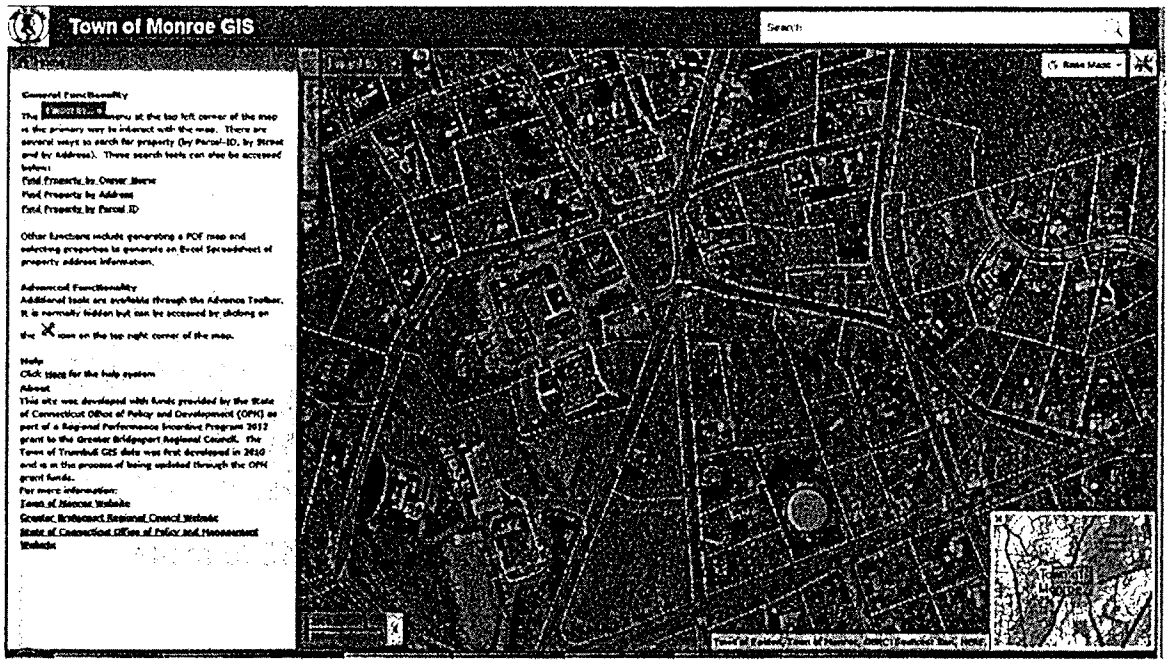
Monroe

- New copy contract:
  - Within budget
  - Positive feedback about new machines
- Printer exploration:
  - Switching toner vendors has resulted in per page savings.



GIS

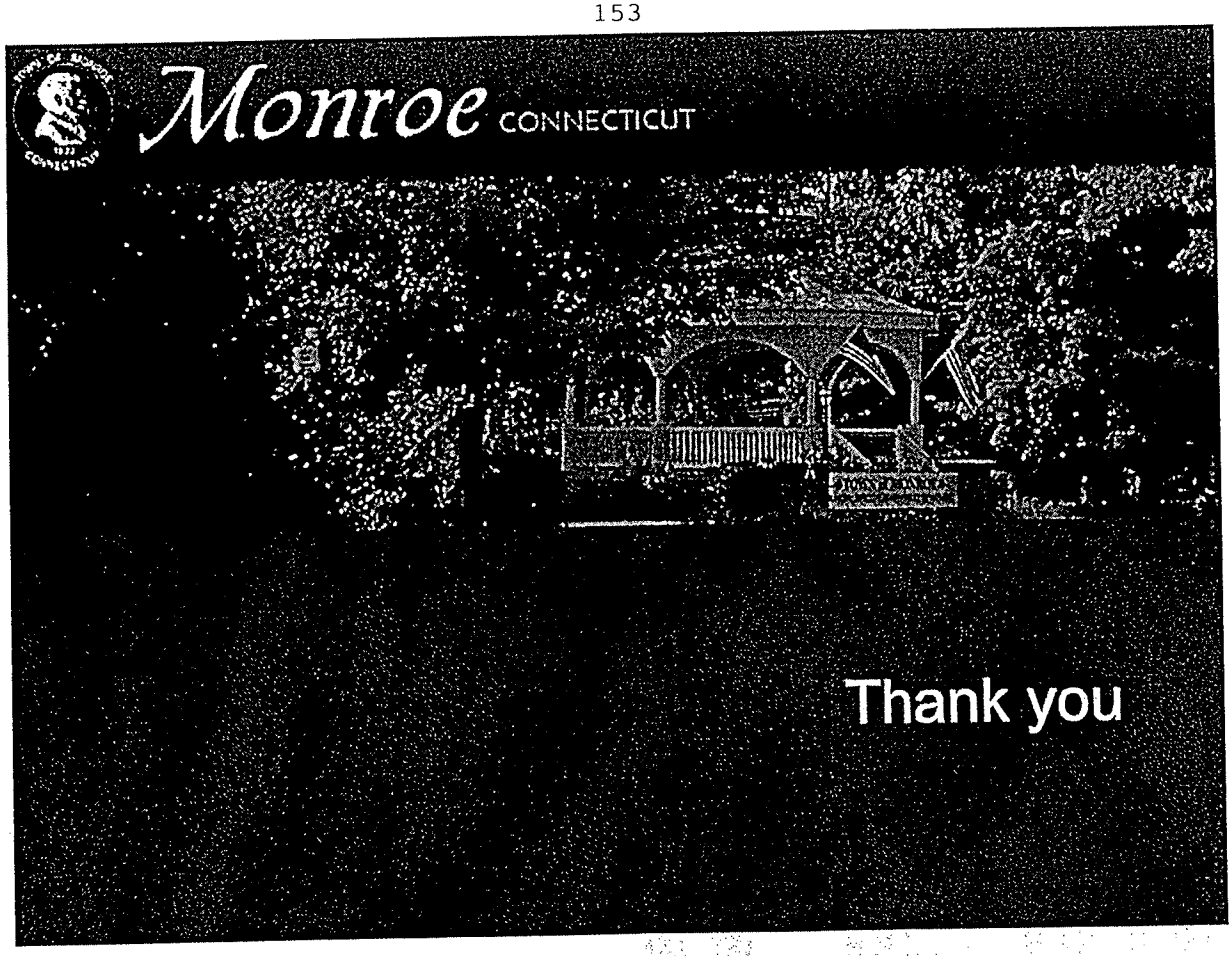
Monroe



Google Apps Pilot

Monroe

- This year:
  - Chromebook connectivity issues resolved
  - Town Council Google Apps Account
  - Chromebooks added to www.monroect.net domain.
- Moving forward:
  - Continue to work with staff to use Google Apps for productivity and collaboration.


Monroe CONNECTICUT
Thank you

TOWN OF MONROE
Technology Department

2016 2017

2016-2017 Budget Overview

Account Number	Description	2015-2016 Approved	2016-2017 Requested	Year Change	Projected Actual	Projected (Over/Under)	Difference
1001-10-15101-0000-0125-0000-00000-00000-150001	IT Salary Admin	$15,000.00	$15,000.00	0.00%	$0.00	$15,000.00	$ -
1001-10-15101-0000-0125-0000-00000-00000-150003	IT Salary - Other	$331,775.49	$336,550.44	1.44%	$0.00	$336,550.44	$ 4,774.95
1001-10-15101-0000-0125-0000-00000-00000-150005	IT Salary - Part Time	$0.00	$0.00	0.00%	$0.00	$0.00	$ -
1001-10-15101-0000-0125-0000-00000-00000-153385	IT Office Expense	$1,500.00	$1,500.00	0.00%	$0.00	$1,500.00	$ -
1001-10-15101-0000-0125-0000-00000-00000-153060	IT Communications	$116,900.00	$108,900.00	-6.84%	$0.00	$108,900.00	$ (8,000.00)
1001-10-15101-0000-0125-0000-00000-00000-153075	IT Contracted Services	$16,800.00	$32,995.00	96.40%	$0.00	$32,995.00	$ 16,195.00
1001-10-15101-0000-0125-0000-00000-00000-153105	IT Data Processing	$160,921.00	$149,325.80	-7.21%	$0.00	$149,325.80	$ (11,595.20)
1001-10-15101-0000-0125-0000-00000-00000-153530	IT Technology Plan	$30,830.00	$30,830.00	0.00%	$0.00	$30,830.00	$ -
Notes							
Totals		**$673,726.49**	**$675,101.24**	**0.20%**	**$0.00**	**$675,101.24**	**$1,374.75**

Difference from previous FY	**$1,374.75**

Town of Monroe
Technology Department

Main

1001-10-15101-0000-0125-0000-00000-00000-150001 - IT Salary Admin

Account Name	Vendor	Description	2015-2016	2016-2017	Year Change	Projected	Projected (Over/Under)
Tech Salary Admin	Monroe BOE	Tech Salary Admin	$15,000.00	$15,000.00	0.00%	$0.00	$15,000.00
		Totals	$15,000.00	$15,000.00	0.00%	$0.00	$15,000.00
			Approved	Requested	Difference	Projected	Over/Under
			$15,000.00	$15,000.00	0.00%	$0.00	$15,000.00

Town of Monroe
Technology Department

Main

1001-10-15101-0000-0125-0000-00000-00000-150003 - IT Salary Other

Account Name	Vendor	Description	2015-2016	2016-2017	Year Change	Projected	Projected (Over/Under)
Tech Salary Other	Monroe BOE	Tech Salary Other	$331,775.49	$336,550.44	1.44%		$336,550.44
		Totals	$331,775.49	$336,550.44	1.44%	$0.00	$336,550.44
			Approved	Requested	Difference	Projected	Over/Under
			$331,775.49	**$336,550.44**	1.44%	**$0.00**	**$336,550.44**

Town of Monroe
Technology Department

Main

1001-10-15101-0000-0125-0000-00000-00000-150005 - IT Salary Part Time

Account Name	Vendor	Description	2015-2016	2016-2017	Year Change	Projected	Projected (Over/Under)
P/T Tech Salary Other	Monroe BOE	P/T Salary Other	$0.00	$0.00	0.00%	$0.00	$0.00
		Totals	$0.00	$0.00	0.00%	$0.00	$0.00
			Approved	Approved	Difference	Projected	Over/Under
			$0.00	$0.00	0.00%	$0.00	$0.00

Town of Monroe
Technology Department

Main

1001-10-15101-0000-0125-0000-00000-00000-153385 - IT Office Expense

Account Name	Vendor	Description	2015-2016	2016-2017	Year Change	Projected	Projected (Over/Under)
Tech Office Expense	Various	Tech Office Expense	$1,500.00	$1,500.00	0.00%	$0.00	$1,500.00
		Totals	$1,500.00	$1,500.00	0.00%	$0.00	$1,500.00
			Approved	Requested	Difference	Projected	Over/Under
			$1,500.00	**$1,500.00**	**0.00%**	**$0.00**	**$1,500.00**

Town of Monroe
Technology Department

Main

1001-10-15101-0000-0125-0000-00000-00000-153060 - IT Communications

Account Name	Vendor	description	2015-2016	2016-2017	Year Change	Projected	Projected (Over/Under)
Tech Communications	Frontier	Phone / Data Lines	$68,000.00	$60,000.00	-11.76%	$0.00	$60,000.00
Tech Communications	Verizon	Town Cellular	$35,000.00	$35,000.00	0.00%		$35,000.00
Tech Communications	Various	Telephone Repairs	$600.00	$600.00	0.00%		$600.00
Tech Communications	Code RED	Code RED	$13,300.00	$13,300.00	0.00%		$13,300.00
		Totals	$116,900.00	$108,900.00	-6.84%	$0.00	$108,900.00
			Approved	Requested	Difference	Projected	Over/Under
			$116,900.00	**$108,900.00**	-6.84%	**$0.00**	**$108,900.00**

Town of Monroe
Technology Department

Main

1001-10-15101-0000-0125-0000-00000-00000-153075 - IT Contracted Services

Account Name	Vendor	Description	2015-2016	2016-2017	Year Change	Projected	Projected (Over/Under)
Tech Contracted Services	Various	A/V Support	$2,000.00	$2,000.00	0.00%	$0.00	
Tech Contracted Services	QSCEND	New Website / Hosting	$12,000.00	$12,000.00	0.00%	$0.00	
Tech Contracted Services	Wholesale	Monroe PD UPS Maintenance	$2,800.00	$2,600.00	-7.14%	$0.00	
Tech Contracted Services	GBRC	GIS Dev & Mapping	0	$16,395.00	100.00%		
		Totals	$16,800.00	$32,995.00	96.40%	$0.00	$0.00
			Approved	Requested	Difference	Projected	Over/Under
			$16,800.00	**$32,995.00**	96.40%	**$0.00**	**$32,995.00**

Town of Monroe
Technology Department

Main

1001-10-15101-0000-0125-0000-00000-00000-153105 - IT Data Processing

Account Name	Vendor	Description	2015-2016	2016-2017	Year Change	Projected	Projected (Over/Under)
Tech Data Processing	Wholesale	Toner	$6,850.20	$9,000.00	31.38%	$0.00	
Tech Data Processing	QDS	Assessor's Office	$9,000.00	$9,000.00	0.00%	$0.00	
Tech Data Processing	Charter	Internet Access	$45,520.00	$35,000.00	-23.11%	$0.00	
Tech Data Processing	QDS	Tax Collector	$5,650.00	$5,850.00	3.54%	$0.00	
Tech Data Processing	Microsoft	TechNet	$0.00	$0.00	0.00%	$0.00	
Tech Data Processing	Tyler Technologies	Univers & Landis	$0.00	$0.00	0.00%	$0.00	
Tech Data Processing	Various	Repairs - Town Hall	$12,000.00	$12,000.00	0.00%	$0.00	
Tech Data Processing	Print Manager Plus	EWML	$325.00	$0.00	-100.00%	$0.00	
Tech Data Processing	Watchguard	Firewall	$5,200.00	$4,900.00	-5.77%	$0.00	
Tech Data Processing	Dell	Toner	$9,000.00	$6,000.00	-33.33%	$0.00	
Tech Data Processing	GoDaddy	Domain / SSL Registration	$500.00	$500.00	0.00%	$0.00	
Tech Data Processing	Tyler Technologies	Financial System reoccurring	$56,625.80	$56,625.80	0.00%	$0.00	
Tech Data Processing	Network Sec Grp	Email AntiVirus (PD)	$1,700.00	$1,700.00	0.00%	$0.00	
Tech Data Processing	Vision	Tax Assessor	$8,550.00	$8,750.00	2.34%	$0.00	
		Totals	$160,921.00	$149,325.80	-7.21%	$0.00	$0.00
			Approved	Requested	Difference	Projected	Over/Under
			$160,921.00	$149,325.80	-7.21%	$0.00	$149,325.80

Town of Monroe
Technology Department

Main

1001-10-15101-0000-0125-0000-00000-00000-153530 - IT Technology Plan

Account Name	Vendor	Description	2015-2016	2016-2017	Year Change	Projected	Projected (Over/Under)
Tech Plan	Various	Technology Refresh Cycle	$30,830.00	$30,830.00	0.00%	$0.00	$30,830.00
		Totals	$30,830.00	$30,830.00	0.00%	$0.00	$30,830.00
			Approved	Requested	Difference	Projected	Over/Under
			$30,830.00	$30,830.00	0.00%	$0.00	$30,830.00

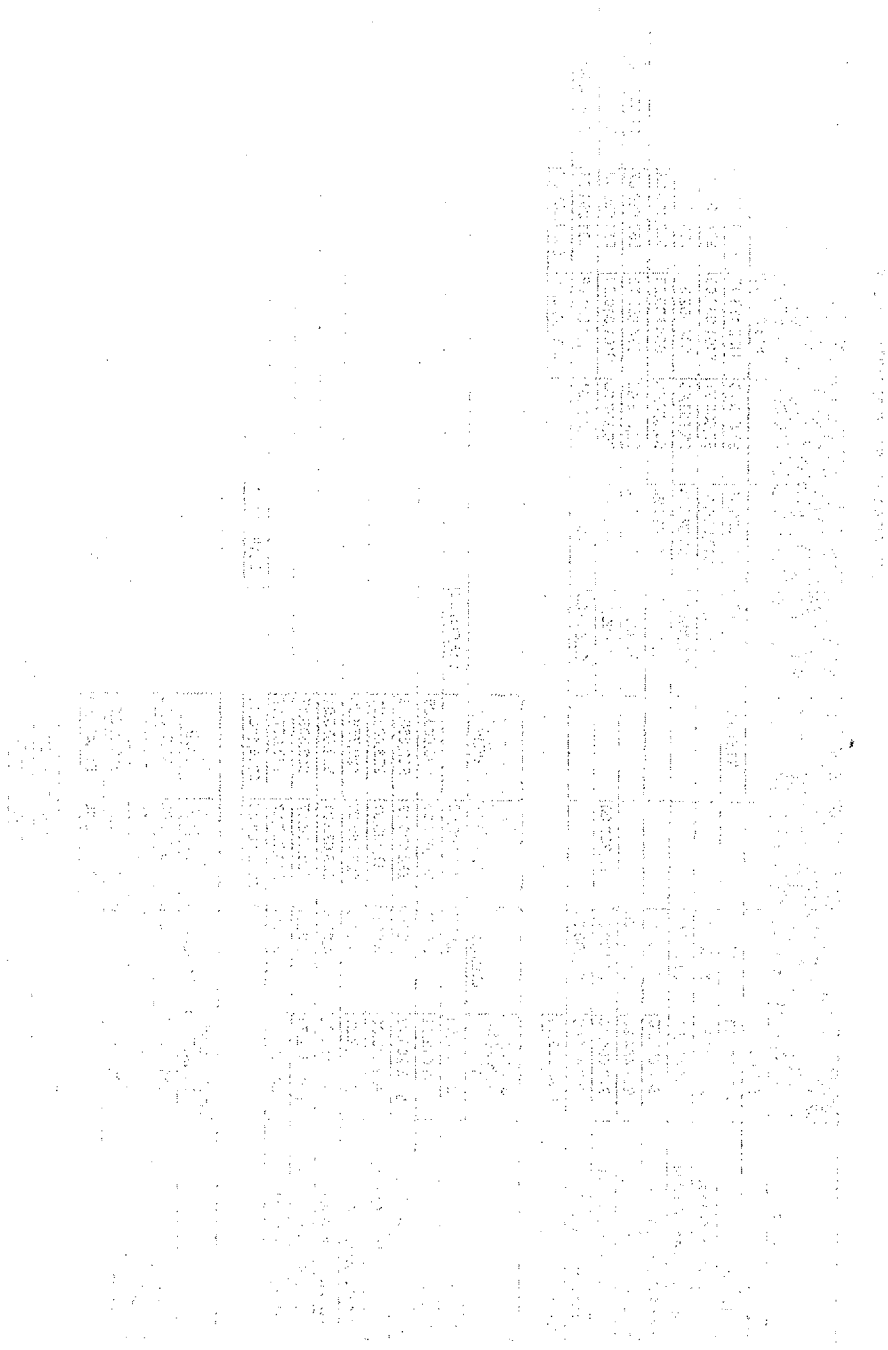
TOWN OF MONROE IT STAFFING DETAIL - 2016-17 BUDGET PROPOSAL

Position	2016-16 Salary	2015-16 Incentive Pay	2015-16 Stipend	2015-16 Annuity	2015-16 HSA (65% contr)	2015-16 Health Ins (80%)	2015-16 Payroll Taxes	2015-16 Total Cost Salary & Benefits	2016-17 Projected Salary w 2.75%	2016-17 Incentive Pay	2016-17 Stipend	2016-17 Annuity	2016-17 Projected HSA Contribution (60% contr)	2016-17 Projected Health Ins	2016-17 Payroll Taxes	2016-17 Total Cost Salary & Benefits
IT Director	$15,000.00							$15,000.00	$15,000.00							$15,000.00
IT Manager	$100,593.93	$3,000.00		$1,500.00	$2,600.00	$16,968.48	$7,500.76	$132,163.17	$103,360.26	$3,000.00		$1,500.00	$2,200.00	$17,816.90	$8,136.56	$136,013.72
Network Server Analyst	$75,316.80	$1,500.00			$2,600.00	$16,968.48	$5,580.77	$101,966.05	$77,685.65	$1,500.00			$2,200.00	$17,816.90	$6,057.70	$105,260.26
Help/PC Systems Analyst	$51,417.60	$1,500.00			$1,300.00	$8,825.84	$3,358.90	$64,402.34	$53,034.78	$1,500.00			$1,100.00	$7,167.13	$4,171.91	$66,973.82
Help/PC Systems Analyst	$44,699.20	$1,500.00			$1,300.00	$8,825.24	$4,576.08	$58,900.50	$48,105.08	$1,500.00			$1,100.00	$7,166.50	$3,641.79	$59,513.36
Network Server Analyst	$61,484.80	$1,500.00			$1,300.00	$8,825.84	$3,846.08	$74,956.72	$63,418.62	$1,500.00			$1,100.00	$7,167.13	$4,986.27	$78,152.02
Help/PC Systems Analyst	$72,654.40	$1,500.00	$2,200.00		$2,600.00	$16,968.48	$5,387.50	$101,310.38	$74,939.52	$1,500.00	$2,200.00		$2,200.00	$17,816.90	$6,015.92	$104,672.34
Application Specialist	$59,425.60	$1,500.00			$2,600.00	$16,968.48	$4,427.51	$84,921.59	$61,294.65	$1,500.00			$2,200.00	$17,816.90	$4,803.79	$87,615.34
Totals	$480,592.33							$633,620.75	$494,838.56							$653,200.87

Total	Salary & Benefits 2016-17	Change	Town	BOE		
IT Director	$15,000.00	0.00%	$15,000.00		$15,000.00	
IT Manager	$136,013.72	2.91%	$68,006.86	$68,006.86		
Network Server Analyst	$105,260.26	3.23%	$52,630.13	$52,630.13		
Help/PC Systems Analyst	$66,973.82	3.99%	$33,486.91	$33,486.91		
Help/PC Systems Analyst	$59,513.36	1.04%	$29,756.68	$29,756.68		
Network Server Analyst	$78,152.02	4.26%	$39,076.01	$39,076.01		
Help/PC Systems Analyst	$104,672.34	3.32%	$52,336.17	$52,336.17		
Application Specialist	$87,615.34	3.17%	$43,807.67	$43,807.67		
			$319,100.44	$319,100.44		$319,100.44

	Ancillary Costs 2016-17	Change	Town	BOE		
Mileage	$11,000.00	0%	$5,500.00	$5,500.00		
On-Call	$3,900.00	0%	$1,950.00	$1,950.00		
Overtime	$20,000.00	0%	$10,000.00	$10,000.00		
			$17,450.00	$17,450.00		$17,450.00

IT Salary Other 2016-17		$336,550.44
IT Salary Admin 2016-17	$15,000.00	



Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

Assessor

Town of Monroe

Office of the Assessor
7 Fan Hill Rd Room 202
Monroe, CT 06468
Phone (203) 452-2803
Fax (203)425-2253

12/09/2015

Assessor's Office Budget
2016-2017

Department Functions and Mission Statement:
The role of the Assessor's Office is to discover, list and value all Real, Personal Property and Vehicles taxable and exempt in the Town of Monroe. Our mission is to ensure property owners share the tax burden equitably in accordance to applicable law and the Uniform Standards of Professional Appraisal Practice. 84% of the Town revenue is generated through this process not including reimbursement from the State for claims processed by the Assessor.

Current Staffing includes 4 full time positions:
Assessor
Appraiser
Assistant to Assessor
Assessment Technician

Accomplished Goals:
When I accepted the position of Town Assessor last December, Monroe was in the midst of a very turbulent revaluation which unveiled a regional economic drop in real estate values with fluctuating commercial property values. Also weighing in heavily were unpredictable CAMA system conversion problems and a notable shortage of assessor staff during this revaluation period. My initial goal was to organize and restructure operations to the best of my ability with an immense focus on the timely completion of the Grand List while successfully implementing the 2014 Revaluation. With tremendous help of existing staff, outside contracted help and assistance from Tyler Technologies, we ultimately met these goals with minimum discrepancies. Also we established an effective working relationship with our new on-line vendors and GIS service.

This past year, there has been an upgrade to the former Assessment Clerk position to Assessment Technician. This has proved to have be a great success within our department as we now have the much needed technical support of additional personnel authorized to assign value. A minimum of AAT (Administrative Assessment Technician Designation) level of certification is required for this new position.

Overall, I feel there have been notable improvements made in the Assessor's Office. We strive for enhancements in our office procedure and policy. The Assessor's Office shall continue to offer efficient and effective service that the Town of Monroe employees and residents have grown to expect.

Town of Monroe

Office of the Assessor
7 Fan Hill Rd Room 202
Monroe, CT 06468
Phone (203) 452-2803
Fax (203)425-2253

Salary:
For the 2016-2017 budget, there are no additional salary adjustments to request at this time.

Cost Savings to the Town:
The Assessor's office continues to make valiant efforts towards saving town money whenever at all possible. Significant cost savings are daily routine. We utilize scanners instead of printing documents, email letters, and encourage electric filing of Personal Property Declarations. We are currently in the initial stage of planning audits that historically prove a great return on investment.

Assessor Office Expense:
Respectfully, the Assessor's Office is requesting a slight increase for our upcoming office expenses. Last year, these funds were reduced (3,000) down to $7,000. Prior years, it has been $10,000. The addition of new staff with mandatory re-certification requirements, along with inflating mailing costs and legal posting makes a justifiable minimal increase of +1,830 to $8,830. I've included a spread sheet that summarizes our yearly expenses. Please reconsider this line item.

Assessor Vehicle Expense:
The town is experiencing an increase of building permits over past years. It must be noted the assessor's town car has been utilized much more lately and we were over budget last year. Also our tech position upgrade requires field checks on businesses for personal property accounts requiring now additional staff to utilize our department's car. Respectfully, we ask for an increase in the town vehicle fund to $700 from $350 to cover cost of mileage and maintenance costs.

Assessor Consulting Fees:
Consulting fees should be kept at the $15,000 as we use this for our audits and there are a number of litigations pending as a result of the revaluation and I expect more this upcoming year.

If there is a need to discuss any of these items, please do not hesitate to contact me.

Respectfully yours,

Richard J. Lasky Jr. CCMA
Assessor Town of Monroe

Assessors Office Office Expense 2016-2017

Dues	caao	140
Dues	iaao	350
Dues	ctiaao	50
Dues	NRAAO	80
Dues	NHCAA	50
Dues	FCAA	50
Education	UCONN	2400
Meetings	FCAA	200
Meetings	NHCAA	200
Meetings	Symposium	150
Meetings	CAAO	180
Office Supplies	WB Mason - envelopes	800
Office Supplies	Business Cards	300
Office Supplies	misc	400
Postage	Legal Mailings	2000
Public Notices	Legal Notice	700
Subscriptions	NADA Guide Books	480
Subscriptions	Conn-Comp	300
		8,830

DEPARTMENT: ASSESSOR

MISSION:

Committed to serving the Public and private agencies with the upmost courtesy and respect by making equitable assessments in accordance with state statutes. Ensure that all properties, real and personal, are valed at Fair Market Value and maintain a high standard of assessment and equity for each taxpayer.

ASSESSORS:	Dept 0130	14-15	15-16	16-17
1001-10-15101-0130-150001	Assessor-Administrations	76,921	76,921	
	Longevity	225	-	
	Total Administration:	**77,146**	**76,921**	**-**
1001-10-15101-0130-150003	Assessor's Assistant	39,153	39,156	
	Longevity	350	350	350
	Leap Year	-	150	-
	Assessor's Clerk	35,572	35,572	
	Longevity	350	350	
	Leap Year	-	136	
	Deputy Assessor from Appraiser/Assessor	50,418	50,418	
	Longevity	-	-	
	Leap Year	-	-	
	Overtime	2,000	2,000	2,000
	Total Other:	**127,843**	**128,132**	**2,350**
	Total Assessors:	**204,989**	**205,053**	**2,350**
	Headcount-FT	**4**	**4**	**4**
	Headcount-PT	**-**	**-**	

Summary-Salaries:	14-15	15-16	16-17
ASSESSOR SALARY ADMIN	77,146	76,921	
ASSESSOR SALARY OTHER	127,843	128,132	
	$ 204,989	$ 205,053	$ -

ASSESSORS:	Dept 0130	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	%
1001-10-15101-0130-150001	ASSESSOR SALARY ADMIN	78,065	78,047	76,921		-		-	(76,921)	-100.00%
1001-10-15101-0130-150003	ASSESSOR SALARY OTHER	129,619	96,936	128,132		-		-	(128,132)	-100.00%
1001-10-15101-0130-153065	ASSSSOR CONSULTANT FEES	15,000	17,442	15,000		15,000		15,000	-	0.00%
1001-10-15101-0130-153385	ASSESSOR OFFICE EXPENSE	10,000	11,396	7,000		8,830		8,830	1,830	26.14%
1001-10-15101-0130-153580	ASSESSOR VEHICLE EXPENSE	350	627	350		700		700	350	100.00%
	TOTAL ASSESSORS:	**233,034**	**204,448**	**227,403**	**-**	**24,530**	**-**	**24,530**	(202,873)	-89.21%

Explaination of Increases/Decreases:

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

ENGINEERING

TOWN OF MONROE
LAND USE GROUP

7 Fan Hill Road
Monroe, CT 06468

Land Use Group Director:
Scott H. Schatzlein, P.E.
Phone: Ext. 1022

Inter-Office Memo

- **Date:** 12-9-15
- **To:** Steve Vavrek, First Selectman
- **From:** Scott H. Schatzlein
  Land Use Group Director
- **Subject:** Engineering, and Inland Wetland Department Budgets, 2016-2017

1. Attached are this year's budgets for the subject Departments.

2. As requested, these Budget Proposals include the following:

   A. A brief narrative of the Inland Wetlands Department functions
   B. Current staffing levels
   C. Department Mission Statement
   D. Goals for 2016/2017
   E. Base budget with existing staff and services
   F. Cost Adjustments to the Base budget
   G. Requests for new staff and/or services with detailed explanation and cost breakdown
   H. Request for capital/operation items
   I. List of cost savings enacted in the last budget year
   J. List of potential cost savings for the new budget year
   K. Five year cost and staffing projection
   L. Metrics and Trend information
   M. Organizational Chart

3. Please note that the numbers used for personnel salaries will be provided by the Finance Department in order to reflect accurate and current amounts.

4. The other Department budgets within the Land Use Group (Planning and Zoning Department, and the Building Department) will be sent to you directly from the Department Heads under separate cover.

5. Please call if you have any questions or need further clarification.

ENGINEERING DEPARTMENT BUDGET
2016-2017

(A) NARRATIVE OF DEPARTMENT FUNCTIONS:

The Engineering Department provides the following administrative and technical services for other departments, applicants and their technical representatives, the Town administration, and the general public:

- Technical review of application submissions to various boards and commissions.
- Overall direction and coordination of the Land Use Group consisting of the Engineering Department, Planning and zoning Department, Inland Wetlands Department, and the Building Department.
- Design services for Town projects.
- Coordination of consultant services for project design and other engineering functions.
- Supervision of inspection services relative to private development and Town projects.
- Map updating and drafting services.
- Technical and mapping assistance with GIS

(B) STAFFING LEVELS AND DEPARTMENT ORGANIZATION CHART:

- Town Engineer/Land Use Group Director (full time supervisory position applicable to the Engineering, Planning and Zoning, Inland Wetlands, and Building Departments)
- Engineering Technician/ Inspector (full time position including engineering design, drafting, support services, and surveying functions under the direction of the Town Engineer, in addition to inspection and reporting of construction activities associated with private development and Town projects).
- Land Use Group Coordinator (full time supervisory position coordinating and addressing requirements associated with commission applications, and office administrative functions)

(C) DEPARTMENT MISSION STATEMENT:

To provide engineering design and project development/coordination, and technical support and services to the various local Boards and Commissions - the Town Administration - other Town Departments - Applicants and/or their representatives - and the general public, in addition to coordination with the State Department of Transportation - the State Department of Environmental Protection - Utility companies - and other applicable agencies and/or organizations.

ENGINEERING DEPARTMENT BUDGET
2016-2017

(D) DEPARTMENT GOALS:

- Provide on-going direction for the Land Use Group operations (long term).
- Expand technical services through improved technology, additional training, and experience.
- Increase engineering functions through streamlining and training of other related department personnel in order to reduce the amount of time spent on inter- department support services.
- Increase availability of engineering services.
- Provide assistance with technical and mapping aspects of GIS

(E) BASE BUDGET (EXISTING STAFF AND SERVICES):

- See attached budget table (note, Finance to fill in salary related input).
- 150001 Salaries, Full Time:
  a. Land Use Group Director/Town Engineer – This item reflects 50% of the position salary.
- 150003 Salaries, Other:
  a. Engineering Technician/inspector – Full time
  b. Land Use Group Coordinator – This item reflects 50% of the position salary
- 150005 Salaries, Part Time:
  a. There are currently no part time positions
- 153385 Office Expense:

a. License Fee		$350.00
b. Professional Development / Certification Maintenance		$400.00
c. Copies and Mailings		$250.00
d. ACAD subscription		$1,400.00
	Total	$2,400.00

- 153390 Operating Expense:

a. Supplies	$200.00
b. Map Printer (paper)	$0.00
b. Two vehicles	$3,000.00
	$3,200.00

- 153065 Consulting Fees:

a. Storm Water Discharge Program	$5,000.00
b. Peer review and assistance	$1,000.00
c. Preliminary Consulting Reports	$1,500.00
d. Soils and Envir. Assess. Reports/Invest.	$1,500.00
e. Surveys – In-house Engineering Projects	$5,000.00
	$14,000.00 Total

- 153145 Equipment (current budget): $500.00

ENGINEERING DEPARTMENT BUDGET
2016-2017

(F) COST ADJUSTMENTS TO BASE BUDGET :

- **(See attached budget table).**

- **15001 Salaries, Full Time:**
  (no proposed change other than adjustments per Finance Department)

- **15003 Salaries, Other:**
  (no proposed change other than adjustments per Finance Department)

- **15005 Salaries, Part Time:**
  (no change)

- **153385 Office Expense:**

a. License Fee	**$350.00**	
b. Professional Development / Certification Maintenance	**$400.00**	
c. Copies and Mailings	**$250.00**	
d. ACAD subscription	**$1,600.00**	**(add $200 for increase in subscription)**
Total	**$2,600.00**	

- **153390 Operating Expense:**
  (Restore $500.00 for large print paper for the map printer. Although this $1,500.00 expense for paper, maintenance, and print heads was cut from last year's budget and re-allocated to the I-T Department ??, the paper for the printer, which supplies prints for all the other Town Departments, is still being purchased by the Engineering Department.)

- **153065 Consulting Fees:**
  (no change)

- **153145 Equipment:**
  (no change)

ENGINEERING DEPARTMENT BUDGET
2016-2017

(G) REQUEST FOR NEW STAFF AND/OR SERVICES: (no requests)

(H) REQUEST FOR CAPITAL EXPENDITURES: (no requests)

(I) LIST OF COST SAVINGS ENACTED IN THE LAST BUDGET YEAR (2015-2016):

- Continued reduction of and reliance on mail (postage, paper copies, etc) and paper correspondence both internal and external through increased email and website communications.
- Reduced file storage needs through application and staff coordination, digital scanning.
- Reliance on in-house non-certified measurements and reconnaissance information, where possible.
- Posting of Town Standards, regulations, and details to improve clarity and access, and reduce office costs

(J) LIST OF POTENTIAL COST SAVINGS FOR THE NEW BUDGET YEAR (2016-2017).

- Continuation of previous year efforts.
- Posting of additional information and requirements on the Town's web site.
- In-house update of Town Standards, and details to improve clarity and access.
- Consideration of expanded commission use of digital plans in lieu of hard copies.

(K) FIVE YEAR COST AND STAFFING PROJECTION:

- See attached Five Year Budget Table

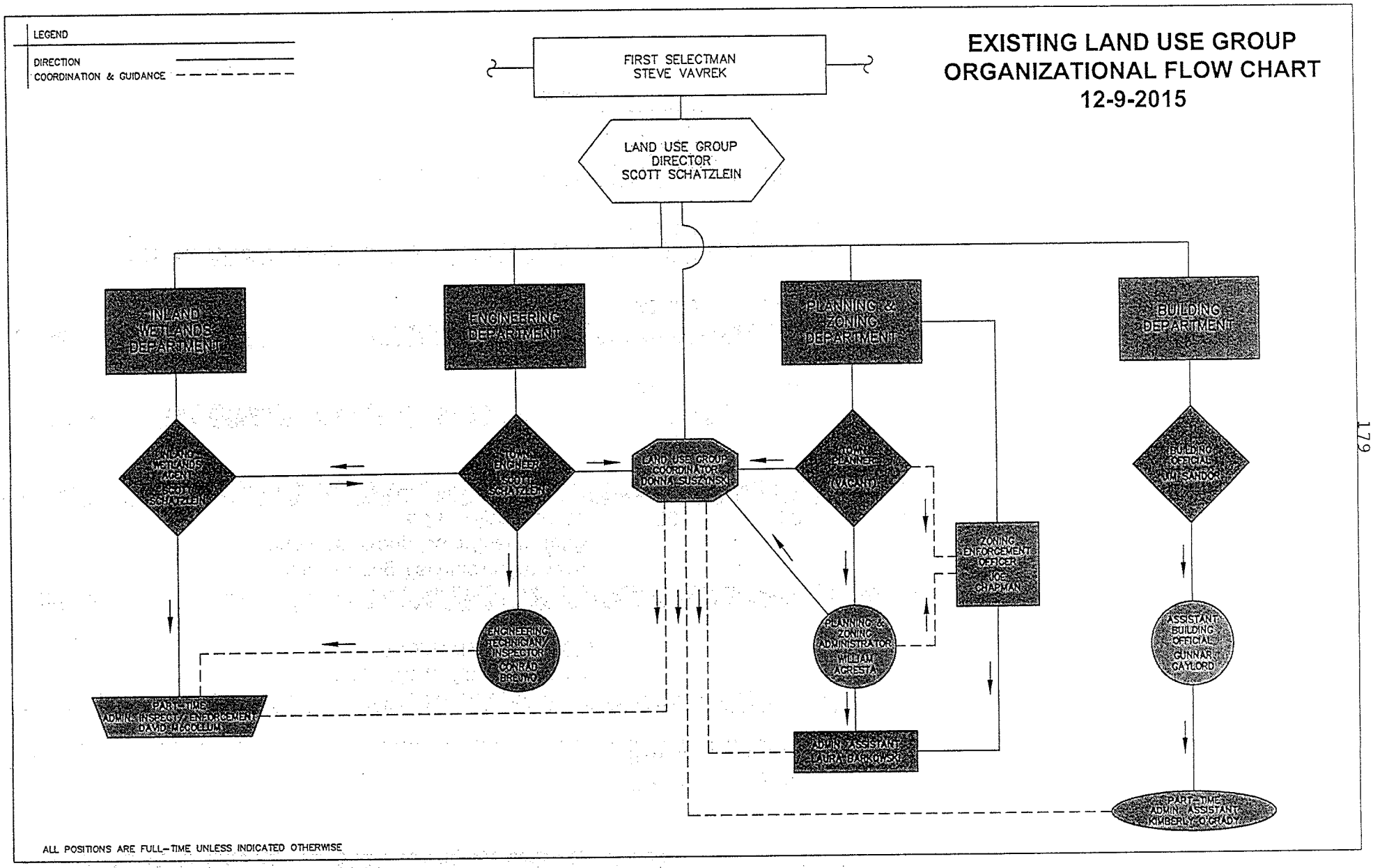
(L) METRICS AND TRENDS:

- Vehicle expenses are anticipated to increase for this department this year due to the newly changed tracking (key) system directly allocating fuel consumption to this specific department (anticipate decrease elsewhere).
- It is anticipated that the economy will continue to slowly recover which means that costs for construction and engineering support services will be on the rise.
- It is anticipated that postal expenses will be increasing.
- Support services for the newly launched GIS program are expected to increase as the Town realizes various uses and requests additional assistance with data development and coordination with GBRC.
- Noting an administration desire for more in-house engineering design and services, expenses for support services is expected to increase.

(M) OGANIZATIONAL CHART:

- See attached flow chart.

EXISTING LAND USE GROUP ORGANIZATIONAL FLOW CHART 12-9-2015



Dept: Engineering (Five Year Projection)

Account: 1001-10-15101-0000-0140

Line Item #	Description	Current 2015-2016	year 1 2016-2017	year 2 2017-2018	year 3 2018-2019	year 4 2019-2020	year 5 2020-2021
150001	Salaries - Full Time						
	Land Use Group Director/Town Engineer/Inland Wetlands Agent (50%)						
150008	Salaries - Other						
	Engineering Technician/Inspector						
	Land Use Group Coordinator (50%)						
	add Engineering EIT	$0	$0	$0	**$65,000**	*	*
150005	Salaries - Part Time						
153385	Office Expense	$2,400	**$2,600**	$2,600	$2,800	$2,800	$2,900
153390	Operating Expense (incl. vehicles)	$3,200	**$3,700**	$3,800	$3,800	$4,000	$4,000
153065	Consulting Fees	$14,000	$14,000	$16,000	$16,000	$18,000	$18,000
153145	Equipment	$500	$500	$600	$600	$800	$800
	totals						

*Salary adjusted per Finance Department

DEPARTMENT: ENGINEERING

MISSION:

Provide engineering design and project development/coordination, and technical support and services to the various Boards & Commissions, Town Administration, Departments, Applicants and the Public. In addition, coordination with the State DOP, Stet DEP, Health District, Utility companies and other agencies and organizations.

ENGINEERING:	Dept 0140	14-15	15-16	16-17
1001-10-15101-0140-150001	Town Engineer & Land Use Director-Admin	52,020	52,020	
	Total Admin:	52,020	52,020	-
1001-10-15101-0140-150003	Land Use Group Co-Ordinator	22,143	22,143	
1001-10-15101-0140-150003	Longevity	-	-	
1001-10-15101-0140-150003	Engineering Technician	63,240	63,240	
1001-10-15101-0140-150003	Longevity	-	-	
	Total Other:	85,383	85,383	-
1001-10-15101-0140-150005	ENGINEERINGSALARY PT	-	-	
	Total Part Time:	-	-	-
	Total Engineering:	137,403	137,403	-
	Headcount-FT	1	1	3**
	Headcount-PT	2	2	

Salaries Summary:	14-15	15-16	16-17
ENGINEERING SALARY ADMIN	52,020	52,020	
ENGINEERING SALARY OTHER	85,383	85,383	
ENGINEERINGSALARY PT	-	-	
	137,403	137,403	-

ENGINEERING:	Dept 0140	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	%
1001-10-15101-0140-150001	ENGINEERING SALARY ADMIN	52,020	52,020	52,020				-	(52,020)	-100.00%
1001-10-15101-0140-150003	ENGINEERING SALARY OTHER	87,304	87,304	85,383				-	(85,383)	-100.00%
1001-10-15101-0140-150005	ENGINEERINGSALARY PT	-	-	-				-	-	
1001-10-15101-0140-153065	ENGINEERING CONSULTING FEES	10,000	9,988	14,000		14,000		14,000	-	0.00%

1001-10-15101-0140-153145	ENGINEERING EQUIPMENT	500	358	500		500		500	-	0.00%
1001-10-15101-0140-153385	ENGINEERING OFFICE EXPENSE	2,400	2,217	2,400		2,600		2,600	200	8.33%
1001-10-15101-0140-153390	ENGINEERING OPERATING EXP	4,700	980	3,200		3,700		3,700	500	15.63%
	TOTAL ENGINEERING:	**156,924**	**152,866**	**157,503**	**-**	**20,800**	**-**	**20,800**	**(136,703)**	**-86.79%**

Explaination of Increases/Decreases:

***1. Noting that the expenses for the map printer were cut from last year's Operating budget and re-allocated to the I-T Department??, the paper for the printer which supplies prints for all the other Town Departments, is still being purchased by the Engineering Department. Accordingly $500 has been added back in for this item.**

**** The Head Count is being reflected as 3 full time positions, noting that two of the positions are reflected as 50% in both the Engineering and the Inland Wetlands Budgets.**

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

INLAND WETLANDS

TOWN OF MONROE
LAND USE GROUP

7 Fan Hill Road
Monroe, CT 06468

Land Use Group Director:
Scott H. Schatzlein, P.E.
Phone: Ext. 1022

Inter-Office Memo

- **Date:** 12-9-15
- **To:** Steve Vavrek, First Selectman
- **From:** Scott H. Schatzlein
  Land Use Group Director
- **Subject:** Engineering, and Inland Wetland Department Budgets, 2016-2017

1. Attached are this year's budgets for the subject Departments.

2. As requested, these Budget Proposals include the following:

   A. A brief narrative of the Inland Wetlands Department functions
   B. Current staffing levels
   C. Department Mission Statement
   D. Goals for 2016/2017
   E. Base budget with existing staff and services
   F. Cost Adjustments to the Base budget
   G. Requests for new staff and/or services with detailed explanation and cost breakdown
   H. Request for capital/operation items
   I. List of cost savings enacted in the last budget year
   J. List of potential cost savings for the new budget year
   K. Five year cost and staffing projection
   L. Metrics and Trend information
   M. Organizational Chart

3. Please note that the numbers used for personnel salaries will be provided by the Finance Department in order to reflect accurate and current amounts.

4. The other Department budgets within the Land Use Group (Planning and Zoning Department, and the Building Department) will be sent to you directly from the Department Heads under separate cover.

5. Please call if you have any questions or need further clarification.

INLAND WETLANDS DEPARTMENT BUDGET
2016-2017

(A) NARRATIVE OF DEPARTMENT FUNCTIONS:

The Inland Wetlands Department provides the following administrative and technical services for the Inland Wetlands Commission in accordance with the Inland Wetlands and Watercourses Act, pursuant to sections 22a-36 to 22a-45d inclusive of the Connecticut General Statutes as amended:

- Technical review of application submissions
- Coordination and processing of agendas, minutes, decision letters, public notices, applications, referrals, reports, etc.
- Updating and/ re-writing regulations
- Management of the Inland Wetlands mapping
- Enforcement inspections, reports, legal coordination

(B) STAFFING LEVELS:

- Inland Wetlands Inspector (Part time Administrative, Inspection, Enforcement)
- Town Engineer/Land Use Group Director (full time supervisory position applicable to the Engineering, Planning and Zoning, Inland Wetlands, and Building Departments)
- Land Use Group Coordinator (full time supervisory position coordinating and addressing requirements associated with commission applications, and office administrative functions)

(C) DEPARTMENT MISSION STATEMENT:

To provide administrative and technical services to the Inland Wetlands Commission associated Boards and Commissions, Federal agencies, State agencies, and the general public, in order to assist the Town of Monroe with the preservation and protection of the Inland Wetlands and Watercourses within the Town.

(D) DEPARTMENT GOALS:

- Improved coordination of the regulatory process within the Land Use Group Departments.
- Maintain the same level of services while freeing up additional time for supervisory staff involvement in other departments within the Land Use Group.
- As necessitated by a trend toward an increase in municipal searches and inquiries associated with financing, real estate transactions, estate planning, and other private considerations, improvement to enforcement services actions through increased staff and shared resources within the Land Use Group Departments.

INLAND WETLANDS DEPARTMENT BUDGET
2016-2017

(E) **BASE BUDGET** (EXISTING STAFF AND SERVICES):

- See attached budget table.
- 150001 Salaries, Full Time:
  Land Use Group Director/Town Engineer/Inland Wetlands Agent – This item currently reflects 50% of this position salary.
- 150003 Salaries, Other:
  Land Use Group Coordinator – This position, which provides coordination of the Inland Wetlands application process in addition to coordination of administrative functions for other Departments within the Land Use Group, currently reflects 50% of the position salary.
- 150005 Salaries, Part Time:
  Administrative/ Inspection/ enforcement Assistant – This position provides inspection and enforcement services, including administrative tasks, for the Inland Wetlands Commission and Inland Wetlands Department. In addition this position also provides general support and services for all the Departments within the Land Use Group, when possible. Note that the hourly rate was increased last year from $15.00 per hour to $20.00 per hour, but the total budget amount was not increased. Therefore, the hours had to be reduced from 19.5 to 14.6 per week in order to not exceed the budgeted amount.
- 153385 Office Expense:

a. Copying:	$900.00	
b. Legal Notices:	$4,680.00	
c. Office Supplies:	$180.00	
c. Postal Expenses:	$240.00	
	$6,000.00	Total

- 153390 Operating Expense:

a. Misc.	$100.00	
b. Professional Development / Certification Maintenance	$400.00	
c. Memberships/Affiliations Services (CACIWC & SWCD)	$200	
	$700	Total

- 153065 Consulting Fees: $1000.00
-
- 153145 Equipment: $1,000.00 Total

INLAND WETLANDS DEPARTMENT BUDGET
2016-2017

(F) COST ADJUSTMENTS TO BASE BUDGET :

- **See attached budget table.**

- **150001 Salaries, Full Time:**
  Inland Wetlands Coordinator – (There are two options being proposed. The primary option is an upgrade of the part time position to full time at a rate of $25.00 per hour (annual = $45,500). The second option is to at least restore the hours for the current part time position (see below).

- **150003 Salaries, Other:**
  (no proposed change other than adjustments per Finance Department)

- **150005 Salaries, Part Time:**
  Administrative Assistant (Inspector) – proposing restoration of part time hours to 19.5 hours per week at the increased rate of $20.00 per hour as approved in last year's budget (annual = $20,280). This option is only offered as a contingency in the event that the above request for full time is not approved.

- **153385 Office Expense: (no change)**
- **153390 Operating Expense: (no change)**

- **153065 Consulting Fees (L.S.) – (no change)**

- **153145 Equipment (L.S.):**
  a. File storage ..... $1000.00 (no change)

(G) REQUEST FOR NEW STAFF AND/OR SERVICES:

- **See above options for either upgrading the part time position to full time, or at least restoring the 19.5 work week for the current part time position.**
- **See attached Job Description for the proposed full time position of Inland Wetlands Coordinator**

(H) REQUEST FOR CAPITAL EXPENDITURES: (no requests)

INLAND WETLANDS DEPARTMENT BUDGET
2016-2017

(I) LIST OF COST SAVINGS ENACTED IN THE LAST BUDGET YEAR (2014-2015):

- Continued reduction of and reliance on mail (postage, paper copies, etc) and paper correspondence both internal and external through increased email and website communications.
- Reduced file storage needs through application and staff coordination, digital scanning.
- Savings from inability to immediately fill the vacant Administrative Assistant (Inspector) position (obviously at a cost to other staff and resources).

(J) LIST OF POTENTIAL COST SAVINGS FOR THE NEW BUDGET YEAR (2015-2016):

- Continuation of previous year efforts.
- Increased coordination with other departments.
- Continuation of the Citation Program to offset costs for pursuing and processing violations.
- Evaluation and updating of the application fee schedule, if applicable.
- Upgrading the part time position to full time will provide a more efficient use of personnel by allowing the Department Head to shift duties to more needed departments/tasks.

(K) FIVE YEAR COST AND STAFFING PROJECTION:

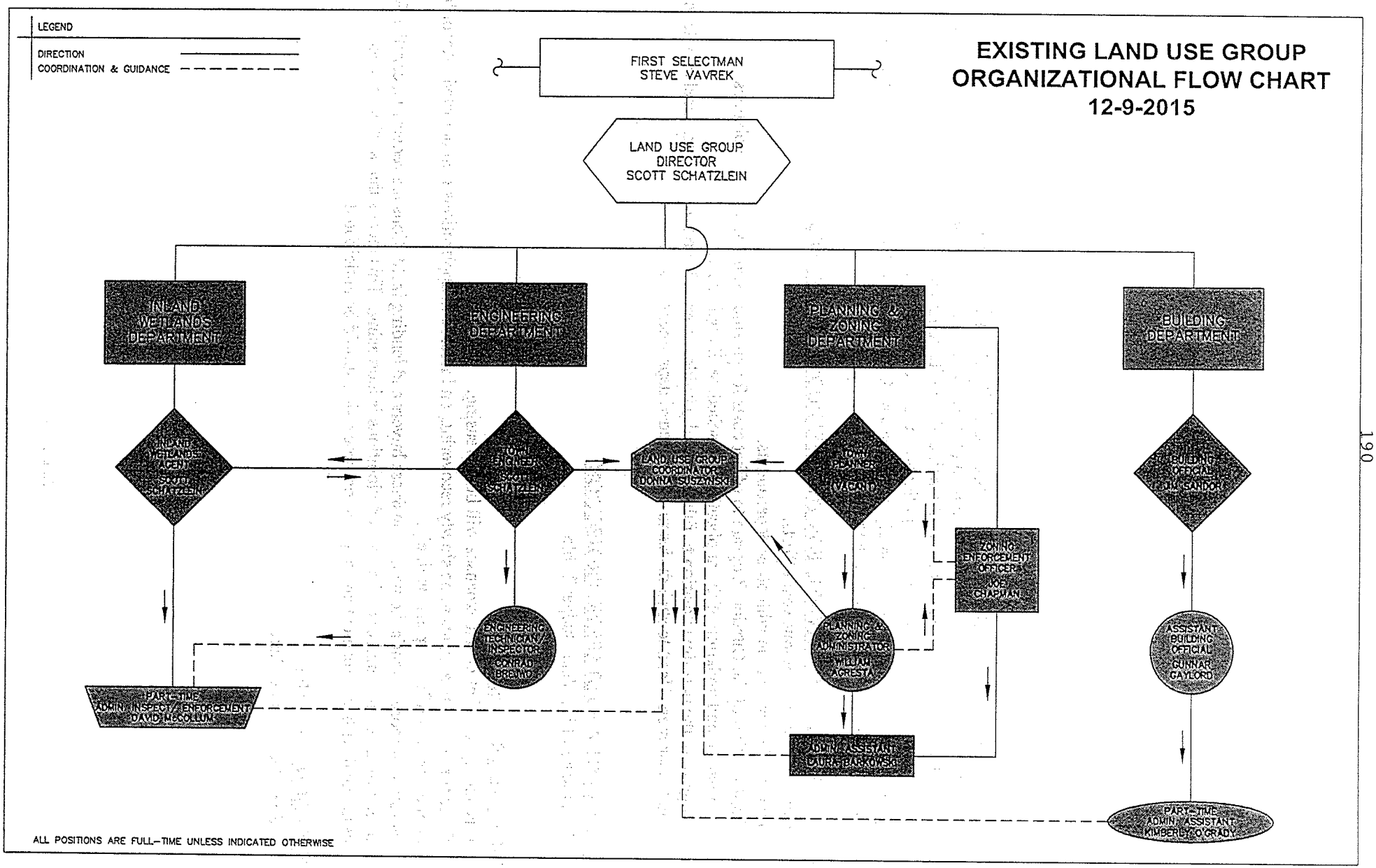
- See attached Five Year Budget Table

(L) METRICS AND TRENDS:

- It is anticipated that postal expenses will be increasing.
- Since the economy appears to be slowly recovering, an increase in applications is anticipated. Accordingly, an increase in Office Expense is likely.
- Noting that more potential home and business buyers and lending institutions are requesting certifications of compliance, the number of discovered violations is increasing. This means that additional costs associated with enforcement and application processing should be anticipated.

(M) OGANIZATIONAL CHART:

- See attached flow chart.


LEGEND
DIRECTION
COORDINATION & GUIDANCE
FIRST SELECTMAN
STEVE VAVREK
EXISTING LAND USE GROUP
ORGANIZATIONAL FLOW CHART
12-9-2015
LAND USE GROUP
DIRECTOR
SCOTT SCHATZLEIN
INLAND WETLANDS DEPARTMENT
ENGINEERING DEPARTMENT
PLANNING & ZONING DEPARTMENT
BUILDING DEPARTMENT
INLAND WETLANDS AGENT
SCOTT SCHATZLEIN
TOWN ENGINEER
SCOTT SCHATZLEIN
LAND USE GROUP COORDINATOR
DONNA SUSZYNSKI
TOWN PLANNER
(VACANT)
BUILDING OFFICIAL
JIM SANDOR
ZONING ENFORCEMENT OFFICER
JOE CHAPMAN
ENGINEERING TECHNICIAN / INSPECTOR
CONRAD BREWDO
PLANNING & ZONING ADMINISTRATOR
WILLIAM ACRESTA
ASSISTANT BUILDING OFFICIAL
GUNNAR GAYLORD
PART-TIME ADMIN. INSPECT. / ENFORCEMENT
DAVID McCOLLUM
ADMIN. ASSISTANT
LAURA BARKOWSKI
PART-TIME ADMIN. ASSISTANT
KIMBERLY O'GRADY
ALL POSITIONS ARE FULL-TIME UNLESS INDICATED OTHERWISE

Dept: Inland Wetlands (Five Year Projection)

Account: 1001-10-15101-000-0145

Line Item #	Description	Current 2015-2016	year 1 2016-2017	year 2 2017-2018	year 3 2018-2019	year 4 2019-2020	year 5 2020-2021
150001	Salaries, Full Time						
	Land Use Group Director/Town Engineer/Inland Wetlands Agent (50%)						
150008	Salaries - Other						
	Land Use Group Coordinator (50%)						
	Inland Wetlands Coordinator (full time)	**N/A**	**$45,500**				
150005	Salaries - Part Time						
	Administrative/ Inspection/ enforcement Assistant	$15,210	**$20,280***	$0			
153385	Office Expense	$6,000	$6,000	$7,000	$7,000	$8,000	$8,000
153390	Operating Expense	$700	$700	$2,500**	$2,500	$3,000	$3,000
153065	Consulting Fees	$1,000	$1,000	$2,000	$2,000	$2,000	$2,000
153145	Equipment	$1,000	$1,000	$1,000	$500	$500	$500

* information included as a contingency only if the proposed full time position is not approved

** Adding cost for re-joining the Southwest Conservation District and other memberships/affiliations

DEPARTMENT: INLAND WETLANDS

MISSION:

To Preserve and Protect the Inland Wetlands and Watercourses in the Town of Monroe, provide administrative and techincal services to the Inland Wetlands Commission, associated Boards & Commissions, Federal/State Agencies and the Public.

INLAND/WETLANDS:	Dept 0145	14-15	15-16	16-17
1001-10-15101-0145-150001	Inland Wetlands Agent	52,020	52,020	
	Total Admin:	**52,020**	**52,020**	**-**
	Land Use Group			
1001-10-15101-0145-150003	Coordinator	22,143	22,143	
	Longevity	-	-	
	Total Other:	**22,143**	**22,143**	**-**
	Inland Wetlands			
1001-10-15101-0145-150003	**Coordinator**			**$45,500****
	Longevity			**-**
	Total Other:			

					Hours/yr	Hrly Rate	$ Amount	Hours/yr	Hrly Rate	$ Amount
1001-10-15101-0145-150005	Inspection Enforecent-PT	15,210	15,200	15,200	15-16	15-16	15-16	16-17	16-17	16-17
	Total Part Time:	**15,210**	**15,200**	**15,200**	760	$ 20.00	$ 15,200	1014**	$ 20.00	$ 20,280
	Total Inland/Wetlands:	**89,373**	**89,363**	**15,200**						
	Headcount-FT	-	-	1*						
	Headcount-PT	3	3							

Salaries Summary:	14-15	15-16	16-17
I/W SALARY ADMIN	52,020	52,020	
I/W SALARY OTHER	22,143	22,143	
I/W SALARY PT	15,210	15,200	
	89,373	89,363	-

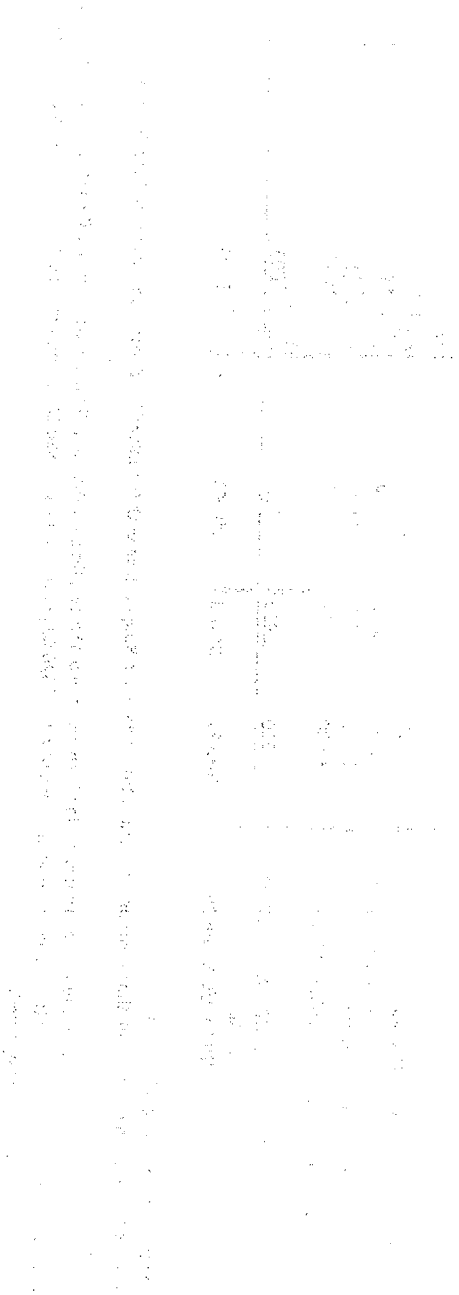
INLAND/WETLANDS:	Dept 0145	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0145-150001	I/W SALARY ADMIN	52,020	52,020	52,020				-	(52,020)	-100.00%
1001-10-15101-0145-150003	I/W SALARY OTHER	22,641	22,641	22,143				-	(22,144)	-100.00%
1001-10-15101-0145-150003	**I/W SALARY OTHER**					**$45,500****				

1001-10-15101-0145-150005	I/W SALARY PT	15,210	9,851	15,200	or $20,280**			(15,200)	-100.00%
1001-10-15101-0145-153065	I/W CONSULTANT FEES	1,000	1,000	1,000	1,000		1,000	-	0.00%
1001-10-15101-0145-153145	I/W EQUIPMENT	3,000	2,280	1,000	1,000		1,000	-	0.00%
1001-10-15101-0145-153385	I/W OFFICE EXPENSE	6,000	5,069	6,000	6,000		6,000	-	0.00%
1001-10-15101-0145-153390	I/W OPERATING EXPENSE	2,200	1,950	700	700		700	-	0.00%
	TOTAL INLAND/WETLANDS:	102,071	94,811	98,063	- 8,700	-	8,700	(89,364)	-91.13%

Explaination of Increases/Decreases:

* The Head Count for the 2 other full time positions is listed in the Engineering Budget since both the Inland Wetlands Department and the Engineering Department actually include. only list 50%. of the salary.

** There are two options being proposed. The primary option is an upgrade of the part time position to full time at a rate of $25.00 per hour (annual = $45,500); The second option is to at least restore the part time hours to 19.5 per week at the current rate of $20.00 per hour (annual = $20,280). This option is only offered as a contingency in the event that the above request for full time is not approved.



Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

BUILDING

BUILDING DEPARTMENT BUDGET
2016-2017

(A) NARRATIVE OF DEPARTMENT FUNCTIONS:

The Building Department establishes and enforces building, electrical, mechanical, plumbing and energy code requirements necessary to promote the health and life safety of the people of Monroe by reviewing, developing, adopting and administering the State Building Code. Additional detail of functions is as follows (for a more detailed description of the Laws, please refer to Connecticut General Statutes Chapter 541and but not limited to Sections 29-262-1a through 29-262-11a).

- Conducts plan reviews, issues permits, performs inspections and testing, issues Certificates of occupancies for each form of new, repaired, or altered structures throughout the town.
- Researches State Statutes and Building Codes, and coordinates town department approvals to achieve a maximum of building safety for the general public, whether in schools, businesses, or residential homes.
- Acts as liaison for the Architectural Review Board, the public and contractors. Accumulates documents and updates the public relative to code requirements and safety issues.
- Investigates complaints, fire and demolition activities; responds to emergencies; issues abatements, Cease and Desists, violations, request orders for condemnation, injunctions, and fines.

(B) STAFFING LEVELS:

- Chief Building Official (Full time position overseeing all functions of the Building Department).
- Assistant Building Official (Full time position providing full deputy and support services for the Building Department, working under the direction of the Chief Building Official)
- Administrative Assistant (Part time position coordinating administrative receipt of application submissions, Finance deposits, reports. Coordination with the Land Use Group & Architectural Review Board.)

(C) DEPARTMENT ORGANIZATION CHART:

- See attached Organizational Flow Chart

BUILDING DEPARTMENT BUDGET
2016-2017

(D) DEPARTMENT MISSION STATEMENT:

- Maximize building safety for the general public and uphold the State Building Code, efficiency and public relations.
- Enhancement of staffing to provide adequate coverage of the Land Use Building Department with minimal staffing.
- Provide enhancement of enforcement functions, and the adding of basic technical services.
- Improve services to include on-line application submission and payment process to free up time for existing staff to complete typical office/field functions.

(E) DEPARTMENT GOALS:

- Enhancement of staffing to restore needed coverage of the Land Use Building Department.
- Provide full coverage by the overall Land Use Group.
- Improve on line information and services in order to free up existing staff for completing current departmental functions.

(F) BASE BUDGET (EXISTING STAFF AND SERVICES):

- See attached budget table.
- 150001 Salaries, Administrative:
  a. Chief Building Official
- 150003 Salaries, Other :
  a. Assistant Building Official
- 150005 Salaries, Part Time :
  a. Administrative Assistant
  temp. contingency
- 153385 Office Expense: $5,000.00
- 153580 Vehicle Expense (2 vehicles) $2,500.00
- 153065 Consultant Fees $ 500.00
- 153145 Equipment $ 0.00

(G) COST ADJUSTMENTS TO BASE BUDGET:

- **See attached budget table.**

- **150001 Salaries, Administrative:**
  a. **Adjust for annual and/or other increases, if applicable**

- **150003 Salaries, Other:**
  a. **Assistant Building Official - (Adjust for annual and/or other increases, if applicable)**
  b. **Bldg Tech I. (entry level) $34,111.66 (+ 34,793.52, add position)**

- **15005 Salaries, Part Time :**
  a. **Temp Contingency $1,300.00**
  b. **Admin. Assist. $ 0 (-18,252.00 contingent on approval of full time position)**

- **153385 Office Expense:**

a.	Copying	$ 920.00	
b.	Professional Development / Certification Maintenance	$2,040.00	
c.	Office Supplies/ Code Books	$5,500.00	(+$3,000.00 code & cost books)
d.	Postal Expenses	$ 540.00	
		$8,000.00	Total

- **153580 Vehicle Expense (2 vehicles) $2,500.00 (no change)**

- **153065 Consultant Fees $ 500.00 (no change)**

- **153145 Equipment $ 600.00 (+ $600.00 restore)**

(H) REQUEST FOR NEW STAFF AND/OR SERVICES:

Building Permit Technician

Salary: Building Permit Technician I

DEFINITION: Under direct (I level) or general (II level) supervision, assists the public at the service counter, provides technical office support duties related to the processing and issuance of building permits, and performs related duties as required.

BUILDING DEPARTMENT BUDGET
2016-2017

DISTINGUISHING CHARACTERISTICS: Building Permit Technician I is the entry-level class in the series. This position receives close supervision and training and is expected to obtain sufficient knowledge and proficiency to progress to the journey-level within a reasonable length of time. Building Permit Technician II is distinguished by additional knowledge of internal and external public agency permitting requirements, and responsibility for assignments that have greater complexity, and require greater independent judgment.

EXAMPLES OF DUTIES:

1. General review of plans, engineering and permit documents, and other pertinent information at the public counter in order to verify accuracy and completeness of information: determines permit, plan, and process requirements for prospective applicants; reviews building plans and permit applications for completeness and compliance with established codes, ordinances, policies, and procedures; processes permit applications and plan intake; determines processing needs for projects; uses architectural and engineering scales to determine dimensions and calculate areas and percentages.
2. Assists building inspectors by performing code and records research and compiling data.
3. Provides information to members of the public/permit applicants regarding building permit requirements, and general and Use Group Department requirements, inspection, and general requirements of the permit process; obtains general information from customers regarding permitting needs; assists the public in completing building permit applications; responds to telephone inquiries regarding permits, permit processes, building codes, and other related ordinances and local laws.
4. Processes and issues building, electrical, plumbing, mechanical, grading, and other related permits. Calculates fees based on established fee schedules, and monitors approval of plans by other regulatory agencies.
5. Maintains computer files and other manual logs on all building permits and related documents.
6. May balance daily permit receipts and prepare appropriate daily reports for submittal to departmental accounting section.

Building Permit Technician II: In addition to the duties listed above:

1. Interviews and obtains information from customers in order to determine their needs; obtains technical and code information from customers regarding permitting needs; informs customers of special requirements and special problem areas such as high fire hazard areas, flood zones, and earthquake zones in order to expedite the permit process.
2. Performs records research in order to document project history compliance; coordinates permit processes with outside agencies to ensure that all permit requirements are being met.
3. Processes appeals and suspension or revocation of approvals, decisions and/or permits.
4. Assists Building and Engineering Inspectors in reviewing simple residential projects and plans to ensure that code requirements are met.

BUILDING DEPARTMENT BUDGET
2016-2017

EMPLOYMENT STANDARDS:

Building Permit Technician I:

1. One year of experience reading and interpreting construction plans and building codes; or,
2. a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

Knowledge of: construction plans, construction terminology, construction practices, and basic math.

Ability to: review, interpret, and explain written documents, use a computer and related software applications, communicate effectively in both written and oral formats, learn effective interviewing techniques, learn Building Codes, learn other local agency permit processing regulations and procedures, learn architectural and engineering scales, represent the department with tact, and interact effectively with others.

Building Permit Technician II:

1. Two years of experience reading and interpreting construction plans and building codes, which included one year in a public permitting agency working with other agencies, using architectural and engineering scales, interviewing customers to obtain information, and completion of approved Building Code coursework, or equivalent certification; or,
2. one year of experience performing duties equivalent to the class of Building Permit Technician I which included working with other agencies, using architectural and engineering scales, interviewing customers to obtain information, and completion of approved Building Code coursework, or equivalent certification; or,
3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Knowledge of: construction plans, Building Codes, construction terminology, construction practices, and other local agency permit processing regulations and procedures, effective interviewing techniques, computer operations, architectural and engineering scales, and basic math.

Ability to: Review, interpret, and explain written documents, use a computer and related software applications, communicate effectively in both written and oral formats, represent the department with tact, and interact effectively with others.

(H) REQUEST FOR NEW STAFF AND/OR SERVICES:

- Building Permit Technician I– This is an additional (new) full time position that will allow for needed administrative functions to continue throughout the day assisting the Building Official and Assistant Building Official to address much needed technical reviews, administrative, accounting and refined public relation functions. Although this is a minor increase in staff, it is a restoration of previous staff levels and will contribute to the equivalent of only three full time positions in the Building Department for a vigorous growing community.
  Several large commercial projects have broke ground and larger projects are about to.

BUILDING DEPARTMENT BUDGET
2016-2017

(I) REQUEST FOR CAPITAL EXPENDITURES: (no requests)

(J) LIST OF COST SAVINGS ENACTED IN THE LAST BUDGET YEAR (2015-2016):

- Reduced reliance on mail (postage, paper copies, etc) and paper correspondence both internal and external through increased email and website communications.
- Reduced file storage needs through application and staff coordination, digital scanning.
- Incorporated the Masuk Vocational Program and the Youth Work Program for digital scanning.

(K) LIST OF POTENTIAL COST SAVINGS FOR THE NEW BUDGET YEAR (2016-2017):

- Continuation of previous year efforts.
- Increased coordination with other departments.
- Provide computer access to Building records to Assessor and all Land Use Departments

(L) FIVE YEAR COST AND STAFFING PROJECTION:

- See attached Five Year Budget Table

'Note that the salary costs as reflected above represent the salaries listed in the previous 2015-2016 final budget and do not represent actual amounts as need to be adjusted to reflect actual annual and other increases, where applicable

(M) METRICS AND TRENDS FOR THE NEW BUDGET YEAR (2016-2017):

- Continuation of the five year projections *
- Increased in revenue shown in our monthly finance reports.

BUILDING DEPARTMENT BUDGET
2016-2017

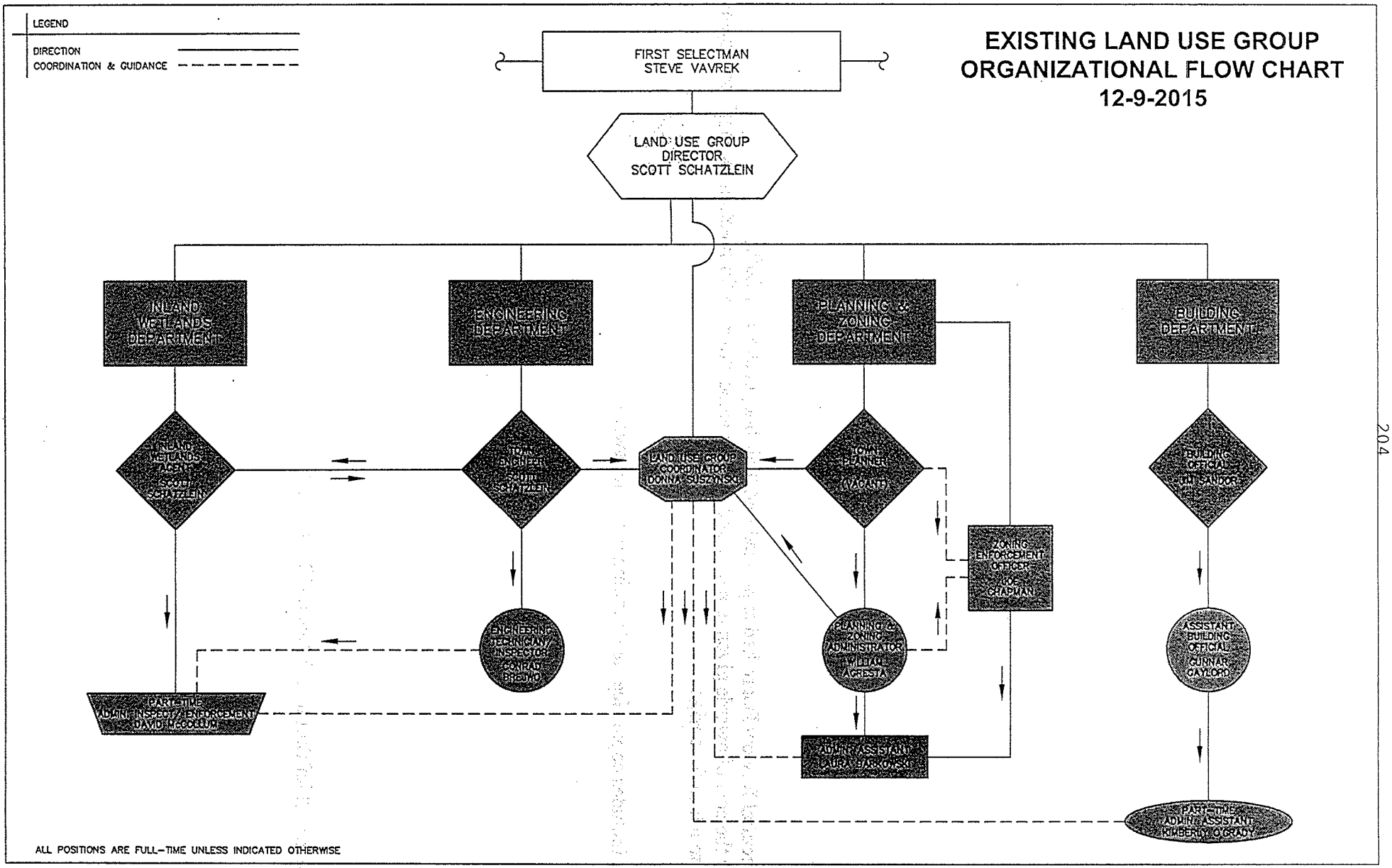
ARCHITECTURAL REVIEW BOARD
BUDGET 2016-2017
ACCOUNT # 101-01-070-000-5075-00000
Monroe Town Hall
MONROE, CONNECTICUT 06468

The Architectural Review Board had expressed that their budget stay at $ 200.
This covers the cost of awards given to a new and /or renovated structure for meeting the ARB comments and being built to a tasteful design.

The budget includes copies fees and mailing costs and awards.

Sincerely,
James Sandor, Chief Building Official, CBO # 007-88

EXISTING LAND USE GROUP ORGANIZATIONAL FLOW CHART
12-9-2015



Dept: Building (Five Year Projection)

Account: 1001-10-15101

Line Item #	Description	Current 2015-2016	year 1 2016-2017	year 2 2017-2018	year 3 2018-2019	year 4 2019-2020	year 5 2020-2021
150001	Salaries Administrative						
	Chief Building Official	*	*	*	*	*	*
150003	Salaries - Other						
	Assistant Building Inspector	*	*	*	*	*	*
	Building Permit Technician I		$34,794*	*	$0	$0	$0
	Building Permit Technician II		$0	$0	$44,900*	*	*
150005	Salaries - Part Time						
	Temp. Contingency	$1,300	$1,300	$1,500	$1,500	$1,500	$1,500
	Administrative Assistant I	$18,252	$0**				
	Administrative Assistant II	N/A		*	*	*	*
153385	Office Expense	$5,000	$8,000	$6,000	$6,000	$6,000	$9,500
153580	Vehicle Expense	$2,500	$2,500	$4,000	$4,000	$4,000	$4,500
153065	Consulting Fees	$500	$500	$1,000	$1,000	$1,000	$1,500
153145	Equipment	$0	$600	$600	$250	$250	$300
	Replacement of vehicle/s			$42,000			
	Totals						

Note: *Plus annual increase and/or other increases, if applicable, to be calculated and reflected by the Finance Department

** contingent on approval of the full time position

DEPARTMENT: BUILDING

MISSION:

Establishes and enforces building, electrical, mechanical, plumbing and energy code requirements necessary to promote the health and life safety of the people of Monroe by reviewing, developing, adopting and administering the State Building Code.

BUILDING:	Dept 0150	14-15	15-16	16-17
1001-10-15101-0150-150001	Building Inspector	72,441	72,442	
	Longevity	450	450	
	Total Administration:	72,891	72,892	-
1001-10-15101-0150150003	Assistant Building Inspector	58,884	58,884	
	Longevity	225	225	
	Leap Year	-	226	
	Building Permit Technician I			
	Longevity			34,794.00 Building Permit Technician I
	Leap Year			
	Total Other:	59,109	59,335	-
1001-10-15101-0150-150005	Administrative Assistant I-PT	15,666	15,666	0*
	Vacation/Sick Replacement	1,300	1,300	1,300
	Total Part-Time:	16,966	16,966	1,300
	Total Building:	148,966	149,193	1,300
	Headcount-FT	2	2	3
	Headcount-PT	1	1	-

	Hours/yr	Hrly Rate	$ Amount	Hours/yr	Hrly Rate	$ Amount
	1,014	$ 15.45	$ 15,666	1,014	$ 15.45	$ 15,666

Salaries Summary:	14-15	15-16	16-17
BUILDING SALARY ADMIN	72,891	72,892	
BUILDING SALARY OTHER	59,109	59,335	
BUILDING SALARY PT	16,966	16,966	
	148,966	149,193	-

BUILDING:	Dept 0150	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0150-150001	BUILDING SALARY ADMIN	74,522	74,522	72,892					(72,892)	-100.00%
1001-10-15101-0150-150003	BUILDING SALARY OTHER	60,498	61,840	59,335		34,794		#VALUE!	#VALUE!	#VALUE!
1001-10-15101-0150-150005	BUILDING SALARY PT	16,966	16,195	16,966					(16,966)	-100.00%
1001-10-15101-0150-153065	BLDG CONSULTANT FEES	1,000	-	500		500		500	-	0.00%
1001-10-15101-0150-153145	BUILDING EQUIPMENT	250	83	-		600		600	600	#DIV/0!
1001-10-15101-0150-153385	BUILDING OFFICE EXPENSE	5,000	2,888	5,000		8,000		8,000	3,000	60.00%
1001-10-15101-0150-153580	BUILDING VEHICLE EXPENSE	3,000	1,497	2,500		2,500		2,500	-	0.00%
	TOTAL BUILDING:	161,236	157,025	157,193	-	11,600	-	#VALUE!	#VALUE!	#VALUE!

Explaination of Increases/Decreases:

1001-10-15101-0150-150005	**cut part time & add full time position *(contingent on approved full time position)**
1001-10-15101-0150-153385	code books

BUILDING DEPARTMENT BUDGET
2016-2017

ARCHITECTURAL REVIEW BOARD
BUDGET 2016-2017
ACCOUNT # 101-01-070-000-5075-00000
Monroe Town Hall
MONROE, CONNECTICUT 06468

The Architectural Review Board had expressed that their budget stay at $ 200.
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The budget includes copies fees and mailing costs and awards.

Sincerely,
James Sandor, Chief Building Official, CBO # 007-88

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

PLANNING & ZONING

PLANNING AND ZONING DEPARTMENT
2015-2016

BRIEF NARRATIVE OF DEPARTMENT FUNCTIONS

The Planning and Zoning Department provides administrative and professional technical services to the Planning and Zoning Commission, Zoning Board of Appeals and related enforcement capacities under the Zoning Enforcement Officer. The Department is responsible for and provides hands-on support services to Town residents and property owners, developers and institutional/civic organizations, as well as Town initiatives and projects. Scope of services include the study and administration of matters relating to the physical, social and economic planning and coordinated development of the Town in accordance with the Town Charter and Plan of Conservation and Development, consisting with the Regulations of the Town (Zoning Regulations and Subdivision Regulations) and enabling State legislation set forth in the Connecticut State Statutes, as amended.

- Administration/management of daily activities of Department offices and staff.
- Land use development application review and processing.
- Record files organization, management and maintenance.
- Staff support to Planning and Zoning Commission, Zoning Board of Appeals, Zoning Enforcement Officer and Zoning Citation Hearing Officer.
- Enforcement/permitting inspections, compliance assessment, reports and legal coordination.
- Preparation of studies and reports on land use issues, review and drafting of amendments to Zoning Regulations, Zoning Map and Subdivision Regulations.
- Management and maintenance of the official Town Zoning Map.
- Public and intra-agency government assistance and referral consideration.

CURRENT STAFFING LEVELS and ORGANIZATION CHART

- Administrative Assistant (full time position)
- Zoning Enforcement Officer (full time position)
- Planning and Zoning Administrator (full time position)
- Senior Planning and Zoning Administrator (full time position; funding starting January 1, 2016)

The Planning and Zoning Department is a component of the Land Use Group – See attached Organization Chart for the Land Use Group.

DEPARTMENT MISSION STATEMENT

To protect the public health, safety and general welfare of the community by providing administrative and professional technical services to the Planning and Zoning Commission, the Zoning Board of Appeals, associated local Boards and Commissions, Federal agencies, State agencies, and the general public, in order to assist the Town of Monroe in guiding the orderly development and use of land to provide housing and employment opportunities, to stabilize the property tax base, and to protect open space and areas of unique natural resources within the Town.

DEPARTMENT GOALS

- Assist the Planning and Zoning Commission in the implementation of the goals and recommendations of the 2010 Plan of Conservation and Development.
- Assist the Planning and Zoning Commission in the continued preparation, review and adoption of Amendments to the Zoning and Land Subdivision Regulations.
- Provide needed training and assistance to new members of the Planning and Zoning Commission and Zoning Board of Appeals to ensure smooth and efficient engagement.
- Continue inter-department cooperation within the Land Use Group to improve customer service and understanding of land use development regulations and permitting processes.
- Provide for and ensure staff receive training and maintain professional certifications.
- Seek and obtain needed additional enforcement staffing to address increasing demands and added oversight/implementation services (i.e., Blight offenses).

BASE BUDGET (EXISTING STAFF AND SERVICES)

See attached Planning and Zoning Department 2016-2017 Budget Spreadsheets.

A summary of the 2016-2017 Budget is below:

0155-150001 – P&Z – Salary Administration (*)	
Senior Planning and Zoning Administrator – Full Time Position Created 1/1/16	$75,000
Planning and Zoning Administrator – Full Time Position	$69,460
	$144,460
0155-150003 – P&Z – Salary Other (*)	
Secretary (Administrative Assistant) – Full Time Position	**$37,029**
0155-153065 – P&Z – Consultant Fees	
Providing Department access and utilization of specialized professional consultants to assist in code writing; POCD implementation; traffic studies and review; specialized planning studies, and similar.	**$10,250**

0155-153385 – P&Z – Office Expense

Legal Notices	$13,130
Copying	$2,000
Office Supplies	$1,650
Professional Development and National AICP Certification Maintenance	$1,500
Postal	$720
	$19,000

0155-153440 – P&Z – Printing **$1,000**

Printing/reprinting and binding of Department official documents, maps, regulations; Printing of presentation documents and media; Printing of Department prepared/commissioned studies and supporting documentation.

0155-153485 – P&Z – R&M Equipment

Office equipment, including replacement and maintenance thereof. **$350**

TOTAL PLANNING AND ZONING ***$212,089***

0156-150003 – P&Z ZON ENF – Zoning Enforcement Salary Other (*)

Zoning Enforcement Officer – Full Time Position **$56,047**

0156-150950 – P&Z ZON ENF – Hearing Officer

Zoning citation appeals and enforcement expenses. **$250**

0156-153385 – P&Z ZON ENF – Office Expense

Office Supplies	$540
Copying	$150
Professional Development and CAZEO Certification Maintenance	$400
Postal	$150
	$900

0156-153580 – P&Z ZON ENF – Vehicle Expense

Provides for direct repair, replacement parts and service expenses of operating the P&Z vehicle used for site inspections and zoning compliance matters. **$1,300**

TOTAL PLANNING AND ZONING ENFORCEMENT ***$58,497***

TOTAL PLANNING AND ZONING DEPARTMENT $270,586

(*) Salary costs as reflected herein represent the salaries corresponding to previous year budget levels and do not represent actual amounts as need to be adjusted to reflect annual and other increases, as applicable.

REQUEST FOR ANY NEW STAFF and/or ANY NEW SERVICES

N/A – None requested requiring any change to budget.

DETAILED REQUESTS FOR CAPITAL and/or OPERATING ITEMS

N/A – None requested requiring any change to budget.

DETAILED LISTOF COST SAVINGS ENACTED IN THE LAST BUDGET YEAR

- Reduced reliance on mail (postage, paper copies, etc) and paper correspondence both internal and external through increased email and website communications.
- Reduced file storage needs through increased coordination and digital scanning.
- Ensure proper receipt of application submission materials (in quantity and format) as required thereby reducing both staff time and resources.
- Reduced copy costs through availability online of live, fill-in application forms.
- Reduced vehicle use through coordinated site visits among Land Use Group staff.

DETAILED LIST OF POTENTIAL COST SAVINGS FOR NEW BUDGET YEAR (2016-2017

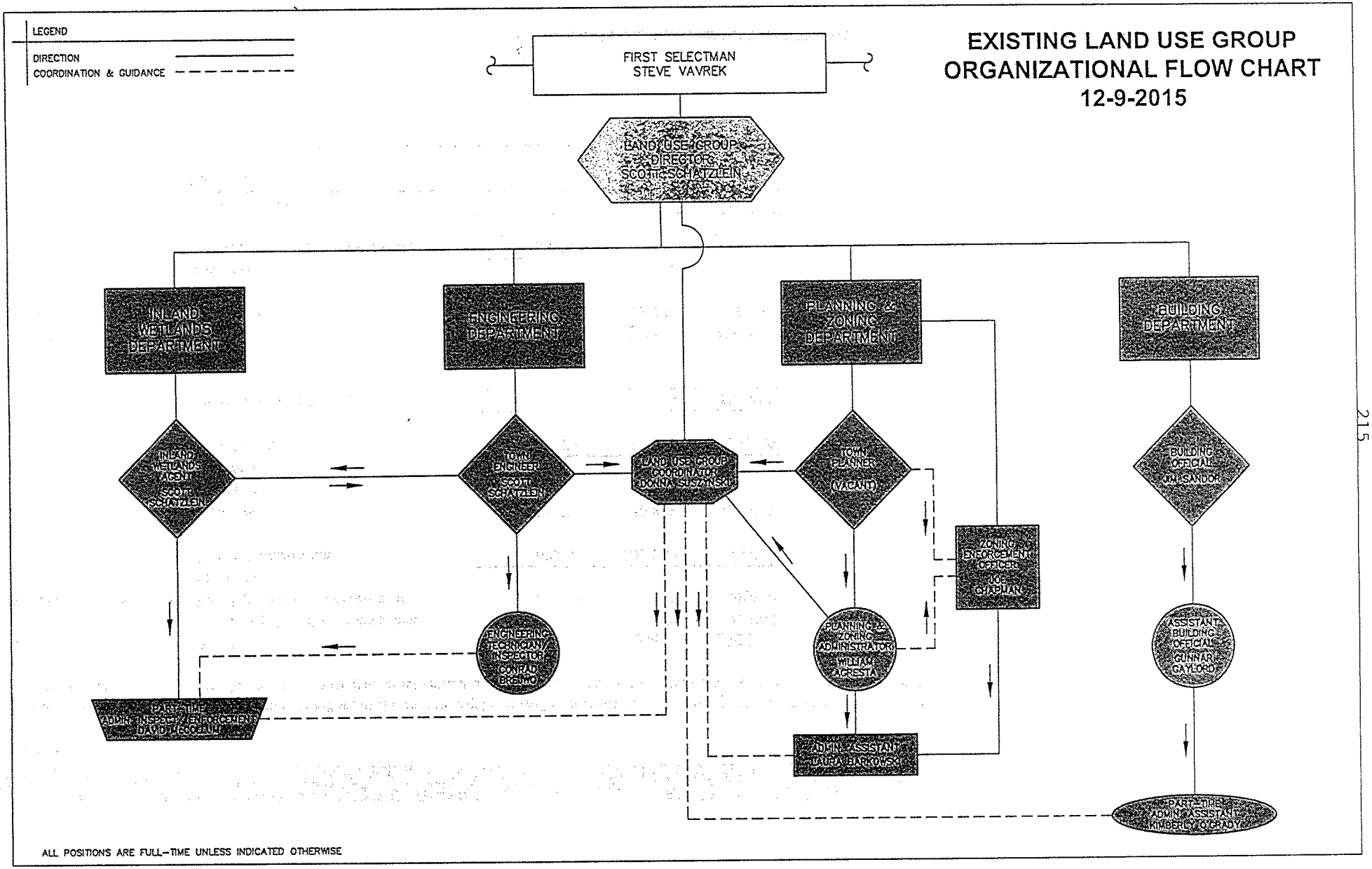
- Continuation of previous year efforts.
- Increased coordination within Land Use Group / cross training.
- Increased use of Town GIS and Website.

DETAILED FIVE-YEAR COST AND STAFFING PROJECTION

See attached Five-Year Budget Table.

*Note that the salary costs as reflected herein represent the salaries listed in the current 2015-2016 final budget and do not represent actual amounts as need to be adjusted to reflect actual annual and other increases, where applicable.

EXISTING LAND USE GROUP ORGANIZATIONAL FLOW CHART
12-9-2015



DEPARTMENT: PLANNING & ZONING/ENFORCEMENT

MISSION:

To protect the public health, safety and general welfare of the community by providing administrative and professional techincal services to Boards and Commisions, Federal and State agencies. To guide the orderly development and use of land to provide housing an employment opportunities, to stablize the proptery tax base and to protect open space ad areas of unique natural resources within the town.

PLANNING & ZONING:	Dept 0155	14-15	15-16	16-17
	Sr Planning & Zoning Administrator		37,500	75,000
1001-10-15101-0155-150001	Planning & Zoning Administrator	69,460	69,460	69,460
	Longevity	-	-	
	Total Administration:	**69,460**	**106,960**	**144,460**
1001-10-15101-0155-150003	Secretary	36,879	36,879	37,029
	Longevity	-	-	
	Leap Year	-	150	
	Total Other:	**36,879**	**37,029**	**37,029**
	Total Planning & Zoning:	**106,339**	**143,989**	**181,489**

PLANNING & ZONING ENFORCEMENT:	Dept 0156	14-15	15-16	16-17
1001-10-15101-0156-150003	Zoning Enforcement Officer	55,833	55,833	56,047
	Longevity	-	-	
	Leap Year	-	214	
	Total Planning & Zoning Enforcement:	**55,833**	**56,047**	**56,047**
	Total Planning & Zoning:	**162,172**	**200,036**	**237,536**
	Headcount-FT	**3**	**4**	**4**
	Headcount-PT	**0**	**0**	**0**

Salaries Summary:	13-14	14-15	15-16
P&Z SALARY ADMIN	69,460	69,460	106,960
P&Z SALARY OTHER	36,879	37,029	37,029
	106,339	106,489	143,989
P&Z ZON ENF SALARY OTHER	55,833	56,047	56,047
P&Z ZON ENF SALARY PT	-	-	
	55,833	56,047	56,047
TOTAL PLANNING & ZONING:	162,172	162,536	200,036

PLANNING AND ZONING:	Dept 0155	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0155-150001	P&Z SALARY ADMIN	71,023	71,023	106,960		144,460		144,460	37,500	35.06%
1001-10-15101-0155-150003	P&Z SALARY OTHER	37,726	37,735	37,029		37,029		37,029	-	0.00%
1001-10-15101-0155-153065	P&Z CONSULTANT FEES	17,500	-	10,250		10,250		10,250	-	0.00%
1001-10-15101-0155-153385	P&Z OFFICE EXPENSE	19,000	14,772	19,000		19,000		19,000	-	0.00%
1001-10-15101-0155-153440	P&Z PRINTING	1,000	545	1,000		1,000		1,000	-	0.00%
1001-10-15101-0155-153485	P&Z R & M EQUIPMENT	350	320	350		350		350	-	0.00%
	PLANNING & ZONING:	146,599	124,395	174,589	-	212,089	-	212,089	37,500	21.48%

PLANNING & ZONING ENFORCEMENT:	Dept 0156	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0156-150003	P&Z ZON ENF SALARY OTHER	57,136	57,136	56,047		56,047		56,047	-	0.00%
1001-10-15101-0156-150005	P&Z ZON ENF SALARY PT	-	-	-				-	-	
1001-10-15101-0156-150950	P&Z ZON HEARING OFFICER	250	-	250		250		250	-	0.00%
1001-10-15101-0156-153385	P&Z ZON ENF OFFICE EXPENSE	900	793	900		900		900	-	0.00%
1001-10-15101-0156-153580	P&Z ZON ENF VEHICLE EXPENSE	1,500	664	1,300		1,300		1,300	-	0.00%
	PLANNING & ZONING ENFORCEMENT:	59,786	58,592	58,497	-	58,497	-	58,497	-	0.00%
	TOTAL PLANNING & ZONING:	206,385	182,987	233,086	-	270,586	-	270,586	37,500	16.09%

Planning and Zoning Department (5-Year Projection)

Account: PZC 1001-10-15101-0000-0155
Enforcement 1001-10-15101-0000-0156

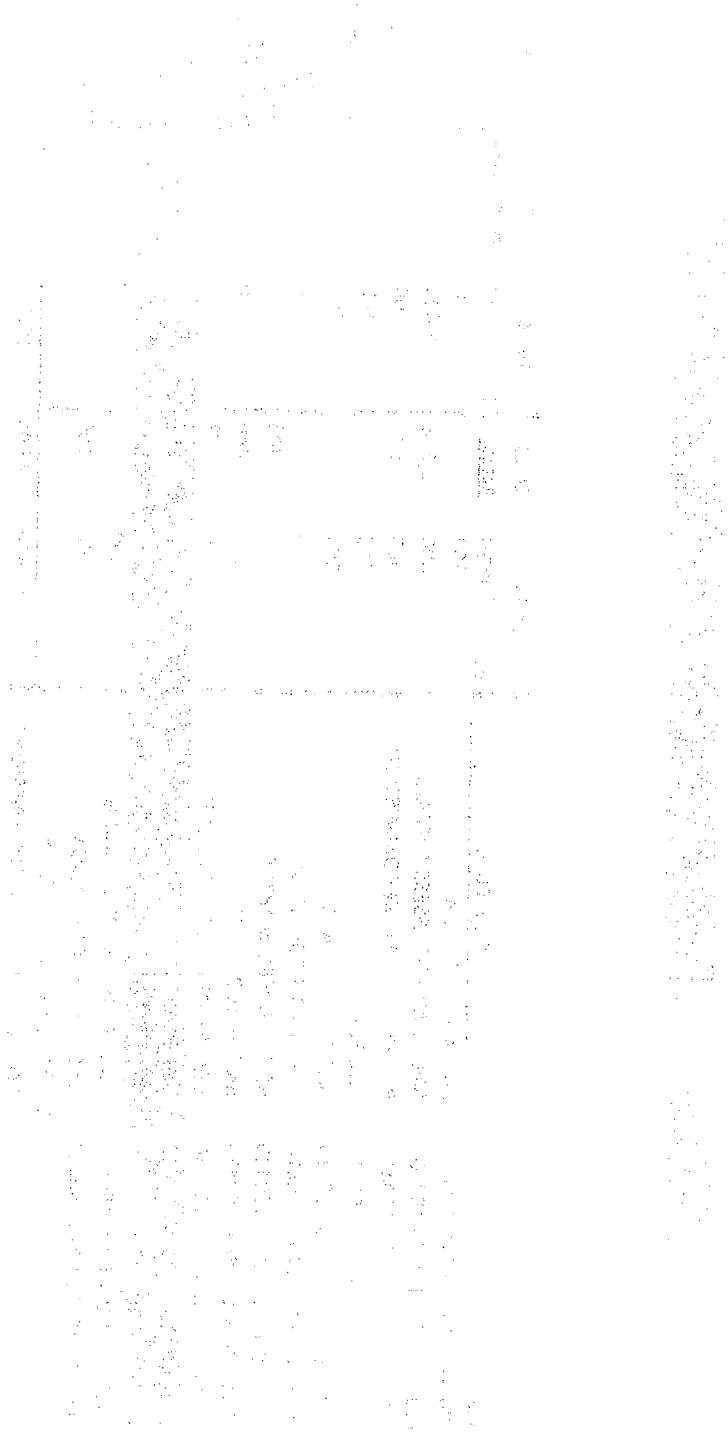
Line Item #	Description	Current 2015-2016	Year 1 2016-2017	Year 2 2017-2018	Year 3 2018-2019	Year 4 2019-2020	Year 5 2020-2021
150001	P & Z Salaries - Administrative						
	Planning and Zoning Administrator	$69,460	*	*	*	*	*
	Senior Planning and Zoning Adminstrator	$37,500					
150003	P & Z Salaries - Other						
	Administrative Assistant	$37,029	*	*	*	*	*
153385	P & Z - Office Expense	$19,000	$19,000	$20,000	$21,500	$23,000	$25,000
153065	P & Z Consulting Fees	$10,250	$22,500	$23,000	$23,750	$24,500	$25,250
153440	P & Z Printing	$1,000	$1,000	$1,150	$1,300	$1,450	$1,600
153485	P & Z- R & M Equipment	$350	$350	$450	$550	$650	$750

150003	P & Z- Zoning Enforcement - Salary - Other						
	Zoning Enforcement Officer	$56,047	*	*	*	*	*
153385	P & Z- Zoning Enforcement - Office Expense	$900	$900	$1,050	$1,200	$1,350	$1,500
153580	P & Z- Zoning Enforcement - Vehicle Expense	$1,300	$1,500	$2,000	$2,000	$2,000	$2,000
150950	P & Z- Zoning Enforcement - Hearing Officer	$250	$250	$300	$300	$350	$350

*Note that the salary costs as reflected above represent the salaries listed in the previous 2015-2016 final budget and do not represent actual amounts as

DEPARTMENT: BOARDS AND COMMISSIONS

B&C	Dept 0070	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	%
1001-10-15101-0070-150400	B&C ARCHIT REVIEW	200	-	200				-	(200)	-100.00%
1001-10-15101-0070-150405	B&C BOARD OF ASSESS APPEALS	1,000	2,646	1,000				-	(1,000)	-100.00%
1001-10-15101-0070-150410	B&C CONSERVATION COMMISSION	500	500	500				-	(500)	-100.00%
1001-10-15101-0070-150411	B&C EDC	100		100				-	(100)	-100.00%
1001-10-15101-0070-150415	B&C ETHICS BOARD	100		100				-	(100)	-100.00%
1001-10-15101-0070-150416	B&C WATER POLLUTION	500		500				-	(500)	-100.00%
1001-10-15101-0070-150420	B&C FARMER'S MARKET	400	400	400				-	(400)	-100.00%
1001-10-15101-0070-150425	B&C HISTORIC DISTRICT	500	440	500				-	(500)	-100.00%
1001-10-15101-0070-150430	B&C INLAND/WETLAND COMM	500	72	500				-	(500)	-100.00%
1001-10-15101-0070-150435	B&C PLANNING &ZONING	6,000	4,081	6,000		6,000		6,000	-	0.00%
1001-10-15101-0070-150440	B&C ZONING BOARD OF APPEALS	150	69	150		150		150	-	0.00%
1001-10-15101-0070-150441	B&C COMMISSION ON AGING	400		400				-	(400)	-100.00%
1001-10-15101-0070-150442	B&C YOUTH COMMISSION	100	100	100				-	(100)	-100.00%
NEW	B&C PENSION COMMITTEE	-		500				-	(500)	100.00%
	TOTAL BOARDS AND COMMISSIONS	10,450	8,308	10,950	-	6,150	-	6,150	(4,800)	-43.84%



Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

SPECIAL PROGRAMS

DEPARTMENT: SPECIAL PROGRAMS

SPECIAL PROGRAMS:	Dept 0200	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0200-15001	SP ST J NURSE S10 SALARY OTHER	49,958	-	-	-	-	-	-	#DIV/0!
1001-10-15101-0200-15121	SP C-MED COMMUN CONT	74,388	76,841	76,840	78,939	-	78,939	2,098	2.73%
1001-10-15101-0200-15122	SP FAMILY SVC WOODFIELD	-	1,000	-	1,000	-	1,000	-	0.00%
1001-10-15101-0200-15123	SP HISTORIC SOCIETY	-	1,500	-	1,500	-	1,500	-	0.00%
1001-10-15101-0200-15124	S P MEMORIAL DAY PARADE	3,161	3,000	-	3,000	-	3,000	-	0.00%
1001-10-15101-0200-15125	SP TTLXX GRANT CRISIS	1,000	1,000	-	1,000	-	1,000	-	0.00%
1001-10-15101-0200-15126	S P YOUTH SUBSTANCE ABUSE	15,000	15,000	-	15,000	-	15,000	-	0.00%
1001-10-15101-0200-15127	SP VOL FIRE TAX INCENTIVE	56,802	59,000	56,321	59,000	-	59,000	-	0.00%
1001-10-15101-0200-15128	SP MASUK WELL MONITORING	-	-	-	-	-	-	-	
	TOTAL SPECIAL PROGRAMS	200,309	157,341	133,161	159,439	-	159,439	2,098	1.33%

Explaination of Increases/Decreases:

150019 Contractual increase.

COPY

SOUTH WESTERN REGIONAL COMMUNICATIONS CENTER, INC.
c/o Bridgeport Hospital • Marsh 4 • 267 Grant Street • Bridgeport, CT 06610
203-338-0762 • Fax 203-334-7385

Office of the First Selectman
Mr. Steve Vavrek
7 Fan Hill Road
Monroe, CT 06468

October 25, 2015

Dear First Selectman Vavrek,

During the October 2015 Board of Directors meeting the Southwestern Regional Communications Center Inc. (SWRCC/SW-CMED) operating budget for fiscal year 2016 – 2017 was approved. In preparing the budget your municipalities' annual CMED assessment will be $25,263.89. The adjusted CMED assessment after applying the regional communication state credit will be $19,303.79. This credit is in accordance with State of Connecticut Regulations Section 28-24-7(a) and (b) for regional coordinated medical direction.

Some of the services Southwestern Reg. Comm. Ctr. continues to provide to all the municipalities in the region are:

- Pre-Hospital care communications between first responders and Hospital Emergency room physicians for medical control, direction and sponsoring hospitals for regional PSA's
- Hospital Diversion notifications and tracking for all five regional hospitals
- Activation of specialized hospital surgical and medical teams
- Coordinate mutual aid BLS and paramedic intercepts and mass casualty incidents
- Assign dedicated frequencies for regional interoperability and coordination during major incidents
- Provide backup EMS communications frequencies for towns if their communication system fails
- Independently coordinate, track and maintain records of every medical call response in the region for municipalities to independently audit their primary EMS provider
- Activate the regional Hazmat and communication response teams
- Coordinate and dispatch regional Fire Task force resources such as Engine and Tanker Strike teams, structure fire and brush fire task forces
- Activate local health department responses and the regional mutual aid plan for long term care facilities
- Record and maintain all radio and telephone transmissions pertinent to emergency medical care documentation

It has been through the continued support of our regions municipalities, like yours, that we continue to provide this vital and essential emergency communication service to your constituents.

Jeffrey E. Merwin
Director
cc: Ron Bunovsky Jr. Finance, D. Hunsberger SWRCC Representative

COPY

SOUTH WESTERN REGIONAL COMMUNICATIONS CENTER, INC.
c/o Bridgeport Hospital • Marsh 4 • 267 Grant Street • Bridgeport, CT 06610
203-338-0762 • Fax 203-334-7385

Office of the First Selectman
Mr. Steve Vavrek
7 Fan Hill Road
Monroe, CT 06468

October 25, 2015

Dear First Selectman Vavrek,

During the October 2015 Board of Directors meeting the Southwestern Regional Communications Center Inc. (SWRCC/SW-CMED) operating budget for fiscal year 2016 – 2017 was approved.

The assessment to provide EMS and Fire Dispatching services for fiscal year 2016 – 2017 will be $59,635.00.

Should you have any questions, desire clarification or require additional information please feel free to call on me.

Jeffrey E. Merwin
Director
cc: Ron Bunovsky Jr.Finance Department

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

REGIONAL PROGRAMS

DEPARTMENT: REGIONAL PROGRAMS

REGIONAL PROGRAMS:	Dept 0250	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0250-15130	RP CT CONF OF MUNICIPALITIES	12,053	12,240	12,053	12,240	-	12,240	-	0.00%
1001-10-15101-0250-15131	RP CT SMALL TOWN	1,025	1,025	1,025	1,025	-	1,025	-	0.00%
1001-10-15101-0250-15132	RP LAKE ZOAR AUTHORITY	23,906	23,281	23,281	21,365	-	21,365	(1,916)	-8.23%
1001-10-15101-0250-15133	RP REGIONAL PLANNING	8,876	8,876	8,876	8,876	-	8,876	-	0.00%
1001-10-15101-0250-15134	RP REGIONAL NETWORK PROG	-	-	-	-	-	-	-	
1001-10-15101-0250-15135	RP PROBATE COURT	5,642	5,642	5,585	5,785	-	5,785	143	2.53%
1001-10-15101-0250-15136	RP SW CT EMS COUNCIL	-	-	-	-	-	-	-	
1001-10-15101-0250-15137	RP SW REG MNTL HEALTH BD	1,500	1,500	1,500	1,500	-	1,500	-	0.00%
	TOTAL REGIONAL PROGRAMS	53,002	52,564	52,320	50,791	-	50,791	(1,773)	-3.37%

Explaination of Increases/Decreases:

151320 Reduction mainly due to reduced projected spending on weed treatment.

151350 Increased cost share for Monroe. Share cost with Trumbull and Easton.

RECEIVED
First Selectman's Office
Town of Monroe

LAKE ZOAR AUTHORITY

LAKE ZOAR AUTHORITY
P.O. Box 931 Southbury, CT 06488

RECEIVED
First Selectman's Office
Town of Monroe

To: Member Town 1st Selectmen and Board of Finance
From: Lake Zoar Authority
Subject: Budget for Fiscal Year 2017
Date: December 3, 2015

This submits the Lake Zoar Authority fiscal 2017 budget of $95,458 (worksheet attached).

The proposed budget results in a reduction of $5667 from fiscal year 2016 budget which was $101,125. The specific budget funding request to each town is decreased from $23,281 to $21,365.

The reduced budget is mainly due to reduced projected spending on weed treatment – we had expected a large increase in cost which did not come to fruition.

Respectively Submitted,

Bob Mouchantat
Lake Zoar Authority, Treasurer

LAKE ZOAR BUDGET WORKSHEET

EXPENSES	Fiscal Year 14/15 Actual	Fiscal Year 2015/2016 Budget	YTD Thru 10/31/15	Estimated	Estimated TOTAL	Fiscal Year 16/17 Budget
Payroll - employees (Harvester)	$0	$0	$0	$0		$0
Payroll- employees (Safety)	$6,775	$7,250	$5,944	$2,200		$8,000
Payroll taxes	$1,109	$563	$334	$360		$1,310
Payroll Processing Fee	$909	$737	$445	$595		$1,074
Total Payroll & Taxes	**$8,793**	**$8,550**	**$6,724**	**$3,155**	**$9,879**	**$10,383**
Salaries - Law Enforcement	$12,404	$19,250	$4,818	$12,500		$17,500
Total	**$12,404**	**$19,250**	**$4,818**	**$12,500**	**$17,318**	**$17,500**
Insurance - workers comp	$1,285	$1,000	($38)	$1,250		$1,250
Insurance - Boats	$6,825	$6,900	$0	$6,900		$6,900
Insurance - liability	$7,478	$7,500	$0	$7,700		$7,700
Total Insurance	**$15,588**	**$15,400**	**($38)**	**$15,850**	**$15,812**	**$15,850**
Repairs & Maint	$4,405	$3,250	$160	$3,000		$3,250
Operating Supplies	$0	$250	$0	$250		$250
Boat Slips	$3,220	$3,350	$0	$3,350		$3,500
Trailer storage	$300	$350	$0	$350		$375
Boat Storage	$700	$1,250	$0	$1,250		$1,350
Boat Equipment	$482	$1,000	$0	$1,000		$1,000
Total Boats & Motors	**$9,107**	**$9,450**	**$160**	**$9,200**	**$9,360**	**$9,725**
Professional fees	$875	$850	$0	$875		$875
Communications	$0	$0	$0	$0		$0
Website	$569	$750	$180	$570		$750
Misc	$109	$50	$0	$50		$50
Copies	$150	$50	$0	$50		$50
Clerical Expense	$0	$0	$0	$0		$0
Office expense	$69	$0	$0	$0		$0
Rent - Office	$0	$0	$0	$0		$0
Postage	$141	$75	$0	$75		$75
Total Office Expenses	**$1,913**	**$1,775**	**$180**	**$1,620**	**$1,800**	**$1,800**
Harvester Fuel	$0	$0	$0	$0		$0
Boat fuel	$4,842	$5,000	$2,155	$2,000		$4,500
Total Fuel	**$4,842**	**$5,000**	**$2,155**	**$2,000**	**$4,155**	**$4,500**
Consulting-Environmental	$3,600	$4,000	$0	$4,000		$4,000
Water testing	$0	$0	$0	$0		$0
Weed treatment	$23,250	$35,000	$0	$27,500		$27,500
Total Water Quality	**$26,850**	**$39,000**	**$0**	**$31,500**	**$31,500**	**$31,500**
Advertising/Education	$443	$0	$0	$2,500	$2,500	$500
Memberships	$0	$200	$0	$200	$200	$200
Non-recurring Expense Fund	$0	$0	$0	$0	$0	$0
Weed Abatement Reserve Fund	$0	$0	$0	$0	$0	$0
Grant	$0	$0	$0	$0	$0	$0
Navigational Aids	$3,418	$2,500	$0	$3,500	$3,500	$3,500
Total	$83,356	$101,125	$13,999	$82,025	$96,025	$95,458
Budget	$98,625					

REVENUE/ALLOCATIONS

Towns' Support	Actual	Orig. Request 25%		Final	Request 25%
Newtown	$23,906	$23,281		$23,281	$21,365
Monroe	$23,906	$23,281		$23,281	$21,365
Southbury	$23,906	$23,281		$23,281	$21,365
Oxford	$23,906	$23,281		$23,281	$21,365
Other	$7	$0		$0	$0
Carry Over	$2,509	$5,000		$0	$0
Adjustment (prior checks not cashed)	$2,140	$0		$0	$0
Corporate Support (power company)	$10,000	$3,000		$10,000	$10,000
Grand Total	**$110,280**	**$101,125**		**$103,125**	**$95,458**

FY15 Carryover Refunded $26,924

January 6, 2016

Monroe Conservation & Water Resources Commission

Proposed Budget

July 1, 2016 – June 30, 2017

100.00	Annual Dues – Connecticut Land Conservation Council
100.00	Connecticut Association of Conservation and Inland Wetland Commissions Annual Convention – 2 members to attend @ $50.00 each
600.00	Updated CWRC Brochure – Printing costs
200.00	Training of high school students to do water testing; 4 @ $50.00 each
$1,000.00	Total

At its January 6, 2016 meeting, the Conservation Commission unanimously approved the above budget for submission to the First Selectman.

Karen Burnaska, Vice Chair

METROCOG
Connecticut Metropolitan Council of Governments

RECEIVED
First Selectman's Office
Town of Monroe
JAN 11 2016 J.B.

January 8, 2016

The Honorable Steve Vavrek
First Selectman
Town of Monroe
7 Fan Hill Road
Monroe, CT 06468

Dear First Selectman Vavrek:

As you know the Connecticut Metropolitan Council of Governments provides planning services to the member municipalities of the Greater Bridgeport Planning Region. These services focus primarily on transportation issues and deficiencies, but we also review proposed zoning and land use changes in our communities, assist in environmental impact reviews and participate in economic development, GIS mapping and computer modeling. MetroCog is supported by a combination of federal assistance from the U.S. Department of Transportation, state funds provided through the Connecticut Department of Transportation and local contributions by member municipalities. The local dues raised are critical and necessary to provide the required match of federal aid funds.

Each year MetroCog notifies communities about their obligations to support the Council through membership dues. This letter is to inform you that the regional planning assessment for the Town of Monroe for fiscal year 2017 is $8,876.00. In addition, further to our recent discussions regarding the long term maintenance of the regional GIS program a contribution of $6,160.00 will also be assessed.

Thank you for your support of regional planning and I look forward to working with you and the Town of Monroe now and in the coming year. If you have any questions, please do not hesitate to contact me at (203)366-5405 or via email at bbidolli@ctmetro.org.

Very truly yours,

Brian T. Bidolli
Executive Director

PROBATE COURT DISTRICT OF TRUMBULL
Serving Easton, Monroe & Trumbull
Trumbull Town Hall, 5866 Main Street, Trumbull, Connecticut 06611-5416
Telephone (203)452-5068
Fax (203)452-5092

T.R. Rowe
Judge

Gail J. Hanna
Chief Clerk

January 14, 2016

RECEIVED
First Selectman's Office
Town of Monroe
JAN 19 2016

Hon. Steven Vavrek
First Selectman
Monroe Town Hall
7 Fan Hill
Monroe, CT 06468

Re: Probate Court Budget Request

Dear First ~~Selectman Vavrek~~: Steve

Enclosed is Probate Court's Budget Request for Fiscal Year 2016-2017. Monroe's share has been calculated in accordance with Connecticut General Statute 45a-8 *"If a probate district consists of more than one town, the expense shall be allocated to the towns in such proportion as the towns may determine by agreement or, in the absence of such agreement, in proportion to their grand lists last perfected."*

If you need additional information please do not hesitate to contact me or my Chief Clerk Gail Hanna.

~~Thank you.~~

T.R. Rowe
Probate Judge

Enclosures

BUDGET BY TOWN SUMMARY

2016-2017

TOWN	GRAND LIST	PERCENTAGE
Trumbull	$4,564,753,284	56.54
Monroe	$2,168,081,200	26.87
Easton	$1,339,828,394	16.59
TOTAL	**$8,072,662,878**	**100%**

BUDGET ITEM	REQUEST	TRUMBULL	MONROE	EASTON
Microfilming	4,000	2,262	1,074	664
Telephone	4,340	2,454	1,166	720
Office Supplies	4,000	2,262	1,074	664
Postage	6,000	3,392	1,612	996
Legal Publications	300	170	80	50
Rental (Copier)	2,900	1,640	779	481
TOTAL:	**$21,540**	**$12,180**	**$5,785**	**$3,575**

V W/
STEVE

Not Budgeted

Steve Vavrek, First Selectman
Monroe Board of Selectmen
Monroe Office of the Comptroller

Subject: Funding request for 2016

Gentlemen:

The Newtown Parent Connection has been assisting Monroe families for the past 12 years with families who have been touched by substance abuse. We are a grassroots organization and rely strictly on donations. Because of the increase in our clients and programs, we are requesting funding from the surrounding town to help us continue to serve our communities.

The mission of the Newtown Parent Connection, Inc. is to educate and empower the community in the prevention of substance abuse and to embrace families in crisis.

Our goal is to work with individuals and families to build resiliency and strengthen the connection amongst family members. We work in conjunction with town agencies, the schools, religious communities and the police departments, to enlighten our community in order to prevent the use of drugs and alcohol among our youth.

We believe that knowledge is power, and by becoming better informed, we can begin to take the steps necessary to prevent or treat the problem. This is an issue that affects all aspects of our community. Your involvement and support will make a positive difference.

Benefits to the Monroe Community :
Newtown and Monroe are committed to addressing the problems of substance abuse and addiction directly and the Newtown Parent Connection, Inc. is dedicated to helping increase awareness through education. Each week members of the Monroe community receive education and support through our **Hope and Support Group**. This group allows parents to receive help with questions or concerns about their child's possible or confirmed involvement with substances. A licensed substance abuse counselor facilitates our meetings. We meet each Thursday from 7 – 9 PM in the lower meeting room at Edmond Town Hall. There is no charge for attending this meeting.

In addition, we hold a monthly Bereavement Group, which meets on the first Wednesday of each month. Open educational forums are held throughout the year and every other year we host a Parent University all of which are open to the surrounding communities. We have also brought Marc Mero and Chris Herren into our schools this year as well as hosting a program for parents in the evening so they could have a dialog with their children about drugs and bullying.

Amount Requested: $10,000

Annual Budget - $103,248

Pat Llodra, our first selectman, has secured the Newtown Parent Connection a $500,000 grant from the State Of Connecticut, to refurbish one of the duplex buildings at Fairfield Hills. The project is underway and we hope to be in our new home by July. This additional space will allow us to increase our programs and expand services to the surrounding communities. We are hoping that Monroe can support us by donating $10,000 to defray some of these costs.

Contact:

Dorrie Carolan, President
Newtown Parent Connection
PO Box 187
Newtown, CT 06470
203 994-5394
dorrie@newtownparentconnection.org

Due Diligence:

- Newtown Parent Connection is an IRS, IRC 501© 3
- EIN ID# 43-205462
- Website: www.newtownparentconnection.org
- CT ID# 4479499/000
- Public Charities ID# 52351

It is my hope that we will garner the support of the Town of Monroe during this year's budget cycle and greatly appreciate your consideration in providing our funding request.

Respectfully submitted,

Dorrie Carolan
President and Founder
Newtown Parent Connection

Newtown Municipal Center
3 Primrose St., Newtown, CT 06470
Tel. 203-270-4201
Fax 203-270-4205

E. Patricia Llodra
First Selectman
203-270-4202
pat.llodra@newtown-ct.gov

TOWN OF NEWTOWN

OFFICE OF THE FIRST SELECTMAN

The Parent Connection (PC) came to life in Newtown more than a decade ago out of the grief and worry of parents with adolescents involved in substance use. They rallied a community struggling to find the right pathways, programs, and strategies to 'Educate, Embrace, Empower' families experiencing the pain of substance use and abuse. The organization soon formalized around a mission statement that is as compelling today as it was at the origin: *To educate and empower the community in the prevention of substance abuse and to embrace families in crisis.* In these years past, this grassroots, all volunteer organization has become for our region the source of hope and help for families facing the challenge of a loved one held in the throes of an addiction. Parent support groups, prevention programs and activities, and direct access to programs and placements for those in need of substance use treatment have become the mainstay of this organization.

Countless persons from our area towns participate with the Parent Connection. Moms and dads, siblings, and relatives come from Newtown, Bethel, Brookfield, Monroe, Southbury, Trumbull and more, to join together in mutual support. Once rid of the isolation and embarrassment that often comes with substance addiction, families are more able to sustain the effort needed to navigate these troubled situations.

More than ever our region is facing the challenges that come with the popularity of heroin, too cheap and readily available for those most vulnerable. And, the 'new', purportedly more enlightened, view of marijuana is causing resurgence in use among teens. And, we all are learning that the prescription medications we stock in our home medicine cabinets may be the very gateway to unmanageable addictions. We know, too, that a 'village' of concerned, caring, informed, and empowered adults – acting together in mutual support, armed with information and resources, is the right and best foundation upon which we can build resilience and resistance.

My letter comes in support of the request of the Parent Connection that you help this valuable organization continue its work with families in your community. For the past decade or so fund-raising activities, foundation support such as United Way, and budget support from Newtown have combined to provide the resources necessary for the PC to execute on its mission. We need more help to keep this effort going. Won't you please contribute to our work in service to your residents and others from our area? We all are in this together – and it is only together that we will successfully meet head-on the challenges and impacts of addition.

Sincerely,

E. Patricia Llodra
First Selectman

12/22/15

Housatonic Valley Association

150 Kent Road
P.O. Box 28
Cornwall Bridge, CT 06754
860-672-6678

www.hvatoday.org

239

1383 Pleasant Street
P.O. Box 251
South Lee, MA 01260
413-394-9796

19 Furnace Bank Road
P.O. Box 315
Wassaic, NY 12592
845-789-1381

21 December 2015

RECEIVED
First Selectman's Office
Town of Monroe
DEC 24 2015

Not Budgeted

Steve Vavrek, First Selectman
Town of Monroe
Town Hall
7 Fan Hill Road
Monroe, CT 06468

Dear First Selectman Vavrek,

As you approach your 2016 budget season, please include an appropriation for the Housatonic Valley Association in your fiscal planning.

The Town of Monroe is one of 83 towns and cities within the 2000 square mile Housatonic River watershed. Together we have a stake in a healthy environment and clean sources of water.

HVA is your environmental partner, working with you to…

- Protect water quality in rivers and streams by assessing shoreline conditions and culvert integrity. We fix pollution problems and remove truckloads of trash every year.
- Develop *Road-Stream Culvert Crossing Management Plans* for town leaders to rank problem culverts and to assess flood risks before disaster strikes.
- Provide GIS mapping and natural resource assessment to town boards and leaders.
- Assist communities in assessing the impacts of proposed riverside developments.
- Provide new river access sites for riverside communities.
- Expand the Housatonic River Greenway from the Berkshires to Long Island Sound.
- Educate stream and river-front landowners with our *RiverSmart CT* program to improve landscaping and reduce pollution.
- Monitor PCB cleanup efforts along the Housatonic River.
- Provide environmental education to students, creating lifelong nature stewards.

With you we improve the environmental health and quality of life of our communities.

Please partner with us in this valuable environmental work with a municipal membership.

And let me know if you want more information, or would like an HVA representative to attend your town board or budget hearing. And again, thank you.

Sincerely,

Richard C. Sears

Richard C. Sears
Development Director

Enclosure: Housatonic Valley Association 2015 Annual Report

Learn more about workplace giving at www.earthsharenewengland.org. Member of EarthShare New England

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

POLICE

MONROE POLICE DEPARTMENT
OFFICE OF THE
CHIEF OF POLICE

Accredited Since 2002

TO: Stephen J. Vavrek, First Selectman

FROM: John L. Salvatore, Chief of Police

SUBJECT: **FY 2016/2017 Budget Proposal**

DATE: January 5, 2016

MISSION STATEMENT:

To provide a safe and orderly environment in Monroe through professionalism, dedication and active partnership with the community to enhance the quality of life for all people.

FUNCTIONS:

The Monroe Police Department provides professional law enforcement services to the citizens of this community. The staff is committed to the development and implementation of community/quality-of-life policing through proactive problem-solving initiatives and partnership with residents that:

- Creates and enhances the community's trust and respect of police
- Recognizes and resolves community problems
- Prevents crime and disorder
- Identifies and apprehends offenders
- Emphasizes traffic safety and enforcement
- Protects our youth population.

The Police Department is committed to a positive relationship with the Monroe Public School System to provide a safe atmosphere for children to learn and mature. The expansion of the number of officers assigned to School Resource Officers (SRO) by creating positions to work within elementary schools, as well as the senior high and middle school campuses, has fostered a positive educational environment. Police

commitment to the Town's youth safety is reflected in the number of programs and activities presented to this group by officers. Police safety-seat technicians ensure that child car-restraint systems are properly installed to protect our youngest residents from injuries while passengers in automobiles. This service is provided free of charge to the community.

Police officers are the designated first responders in the Town's emergency medical services (EMS) system. Patrol officers, at the least, are certified Emergency Medical Responders (EMRs), trained to provide life-saving emergency care, with the use of such equipment as automated electronic defibrillators (AED). In the last three calendar years, officers responded to an average of over 1,069 medical/ambulance calls for service, excluding personal injury motor vehicle collisions. For all of 2014, officers responded to 1,053 similar dispatches. In the same year, officers averaged 21.5 minutes per EMS call, for a total of 518 hours. Thus far in 2015 (12/15/15), there have been 1,003 calls averaging 20.25 minutes per call.

Officers work with senior residents to reduce victimization, particularly by identity theft and other fraudulent schemes. Other personnel possess skills qualifying them for participation on a regional tactical team for response to unusual emergency situations. Mentally-impaired/emotionally-disturbed individuals account for frequent calls for police service. The majority of field personnel are trained in CIT (Crisis Intervention Training) through CABLE (Connecticut Alliance to Benefit Law Enforcement) to recognize and safely respond to people who are in emotional distress. Certified accident-reconstruction investigators collaborate with officers from other police departments to investigate serious-injury motor vehicle collisions. Detectives regularly meet and share information concerning criminal activity with their counterparts in the region.

In fiscal year 2013/2014, the Police Department received over 31,533 calls for service, including 131 domestic/family violence incidents, 3 assaults, 7 sexual assaults, 42 burglaries, 122 larcenies, 121 fraud incidents, 627 motor vehicle collisions, including Evading Responsibility (hit and run) incidents and 1,180 false burglar alarms. The remaining calls involved incidents of missing persons, weapons violations, alcohol incidents, juvenile offenses, youth investigations, child protection, vandalism, computer/digital forensics examinations, disorderly behavior, trespass, DUI/traffic violations (56), traffic safety, neighbor disputes, location checks and community service activities.

BUDGET PROPOSAL INCREASES/REDUCTIONS: ***1.108% Overall***

The fiscal year 2016/2017 budget proposal for the Police Department is attached. This proposal represents an escalation of $57,278 *(without payroll increases for police union and clerical/dispatch staff, which are currently in negotiation with the Town)* or

1.108 percent over the Police Department's Fiscal Year 2015/2016 approved operating budget. Of the total increase, $39,450 is attributed to the return to the acquisition of a four-vehicle rotation in the New Police Cars Account (0310-0000-00000-00000-151510) and of $25,000 in the Salaries-Overtime Account (0305-0000-00000-00000-150015) to reflect rising hourly payroll rates and the historical annual overtime accrual over past fiscal years. This current fiscal year overtime expenditure through December 15, 2015 is over $165,000. Even without a new negotiated wage increase, the overall account line for Salaries-Dispatch (0305-0000-00000-00000-150009) is $16,000 over last fiscal year.

The proposal includes the funding of four new police vehicles for the fleet in the New Cars Account (0310-0000-00000-00000-151510). The account line includes the vendor estimated cost for converting equipment from older vehicles to new cars. This charge has been included in the three previous fiscal year budgets due to the fleet maintenance workload of the Town mechanic assigned this responsibility. Without this vendor service, the Department must wait an extended time period for the transition to a newer, serviceable vehicle. During the transition process, the Department is short a patrol car while equipment is removed from an older vehicle and installed in the new cruiser.

The Salaries-Overtime Account (0305-0000-00000-00000-150015) assures adequate patrol coverage of shifts due to vacations, sickness and medical disabilities, recertification training, serious vehicle collision and criminal investigations, storm emergencies, other unusual events and while recruiting, selecting and training personnel to fill vacant positions. The overtime funds also allow for the renewal and implementation of Department-wide practical skills training in topics such as lethal and non-lethal force, Taser, handcuffing and baton, response to active shooter/threat incidents, de-escalation strategies and arrest and control tactics. This training is important for the Town's liability defense when there are allegations and civil actions for failure to train and/or supervise personnel.

The Equipment Account (0310-0000-00000-00000-153145) reflects continuation of the equipment-replacement schedule for radios (both mobile and portable), in-car video recorder systems, Taser upgrades, firearms, Automated Electronic Defibrillators (AED), etc. This limited replacement schedule in the regular operating budget allows the Department to transition a few older articles with newer models each year without the need for a one-time, blanket acquisition of equipment at a much larger expense that would likely require bonding a capital expense. The account line is reduced by $1,600 in this proposal, but the Department expects to maintain its current equipment replacement plan.

The Salaries-Uniform Account (0305-0000-00000-00000-150007) is reduced by nearly $18,000 prior to an expected negotiated pay increase for next year, even with the promotion of a current patrol officer to the rank of sergeant, without any addition to the

overall number of sworn officers. This reduction is attributed to the retirement of two veteran personnel and the hiring of lower-wage step patrol officers. However, the largest savings in this budget proposal is reflected in the $29,646 savings in the Vehicle Expense Account (0310-0000-00000-00000-153580) for fuel costs, which have been negotiated at a significantly lesser price per gallon than the current fiscal year.

STAFFING:

Although the number of residents has remained constant over the past few years, interest in and actual commercial development in Town is increasing. The current commercial and residential environments do not support any request for additional sworn personnel in the upcoming fiscal year. However, as noted above, the Department is establishing an additional sergeant from the ranks of current staff to help with overall administrative tasks, including assisting with supervision and direction of school resource officers and detective personnel, coordinating community service functions, internal inspection-related functions and accreditation compliance.

The necessity to maintain technological capabilities to confront the increasing volume of criminal activity that utilizes technology in whole or in part to perpetrate offenses is daunting in terms of finances and the training required to investigate. Developments in technology are beneficial and challenging for present-day law enforcement. Although there is value to law enforcement, the need and costs to acquire and enhance technical skills to investigate these incidents will expand. Additional personnel require specialized training in digital forensics examination to address the increasing role of technology in law enforcement. This training with both hardware and software to conduct forensic examinations is expensive but necessary to cope with seemingly daily advancements. Monroe is fortunate to employ two officers with digital forensics education and investigative experience.

REIMBURSEMENTS/SUBSIDIES:

Participation in the federal subsidy program for bullet resistant body armor (vests) has recouped nearly half the cost per vest purchased by the Department to replace old units for veteran personnel or to issue vests to new officers. Each vest now costs approximately $800. For fiscal year ending 2014/2015, the Department was reimbursed $3,895 and for 2015/2016 a request for $7,400 has been submitted for body armor.

Other grant programs, like those offered by the State's Department of Transportation's (DOT) Highway Safety Office for such initiatives as Driving Under the Influence, Distracted Driving, High-Risk Rural Roads Speed Enforcement and

Seatbelt/Child Safety Seat Enforcement, enable the Department to periodically concentrate on specific traffic issues with the expectation of partial reimbursement. In fiscal year 2014/2015, the state Highway Safety Office awarded the Department $64,200 of overtime reimbursement for participation in traffic enforcement initiatives in Monroe. For fiscal year 2015/2016 the Highway Safety Office has approved for Monroe Police $64,200 for participation in the Driving Under the Influence enforcement program. It is anticipated that additional funding from the DOT will be made available early in 2016 for participation in the Distracted Driving, High-Risk Rural Roads and Seatbelt/Child Safety Seat enforcement grants.

The Department's Digital (computer) Forensics Examiner participates in government programs to identify and arrest child predators who use the internet and technology to victimize. He also is a member, on a part-time basis, of the United States Secret Service's Connecticut Financial Crimes Task Force. Participation on this task force, besides assisting in the clearance of fraud-related investigations, provided the Department with an overtime reimbursement of over $5,000 during fiscal year 2014/2015.

FIVE-YEAR STAFFING PROJECTION:

There continues to be interest and actual development of available commercial and industrial areas in Town. Minimal residential new construction should not significantly impact police resources in the foreseeable future. However, the need for an additional patrol sector on day and evening shifts at a minimum is contemplated, if proposed retail development occurs. At least four new officers need to be employed to cover one additional patrol sector. Any additional patrol personnel decisions depend on experience and the actual demands placed on the Department's current human resources going forward.

The addition of a sergeant in the 2016/2017 fiscal year will allow the Department to perform two vital functions not currently addressed in the organization. This supervisor will assume responsibility for Department professional standards, e.g. accreditation compliance and inspections, which include internal affairs and the investigation of civilian complaints against officers or service, as required by accreditation and mandated by law in 2015, etc. This supervisor also would spend approximately half of the workweek assisting the Detective Division Commander, providing supervision of investigative personnel when the lieutenant is unavailable or absent, as well as supporting oversight and coordination of the school-based police officers and coordination of community service functions. This assignment provides supervisory personnel with the necessary administrative experience to facilitate successor training of sergeants to fill command officer ranks as positions become available.

CAPITAL PROJECTS:

The following is not an all inclusive list but represents items or projects for the Department to be considered for the next fiscal year.

Mobile Investigative Unit: The 1995 surplus ambulance converted about ten years ago to a mobile crime and serious accident investigative unit needs to be replaced. The vehicle is unreliable and often incapable of starting when needed, which requires the transfer of equipment to smaller vehicles for transport to scenes. This action becomes inefficient, time consuming and frustrating to personnel. Even when the vehicle has made it to an investigation scene, officers have encountered malfunctioning lighting systems, which have inhibited the investigative tasks. Repeated attempts to identify and repair the vehicle have been ineffective. The advanced training of personnel as motor vehicle collision reconstruction experts and crime scene evidence collectors requires that they be provided with a vehicle suitable to perform the important role expected and demanded of these police professionals. The cost to acquire a van specifically designed as a mobile investigative unit is approximately $125,000 to $135,000.

Individual Body Camera Systems: Body worn camera systems for police officers in the field is fast becoming an industry standard to preserve and document events from the perspective of the individual officer contemporaneous with the incident. Recordings from individual body camera systems will assist in the protection of the officer from frivolous, false or otherwise baseless complaints, saving the Town and its liability carrier from expensive litigation costs. Also, the public's protection from police misconduct is enhanced when police behavior is electronically monitored and supervisors are able to address inappropriate actions preserved by the recordings. The recordings are useful with the identification of performance deficiencies and the need for remedial training or procedural changes. An expenditure of approximately $55,000 will provide enough units for each officer and enough data storage capacity to retain the information for a sufficient time for later use in any subsequent civil or criminal proceedings.

Police Vehicles Carport: An open carport structure of approximately 1,600 square feet to cover police vehicle parking spaces at the existing parking area protects the expensive, sensitive electronics within the vehicle passenger compartment from severe weather events and continuous direct exposure to sun. The Town's Planning and Zoning Commission approved such a canopy in 2013, and the cost of constructing the design would be in a range of $75,000 (+/-).

In coming fiscal years, the 40 conducted electronic weapons (currently Tasers) and at least ten electronic citation (e-Ticket) systems in patrol vehicles will have reached the

end of their life spans and require replacement. The current annual replacement of some of the Tasers may be adequate to maintain inventory but the e-Ticket systems may require wholesale transition to newer models as they advance in service life.

SUPPORT UNITS BUDGET PROPOSALS

The operating budget proposals for the Animal Control Unit and Park Ranger are attached to the Police Department proposal.

Animal Control Unit:

Function: The Unit investigates all complaints concerning animals (both domestic and wild), including stray, sick, injured, abandoned or orphaned, immature wildlife and damage complaints pertaining to wildlife, disposes of all sick or injured wild animals and captures, handles and transports immature wild animals to licensed rehabilitators. The shelter quarantines and houses animals, and specimen are obtained for rabies testing. The Unit is required to impound strays and actively search for unlicensed, roaming dogs or animals found injured on the roadways.

Activity:

- 1,799 calls for service
- 104 domestic animals impounded at the Animal Shelter
- 25 Livestock/poultry complaints
- $1,150 fees collected
- 21 domestic animal bite/attack investigations
- 579 wildlife complaints
- 77 deer/motor vehicle collisions
- 20 wildlife exposure (bites, scratches, physical contact) 12 specimens collected and examined at State Lab
- Enforcement - 5 custodial arrests (re-arrest warrants served), 20 Infractions, 429 written warnings, 128 verbal warnings, and 56 complaint advisory notices issued

Staffing: One full-time Animal Control Officer (ACO) and five part-time assistants, who are responsible for kennel maintenance and responding to calls in the absence of the ACO. It has been difficult filling and retaining the part-time positions to ensure the animal shelter is adequately sanitized and the impounded animals cared for, as well as to respond to calls when the full-time ACO is off-duty or unavailable. A full-time assistant ACO position should be created in the next fiscal year for implementation in

the 2017/18 budget year to accommodate the increasing demands of the Animal Control Unit and to ensure adequate staffing coverage for compliance with laws and regulations.

Capital Expense:

The aging animal shelter has not received any significant upgrades since its construction in 1991, even though regulations concerning the housing and care for domestic pets have evolved. Currently, the following areas require attention:

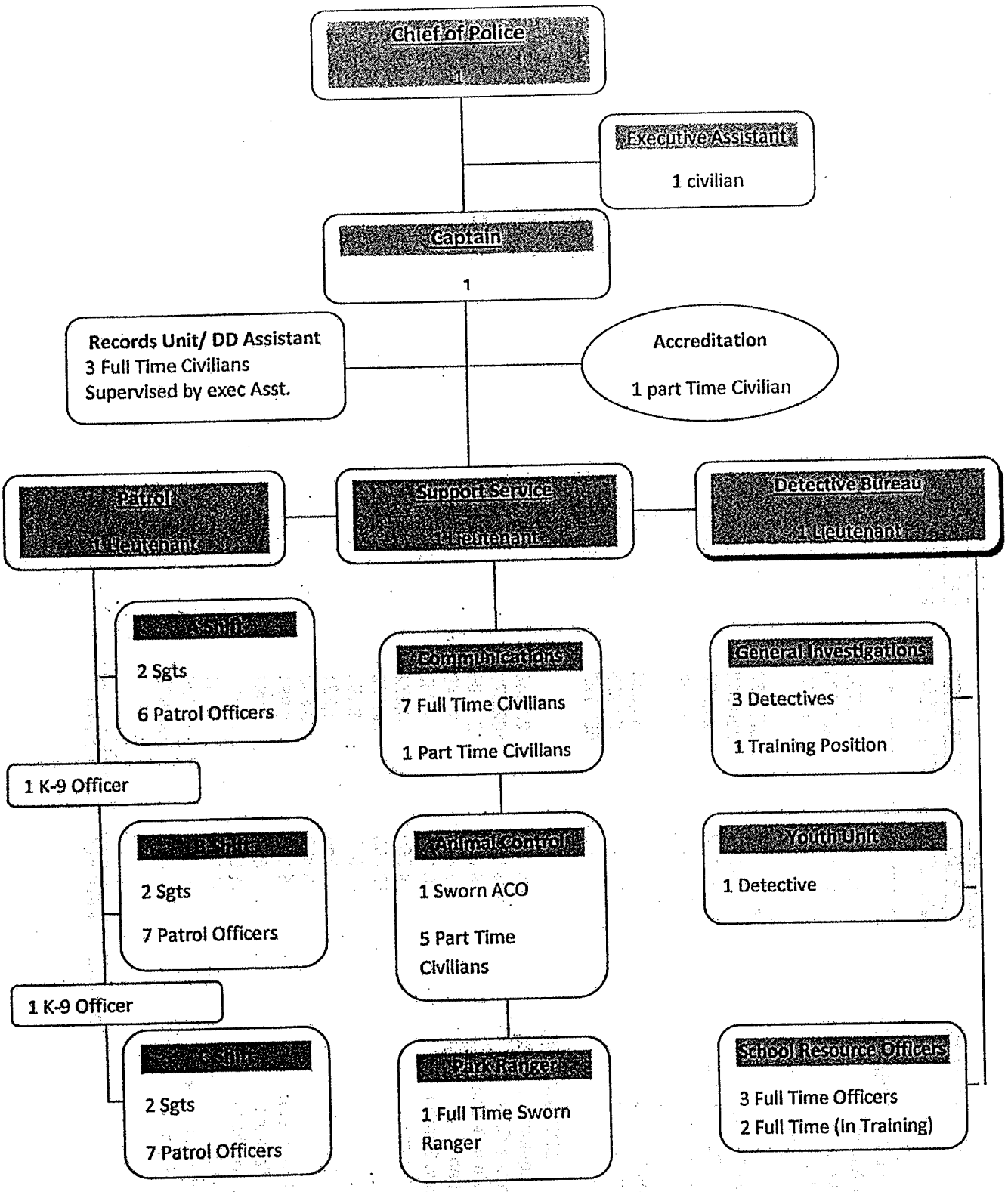
- Repair original roof and deteriorating siding
- HVAC upgrade
- Replace deteriorating metal doors, interior wall and window(s)
- Repair floor drainage system which experiences blockage
- Enclose outdoor dog runs to provide "three season" use to reduce noise complaints by neighbors

Estimate - $250,000

Park Ranger:

Function: Provides law enforcement in Wolfe Park, Webb Mountain Park, Lane's Mine Park and all open space lands within the Town of Monroe. Additional duties include providing outdoor education programs for youth groups and the general public and leading volunteers in conservation-oriented projects for parks and passive recreation areas. The Park Ranger reports directly to the Chief of Police or his designee.

Staffing: One full-time Park Ranger.


Chief of Police
1
Executive Assistant
1 civilian
Captain
1
Records Unit/ DD Assistant
3 Full Time Civilians
Supervised by exec Asst.
Accreditation
1 part Time Civilian
Patrol
1 Lieutenant
Support Service
Lieutenant
Detective Bureau
1 Lieutenant
A Shift
2 Sgts
6 Patrol Officers
1 K-9 Officer
B Shift
2 Sgts
7 Patrol Officers
1 K-9 Officer
C Shift
2 Sgts
7 Patrol Officers
Communications
7 Full Time Civilians
1 Part Time Civilians
Animal Control
1 Sworn ACO
5 Part Time Civilians
Park Ranger
1 Full Time Sworn Ranger
General Investigations
3 Detectives
1 Training Position
Youth Unit
1 Detective
School Resource Officers
3 Full Time Officers
2 Full Time (In Training)

Monroe Police Department
Budget Proposal 07/01/2016-06/30/2017
1001-10-15103-0000-

POLICE DEPARTMENT OPERATING BUDGET

ACCT. NO	DESCRIPTION	Approved BUDGET 2014-2015	EXPENDED 2014-2015	VARIANCE APP v EXP 2014-2015	BUDGET 2015-2016	PROPOSED 2016-2017	VARIANCE 2015-2016 to 2016-2017
0300-0000-00000-	ADMINISTRATION						
00000-150001	Salary-Admin.	112,736	112,736	1	112,736	118,154	5,419
00000-150002	Salaries-Other	264,545	268,264	(3,719)	264,777	280,390	15,613
00000-153385	Office Expense	11,140	9,987	1,153	11,140	11,140	-
0305-0000-00000-	PERSONNEL						
00000-150007	Salaries-Uniform	2,619,671	2,677,433	(57,762)	2,877,938	2,868,633	(9,304)
00000-150009	Salaries-Dispatch	360,278	350,013	10,265	377,990	407,774	29,784
00000-150011	Salaries-Spec.Police	28,314	21,888	6,426	26,964	26,974	11
00000-150013	Salaries-Holiday	123,590	124,415	(825)	134,669	133,803	(866)
00000-150015	Salaries-Overtime	250,000	228,861	21,139	225,000	250,000	25,000
00000-150017	Salaries-OT Tact.	35,000	33,653	1,347	35,000	35,000	-
00000-151500	Uniform Allowance	58,984	59,756	(772)	59,021	60,385	1,364
00000-153410	Pension	559,001	557,792	1,209	567,532	564,282	(3,250)
0310-0000-00000-	OPERATIONS						
00000-151505	Safety Equipment	28,468	28,445	23	28,468	33,468	5,000
00000-151510	New Police Cars	103,500	102,676	824	103,500	142,950	39,450
00000-151515	Emer. Fund & School	29,000	29,285	(285)	29,000	30,200	1,200
00000-151520	Photo Lab	2,800	2,649	151	2,800	2,800	-
00000-151525	Detective Bureau	6,300	4,049	2,251	6,300	6,300	-
00000-151530	Traffic Control	4,350	4,272	78	4,550	4,750	200
00000-151535	Radio	36,400	36,339	61	36,888	37,585	697
00000-151540	Record Room	24,530	24,194	336	24,530	25,730	1,200
00000-151545	Range Maintenance	1,350	1,381	(31)	1,350	1,350	-
00000-151550	Youth Unit	3,800	3,648	152	3,800	3,800	-
00000-151555	Crime Prevention	5,900	5,951	(51)	5,900	5,900	-
00000-151560	Aband. Vehicles	500	382	118	500	500	-
00000-153060	Communications	11,540	11,554	(14)	11,790	12,925	1,135
00000-153145	Equipment	24,035	21,931	2,104	24,485	22,885	(1,600)
00000-153390	Operating Expenses	26,361	26,124	237	26,361	29,960	3,599
00000-153580	Vehicle Expense	188,850	168,969	19,881	162,850	133,204	(29,646)
	TOTAL	**4,920,942**	**4,916,647**	**4,295**	**5,165,838**	**5,250,843**	**85,004**

Department Proposal Increase: 1.646%

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Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0300-0000-00000-00000-150001
Salaries--Administration

POLICE DEPARTMENT OPERATING BUDGET

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Chief of Police*	112,735.50	112,735.50	115,272.00

*Salary Set by First Selectman.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0300-0000-00000-00000-150003
Salaries--Other

POLICE DEPARTMENT OPERATING BUDGET

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Captain*		100,439.00	102,699.00
Longevity		450.00	450.00
Executive Assistant ($29.07 x 1,820 hrs)**		50,612.20	52,907.40
Longevity		225.00	225.00
Office Assistant II (Detective Division) ($21.0124 x 1,827 hrs)***		36,722.70	38,389.65
Longevity		450.00	450.00
Police Records Clerk ($21.0124 x 1,827 hrs)***		36,722.70	38,389.65
Longevity		350.00	350.00
Support Services Assistant ($21.7077 x 1,827 hrs)***		37,928.52	39,659.97
Longevity		450.00	450.00
Leap Year Adjustment		426.72	
Adjustment by Finance Department			
Total	**268,264.00**	**264,776.84**	**273,970.68**

*Salary set by First Selectman.

****Supervisors Union contract expires June 30, 2016.**
*****Town negotiating third-year wage reopener with Clerical Union.**

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0300-0000-00000-00000-153385
Office Expense

POLICE DEPARTMENT OPERATING BUDGET

Item	Cost Per Unit	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
4 Service Contracts--Typewriter	$ 110.00		440.00	440.00
1 Service Contract--Fax	$ 300.00		300.00	300.00
Bulk Copying (Accreditation, General Order printing)			4,000.00	4,000.00
Publications			500.00	500.00
Printed Forms			1,000.00	1,000.00
Office Supplies (letterhead, envelopes, flash drives, etc.)			3,500.00	3,500.00
Postage/UPS Costs*			1,400.00	1,400.00
	Total	**9,987.03**	**11,140.00**	**11,140.00**

*Includes Alarm Ordinance Administration/Mailings

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0305-0000-00000-00000-150009
Salaries--Uniform

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Lieutenants Step 2--(1) @ $86,546/year			259,638.90	86,546.30
Lieutenant Step 1 to 2--(2)				169,970.90
Lt. (09/07)--1,640 hours @ $41.4494/hour (Step 2) =	$ 67,977			
448 hours @ $39.5823/hour (Step 1) =	$ 17,733			
Lt. (02/01)-- 864 hours @ $41.4494/hour (Step 2) =	$ 35,812			
1,224 hours @ $39.5823/hour (Step 1) =	$ 48,449			
Sergeants Step 2--(4) @ $77,970/year			467,817.84	311,878.56
Sergeants Step 1 to 2 (2)				153,126.89
Sgt. (09/07)--1,640 hours @ $37.3418/hour (Step 2) =	$ 61,241			
448 hours @ $35.6597/hour (Step 1) =	$ 15,976			
Sgt. (02/01)-- 864 hours @ $37.3418/hour (Step 2) =	$ 32,263			
1,224 hours @ $35.6597/hour (Step 1) =	$ 43,647			
Sergeant Step 1 (1)				74,457.50
Detective Supervisor (0)				
Detectives Step 6--(3) @ $70,243/year			140,485.84	210,728.76
Youth Officer Step 6--(1) @ $70,243/year			70,242.92	70,242.92
Computer Forensics Examiner Step 6--(1) @ $70,243/year			70,242.92	70,242.92
SRO Step 6--(4) @ $70,243/year			280,971.68	280,971.68
Allowance for Det. Bureau (7 @ $950/year)			6,650.00	6,650.00
Patrol Officers Step 6--(10) @ $70,243/year			772,673.00	702,430.00
Patrol Officers Step 5 to 6--(0)			207,532.03	
Patrol Officers Step 4 to 5--(3)				199,118.64
Ofc. (10/05)--1,544 hours @ $32.4797/hour (Step 5) =	$ 50,148.66			
544 hours @ $30.3126/hour (Step 4) =	$ 16,490.05			
Ofc. (10/08)--1,520 hours @ $32.4797/hour (Step 5) =	$ 49,369.14			
568 hours @ $30.3126/hour (Step 4) =	$ 17,217.56			
Ofc. (12/03)--1,200 hours @ $32.4797/hour (Step 5) =	$ 38,975.64			
888 hours @ $30.3126/hour (Step 4) =	$ 26,917.59			
Patrol Officers Step 3 to 4--(3)			185,865.64	177,985.70
Ofc. (06/09)-- 128 hours @ $30.3126/hour (Step 4) =	$ 3,880.01			
1,960 hours @ $28.2983/hour (Step 3) =	$ 55,464.67			
Ofc. (06/12)-- 120 hours @ $30.3126/hour (Step 4) =	$ 3,637.51			
1,968 hours @ $28.2983/hour (Step 3) =	$ 55,691.05			
Ofc. (06/13)-- 112 hours @ $30.3126/hour (Step 4) =	$ 3,395.01			
1,976 hours @ $28.2983/hour (Step 3) =	$ 55,917.44			
Patrol Officers Step 2 to 3--(2)			223,061.72	111,578.07
Ofc. (03/09)-- 136 hours @ $28.2983/hour (Step 3) =	$ 3,848.57			
1,952 hours @ $26.6123/hour (Step 2) =	$ 51,947.21			
Ofc. (03/10)-- 128 hours @ $28.2983/hour (Step 3) =	$ 3,622.18			
1,960 hours @ $26.6123/hour (Step 2) =	$ 52,160.11			
Patrol Officers Step 1A to 2--(2)			107,797.73	107,797.73
2 Ofc. (03/01)-- 696 hours @ $26.6123/hour (Step 2) =	$ 37,044.32			
1,392 hours @ $25.4143/hour (Step 1A) =	$ 70,753.41			
Patrol Officers Step 1A (1)				53,065.01
Patrol Officers Step 1 to 1A--(1)			52,889.69	$ 52,889.69
Ofc. (09/01)--1,736 hours @ $25.4143/hour (Step 1A) =	$ 44,119.22			
352 hours @ $24.9161/hour (Step 1) =	$ 8,770.47			
Additional Officer (0)				
1 Ofc. (6 months @ Step 1A)--1,044 hours @ $25.4143/hour	$ 26,532.53			
(6 months @ Step 1)--1,044 hours @ $24.9161/hour =	$ 26,012.41			
Longevity--Police Officers			8,900.00	8,125.00
ligher Education Incentive			12,250.00	12,250.00
Leap Year Adjustment			10,917.74	
	Total	2,677,433.00	2,877,937.66	2,860,056.27

Police Union Contract Expires June 30, 2016.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0305-0000-00000-00000-150009
Salaries--Dispatch

POLICE DEPARTMENT OPERATING BUDGET

Item			Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Police Dispatchers				86,694.00	181,302.71
4 @ 2,088 hours @ $21.7077/hour (Step D)				127,392.55	88,566.95
2 @ Step C to Step D					
DOH 07/21/14-- 920 hours @ $21.7077/hour (Step D) =	$	19,971.08			
1,168 hours @ $20.8590 hour (Step C) =	$	24,363.31			
DOH 08/11/14-- 800 hours @ $21.7077/hour (Step D) =	$	17,366.16			
1,288 hours @ $20.8590/hour (Step C) =	$	26,866.39		81,420.60	42,022.00
1 @ Step B to Step C					
DOH 11/30/15-- 192 hours @ $20.8590/hour (Step C) =	$	4,004.93			
1,896 hours @ $20.0512/hour (Step B) =	$	38,017.08			
0 @ Step A to Step B				39,277.47	
Additional Dispatcher (0)					
1,044 hrs @ (Step A) =	$	19,253.97			
1,044 hrs @ (Step B) =	$	20,023.50			
1.25 Hour Allowance--$21.7077/hour x 391.5 hours*^				8,126.44	8,498.56
Longevity				350.00	350.00
Holiday Pay--Overtime				25,904.99	23,704.84
7 @ $32.5616/hour x 8 hours x 13 days				7,200.00	7,200.00
Weekend Staffing/Replacement					
Approx. 400 hours x $18/hour				33,377.58	36,468.99
Vacation Coverage--Overtime					
1,120 hours @ $32.5616/hour**				6,227.16	6,512.32
Sick Time Coverage--Overtime					
200 hours (approximate) @ $32.5616/hour				1,296.45	
Leap Year Adjustment				**(19,638.00)**	
Adjustment by First Selectman				**(19,639.00)**	
Adjustment by Town Council/Board of Finance					
		Total	**350,013.00**	**377,990.23**	**394,626.38**

*4 @ 2.5 hours each two week pay period = 10.00 hours
4 @ 1.25 hours each two week pay period = 5.00 hours
Total 15.00 hours x 26.1 weeks = 391.5 hours

^1/2-time overtime due to 42.5 hour workweek every other week.
** hours calculated at 96 earned vacation days, 14 personal days plus 30 carryover days.

(DOH = Date of Hire)

Town negotiating third-year wage reopener with Clerical Union.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0305-0000-00000-00000-150011
Salaries--Special Police Officers

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Special Officers--Approx. 275 hours per year x $18/hr.			4,950.00	4,950.00
Matron--Salaries at $16/hour x 100 hours; $28.28/hour x 15 hours			2,013.55	2,024.20
Matron--Training				
Civilian Accreditation Assistant 16 hours/week x 50 weeks x $25/hour			20,000.00	20,000.00
	Total	21,888.00	26,963.55	26,974.20

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0305-0000-00000-00000-150013
Salaries--Holidays

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Lieutenants Step 2--(1) @ $41.4494/hour x 8 hours x 12 days			7,958.25	3,979.14
Lieutenant Step 1 to 2--(2)			4,022.80	7,852.59
Lt. (09/07)--$41.4494/hour x 8 hours x 10 days (Step 2) =	$3,315.95			
$39.5823/hour x 8 hours x 2 days (Step 1) =	$ 633.32			
*Lt. (02/01)--$41.9044/hour x 8 hours x 4 days (Step 2) =	$1,340.94			
$40.0372/hour x 8 hours x 8 days (Step 1) =	$2,562.38		21,509.99	14,339.25
Sergeants Step 2--(4) @ $37.3418/hour x 8 hours x 12 days				7,035.06
Sergeants Step 1 to 2 (2)				
Sgt. (09/07)--$37.3418/hour x 8 hours x 10 days (Step 2) =	$2,987.34			
$35.6597/hour x 8 hours x 2 days (Step 1) =	$ 570.56			
Sgt. (02/01)--$37.3418/hour x 8 hours x 4 days (Step 2) =	$1,194.94			
$35.6597/hour x 8 hours x 8 days (Step 1) =	$2,282.22			3,423.33
Sergeant Step 1 (1)				
Detective Supervisor--(0)			6,546.49	9,819.71
*Detectives Step 6--(3) @ $34.0962/hour x 8 hours x 12 days			3,273.24	3,273.24
*Youth Officer Step 6--(1) @ $34.0962/hour x 8 hours x 12 days			3,273.24	3,273.24
*Computer Forensics Examiner Step 6--(1) @ $34.0962/hour x 8 hours x 12 days			12,918.26	12,918.22
SRO Step 6--(4) @ $33.6412/hour x 8 hours x 12 days			35,525.21	32,295.55
Patrol Officers Step 6--(10) @ $33.6412/hour x 8 hours x 12 days			9,567.89	
Patrol Officers Step 5 to 6--(0)				9,198.12
Patrol Officers Step 4 to 5--(3)				
Ofc. (10/05)--$32.4797/hour x 8 hours x 10 days (Step 5) =	$2,598.38			
$30.3126/hour x 8 hours x 2 days (Step 4) =	$ 485.00			
Ofc. (10/08)--$32.4797/hour x 8 hours x 10 days (Step 5) =	$2,598.38			
$30.3126/hour x 8 hours x 2 days (Step 4) =	$ 485.00			
Ofc. (12/03)--$32.4797/hour x 8 hours x 7 days (Step 5) =	$1,818.86			
$30.3126/hour x 8 hours x 5 days (Step 4) =	$1,212.50		8,585.00	
Patrol Officers Step 3 to 4--(0)			10,866.55	8,149.91
Patrol Officers Step 3--(3)				
Ofc. (06/09)--$28.2983/hour x 8 hours x 12 days (Step 3) =	$2,716.64			
Ofc. (06/12)--$28.2983/hour x 8 hours x 12 days (Step 3) =	$2,716.64			
Ofc. (06/13)--$28.2983/hour x 8 hours x 12 days (Step 3) =	$2,716.64			5,163.51
Patrol Officer Step 2 to 3 (2)				
Ofc. (03/09)--$28.2983/hour x 8 hours x 2 days (Step 3) =	$ 452.77			
$26.6123/hour x 8 hours x 10 days (Step 2) =	$2,128.98			
Ofc. (03/10)--$28.2983/hour x 8 hours x 2 days (Step 3) =	$ 452.77			
$26.6123/hour x 8 hours x 10 days (Step 2) =	$2,128.98		4,898.71	4,917.88
Patrol Officer Step 1A to 2--(2)				
2 Ofcs. (03/01)--$26.6123/hour x 8 hours x 2 days (Step 2) =	$ 851.59			
$25.4143/hour x 8 hours x 10 days (Step 1A) =	$4,066.29			2,439.77
Patrol Officer Step 1A (1)			2,435.79	2,435.79
Patrol Officer Step 1 to1A (1)				
1 Ofc. (09/01)--$25.4143/hour x 8 hours x 11 days (Step 1A) =	$2,236.46			
$24.9161/hour x 8 hours x 1 days (Step 1) =	$ 199.33			
Additional Officer (0)			3,288.78	3,288.76
Christmas and New Year's Eve Allowance Per Union Contract				
1 Sgt. (Step 2) @ $37.3418/hour x 8 hours x 2 days =	$ 597.47			
5 Patrol Officers (Step 6) @ $33.6412/hour x 8 hours x 2 days =	$2,691.30			
	Total	124,415.00	134,669.20	133,803.07

Police Union Contract Expires June 30, 2016.
*Hourly rate includes Allowance for Detective Division

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0305-0000-00000-00000-150015
Salaries--Overtime

POLICE DEPARTMENT OPERATING BUDGET

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Include Filling Shifts due to: Vacation, Illness, Injury, Investigations, Storms, Training, Prisoner Watch, etc.		250,000.00	250,000.00
and 2015-2016 Contracted Wage Increase of 3%		7,500.00	
Adjustment by First Selectman		**(7,500.00)**	
Adjustment by First Selectman (2nd)		**(50,000.00)**	
Adjustment by Board of Finance		**25,000.00**	
Total	**228,861.00**	**225,000.00**	**250,000.00**

This account has been underfunded annually.

The past 3 fiscal years reflect an average of approximately 7,216 overtime hours per year (excluding Sandy Hook overtime hours). Each fiscal year's staffing remains impacted by attrition, and adaequate staffing depends upon overtime while new candidates are selected and receive academy instruction and field training.

Overtime expenditures for the last four fiscal years:

11-12:	$232,248
12-13:	$252,376
13-14:	$237,869
14-15:	$258,470

Year-to-date overtime (12/05/15) is 3,270 hours; top patrolman overtime rate is $50.4618 per hour. Overtime year-to-date expenses are approximately $165,010.

Department-wide Manadatory Training in required skills, e.g. High-Liability Issues, Less-Than-Lethal Force, Arrest and Control, Taser, Crisis Intervention, etc., ranges from $3,000 to $6,000 per training topic.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0305-0000-00000-00000-150017
Salaries--Overtime Tactical

POLICE DEPARTMENT OPERATING BUDGET

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
		35,000.00	35,000.00
Total	33,653.00	35,000.00	35,000.00

Tactical Team (including USAR Team Member) Training, either on overtime or shifts backfilled with overtime.
Approx. 64 hours per month* x 12 months x $48.9921 per hour (avg. overtime rate)
*Two training days per month

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0305-0000-00000-00000-151500
Uniform Expense

POLICE DEPARTMENT OPERATING BUDGET

No. of Units	Item	Cost Per Unit		Expended 2014-2051	Budget 2015-2016	Proposed 2016-2017
BELOW FIGURES REPRESENT AN ILLUSTRATION OF ANNUAL AVERAGES						
2	New Officer Issue	4,635.00			9,000.00	9,270.00
41	Officer Cleaning Allowance	400.00			16,400.00	16,400.00
2	Administrative Clothing Allowance				1,500.00	1,750.00
5	Replacement of body armor	800.00			4,000.00	4,000.00
80	Shirts, Summer (2 ea/ofc)	47.80			3,712.80	3,824.18
80	Shirts, Winter (2 ea/ofc)	49.90			3,876.00	3,992.28
120	Pants (3 ea/ofc)	86.15			10,036.80	10,337.90
15	Winter/Summer Hat Replacements	31.52			459.00	472.77
5	Body Armor Carrier Replacements	105.06			510.00	525.30
8	Light Weight Jacket Replacements	173.35			1,346.40	1,386.79
6	Winter Jacket Replacements	273.16			1,591.20	1,638.94
20	Turtleneck Shirt Replacements	36.77			714.00	735.42
5	Sweater Replacements	68.29			331.50	341.45
40	Ties	9.46			367.20	378.22
5	Rain Gear Replacements	194.36			943.50	971.81
100	Shoulder Badge/Patches	3.15			306.00	315.18
6	Knit Hat Replacements	26.27			153.00	157.59
	Replacement of Various Leather, Gear, etc.	1,050.60			1,020.00	1,050.60
10	Winter Overalls	157.59			1,530.00	1,575.90
	Replacement of Various Tactical Gear, Uniforms Dispatcher Clothing and Replacement of Collar Brass, Tie Clasps, Name Tags, Etc.	$ 1,260.72			1,224.00	1,260.72
			Total	**59,756.00**	**59,021.40**	**60,385.04**

State Bid Price annual increase approximately 3 percent across the board.
Supporting Document: State Bid

Participation in the Bullet Proof Vest Grant, annual reimbursement ranges from $1,500 to $2,800 per year.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151505
Safety Equipment

POLICE DEPARTMENT OPERATING BUDGET

No. of Units	Item	Cost Per Unit	Expended 2014-2015	Budget 2015-2016	Proposed 2016-1027
20	Boxes Road Flares (36 per box)*	137.00		2,740.00	2,740.00
200	Chemical Lightsticks (Flare alternative)	1.59		318.00	318.00
30	Rolls - Police Line Barrier Tape	15.00		450.00	450.00
1	Oxygen Refills, Resuscitator Repairs**	3,500.00		3,500.00	3,500.00
3	Defibrillator Battery	500.00		1,500.00	1,500.00
15	Replacement Personal Biohazard Protection Kits	64.00		960.00	960.00
	Ammunition, Targets and Miscellaneous***			10,000.00	15,000.00
	Firearms/Qualification Material				
100	Taser Cartridges (For Training and Deployment)	20.00		2,000.00	2,000.00
	Ammunition, Replacement for Duty Use			2,000.00	2,000.00
	Armorer Equipment			500.00	500.00
	First Aid Equipment, Bandages, CPR Masks, etc.			2,500.00	2,500.00
	EMR (MRT) Recert Training****			2,000.00	2,000.00
	(includes books,state fees, instructors)				
		Total	**28,445.00**	**28,468.00**	**33,468.00**

*State Bid Price
**Subject to State bid. Past calendar year use exceeded $3,000 due to continual increase in medical Calls For Service (CFS):
Calendar Year 2011--1,002 CFS
Calendar Year 2012--1,092 CFS
Calendar Year 2013--1,062 CFS
Calendar Year 2014--1,053 CFS
Calendar Year 2015 to date--1,003 CFS (excluding personal injury motor vehicle accidents)

***Ammunition increase due to expanded firearms training and qualifications.

****EMR (MRT) fees include instructor/coordinator, trainer and evaluators, instructional materials and license fees for recertification of personnel in order to maintain Emergency Medical Responder (EMR) and First Responder status for the Town's Emergency Medical Service system. Actual time spent by officers on medical services for the following calendar years:
Calendar Year 2011--446 hours
Calendar Year 2012--437 hours
Calendar Year 2013--456 hours
Calendar Year 2014--518 hours
Calendar Year 2015 to date--441 hours

2011 avg. time/call increased from 26.45 to 26.70 minutes.
2012 avg. time/call decreased from 26.70 to 24.01 minutes.
2013 avg. time/call decreased from 24.01 to 19.99 minutes.
2014 avg. time/call increased from 19.99 to 21.5 minutes.
2015 to date avg. time/call 20.25.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151510
New Cars

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Cars--4				
Ford Interceptor, AWD (1)	25,500.00		51,000.00	25,500.00
Ford SUV-Interceptor, AWD (2)	29,900.00		29,900.00	59,800.00
Unmarked Car (1)	27,000.00		27,000.00	27,000.00
Anticipated State Contract Price Increase for 4 Cars				1,200.00
Warranties--4 @ approximately $2,000 each			6,000.00	8,000.00
Replacement Equipment (Sirens, Switch Boxes, Light Relays, Prisoner Cages, etc.)			4,000.00	5,000.00
3 Sets of Graphics @ $450 each			1,350.00	1,350.00
Manuals			750.00	750.00
Conversion Cost (3) @ $3,900 each			10,500.00	11,700.00
(1) @ $2,650				2,650.00
Adjustment by First Selectman			**(27,000.00)**	
	Total	**102,676.00**	**103,500.00**	**142,950.00**

New police interceptor redesigned.
State bid pricing based on percentage of manufacturer's suggested price.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151515
Emergency Fund/Schooling

POLICE DEPARTMENT OPERATING BUDGET

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Professional Assoc. Dues		1,000.00	1,000.00
Meeting Expenses		300.00	500.00
Fairfield County Training Officers		500.00	500.00
In-Service Instruction (vendor provided)		1,000.00	1,000.00
Training Supplies		700.00	700.00
Prisoner Maintenance--Food, Clothing, etc.		500.00	500.00
Selection Process--Includes Psych, Polygph, Promo. Processes, etc.		8,000.00	8,000.00
Basic Police Academy Training Classes--$2,500 per officer*		6,000.00	5,000.00
Police Academy In-Service Training Classes*		3,000.00	4,500.00
Management Training--FBI, etc.		1,250.00	1,250.00
Executive Conferences/Workshops/Professional Standards		3,000.00	3,500.00
Computer Forensics Conference		1,250.00	1,250.00
Investigation Expenses--Confid. Funds, Travel, Associated Expenses		1,000.00	1,000.00
Training--Meals Reimbursement		1,500.00	1,500.00
Total	**29,285.00**	**29,000.00**	**30,200.00**

*Beginning in July 2012, a $1,500 per student fee was assessed by the state for the basic police academy.
An increase of $1,000 per student is anticipated for fiscal year 2016-2017.
The Department is also being charged a fee for in-service training classes for all officers.
This fee schedule is as follows:
Classes of one full day or less: $50 per attendee
Classes of two days to five days: $100 per attendee
Classes of six days to ten days: $200 per attendee

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151520
Photo Lab

POLICE DEPARTMENT OPERATING BUDGET

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Memory Cards		250.00	250.00
Developing--Outside Vendor*		200.00	200.00
Batteries for Cameras		200.00	200.00
Equipment Repairs/Part Replacements		300.00	300.00
Printer Paper--Photo Quality		500.00	500.00
Printer Cartridges		600.00	600.00
CD/DVD Discs (Blank)		450.00	450.00
Jewel Cases/Labels		300.00	300.00
Total	**2,649.00**	**2,800.00**	**2,800.00**

*Digital photography and new technology has reduced film and development costs

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151525
Detective Division

POLICE DEPARTMENT OPERATING BUDGET

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Narcotic/Drug Field Test Kits		400.00	400.00
Evidence Collection/Processing Supplies*		3,000.00	3,000.00
Air-Clean Carbon Filters**		500.00	500.00
Technology Ex Parte Orders Fees***		250.00	250.00
Reference Materials/Resources/LexisNexis		700.00	700.00
Association Dues/Meetings		500.00	500.00
Spare Hard Drives (Investigation Mirroring)****		950.00	950.00
Total	**4,049.00**	**6,300.00**	**6,300.00**

*Includes Fingerprinting Supplies

**Required for use with fingerprint fuming tank.

***Internet companies charge for researching information subpoenaed re criminal investigations.

****Hard Drives required for investigation and evidence storage.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151530
Traffic Control

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Recert of RADAR units and Tuning Forks (13 x $50 ea x 2/year)*			1,300.00	1,300.00
Recert of Laser Units (3 x $60 ea x 2/year)			300.00	540.00
Recert of Laser Unit for Crash Reconstruction (twice/year)			100.00	60.00
Accident Investigation Software Upgrades				
In-car Video Camera Maintenance			1,250.00	1,250.00
Drager Alcotest--Supplies, Certifications, Parts			650.00	650.00
Drager Alcotest--Software Upgrades, Gas Canisters			450.00	450.00
Radar Unit Parts/Repairs/Cables			500.00	500.00
	Total	**4,272.00**	**4,550.00**	**4,750.00**

*No State bid awarded as of 12/10/15.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151535
Radio

POLICE DEPARTMENT OPERATING BUDGET

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Service/Parts/Major Repairs--All Radio Systems*		5,000.00	5,000.00
Replacement Batteries for Portable Radios**		1,000.00	1,000.00
Radio Service Contract with Northeastern Communications***		27,888.00	28,585.00
Fairfield County Chiefs of Police Association Regional Radio Network Assessment****		3,000.00	3,000.00
Total	**36,339.00**	**36,888.00**	**37,585.00**

*Includes Portable Radio Service, Parts, etc.

**Motorola Nickel Hydride Batteries at $100 each.

***Contracting directly with Motorola-approved local service vendor.

****Annual Fee for continuous enhancements to system for interoperability county-wide.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151540
Records Unit

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Service Contract--Shredder DB			100.00	100.00
NexGen Service Contract*			21,330.00	22,330.00
NexResponders Application Annual Maintenance (2)				200.00
Ledgers			400.00	400.00
Paper, Mailing Labels			500.00	500.00
Case Report File Folders			1,700.00	1,700.00
Misc Office Supplies, Staples, etc.			500.00	500.00
	Total	**24,194.00**	**24,530.00**	**25,730.00**

*NexGen Service Contract now includes Ecitation and NetMotion fees previously in Communications Account.
No increase from F/Y 2014-2015.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151545
Range Maintenance

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Building/Grounds Maintenance			1,100.00	1,100.00
Nails, Staples, Cardboard, Targets			250.00	250.00
	Total	**1,381.00**	**1,350.00**	**1,350.00**

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151550
Youth Unit

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Programs, Instructional Materials/Supplies*			3,550.00	3,550.00
Professional Assoc. Dues, Meeting Expenses			250.00	250.00
	Total	**3,648.00**	**3,800.00**	**3,800.00**

*Halloween Safety, Stranger Danger,
Safety Day, Bike Safety, Child ID Kits, Gun Safety
Children's Fishing Derby
Partial SHARE (Safety, Health and Relationship Education) Expenses and other Drug and Alcohol Prevention
Teen Safe Driving
Anti-Bullying/Violence Education

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151555
Crime Prevention

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Community Service Programs*			2,000.00	2,000.00
Informational Materials, Handouts, Supplies, CDs			900.00	800.00
Triad Conference			500.00	500.00
Professional Assoc. Dues, Meetings			250.00	250.00
Crime Prevention Training			1,250.00	1,000.00
Explorer Post Equipment/Activities				
"National Night Out" Activities			1,000.00	1,350.00
	Total	**5,951.00**	**5,900.00**	**5,900.00**

*For Community Service projects and activities, e.g., Food Pantry Collections,
Senior Citizens and TRIAD Activities, etc.
Safe-Kids Connecticut courses and certifications for technicians

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-151560
Abandoned Vehicle Expense

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Towing, Certified Mailings, etc.			500.00	500.00
	Total	**382.00**	**500.00**	**500.00**

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-153060
Communications

POLICE DEPARTMENT OPERATING BUDGET

No. of Units	Item	Cost Per Unit		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
	COLLECT/NCIC System Upgrades				3,000.00	3,000.00
15	AT&T Mobile Data Terminal Modem Service*	40.00			6,240.00	7,200.00
1	IACP NET Contract	875.00			800.00	875.00
	SWRERT Communications--Assessment				1,750.00	1,850.00
			Total	11,554.00	11,790.00	12,925.00

*AT&T modems, $40 per month (State Bid pricing) per 13 cars and 2 laptops.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-153145
Equipment

POLICE DEPARTMENT OPERATING BUDGET

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
1 Radar Unit			
2 Portable Radios ($2,600 each)*		7,200.00	5,200.00
2 Mobile Radio Unit (In-Car) ($2,900 each)		5,400.00	5,800.00
1 Taser Model X26E ($850 each)**		850.00	850.00
AR-15A2 Government Carbine (Patrol Rifle)			
Car Mount for AR-15A2			
Replacement In-Car Video Recorder (2 @ $4,000 each)***		8,000.00	8,000.00
Automatic Electronic Defibrillator (AED)--Replacement		1,700.00	1,700.00
AED Carrying Case		150.00	150.00
AED Batteries, 3@$395 each		1,185.00	1,185.00
Total	**21,931.00**	**24,485.00**	**22,885.00**

*Portable Radios with encryption and multi-channel/frequency capability replacement rotation. Inventory units in excess of 10 years old (originals).

**Includes XDPM (extended digital power magazine) and Blade Tech Holsters to replace and upgrade older models.

***Present 10 units purchased in 2006 no longer manufactured and only limited replacement parts in stock; estimated life cycle 2013; implementing replacement rotation.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-153390
Operating Expenses

POLICE DEPARTMENT OPERATING BUDGET

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Canine Maint. (food,vet bills, replacement equipment.)			2,500.00	2,500.00
Emergency Management/Homeland Security			1,000.00	1,000.00
Specialized Garments/Equipment			7,665.00	9,095.00
Vendor Tech Support/Computer Forensics Tools				
AccessData FTK Subscription Renewal	1,120.00			
EnCase/Guidance Software Subscription Renewal	1,500.00			
Cellebrite Subscription Renewal	3,000.00			
VmWare Upgrades	200.00			
IEF	550.00			
WinHex	150.00			
MacQuisition	515.00			
Netanalysis Software	100.00			
Hashsets.com Upgrades	70.00			
Miscellaneous Hardware Upgrades	1,500.00			
HTCIA Membership (High-Tech Crimes)**	75.00			
IAFCI and IACIS Membership (Financial Crimes)**	165.00			
Miscellaneous Forensic Licenses**	150.00			
Regional Tactical Team Annual Assessment*			3,000.00	3,000.00
Annual Server Fee for GPS Tracker			500.00	650.00
iRecord Interview Recording System Lease Payment			7,162.00	6,350.00
911 Telephone Radio Logger/Recorder Lease Payment			5,284.00	5,265.00
Virtra Training System Maintenance Fee			2,100.00	2,100.00
Adjustment by First Selectman			**(2,850.00)**	
	Total	**26,124.00**	**26,361.00**	**29,960.00**

*Training supplies and related expenses--including 2-week Basic SWAT School.

**Memberships in associations such as HTCIA, IACIS, IAFCI, CCE and EnCE allow access to investigative information/evidence.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0310-0000-00000-00000-153580
Vehicle Expenses

POLICE DEPARTMENT OPERATING BUDGET

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Gasoline*		140,000.00	83,600.00
Emissions Testing and New Car Testing Exemption Fee		200.00	200.00
Insurance Deductible		1,500.00	1,500.00
Vendors--Alignments, Electrical, Upholsters, Markings, Body Work, Towing, etc.		13,000.00	13,000.00
Parts, Batteries, Oil, Lubricants, Assoc. Materials/Supplies		22,000.00	22,000.00
Tires, All-Season**		12,150.00	12,903.60
ADJUSTMENT BY BOARD OF FINANCE		**(26,000.00)**	
Total	**168,969.00**	**162,850.00**	**133,203.60**

*Approximately 40,000 gallons per year x consortium blended 2016-2017 rate of $2.09 per gallon.

**Current State bid tire price is $136.72 per tire; anticipated 5 percent increase in August of 2016	$	8,613.60
Average of 60 tires ordered per year for patrol and unmarked vehicles.		
Average 30 additional tires ordered for AWDs at approximately $143 each.	$	4,290.00
	$	12,903.60

State tire bid award determines price by a percentage reduction in the MSRP.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-315-0000-00000-00000-
Animal Control

POLICE DEPARTMENT OPERATING BUDGET ANIMAL CONTROL

ACCT. NO	DESCRIPTION	Approved BUDGET 2014-2015	EXPENDED 2014-2015	VARIANCE APP v EXP 2014-2015	BUDGET 2015-2016	PROPOSED 2016-2017	VARIANCE 2015-2016 to 2016-2017
150003	Salaries	64,394	66,777	(2,383)	64,625	67,300	2,675
150005	Part-Time Salaries	36,895	33,889	3,006	37,687	39,065	1,378
153045	Building Maintenance	14,650	10,837	3,813	15,000	15,790	790
153145	Equipment	-	-	-	-	-	-
153390	Operating Expense	9,835	9,173	662	9,685	9,685	-
153580	Vehicle Expense	3,500	3,052	448	3,500	2,486	(1,015)
	Total	129,274	123,728	5,546	130,497	134,325	3,828

279

Proposal Increase Percentage 2.933%

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0315-0000-00000-00000-150003
Salaries--Animal Control Officer

POLICE DEPARTMENT OPERATING BUDGET--ANIMAL CONTROL

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
1 Full-Time Animal Control Officer (2,088 hours @ $30.2762/hour)*		60,468.48	63,216.81
Longevity		450.00	450.00
Overtime (80 hours @ $45.4143 per hour)		3,475.20	3,633.14
Leap Year Adjustment		231.68	
Total	**66,777.00**	**64,625.36**	**67,299.95**

***Town negotiating third-year wage reopener with Clerical Union.**

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-15-15103-0000-0315-0000-00000-00000-150005
Salaries--Animal Control Parttime

POLICE DEPARTMENT OPERATING BUDGET--ANIMAL CONTROL

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
3 Part-Time Assistants @ approx. 13 hours/week @ $13.75*		26,871.00	27,885.00
2 Part-Time Assistant @ approx. 10 hours/week @ $10.75*		10,816.00	11,180.00
1,456 hours kennel maintenance (28 hours/week x 52 weeks)			
1,040 hours off-hour complaints-- license survey (20 hours/week x 52 weeks)			
20 hours sick time coverage			
80 hours holiday coverage			
All figures approximate			
Adjustment by Town Council			
Total	**33,889.00**	**37,687.00**	**39,065.00**

*13/10 hours is an average. Weekly hours fluctuate. Last wage increase five years prior.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0315-0000-00000-00000-153045
Animal Control--Building Maintenance

POLICE DEPARTMENT OPERATING BUDGET - ANIMAL CONTROL

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
LP Gas (heat/hot water)*			8,000.00	8,750.00
Furnace/Water Heater Repair/Service			750.00	750.00
City Water			1,400.00	1,400.00
Cleaning Supplies (disinfect., towels, brooms, mops, etc.)			1,000.00	1,000.00
Electrical Service (Eversource)**			3,000.00	2,890.00
Misc. Building Repairs (waterproofing, crack repair, etc.)			1,000.00	1,000.00
Adjustment by First Selectman			**(150.00)**	
	Total	**10,837.00**	**15,000.00**	**15,790.00**

*Estimating cost at $2.50 per gallon with 3,500 gallons of use per U.S. Regional Propane Prices and Inventories projections.

**Estimate approximately 17,000 kilowatt hours @ $0.17/kWh for usage and delivery.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-15-15103-0000-0315-0000-00000-00000-153145
Animal Control--New Equipment

POLICE DEPARTMENT OPERATING BUDGET--ANIMAL CONTROL

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Total	-	-	-

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0315-0000-00000-00000-153390
Animal Control--Operating Expenses

POLICE DEPARTMENT OPERATING BUDGET--ANIMAL CONTROL

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Newspaper advertising (required by CGS)			500.00	500.00
Printing/Dog License Tags			1,000.00	1,000.00
Copies/Office Supplies/Postage			700.00	700.00
Specimen Delivery to State Lab via Pony Express (Average 15/year @ $40 each)			600.00	600.00
Batteries, Film, Photo Print Paper			75.00	75.00
Uniform Cleaning (per contract)			100.00	100.00
Uniform Replacement			1,000.00	1,000.00
Animal Food			700.00	700.00
Veterinary Services (emergency care, euthanasia, body disposal)			2,500.00	2,500.00
Training (seminars, magazines/literature)			350.00	350.00
Equipment Repairs/Maintenance (snare poles, traps, etc.)			850.00	850.00
Generator Maintenance Contract ($360/year)/Repairs and Parts (approx. $500)			860.00	860.00
Service Contracts (alarm system $450/year)			450.00	450.00
Animal Damage Claims (per CGS §22-355)*				
	Total	**9,173.00**	**9,685.00**	**9,685.00**

*Per CGS §22-355, this is a Town risk obligation, not that of Animal Control Unit

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0315-0000-00000-00000-153580
Animal Control--Vehicle Expenses

POLICE DEPARTMENT OPERATING BUDGET--ANIMAL CONTROL

Item	Expended 2014-2051	Budget 2015-2016	Proposed 2016-2017
Fuel (gasoline/oil)*		3,000.00	1,985.50
Parts and Tires		500.00	500.00
Mileage for Personal Vehicle Use (training, after hours complaints)			
Total	**3,052.00**	**3,500.00**	**2,485.50**

*Estimated 950 gallons used at approximately $2.09 per gallon.
2009 Ford Ranger Pick-Up

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0320-0000-00000-00000-
Park Ranger

POLICE DEPARTMENT OPERATING BUDGET - PARK RANGER

ACCT. NO	DESCRIPTION	Approved BUDGET 2014-2015	EXPENDED 2014-2015	VARIANCE APP V EXP 2014-2015	BUDGET 2015-2016	PROPOSED 2016-2017	VARIANCE 2015-2016 to 2016-2017
150003	Salaries	50,970	52,612	(1,642)	51,153	53,258	2,105
153145	Equipment	450	450	-	-	-	-
153390	Operating Expense	1,200	1,090	110	1,200	1,300	100
153580	Vehicle Expense	4,500	5,859	(1,359)	4,450	3,822	(629)
	Total	**57,120**	**60,011**	**(2,891)**	**56,803**	**58,379**	1,576

286

Proposal Increase Percentage 2.775%

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0320-0000-00000-00000-150003
Salaries--Park Ranger

POLICE DEPARTMENT OPERATING BUDGET - PARK RANGER

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
1 Full-Time Park Ranger (2,088 hours @ $23.9981/hour)*		47,919.60	50,108.09
Longevity		450.00	450.00
Overtime (Approx. 75 Hours @ $35.9972/hr)		2,600.00	2,699.79
Leap Year Adjustment		183.60	
Total	52,612.00	51,153.20	53,257.88

***Town negotiating third-year wage reopener with Clerical Union.**

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0320-0000-00000-00000-153145
Park Ranger--New Equipment

POLICE DEPARTMENT OPERATING BUDGET--PARK RANGER

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Long Rifle, .22 caliber/.410 shotgun*			
Total	**450.00**	**-**	**-**

*For dispatching injured animals when Animal Control unavailable.

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0320-0000-00000-00000-153390
Park Ranger--Operating Expenses

POLICE DEPARTMENT OPERATING BUDGET--PARK RANGER

Item	Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Uniform		700.00	800.00
Uniform Cleaning (per contract)		100.00	100.00
Copying		100.00	100.00
Education		200.00	200.00
Maintenance of Equipment		100.00	100.00
Total	**1,090.00**	**1,200.00**	**1,300.00**

Monroe Police Department
Budget 07/01/2016-06/30/2017
1001-10-15103-0000-0320-0000-00000-00000-153580
Park Ranger--Vehicle Expenses

POLICE DEPARTMENT OPERATING BUDGET - PARK RANGER

Item		Expended 2014-2015	Budget 2015-2016	Proposed 2016-2017
Fuel (gasoline/oil)*			3,800.00	2,821.50
Parts and Tires**			1,000.00	1,000.00
ADJUSTMENT BY BOARD OF FINANCE			**(350.00)**	
	Total	**5,859.00**	**4,450.00**	**3,821.50**

*Estimated 1,350 gallons used at approximately $2.09 per gallon.
2007 Ford Ranger Pick-Up

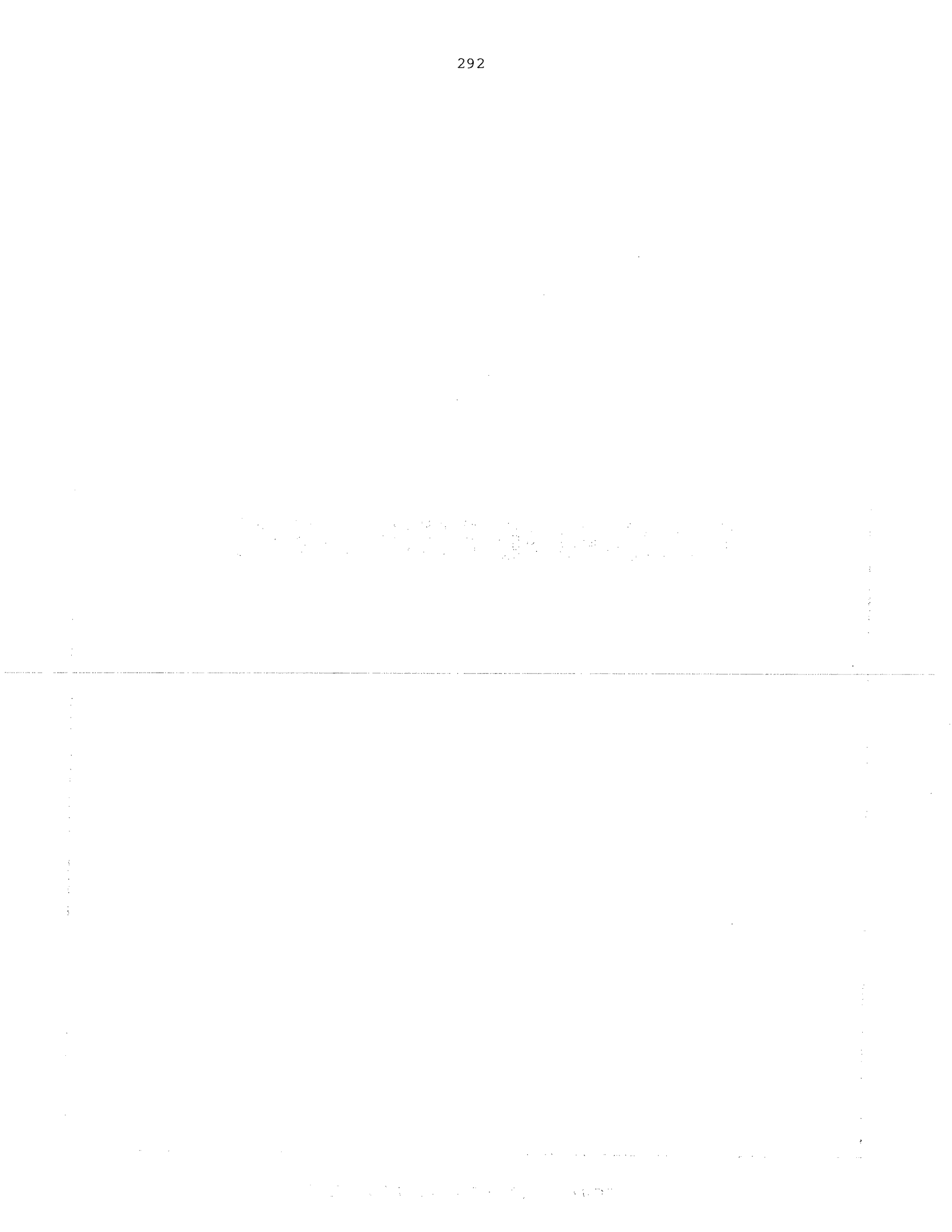
**November 30, 2015 mileage approximately 108,400 miles.

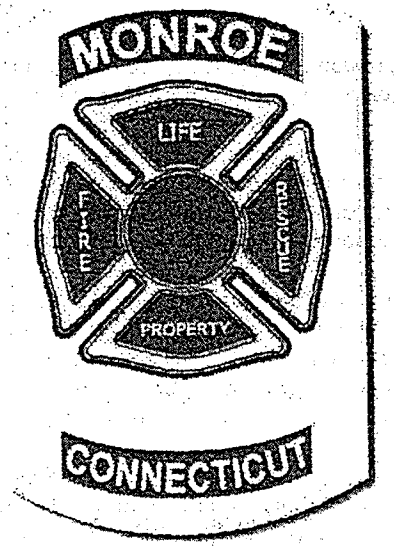
Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

MONROE FIRE DEPT.





Monroe Volunteer Fire Department

2016 – 2017 Budget Request

INTRODUCTION

December 11, 2015

Dear Selectman Vavrek:

This year, I plan to keep the "words" short on the budget. My simple request is that the Town step up and fully fund our operations. Look at the data amongst the fire districts and allocate funds appropriately. With the Town's view that they will not fund capital improvements to the privately funded firehouse (such as our roof), we can no longer afford to supplement our operational costs with our fundraising dollars, those need to be directed to the longevity of the fire district; inclusive of keeping our building working.

I'll add some words here on the "future state". The fire station on Route 110 is nearing the end of its useful life. It has approximately $650,000 of pending repairs (Roof, driveway, garage doors, flooring). The driveway was promised to happen in the Spring of 2016; I really hope the Town executes on their commitment. I have commissioned a committee to review the strategic view of our Department, with a specificity to focus on how our facilities impact our operations and how to improve that. There are three options, renovate our building, add-on to and renovate our building, or build a new fire station. The latter being the most optimal, but also the most expensive, and something we certainly cannot achieve alone.

Similarly, EMS is searching for a new headquarters and with $500,000 of state funding they are off to a great start in funding their project; however, one key element – centrally located land has been observed as a hurdle. I am committed to donating 4+ acres of centrally located land and the proceeds from the sale of 18 Shelton Road to the Town of Monroe to effect the construction and funding of an emergency services facility on Fireman's field. This space is ample for the appropriate building(s) for equipment storage and maintenance, administrative offices, sleeping facilities, training, parking and future growth.

Lastly, even more concerning is our population of volunteer firefighters. As the articles below highlight, its not isolated to Monroe, but it's a nationwide crisis of the declining volunteer firefighter. We must take action to recruit and retain our talented, local residents and our budget reflects such costs.

Relevant Articles
NY Times *The Disappearing Volunteer Firefighter* | Fire Engineering *21st Century Firefighting: Preserving The Volunteer Fire Service*
Decline in volunteer firefighters is a crisis in Pa. | Wallingford fire chief: Yalesville fire station closing | CNY Help Wanted: Volunteer Firefighters

Regards:

Christopher Krize
President

Department Functions

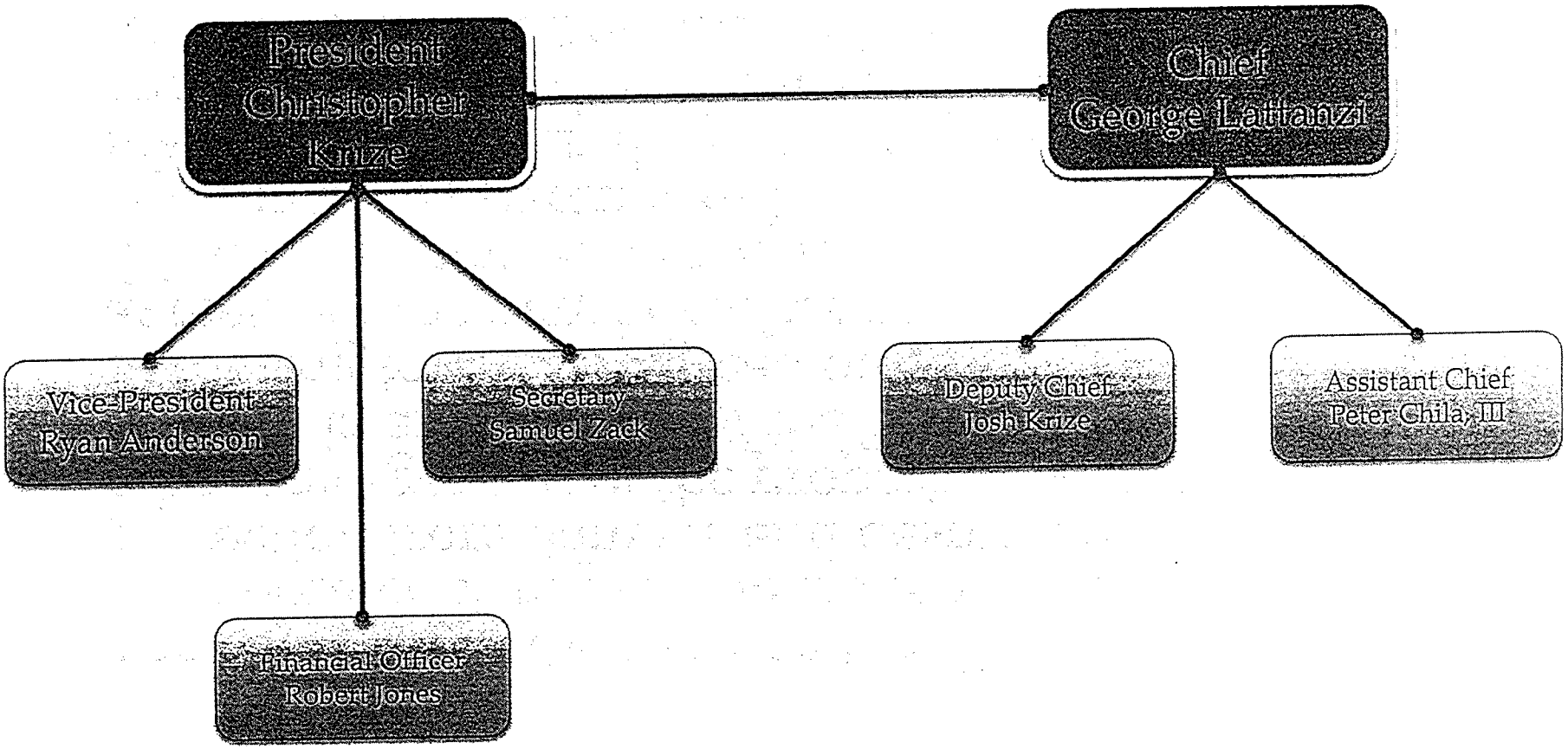
- Fire / Rescue Services to the Town of Monroe
- Fire / Rescue Services to surrounding towns on a Mutual Aid Basis
- Fire Safety and Prevention Services
- Supplemental First Responder

Department Staffing

- As of June 30, 2014
  - 43 Active Firefighters (+3)
  - 10 Junior Firefighters (-3)
  - 4 Fire Police Members (-1)
  - 94 Other Members (+4) (Associate, Ladies' Auxiliary, Life, Honorary, Non-Firefighting Support)
  - 151 Total

Actual data as of June 30, 2015 is being tabulated; however, no significant difference is present

Monroe Volunteer Fire Department Executive Board



Mission Statement

- The objective of the Monroe Fire Department No. 1, Incorporated is to provide aid in the preservation and protection from damage and destruction by fire and other emergencies of the properties within the limits of such, in any portion of the Town of Monroe and bordering towns, as agreed on by mutual aid agreements as may hereafter be fixed by the Bylaws of this corporation; and to acquire, hold and use such equipment, apparatus and other personal property as may be required in the promotion of such purpose; and to acquire and hold such real property as may be necessary for the housing and care of such personal property.

2016 – 2017 Goals

- Ensure adequate call coverage (100% response)
- Increase recruitment efforts and our ranks of active firefighters
  - Excluding "False Alarms" and "Good Intent" calls, average call response has **decreased** from **11** firefighters in 2011 to **6** firefighters in 2015 **highlighting** the need for impactful recruiting efforts
- Maintain our superb safety record
- Realize any potential cost savings
- Ensure compliance with OSHA and NFPA standards
- Meet minimum required training mandates
- Retain and attract volunteers

Monroe Volunteer Fire Department

BUDGET REQUEST

2016 – 2017 Request

Row Labels	Sum of FY 13 Budget	Sum of FY 13 Actual	Sum of FY 14 Budget2	Sum of FY 14 Actual	Sum of FY 15 Budget2	Sum of FY 15 Actual	FY 16 Budget	Sum of FY 16 Forecast	Sum of FY 17 Budget(AS)	'17 Proposed Budget vs FY 16 Budget
⊟Revenue	(255,371)	(257,156)	(283,740)	(300,146)	(280,856)	(271,934)	(278,541)	(232,299)	(246,621)	(31,920)
Funding Required in Excess of Costs	-	25,640	-	10,968	-	(12,443)	-	(8,307)	-	-
Other	-	-	-	-	-	-	-	-	-	-
Private Fundraising Supplement	-	15,375	39,740	39,740	36,856	36,856	24,326	24,326	-	(24,326)
Town Grant	201,071	201,071	230,000	230,000	230,000	230,000	238,250	215,000	246,621	8,371
EMS Cost Sharing Revenues	14,300	15,070	14,000	19,438	14,000	17,521	15,965	1,280	-	(15,965)
⊟Expense	(255,000)	(257,156)	(296,788)	(300,146)	(280,856)	(271,934)	(284,291)	(232,299)	(246,621)	37,670
Adminstrative	(20,000)	(19,232)	(21,760)	(28,248)	(22,200)	(21,433)	(25,700)	(24,286)	(27,200)	(1,500)
Apparatus Repair and Maintenance	(18,000)	(11,594)	(18,000)	(16,343)	(18,000)	(19,318)	(20,000)	(20,000)	(20,000)	-
Building and Grounds Maintenance	(34,805)	(37,881)	(31,300)	(42,111)	(32,429)	(34,321)	(39,450)	(26,267)	(23,000)	16,450
Capital Expenditures	(35,495)	(60,585)	(63,800)	(60,714)	(35,215)	(29,739)	(13,000)	(14,500)	(20,000)	(7,000)
Equipment Repair and Maintenance	(13,500)	(7,132)	(15,434)	157,651	(11,000)	(18,336)	(11,000)	(11,000)	(12,000)	(1,000)
Fire Ground Operations	(38,450)	(29,774)	(32,475)	(30,740)	(35,991)	(29,017)	(35,700)	(36,200)	(39,700)	(4,000)
Personnel Costs	(26,950)	(25,337)	(22,491)	(18,488)	(24,100)	(24,613)	(37,000)	(37,000)	(36,750)	250
Public Education and Relations	(1,950)	(1,717)	(1,975)	(1,850)	(2,500)	(1,195)	(1,500)	(1,507)	(2,200)	(700)
Recruitment and Retention	(3,100)	(2,001)	(2,500)	(1,954)	(2,500)	(2,000)	(2,500)	(2,816)	(7,500)	(5,000)
Technology Costs	(10,300)	(11,298)	(8,500)	(8,310)	(8,500)	(5,744)	(8,500)	(8,500)	(8,500)	-
Town of Monroe Financing Costs	800	-	(25,853)	(198,205)	(34,471)	(34,472)	(34,471)	(34,471)	(34,471)	-
Training Costs	(9,750)	(6,970)	(10,750)	(8,506)	(12,000)	(7,026)	(10,500)	(10,500)	(10,500)	-
Utilities	(43,500)	(43,635)	(41,950)	(42,327)	(41,950)	(44,719)	(44,970)	(5,251)	(4,800)	40,170
Grand Total	(39,629)	0	(13,048)	0	0	0	(5,750)	0	-	5,750

Supplemental Schedules

'16 → '17 Grant Rollforward

FY 16 Approved Revenues	238,250
FY 16 Utility Transfer	(23,250)
FY 16 Adjusted Revenues	215,000
FY 16 MVFD Fund Raising Supplement	30,576
Net FY 16 Base	245,576
Additional Utility Adjustment	(4,005)
Remove Snowplowing (Town)	(8,000)
Remove Landscaping (Town)	(5,700)
Change in CapEx	7,000
Insurance Increase	1,500
Communications Equipment	4,000
SCBA Maintenance	1,000
Recruitment	5,000
Public Education	700
Rounding	(71)
FY 17 Requested Budget	247,000

Explanations

- Elimination of our annual fund raising supplement is due to the need to retain private funds for future capital expenditures. The Town **must** fully fund our operations.
- Recruitment costs are due to a consistent decline in average turnout at major incidents, refer to articles linked in introductory letter regarding the nationwide decline in volunteerism
- Communications Equipment relates to maintenance/repair costs of existing radio system and equipment
- CapEx relates to a server upgrade and purchase of additional communication pagers and two-way radios.

Supplemental Schedules

Discussion

- Over the last four years, we began tracking the value of our private fundraising contributed to our operations
- The current forecast for June 30, 2016 is that $15,858 is owed back to the Fire Department
- We request a one-time repayment of this "loan" to allow us to cover large capital items the Town has disclaimed responsibility for

One Time Payments

	Funding Required in Excess of Costs
Sum of FY 13 Actual	25,640
Sum of FY 14 Actual	10,968
Sum of FY 15 Actual	(12,443)
Sum of FY 16 Forecast	(8,307)
	15,858

Current / Expected Cost Savings

- Current:
  - Continue to use our own volunteer labor for many repairs and maintenance work around the station
  - Leveraging purchasing power with Stepney and Stevenson where applicable, for goods and services
  - Consolidation of snow plowing and landscaping with Stepney/Stevenson to use Park & Rec Resource
  - Utility conversion to town managed energy
- Expected:
  - Bay door replacement (Town-dependent)

Monroe Volunteer Fire Department

FIVE-YEAR PLAN

Five Year Plan

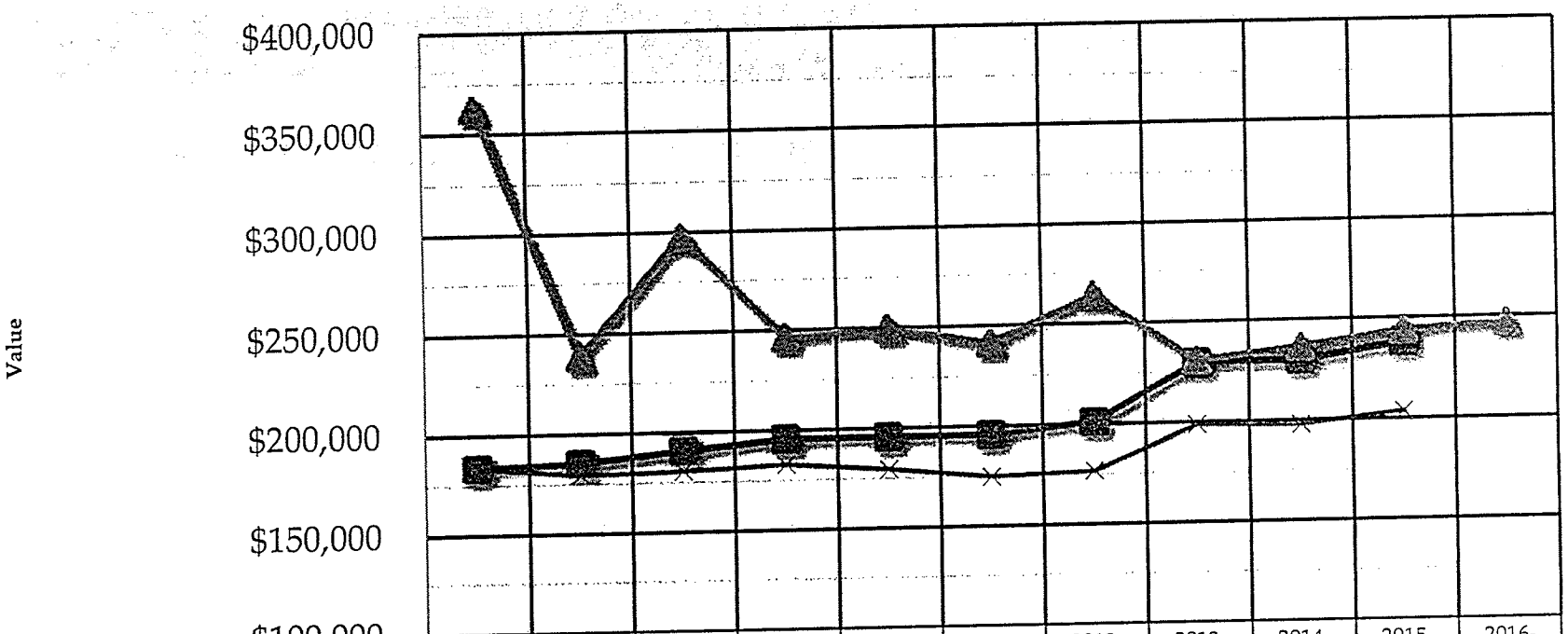
	2015	2016	2017	2018	2019	2020	Future
Equipment							
Air Bags	-	-	-	-	-	-	15,000
Apparatus Replacement Plan	→	3,800,000 ↑	-	200,000 ↓	-	-	5,150,000 ↑
Audio Pagers	-	-	-	-	24,000	-	-
Hose (all sizes)	-	-	-	-	53,100	-	-
Hurst Hydraulic Plant	-	-	-	-	-	-	72,000
Hurst Hydraulic Tools	-	-	-	-	-	-	56,000
Portable Radios	-	-	-	-	160,000	-	-
SCBA Cylinder Replacement	-	-	-	-	-	-	50,000
SCBA FIlling Station	-	-	-	-	-	-	50,000
SCBA Framework	-	-	-	-	-	-	162,500
SCBA RIT Replacement	-	-	-	-	-	-	13,200
Turnout Gear Washer	-	-	-	-	-	-	17,000
Equipment Total	-	*3,800,000*	-	*200,000*	*237,100*	-	*5,585,700*
Improvement							
Monroe Station #1 Apparatus Bay Improvements	-	125,000	-	-	-	-	-
Monroe Station #1 Driveway	→	75,000	-	-	-	-	-
Monroe Station #1 Field Improvements	-	-	-	-	15,000	-	-
Monroe Station #1 Roof	-	-	500,000 ↑	-	-	-	-
Monroe Station #1 Second Floor - Floor Replacement	→	100,000 ↑	-	-	-	-	-
Monroe Station #2 Bay Doors	-	30,000	-	-	-	-	-
Monroe Station #2 Driveway	→	60,000	-	-	-	-	-
Improvement Total	-	*390,000*	*500,000*	-	*15,000*	-	-
Grand Total	-	4,190,000	500,000	200,000	252,100	-	5,585,700

Apparatus Replacement Plan includes all three departments

Vertical arrows represent directional value changes from PY. Horizontal arrows indicate delay due to no funding

Historical Budgets

Historical Budget Values - Proposed vs Actual vs Actual (Inflation Adjusted)



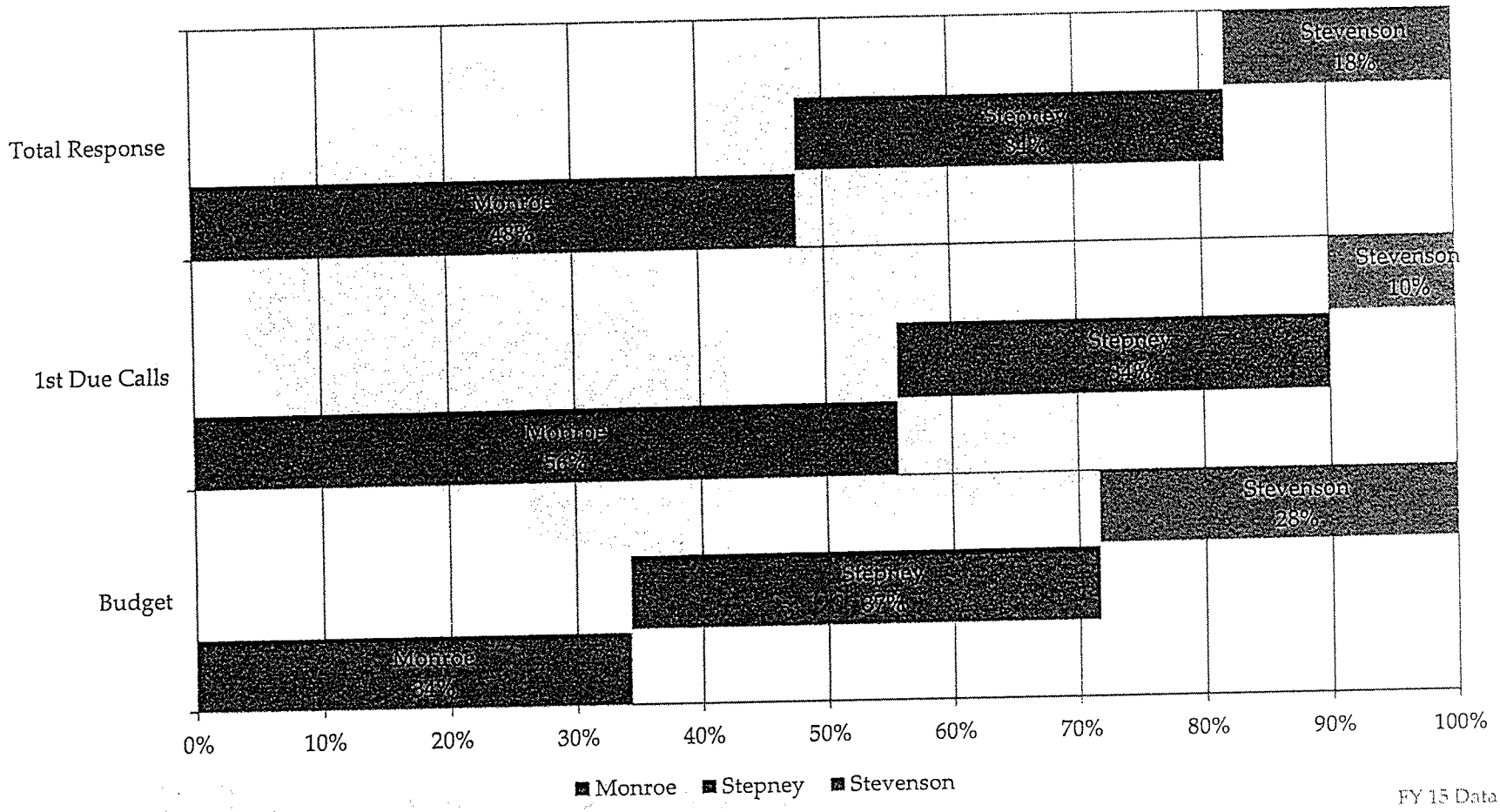
	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Actual Budget	$183,533	$185,350	$190,909	$195,636	$195,636	$195,636	$201,071	$230,000	$230,000	$238,050	
Proposed Budget	$362,900	$238,775	$297,323	$246,462	$250,008	$241,550	$264,258	$230,935	$236,900	$244,000	$247,000
Actual Budget (Inflation Adjusted)	$183,533	$179,279	$180,531	$182,958	$179,531	$174,683	$176,450	$198,755	$197,797	$203,648	

The increase in FY 14 was due to a rebalancing of budgets to properly fund the Department to handle certain capital purchases, such as the SCBA purchase in FY 14.

Monroe Volunteer Fire Department

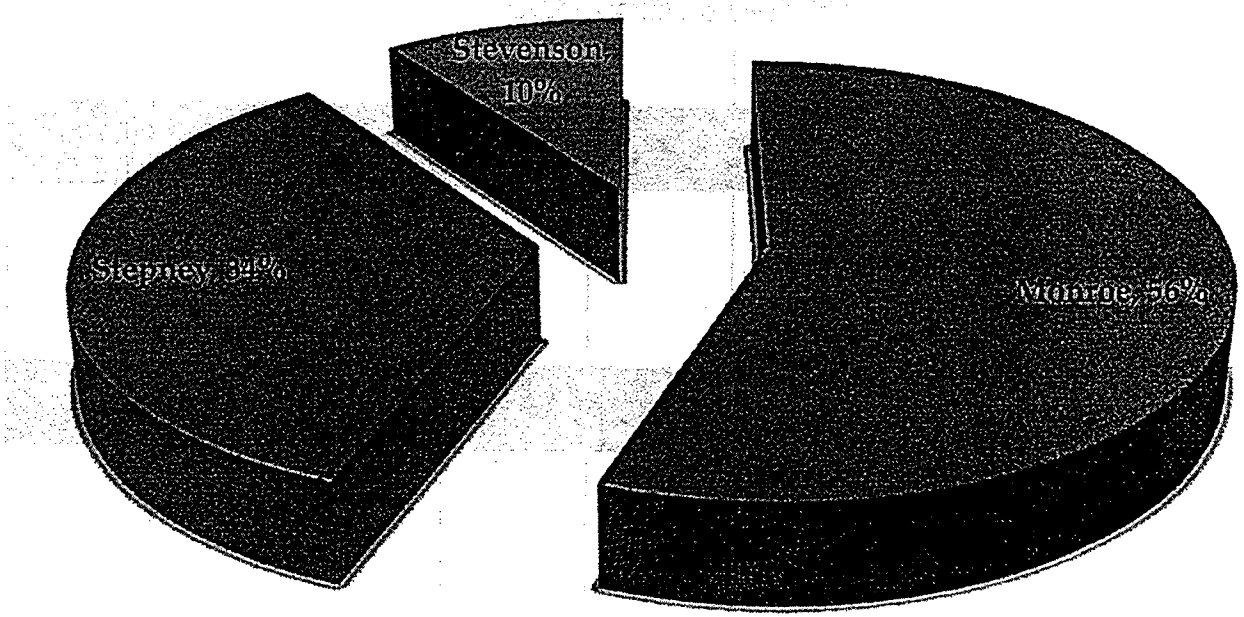
SUPPLEMENTARY DATA

Budget vs District Calls vs Total Response by District

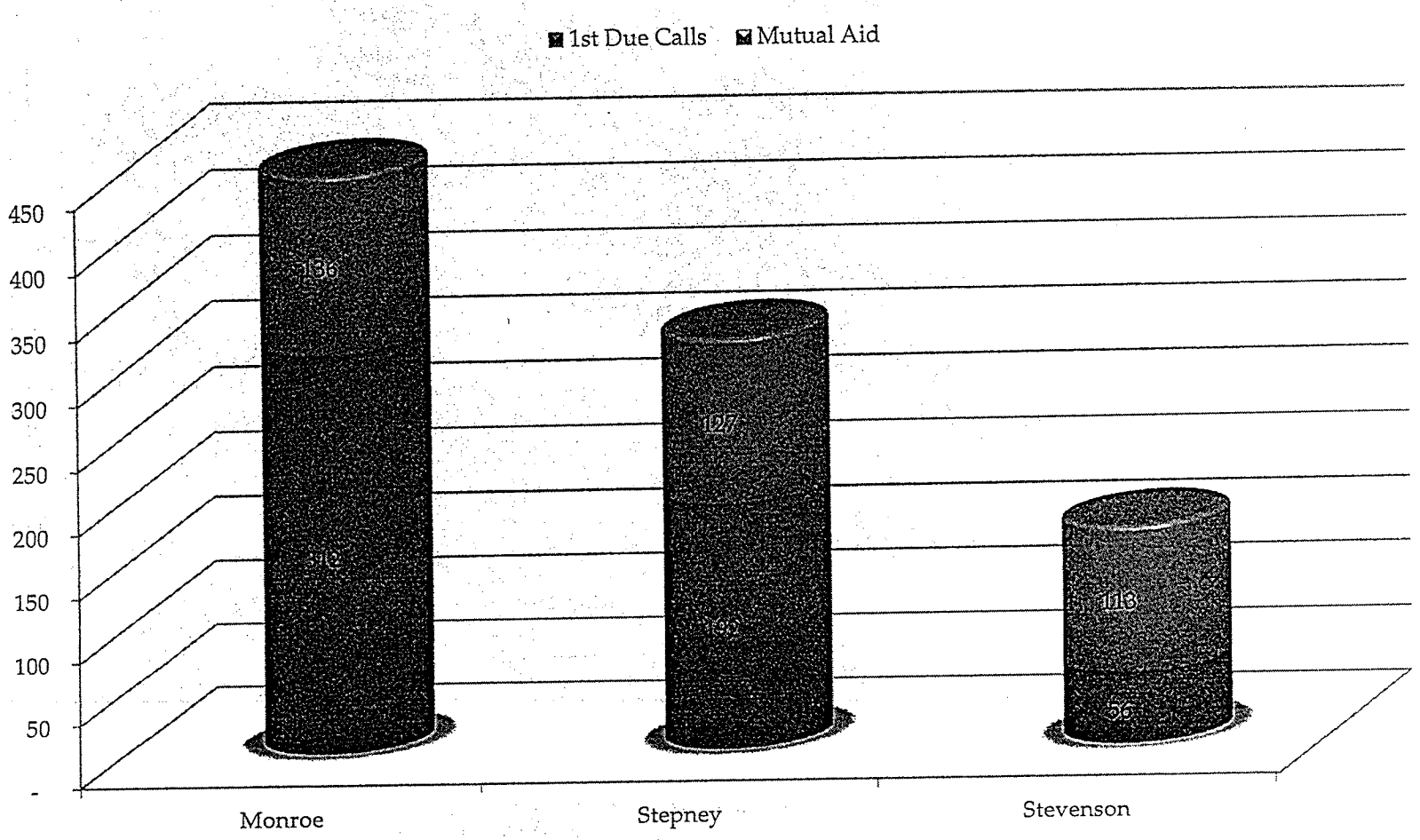


FY 15 Data

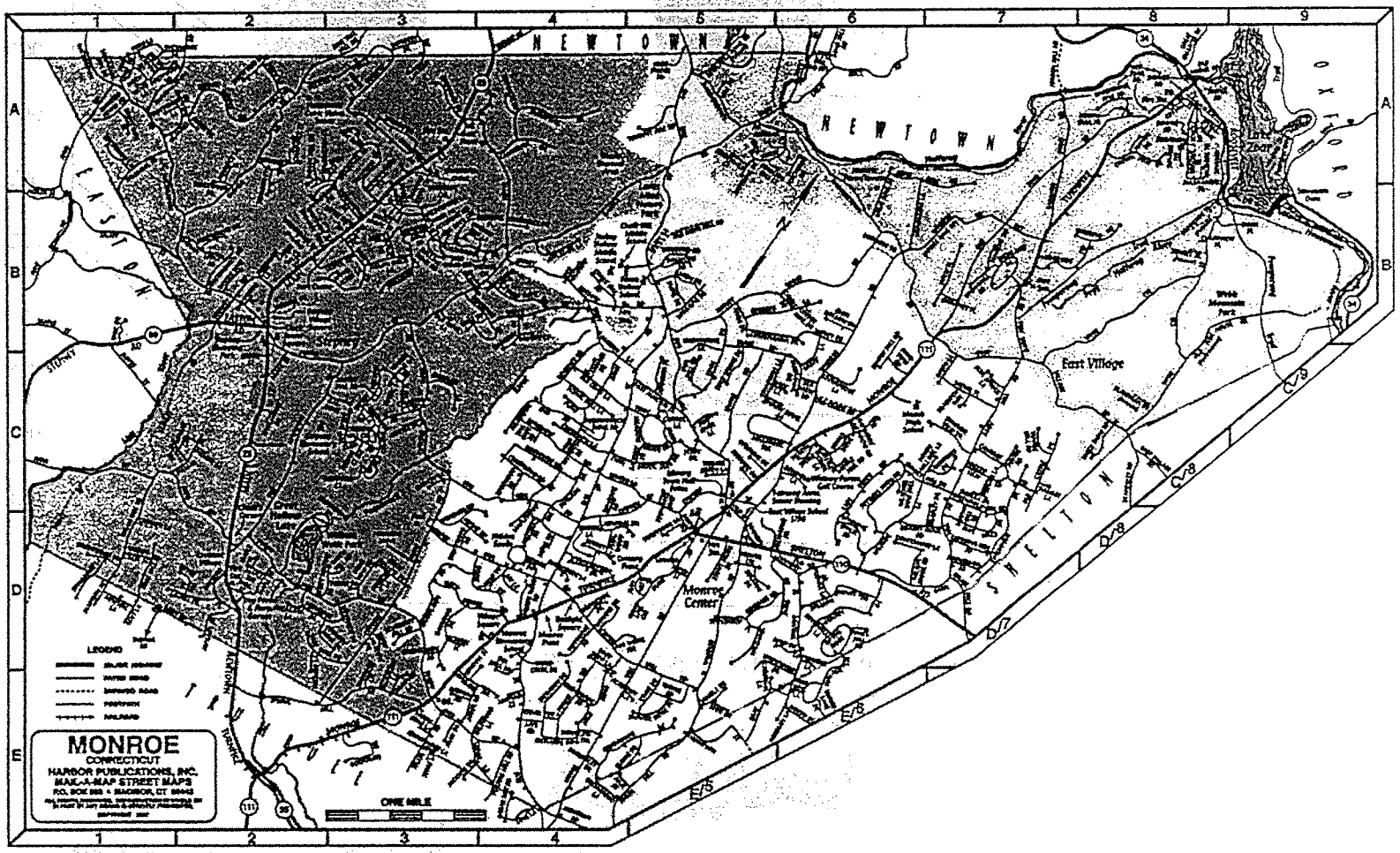
2015 Incidents Per District



2015 Incidents Per District by Type



District Map



Stepney | Monroe | Stevenson

THANK YOU

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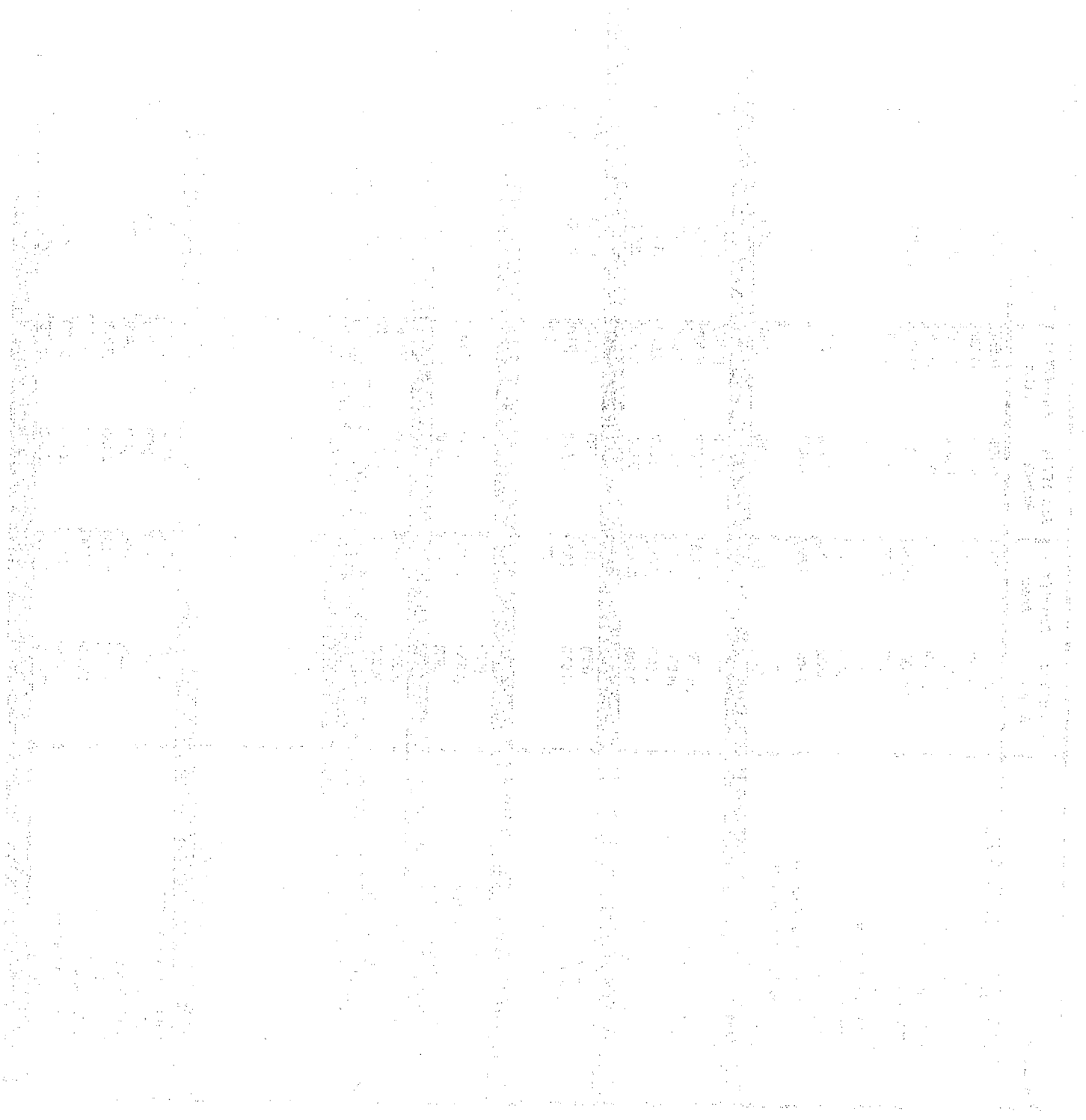
Row Labels	Sum of FY 13 Budget	Sum of FY 13 Actual	Sum of FY 14 Budget2	Sum of FY 14 Actual	Sum of FY 15 Budget2	Sum of FY 15 Actual	FY 16 Budget	Sum of FY 16 Forecast	Sum of FY 17 Budget(AS)	'17 Proposed Budget vs FY 16 Budget
Revenue	255,971	257,156	283,740	300,146	280,856	274,934	284,291	232,299	246,621	(37,670)
Funding Requirement Excess of Cost										
10011.1 · Transfers from MVFD UDFB	-	25,640	-	36,608	-	24,165	-	-	-	-
10011.3 · Transfer to MVFD UDFB	-	-	-	(25,640)	-	(36,608)	-	(8,307)		-
Other										
Private Fundraising Supplement										
10011.5 · MVFD Fundraising Supplement	-	15,375	39,740	39,740	36,856	36,856	30,076	24,326	-	(30,076)
Town Grant										
10010 · Town Grant	201,071	201,071	230,000	230,000	230,000	230,000	238,250	215,000	246,621	8,371
EMS Cost Sharing Revenues										
10003 · EMS Cost Sharing	14,300	15,070	14,000	19,438	14,000	17,521	15,965	1,280	-	(15,965)
Expense	(255,000)	(257,156)	(296,788)	(300,146)	(280,856)	(274,934)	(284,291)	(232,299)	(246,621)	37,670
Administrative										
22001 · Combined Officers Fund	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	-
22003 · Administrator's Budget	(1,000)	(2,575)	(1,000)	(1,261)	(1,400)	(1,484)	(1,500)	(1,500)	(1,500)	-
22004 · Office Supplies & Bank Fees	(2,000)	(1,457)	(2,000)	(2,183)	(2,000)	(1,511)	(2,000)	(2,000)	(2,000)	-
22005 · Insurance	(13,000)	(10,735)	(13,000)	(20,649)	(14,500)	(14,569)	(17,500)	(17,500)	(19,000)	(1,500)
22006 · Copier Lease	(800)	(960)	(960)	-	-	-	-	-	-	-
22007 · Monthly Meeting Allowance	(500)	(879)	(1,700)	(1,486)	(1,200)	(710)	(1,600)	(1,200)	(1,600)	-
22008 · Accounting Services	(800)	(1,283)	(1,000)	(1,080)	(1,000)	(1,080)	(1,000)	(1,000)	(1,000)	-
22204 · Water Cooler	(900)	(344)	(1,100)	(589)	(1,100)	(1,079)	(1,100)	(86)	(1,100)	-
Apparatus Repair and Maintenance										
27004.1 · Repairs - Apparatus	(8,000)	(5,475)	(8,000)	(5,613)	(8,000)	(10,451)	(10,000)	(10,000)	(10,000)	-
27005.1 · Maintenance - Apparatus	(10,000)	(6,119)	(10,000)	(10,731)	(10,000)	(8,867)	(10,000)	(10,000)	(10,000)	-
Building and Grounds Maintenance										
22002 · Upgrades	(12,705)	(15,886)	(10,000)	(17,393)	(11,079)	(10,036)	(15,000)	(15,000)	(15,000)	-
22102 · Floor Cleaning	-	-	-	-	-	(250)	-	-	(750)	(750)
22103 · HVAC	(1,500)	(728)	(1,500)	(793)	(1,000)	-	(500)	(230)	(50)	450
22104 · Other	-	-	-	-	-	-	-	-	-	-
22105 · Lawns & Grounds Care	(5,100)	(6,250)	(5,500)	(5,046)	(5,500)	(6,195)	(5,700)	(3,325)	-	5,700
22106 · Housekeeping	(4,500)	(4,822)	(4,750)	(6,053)	(5,300)	(6,714)	(7,200)	(7,200)	(7,200)	-
22107 · Snow Removal	(8,000)	(7,320)	(6,500)	(9,884)	(6,500)	(8,340)	(8,000)	-	-	8,000
22108 · Garbage Removal	(3,000)	(2,876)	(3,050)	(2,941)	(3,050)	(2,786)	(3,050)	(512)	-	3,050
Capital Expenditures										
23000 · Capital Expenditures	(30,495)	(29,945)	(63,800)	(60,714)	(35,215)	(29,739)	(13,000)	(13,000)	(20,000)	(7,000)
40001 · Station 2 Renovation	-	-	-	-	-	-	-	-	-	-
40003 · Fiber Optic Integration	-	-	-	-	-	-	-	-	-	-
40004 · Station #1 Backyard	-	-	-	-	-	-	-	-	-	-
40008 · Station #1 Hall Renovation							-	(1,500)		-
56000 · Vehicle Acquistion	(5,000)	(30,640)	-	-	-	-	-	-	-	-
Equipment Repair and Maintenance										
27003 · Testing	(3,000)	(1,218)	(3,000)	(4,034)	(3,000)	(608)	(3,000)	(3,000)	(3,000)	-
27004.2 · Repairs - Equipment	(2,000)	(45)	(2,000)	(835)	(2,000)	(121)	(2,000)	(2,000)	(2,000)	-
27005.2 · Maintenance - Equipment	(1,000)	(1,419)	(1,000)	(308)	(1,000)	(1,908)	(1,000)	(1,000)	(1,000)	-
34001 · Comp Maint & Testing; SCBA Sup.	(7,500)	(4,450)	(9,434)	162,828	(5,000)	(15,699)	(5,000)	(5,000)	(6,000)	(1,000)
Fire Ground Operations										
24001 · Chiefs' Other	(1,000)	(815)	(1,200)	(801)	(1,200)	(729)	(1,200)	(1,200)	(1,200)	-

Row Labels	Sum of FY 13 Budget	Sum of FY 13 Actual	Sum of FY 14 Budget2	Sum of FY 14 Actual	Sum of FY 15 Budget2	Sum of FY 15 Actual	FY 16 Budget	Sum of FY 16 Forecast	Sum of FY 17 Budget(AS)	'17 Proposed Budget vs FY 16 Budget
24002 · Food for Emergency Calls & Work	(1,500)	(1,708)	(1,700)	(1,560)	(2,000)	(1,028)	(2,000)	(2,000)	(2,000)	-
25000 · Communications	(8,000)	(8,197)	(6,000)	(6,530)	(6,000)	(5,897)	(6,000)	(6,500)	(10,000)	(4,000)
27001 · Appliances & Tools	(7,000)	(997)	(5,000)	(1,729)	(4,000)	(5,655)	(6,000)	(6,000)	(6,000)	-
27002 · Parts & Supplies	(2,500)	(2,150)	(2,000)	(3,819)	(2,000)	(614)	(2,000)	(2,000)	(2,000)	-
27006 · Fuel	(10,500)	(9,810)	(10,500)	(11,784)	(12,000)	(9,261)	(12,000)	(12,000)	(12,000)	-
37000 · Hose	(4,000)	(3,092)	(3,575)	(3,575)	(4,000)	(2,954)	(4,000)	(4,000)	(4,000)	-
38003 · Outside Vendor	-	-	-	-	-	-	-	-	-	-
38005 · Preplans	(350)	(20)	-	-	-	-	-	-	-	-
38006 · Hazmat	(800)	(382)	(1,000)	(816)	(1,500)	(13)	(1,000)	(1,000)	(1,000)	-
39000 · Rescue & Medical Supplies	(2,300)	(2,255)	(1,000)	-	(2,791)	(2,866)	(1,000)	(1,000)	(1,000)	-
40006 · Sutphen Truck Equipment	-	-	-	-	-	-	-	-	-	-
49000 · Safety Officer	(500)	(347)	(500)	(125)	(500)	-	(500)	(500)	(500)	-
Personnel Costs										
29000 · Fire Police	(750)	(216)	(1,000)	(1,040)	(1,100)	(787)	(1,000)	(1,000)	(750)	250
31001 · Turnout Gear	(16,000)	(10,426)	(12,000)	(9,100)	(12,000)	(10,519)	(25,000)	(25,000)	(25,000)	-
31002 · Gloves, Boots, Hoods, Helmets	(4,000)	(7,312)	(4,000)	(2,857)	(4,000)	(6,125)	(4,000)	(4,000)	(4,000)	-
36001 · Class A Uniforms	(5,000)	(4,089)	(2,913)	(2,913)	(5,000)	(2,869)	(5,000)	(5,000)	(5,000)	-
36002 · Other Uniforms	(1,200)	(3,295)	(2,578)	(2,578)	(2,000)	(4,313)	(2,000)	(2,000)	(2,000)	-
Public Education and Relations										
33001 · Handouts	(950)	(919)	(975)	(1,103)	(1,500)	(977)	(1,000)	(1,085)	(1,000)	-
33002 · Open House	(1,000)	(765)	(1,000)	(717)	(1,000)	(218)	(500)	(422)	(1,200)	(700)
33003 · Public Relations	-	(33)	-	(30)	-	-	-	-	-	-
33004 · Fire Prevention	-	-	-	-	-	-	-	-	-	-
Recruitment and Retention										
28006 · Recruitment Activities	(800)	-	-	-	-	-	-	-	(5,000)	(5,000)
28007 · Active Firefighter Incentive	(1,800)	(2,001)	(2,000)	(1,954)	(2,000)	(2,000)	(2,000)	(2,816)	(2,500)	(500)
28008 · Fit Firefighter Incentive	(500)	-	(500)	-	(500)	-	(500)	-	-	500
Technology Costs										
26001 · Computers & Networking	(6,300)	(7,403)	(7,000)	(7,588)	(7,000)	(4,074)	(7,000)	(7,000)	(7,000)	-
26002 · Security Technology	(4,000)	(3,895)	(1,500)	(722)	(1,500)	(1,670)	(1,500)	(1,500)	(1,500)	-
Term of Motion Financing Costs	(800)		(75,853)	(198,205)	(64,471)	(64,472)	(64,471)	(64,471)	(64,471)	
Training Costs										
35001 · Classes and Programs	(8,500)	(2,478)	(9,500)	(6,323)	(10,000)	(6,137)	(9,000)	(9,000)	(9,000)	-
35002 · Manuals, Books, and Magazines	(1,000)	(594)	(1,000)	(1,409)	(1,000)	(152)	(500)	(500)	(500)	-
35003 · Misc Training Expenses	-	-	-	-	-	-	-	-	-	-
35004 · EMT Class	-	-	-	-	-	-	-	-	-	-
35005 · Training Equipment and Supplies	(250)	(3,898)	(250)	(774)	(1,000)	(737)	(1,000)	(1,000)	(1,000)	-
35006 · Sponsored Outside Trng Programs	-	-	-	-	-	-	-	-	-	-
Utilities										
22101 · Alarm Co. Monitoring	(2,400)	(2,325)	(2,400)	(1,485)	(2,400)	(3,413)	(2,400)	(2,400)	(2,400)	-
22201 · Cable	(500)	(500)	(500)	(491)	(500)	(511)	(1,200)	(82)	-	1,200
22202 · Telephone	(600)	(459)	(500)	(463)	(500)	(526)	(520)	-	-	520
22203 · Water & Hydrant	(2,100)	(2,336)	(2,150)	(2,200)	(2,150)	(2,142)	(2,350)	(338)	-	2,350
22205 · Natural Gas	(10,500)	(8,514)	(9,000)	(9,921)	(7,000)	(8,028)	(10,100)	-	-	10,100
22206 · Internet Service	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)	-
22207 · Electricity	(25,000)	(27,102)	(25,000)	(25,366)	(27,000)	(27,699)	(26,000)	(31)	-	26,000
Grand Total	(39,629)	0	(13,038)	0	0	0	(0)	0	0	0



Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

FIRST SELECTMAN

FIRST SELECTMAN'S 2016-2017 PROPOSED BUDGET TO TOWN COUNCIL-FEBRUARY 8, 2016

DEPARTMENT: FIRST SELECTMAN

MISSION:

The First Selectman is an Elected Chief Executive Officer of the Town of Monroe. Committed to serving citizens of Monroe providing leadership and vision for the continued growth of the Town.

FIRST SELECTMAN:	Dept 0005	Budget 15-16	Budget 16-17		Hours 15-16	Rate 15-16	$ Amount 15-16	Hours 16-17	Rate 16-17	$ Amount 16-17
1001-10-15101-0005-150001	First Selectman	88,996	93,273							
	Total Admin:	88,996	93,273							
1001-10-15101-0005-150003	Administrative Assistant	56,238	54,325							
	Longevity		500							
1001-10-15101-0005-150003	Replacement for Admin Assistant	3,000		<moved to PT	200	$ 15.00	$ 3,000			
	Total Other:	59,238	54,825							
1001-10-15101-0005-150005	PT-Admin Assistant	15,210	15,464	incr rate	1014	$ 15.00	$ 15,210	1014	$ 15.25	$ 15,464
			3,050	incr rate				200	$ 15.25	$ 3,050
	Total Part Time:	15,210	18,514							
	Total First Selectman:	163,444	166,611							
	Headcount-FT	2	2							
	Headcount-PT	1	1							

	SALARY SUMMARY	15-16	16-17
	FIRST SELECTMAN SALARY ADMIN	88,996	93,273
	FIRST SELECTMAN SALARY OTHER	59,238	54,825
	FIRST SELECTMAN SALARY PT	15,210	18,514
		163,444	166,611

FIRST SELECTMAN:	Dept 0005	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0005-150001	FIRST SELECTMAN SALARY ADMIN	88,996	88,996	45,445	93,273	-	$ 93,273	4,277	4.81%
1001-10-15101-0005-150003	FIRST SELECTMAN SALARY OTHER	59,427	59,238	29,182	54,825	-	$ 54,825	(4,413)	100.00%
1001-10-15101-0005-150005	FIRST SELECTMAN SALARY PT	-	15,210	7,046	18,514	-	$ 18,514	3,304	100.00%
1001-10-15101-0005-150100	FIRST SELECTMAN LEGAL FEES	275,361	250,000	84,590	250,000	(30,000)	$ 220,000	(30,000)	100.00%
1001-10-15101-0005-150125	FIRST SELECTMAN TOWN REPORT	-	-	-	-	-	$ -	-	100.00%
1001-10-15101-0005-153385	FIRST SELECTMAN OFFICE EXP	5,980	7,000	1,977	7,600	-	$ 7,600	600	8.57%
1001-10-15101-0005-153580	FIRST SELECTMAN VEHICLE EXP	1,533	1,200	783	1,200	-	$ 1,200	-	0.00%
	TOTAL FIRST SELCTMAN:	431,297	421,644	169,023	425,411	(30,000)	395,411	(26,233)	-6.22%

Explaination of Increases/Decreases:

150001 2.5% Non Union Wage increase and 15/16 wage adjustment allocation.
150003 Change of Personnel on 10/09/15 reduces salary but includes 2.5% Non Union Wage increase for FY2017.
150005 Increase in hourly rate.
150100 First Selectman Reduction $30,000.
153385 Increased office expense for Grant Writer Software $600.

15

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If the path to municipal grants seems confusing, CCM has the answer: GrantFinder, an online, searchable database of federal, state, corporate and foundation grants.

EG GRANT FINDER

Available exclusively to members of CCM, this service allows municipal officials to search within the universe of grants available to local governments.

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- Ability to create and save searches and search results
- Email alerts for updated results for saved searches
- Six search filters
- Real-time information updated daily
- Access to grants as far back as 12 months and more than two years in advance
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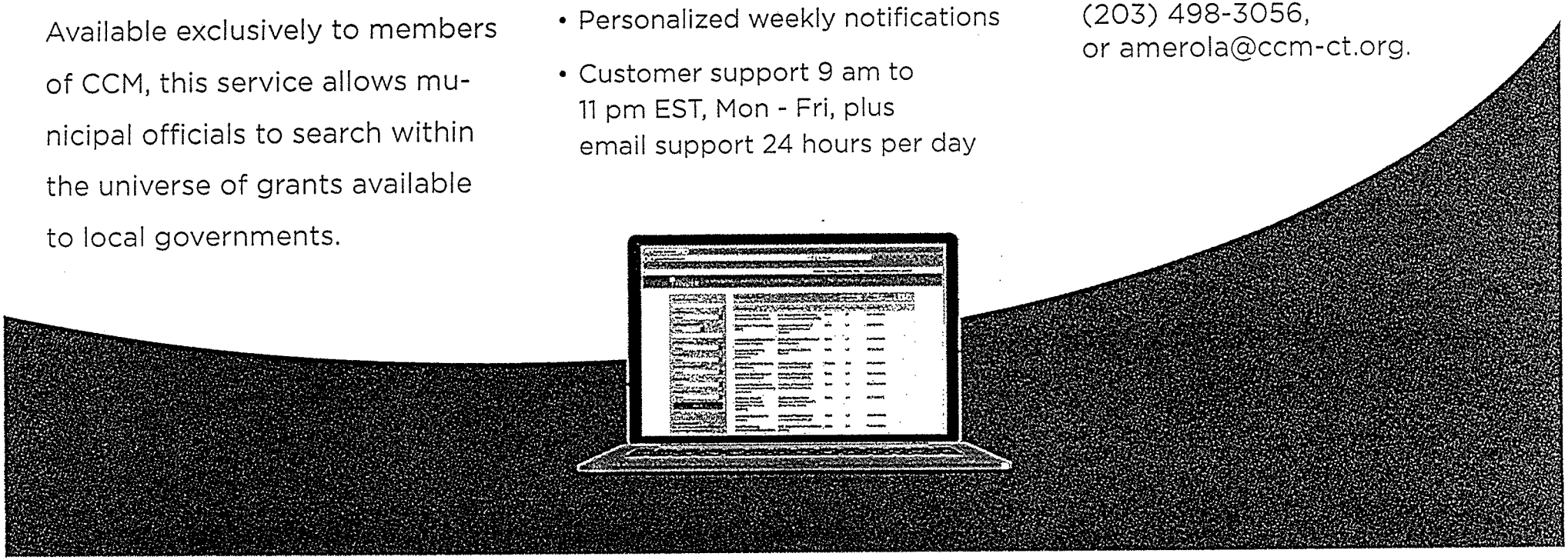
As a statewide association, CCM is able to offer its members annual subscriptions to GrantFinder at steeply discounted prices:

Municipal Annual Subscription rates by population:

< 15,000:	**$500**
15,000 to 50,000:	**$600**
> 50,000:	**$700**

For additional information, contact Andy Merola, (203) 498-3056, or amerola@ccm-ct.org.



Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

STEVENSON FIRE DEPT.

Program Description

Stevenson Volunteer Fire Company
01-030-360-00

The Stevenson Volunteer Fire Company is organized to provide fire suppression and rescue services for the Stevenson area in the Town of Monroe, mutual aid assistance to the Monroe and Stepney Fire Districts and mutual aid assistance to adjoining towns.

Fire suppression activities include the combating of residential, commercial, vehicle and brush fires. Rescue activities include the extrication of trapped motor vehicle accident victims and an available dive rescue team.

The Stevenson Volunteers have been trained in fire attack and suppression, the handling of hazardous materials incidents, self-contained breathing apparatus and CPR/AED.

On an annual operating basis, the Stevenson Volunteer Fire Company needs budget parity with the other town fire companies. The Stevenson section of Monroe is the fastest growing residential section of the town. For example, there is continued expansion of $1M+ housing in the Hammertown Estates, Trailside Road and Block Farm Road sections of the district.

From the perspective of capital expenditures, the Stevenson Volunteer Fire Company is looking to replace a 1991 Freightliner / E-One Engine (Engine 301) that serves as one of our primary attack engines and a 1985 utility truck that serves both the fire police and as equipment and personnel transport. Additional capital expenditures are also necessary to protect the health and safety of our firefighters.

The SVFC is organized along the lines of a paramilitary organization with an operations branch, an administrative branch and a board of directors. The Chief, Robert Galbraith, heads the operations branch. The President, Geoffrey Giordano, heads the administrative branch. There are currently twenty three fire fighters on the active roster.

The operations branch is staffed as follows:

Chief – Robert Galbraith
Deputy Chief – Edward Holden
Assistant Chief – John Howe
Captain – Brian Greco
First Lieutenant – Eric Christensen
Second Lieutenant – Geoffrey Giordano
Third Lieutenant – Don Clark
Engineer – Gary Czarnecke

Dive Team Captain – Gary Czarnecke
Safety Officer – William Wiley

The Administrative Branch is staffed as follows:
President – Geoffrey Giordano
Vice President – Gary Czarnecke
Town Treasurer – John Howe
Company Treasurer – Eric Christensen
Secretary – Jerri Wiley

The Board of Directors is staffed as follows:
John Howe, Chairman
Eric Christensen
Geoffrey Giordano, President
Robert Galbraith, Chief
Brian Greco

On an annual basis, the vendor list and costs are reviewed to verify that the SVFC is receiving maximum value for dollars expended.

- In 2009, implemented the communications consultant recommendations. We experienced more than 27% reduction in phone and data costs.
- In 2009, an Assistance to Firefighters Grant of $10,000 was secured to purchase a thermal imaging camera. This camera will be placed on the new engine. Excess funds of $1000 were applied to the purchase of additional personal protective equipment for a firefighter.
- In 2009, worked with DPW to replace the lights in Stevenson Station #2 with energy efficient units.
- In 2010, secured a DHS grant of $5000 for the purchase of 2 AEDs. Excess funds were utilized to replace aging 4 gas meters.
- In 2014, updated electric supplier to reduce electric generation costs.
- In 2015, coordinated purchase of utilities and other non-fire related services with town.
- In 2016/7, we will continue to coordinate large purchases with the other two fire companies in town so that we can leverage the combined purchasing power.

This budget request reflects the needs of Stevenson Volunteer Fire Company to adequately protect the lives and property within the fire district.

Proposed Operating Budget Summary

Line Item Number	Description	Expended 2014-2015	Current 2015-2016	Requested 2016-2017
054				
1.0	Fire Company Administration	$15,067.04	$8,834.75	$22,000
2.0	Insurance	$2,276.80	$0.00	$18,000
3.0	Fire Station Operation	$44,903.87	4,678.79	$40,200
4.0	Fire Station Maintenance	$19,421.79	$1,095.00	$20,000
5.0	Communication Equipment	$11,645.32	$1,433.40	$19,500
6.0	Apparatus Repair and Maintenance	$38,122.41	$12,262.95	$45,000
7.0	Education and Training	$3,694.33	-$52.00	$14,800
8.0	Fire Fighting Equipment	$19,295.02	$15,287.60	$32,195
9.0	Dive Team Equipment and Maintenance	$0	0	$2,900
10.0	Fire Police	$106.40	$446.00	$500
		$154,532.98	$43,986.49	$215,095.00

Capital Expenditures

Stevenson Station #2 Roof	$40,000
Replace Engine 301 (1991 – 2 man cab)	$650,000
Replace Utility 314	$65,000
Replace Tanker 316 (1989 – 2 man cab, frame rot)	$450,000
SCBA Replacement (20) – NFPA 2013 compliant	$120,000
OSHA compliant filling station	$50,000
Replace 351 Car	$65,000
Liftbag replacement (current ones ~20 years old)	$5,000
Firefighter Bailout Kits (15)	$15,000
Rescue / Combi-tool replacement, for rescue 320	$25,000
Resq-jacks	$10,000

Budget Detail

Line Item Number	Description	Requested 2016-2017
1.0	**Fire Company Administration** Public Safety Mailings, Upgrade Office Equipment, General Admin Expenses, Computer Equipment, Officer Expenses	$22,000
2.0	**Insurance** Various policies as a legal corporation and to supplement some Town coverage. Fire company is currently underinsured. Currently vetting two insurance vendors who specialize in volunteer fire departments.	$18,000
3.0	**Fire Station Operation** Fuel Oil, Electricity, Gas, Refuse Removal, Cleaning Supplies, Drinking Water	$40,200
4.0	**Fire Station Maintenance** General Maintenance, Cleaning Services, Grounds Keeping, Snow Removal, Generator service.	$20,000
5.0	**Communication Equipment** Radio Purchase, Repair & install, high-band portable radios and spare batteries, communications services	$19,500
6.0	**Apparatus Repair and Maintenance** Fuel, Equipment Maintenance, Equipment Repair, Major Equipment Repair, Tools and Miscellaneous Parts. Tires for engine 301.	$45,000
7.0	**Education and Training** Publications, Training Classes, Training Tapes and books, Miscellaneous Equipment and materials, Training Foam, Instructor Fees	$14,800
8.0	**Fire Fighting Equipment** Helmets, Gloves, Hoods, Turnout Gear, Hand tools, Power Tools, spare SCBA cylinders, Annual Hose Testing, Annual Ladder Testing, Multi-gas meter replacements	$32,195
8.1	**Dive Team Equipment and Maintenance** PFDs for boat, Testing and maintenance of equipment, Training, Tools	$2,900
8.2	**Fire Police** Training, Miscellaneous Equipment	$500

Capital Equipment Detail

Stevenson Station #2 Roof Roof is original to building (1982), harsh weather is accelerating deterioration. Tiles regularly found in grass. Additionally chimney is cracked	**$40,000**
Engine 301 Replacement Engine 301 is a two man cab, 4X4 chassis, with a 1000GPM pump, 1,800 feet of 5" hose, 500 gallons of water, 30 gallons of foam, 4 attack hand lines, ladders and rescue tools. The engine was purchased in 1991, has served the town well and, by any measure, is beyond its expected life expectancy. The current 2 man cab, cab capacity does not allow for the transport of enough firefighters to satisfy the "2 in / 2 out" rule. As the Engine ages, expected repair bills will increase. Most recently, the pump failed its annual pump test, the winch has failed and tires need to be replaced. All known issues have been repaired to return the unit to operational status. As it is a safety issue, tires will be purchased / replaced in the near future.	**$650,000**
Tanker 316 Replacement Tanker 316 is a two man commercial cab, tanker truck with 2,500 gallons of water and a 1000GPM pump and 2 attack hand lines. The truck was purchased in 1988, has served the town well and, by any measure, is beyond its expected life expectancy. The truck has frame rot that will soon affect the safe operation of the truck. As the truck ages, expected repair bills will increase. Most recently, the front brakes were replaced. If the truck remains in service, the rear brakes will have to be replaced on the next maintenance cycle. All known immediate safety issues have been repaired to return the unit to operational status. As it is a safety issue, needs to be replaces in the very near future.	**$450,000**
Utility 314 Replacement Utility 314 is a 1985 Chevy, 1 ton pickup truck with a utility body. The truck was a surplus military vehicle. This truck has served the town well and, by any measure, is beyond its expected life expectancy. The truck has had significant electrical problems and has required extensive repair work. The truck as configured does not meet the needs of the fire company. As the truck continues to age, expected repair bills will increase. Most recently, the wiring harness was replaced. All known immediate safety issues have been repaired to return the unit to operational status. As it is a safety issue, needs to be replaces in the very near future.	**$65,000**
OSHA Compliant filling station The air filling station in Stevenson Station #2 is not OSHA compliant as it does not provide for full fragmentation containment in the event of a bottle failure during the filling process.	**$50,000**
SCBA Replacement The currently owned SCBA comply with either 2003 or 2007 NFPA 1981 & 1982 standards. Update and / or replace SCBA to current NFPA 2013 standard.	**$120,000**
Liftbag replacement Current liftbags are 20+ years old. Lift bags are made of rubber and subject to dry rot.	**$5,000**
Rescue / Combi tool replacement for rescue 320 Current portable tool failed annual testing and was un-repairable due to the lack of replacement parts. Unit has been removed from service and needs replacement.	**$25,000**
Firefighter bailout kits Enable firefighters to self-rescue from second and third floor residences. Cost includes equipment and training.	**$15,000**
Resq-jacks Expand current compliment of four jacks to eight. Enhance rescue and lifting capabilities	**$10,000**
Replace 351 Car	**$65,000**

The current 351 car is a Ford Explorer and is too small to fulfill its role as a Chief's command vehicle. The intent is to replace the vehicle with a Suburban size vehicle. This will enable the Chief to carry the equipment necessary for a command post along with basic firefighting equipment, including forcible entry tools, fire extinguishers and SCBA.

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

STEPNEY FIRE DEPT.

The Stepney Volunteer Fire Co., No.1 Inc.

88 Main Street

Stepney, Connecticut 06468

Dedicated to the Preservation of Life and Property

To: Stephen Vavrek

Date: January 4, 2016

Re: Application for Town Grant Funds for fiscal year 2016-2017

To Provide for the operation of the Stepney Volunteer Fire Company Number 1

1. Fire Station Operations: To cover utilities, cleaning and maintaining.
2. Fire Apparatus: To cover annual maintenance, repairs and replacement as needed.
3. Administration: To cover office supplies, postage, accounting and legal fees and emergency feedings, computers and technology.
4. Training: To cover training manuals, aids, videos, publications and trade journals as well as regional training schools.
5. Replacement: Firefighting equipment that is not repairable or beyond its service life.

Basic Budget Item Justification

Line Item #	**Descripton**	**Budget 2016-2017**
1000	Fire Station Operations	77,400

Heating (20,000), Electric (22,000), Oil Separator maintenance (2,600), Telephone (5,000), Custodial (10,800), Rubbish removal (2,500), Landscaping (6,000), Snow removal (6,000) and Water Usage (2,500)

2000	Insurance	20,000

General Package and portable equipment (10,600), Errors and omissions (3,000), Accident and Sickness (6,400)

3000	Building Repair and Maintenance	13,500

Miscellaneous repairs to stations, maintenance and repair to emergency generators, Housekeeping, maintenance of HVAC units.

4000	Administration	15,000

Office supplies and postage (5,500), President and Chiefs funds (3,500), Organizational dues (1,000), Accounting and legal fees (5,000)

5000	Leases and Rentals	0
6000	Apparatus Maintenance	94,000

Fuel (11,000), Service (11,000) Tires and Chains (8,000), Minor repairs and parts(14,000), Major repairs (31,000), Paint, polish and cleaning supplies (900), SCBA compressor maintenance and testing (3,700), Annual UL Ladder tower testing (2,200) Annual pump testing (4,200), Annual Ground Ladder and Hose Testing (5,000), Hurst Extrication Tool Testing and repairs (3,000).

7000	Communications	26,500

Mobile radio repair (500), Member pager repairs and replacement (5,600) Portable radio repair (2,500), Portable radio batteries (3,000), mutual aid radio (3,500) Cellular telephones and air cards (5,000) Computers and Technology (6,400)

8000	Education and Training	26,000

Training manuals, aids, videos and materials (4,100) Publications and trade journals (520) Fire Prevention program (3,680), Regional training school expense (14,200) Emergency Feeding (3,500)

9000	Firefighting Equipment and Supplies	50,000

SCBA flow testing and repairs (5,000), Miscellaneous firefighting equipment (25,000), Extrication upgrades (20,000)

10000	Miscellaneous company expenses	5,000
11000	Capital / special projects	170,000

Repave and install storm drains on front apparatus driveway at Station 1(State of CT will not do the work even though all storm water is from Route 25 (80,000).

Water connect for Stepney Station #1 (90,000).

Items needed to be addressed and not included in the budget

Station 2

1. Upgrade and repair finishes and appliances
2. Leaking roof and gutters need to be replaced
3. Parking Lot and driveway needs to be replaced

Firefighting Equipment needed and forwarded on to Board of Finance

Rescue 120 is 21 years old and needs to be repainted, refurbished and upgraded

Engine 104 is 17 years old and needs to be repainted and have automatic tire chains installed

Or replace both apparatus with a rescue pumper

Engine 101 is 16 years old and needs to be replaced.

Department Request

STEPNEY 2016-2017

1000	Station Operation	$77,400
2000	Insurance	$20,000
3000	Building Repair and Maintenance	$13,500
4000	Administration	$15,000
5000	Leases and Rentals	0
6000	Apparatus Maintenance	$94,000
7000	Communications	$26,500
8000	Education and Training	$26,000
9000	Firefighting Equipment and Supplies	$50,000
10000	Miscellaneous Company Expense	$5,000
11000	Capital / Special Projects	$170,000
SUBTOTOAL BASIC BUDGET REQUEST		$497,400

STEPNEY FIRE DEPARTMENT

	FY 14	Fy 15	FY 16	Request		
	Actual	Actual	July- Dec	GY 17		
Income						
Town Grant	$ 311,853.16	$ 208,113.90	$ 103,111.30	$ 327,400.00		
Stepney Fundraising supplment	$ 1,916.31	$ 55,067.70				
	$ 313,769.47	$ 263,181.60	$ 103,111.30			
Expenses						
Administrative						
Office Supplies	$ 2,760.30	$ 3,630.67	$ 118.86	$ 11,500.00	***	
Apprarutus Repair and Maintance						
Minor Repairs	$ 3,002.52	$ 20,834.09	$ 1,025.70	$ 14,900.00		
Maintenance Trucks Annual	$ 12,405.40	$ 45,833.09	$ 1,677.64	$ 50,000.00		
Testing	$ 4,628.90	$ 8,784.80		$ 18,100.00		
Building & Grounds Maintance						
Custodian	$ 5,980.00	$ 6,655.00	$ 3,870.00	$ 10,800.00		
Rubbish removal	$ 1,985.88	$ 2,077.65	$ 932.10	$ 2,500.00		
Landscaping & mowing	$ 5,212.50	$ 7,170.00	$ 3,495.00	$ 6,000.00		
Snow Removal	$ 10,760.00	$ 9,201.00		$ 6,000.00		
Alarm System	$ 13,028.00	$ 4,422.00	$ 301.20			
Building supplies and repairs	$ 9,496.29	$ 17,555.95	$ 15,004.29	$ 16,100.00		
Capital Expenditures		$ 20,955.73				
Equipment Repair & Maintnenace						
Equipment	$ 29,793.52	$ 31,823.81	$ 13,598.00	$ 50,000.00	**	
capital equipment						
Fire Ground Operations						
	$ 7,939.79	$ 8,626.17	$ 19,074.68	$ 12,000.00		

Rev. 1-14-16

Personnel Cost													
	insurance			$ 12,707.00		$ 13,934.00				$ 20,000.00			
Public Education & Relations				$ 2,771.11		$ 5,008.00		$ 487.81		$ 3,680.00			
Recruitment and Rentention													
Technology Costs													
	radios			$ 651.93		$ 1,223.75				$ 15,100.00	****		
	computers cards appratus			$ 3,978.03		$ 1,499.24		$ 1,984.70		$ 5,000.00			
	software & equipment			$ 3,946.00		$ 6,191.52		$ 7,482.69		$ 6,400.00			
Town of Monroe Financing Costs				$ 143,729.13						$ 11,000.00			
Training Costs													
	Training aids			$ 2,155.52		$ 8,430.67		$ 481.23		$ 4,620.00			
	Schooling			$ 3,916.00		$ 1,715.50		$ 3,730.02		$ 14,200.00	***		
Utilities													
	Electric			$ 12,716.51		$ 14,672.48				$ 22,000.00			
	phone			$ 4,035.95		$ 5,533.51				$ 5,000.00			
	water			$ 1,565.17		$ 1,563.36				$ 2,500.00			
	cable			$ 497.71		$ 1,461.80							
	gas - propane			$ 6,689.70		$ 5,992.28				$ 8,000.00			
	gas			$ 7,416.61		$ 8,384.94				$ 12,000.00			
				$ 313,769.47		$ 263,181.01		$ 73,263.92		$ 327,400.00			

**includes cost for extrications upgrades

***cost for increasing recruitments

**** Radios need upgrading and replacing

Capital Improvements

Repave and install storm drains on front apparatus driveway at Station 1 (State of Ct will not do the work even though all storm water is from Route 25

$80,000

Water connection for Stepney Station #1 to Aquarion

$90,000

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Items need to be addressed not included in the budget:

Upgrade and repair finishes and appliances at Station 2

Leaking roof and gutters need to be replaced at Station 2

Parking Lot and driveway needs to be replaced at Station 2

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Rescue 120 is 21 years old and needs to be repainted, refurbished and upgraded

Engine 104 is 17 years old and needs to be repainted and have automatic tire chains installed or replaced both with a rescue pumper

Engine 101 is 16 years old and needs to be replaced.

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

FIRE MARSHAL

Fire Marshal

Town of Monroe, CT

Budget 2016-2017

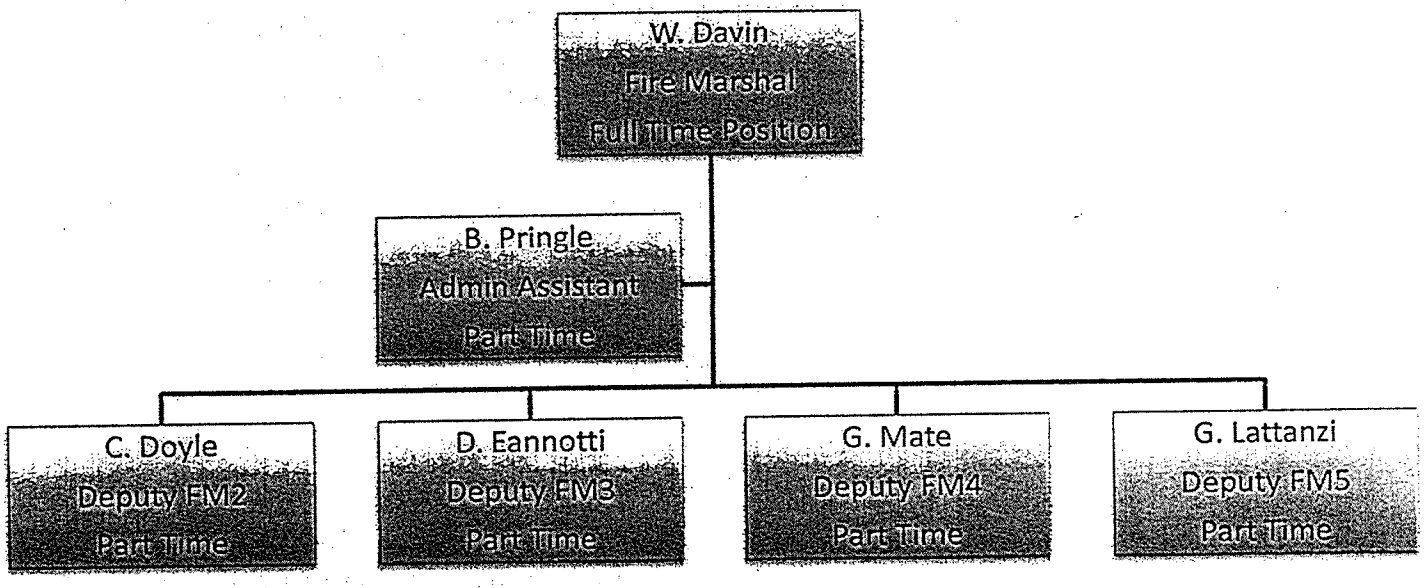
Fire Marshal William B. Davin

Mission Statement

It is the mission of the Monroe, CT Fire Marshals Office to provide professional Life Safety protection to the citizens of the Town of Monroe, CT through Inspection, Prevention, and Investigation as regulated by the applicable Connecticut State Laws.

Current Staffing 2016-2017

GOAL: To increase current inspections while maintaining a balanced budget and serving the Town with a PROFESSIONAL LEVEL OF SERVICE!



Local Fire Marshal Duties

The local Fire Marshal is required to perform a variety of important duties. The following information is to provided to help you better understand the widespread responsibilities fulfilled by the local Fire Marshals Office.

- Each community must recognize their local responsibilities and afford the Fire Marshal the necessary resources to fulfill their statutory mandates.
- Fire Marshals are responsible for the enforcement of many of the sections found in Chapter 541 of the Connecticut General Statutes, as well as numerous codes that are promulgated under the provisions of these statutes.
- Public Act 08-65 amended CGS section 29-305 permitted the State Fire Marshal to provided a schedule for the frequency of inspections in the State Fire Safety and State Fire Prevention Codes. This schedule permits the Fire Marshal to inspect buildings and facilities of public service and those occupancies regulated by the State Fire Safety Code on a frequency of less than annually except for residential buildings occupied by three or more families. Note; *the amended schedule will become effective with the passage of the proposed 2009 amendments to the Connecticut State Fire Safety Code effective 12/31/2005, this should happen in the spring of 2009.* Any buildings or occupancies located on State property are subject to inspection by the State Fire Marshal.
- The State Fire Safety Code covers all occupancies except one and two family dwellings. The definitions for these occupancies are found in the State Fire Safety Code.

Local Fire Marshal Duties

- Examples of occupancies covered by State Fire Safety Code

Academies*
Apartments*
- Night Clubs
- Nursery Schools*
- Outpatient Clinics*
- Buildings*
- Assembly Hall*
- Auction Rooms*
- Auditoriums*
- Barns-Commercial*
- Day Care Centers (adult)*

Board – Care Facilities*
- Night Clubs
- Residential Nursery Schools*
- Residential Restrained Care
- Bowling Lanes
- Places of Religious Worship*
- City Halls*
- Club Rooms*
- Laundries
- Libraries*

Dry Cleaning Plants*
Museums
Supermarkets*
Pool Rooms
Exhibition Halls*
Conference Rooms*
General Offices*
Museums
Dance Halls
Day Care Centers*(children)
Homes For The Aged
Dentist Offices*
Department Stores*
Doctors Office*
Kindergartens*
Drug Stores*
Restaurants*
Sawmills*
Laboratories*
Stables*
Schools*

Industrial Occupancies*
Mental Disability Care*
Mortuary Chapels*
Gymnasiums*
Skating Rinks

* Occupancies in Monroe

Local Fire Marshal Duties

- Additional duties imposed by the CGS:

- Notify the Labor Commissioner of fire hazards found in manufacturing establishments.
- Enforce statute regulating the installation and use of space heaters in residential occupancies.
- Inspect all flammable and combustible liquids storage tank installations for compliance with the Connecticut Flammable and Combustible Liquids regulations.
  - Inspection of all cargo tanker vehicles that transport flammable and combustible liquids in accordance with regulations.
  - Issue a certificate of approval to each vehicle once it is in compliance.
  - Inspect all gasoline service stations.
  - Inspect and enforce the Connecticut Regulations concerning storage, use and transportation of Liquefied Petroleum Gas and Liquefied Natural Gas.
- Administer manufacturing employer hazardous materials notification law.

- Annually inspect all storage plants and equipment at bulk storage plants for the storage and transportation of hazardous chemicals in accordance with the Connecticut Hazardous Chemical Code. Issue a certificate of approval to each vehicle.

- Conduct site inspections of all fireworks and special effects displays for compliance with the Connecticut Fireworks and Special Effects Code and applicable State legislation. Also make the determination of the amount of fire protection and extinguishing equipment to be on site.

- Inspect and enforce the Connecticut requirements regarding the sale and use of sparklers and fountains.

- Inspect tents and portable structures for compliance with the Connecticut Tent and Portable Shelter Code.

Local Fire Marshal Duties

- Conduct review of plans and specifications for various occupancies and facilities being proposed within the Town for compliance with the Connecticut Fire Safety Regulations.
- Attend continuing education programs to keep abreast of changing codes and regulations; and advances in new technology in the fire protection field.
- Required to be certified by the State Fire Marshal
- Required to maintain (90) hours of continuing education credit over a three (3) year period.
- Upon receiving a complaint, inspect one and two family buildings to assure the statutory requirements regarding smoke detection and warning equipment are satisfied.
- For new residential buildings other than private dwellings occupied by one or two families, either the Building Official or the Fire Marshal must certify that carbon monoxide detection and warning equipment was installed.
- Receive quarterly reports and monitor the installation of automatic sprinkler systems in existing nursing homes in accordance with CGS 29-315.
- Assist applicants who wish to do so, with the filing of requests for variations or exemptions from a required code or regulation promulgated pursuant to CGS Chapter 541.
- Provide safety tips, public education and give advise to the general public.

Fire Marshals Proposed Budget 2015-2016

- **FIRE MARSHALS OFFICE**

- **Administration:** To oversee expenditures and provide guidance to department personnel.
- **Liaison:** To explain, and enforce Town, State, and Federal government regulations to the general public, and business owners in the Town of Monroe.
- **Policies:** To interact with the various Town of Monroe Departments, up to and including EMS-Fire-and Police and to develop fire and life safety programs and ordinances to protect the citizens and businesses located in the Town of Monroe. In addition this office enforces the State of Connecticut Life Safety Code through life safety inspections.
- **Enforcement:** Of the following: Connecticut General Statutes, Connecticut Life Safety Code, National Fire Protection Codes, and Town of Monroe Fire and related Building codes. To attain inspections of public occupied buildings except one-and two family dwellings a minimum of once a year.

- **Basic Budget Line Item Justifications**

Line Item#		
0440-150001		Salary Administration
0440-150003	2015-2020 (projected capital expense)	Full time fire inspector
0440-150005		Part Time Salaries
0440-153145		Equipment
0440-153385		Office Expense
0440-153390		Operating Expense
0440-153580		Vehicle Expense

Fire Marshals Proposed Budget 2016-2017

Account#	Description			Proposed Budget
0440-150001	Salary Administration*	(set by union contract)		* $64.000.00
0440-150003	Fire Inspector	(capital expense 2015-2020)		
0440-150005	Part Time Salaries no increase	(Deputies/Office assistant)		$40,210.00
0440-153145	Equipment			$ 3,000.00
0440-153385	Office supplies (stationery, envelopes, postage, etc...)			$ 800.00
0440-153390	Operations			$ 4,000.00
		Uniforms	$ 1,150.00	
		Training	$ 1,750.00	
		Publications	$ 500.00	
		Dues/professional assoc.	$ 600.00	
0440-153580	Vehicles	Gas/oil/maintenance		$ 5,000.00
		Total submitted budget 2016-2017		$117,010.00

Administration salary set by union contract

Capital Expense	2015- 2020	Fulltime fire inspector

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

EMERGENCY MGMT

DEPARTMENT: EMERGENCY MANAGEMENT

	Dept 0450	14-15	15-16	16-17
EMERGENCY MGMT				
1001-10-15103-0450-150001	Emergency Management Director	4,500	4,500	5,500
	Deputy Emergency Management/Homeland Security	2,500	2,500	3,500
	Total Emergency Management:	**7,000**	**7,000**	**9,000**
	Headcount-FT			
	Headcount-PT	2	2	2

SALARY SUMMARY	14-15	15-16	16-17
EM MGMT SALARY ADMIN	7000	7000	9,000

EMERGENCY MGMT	Dept 0450	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	%
1001-10-15103-0450-15000	EM MGMT SALARY ADMIN	7,000	7,000	7,000		9,000		9,000	2,000	28.57%
1001-10-15103-0450-15165	EM MGMT FAIRFIELD CTY HAZMT	3,000	3,000	3,000		3,000		3,000	-	0.00%
1001-10-15103-0450-15338	EM MGMT OFFICE EXPENSE	900	1,120	900		900		900	-	0.00%
1001-10-15103-0450-15339	EM MGMT OPERATING EXPENSE	1,000	20	1,000		1,000		1,000	-	0.00%
	EM Urban Area Strategic Initiative (UASI) radio system				-	1,966	-	1,966	1,966	#DIV/0!
	EM Community Emergency Response Team (CERT)					500		500	500	#DIV/0!
	TOTAL EMERGENCY MGMT	11,900	11,139	11,900		18,366		18,366	4,466	

Explaination of Increases/Decreases:

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

EMS

DEPARTMENT: EMS

MISSION:

A team of dedicated, compassionate, volunteer professionals that serve the Town of Monroe by providing the highest level of pre-hospital basic and advanced life support for the health care needs of our community.

Budget Overview:

EMS	Dept 0460	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	%
1001-10-15103-0460-153520	EMS SUPPLEMENTAL APPROP	$ 150,000	$ 213,060	$ 213,060	$ 383,652	$ -	383,652	170,592	80.07%

Income Statement		14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	
REVENUE:									
1609-20300-145000	Membership Revenue	(7,611)	(4,000)	(295)	(4,000)		(4,000)	-	0.00%
1609-20301-145000	EMMS Collection	(436,486)	(570,229)	(234,643)	(500,000)		(500,000)	70,229	-12.32%
1609-20302-145000	Other Collections	(10,292)	(3,000)	(2,794)	(5,000)		(5,000)	(2,000)	66.67%
1609-20303-145000	Refunds	2,354	2,000	2,655	2,000		2,000	-	0.00%
1609-140999	Operating Transfers In	(150,000)	(213,060)	(213,060)	(383,652)		(383,652)	(170,592)	80.07%
		(602,035)	(788,289)	(448,137)	(890,652)	-	(890,652)	(102,363)	12.99%
							-		
EXPENSE:									
1609-21300-155000	Office Expense		4,500		4,500		4,500	-	0.00%
1609-21301-155000	Communications	4,408	4,000	3,603	4,000		4,000	-	0.00%
1609-21302-155000	Medical Supplies	3,329	10,000	3,362	10,000		10,000	-	0.00%
1609-21303-153075	Billing Agent Expense	44,367	45,000	15,367	47,000		47,000	2,000	4.44%
1609-21304-153075	Reimbursables/EMS ALS Staffing	418,558	427,440	212,726	433,498		433,498	6,058	1.42%
1609-21305-153075	Reimbursables/EMS BLS Staffing	172,525	185,400	81,530	190,962		190,962	5,562	3.00%
1609-21306-153580	Vehicle Expense	15,963	15,000	5,450	15,000		15,000	-	0.00%
1609-21307-153390	Operating Expenses	16,440	30,000	6,928	27,500		27,500	(2,500)	-8.33%
1609-21308-153540	Training Expense	12,020	15,000	3,298	15,000		15,000	-	0.00%
1609-21309-155000	Personnel Supplies		5,000	151	5,000		5,000	-	0.00%
1609-21310-155000	Membership Expense	1,740	5,000	537	5,000		5,000	-	0.00%
1609-21311-153045	Building Maintenance	22,411	17,000	4,814	17,000		17,000	-	0.00%
1609-21312-153145	Equipment	15,170	12,000	697	12,000		12,000	-	0.00%
1609-21313-155000	Fuel Expense	18,808	11,000	4,211	15,000		15,000	4,000	36.36%
1609-21314-155000	Scheduling Expense		-	2,226	2,500		2,500	2,500	
1609-21315-155000	Public Relations Expense	625	1,000	-	1,000		1,000	-	0.00%
1609-21316-151270	EMS Tax Abatement	26,172	26,000	20,699	28,000		28,000	2,000	7.69%
1609-21317-153565	Utilities			4,025					
	PT Administrator		40,000		32,000		32,000	(8,000)	-20.00%
1609-155005	PT Salary	20,363	20,888	9,435	21,592		21,592	704	3.37%
1609-155650	EMS PR FICA/MEDICARE-ER	3,512	4,228	2,305	4,100		4,100	(128)	-3.03%
1609-152999	Operating Transfers Out						-	-	
		796,409	878,456	381,363	890,652	-	890,652	12,196	1.39%
	Net (Income)/Loss	194,375	90,167	(66,774)	(0)	-	(0)	(90,167)	-100.00%
	Undesignated Fund-Prior	(90,471)		103,904	103,904		103,904	103,904	
	Undesignated Fund Adj	194,375	90,167						
	Fund Balance Ending (Rev)	103,904	90,167	37,130	103,904	-	103,904	13,737	

	PT hours	rate	amount	FICA/Medicare
PT	1,014	$ 21.00	$ 21,592.00	$ 1,652
Admin			32,000.00	$ 2,448
				$ 4,100

Explaination of Increases/Decreases:

Paramedic service added in 13/14 and reduction of revenue due to changes in medicare/medicaid rates have major impact on net cashflow. Calls for service are too low to cover full operational costs for EMS. Subsidized by increased appropriations and ended FY2016 with a deficit of $103,904.

Monroe Volunteer Emergency Medical Service
54 Jockey Hollow Road
Monroe, CT 06468

Monroe Volunteer Emergency Medical Service

Monroe Volunteer Emergency Medical Service (MVEMS) is responsible for providing pre-hospital emergency medical care and transportation to the citizens of Monroe. In addition to providing response to medical emergencies, members of MVEMS provide public educational sessions in CPR and first-aid, provide EMS coverage for special events, conduct the day-to-day operations for the service, and assist other Town departments with any emergency medical functions.

Current Staffing Levels

- MVEMS currently has averages approximately 40 volunteers and 1 part-time paid staff member.
- MVES is in the process of hiring one additional part-time administrator.

Mission Statement

The mission of MVEMS is to provide the citizens of Monroe with quality pre-hospital emergency medical care and transportation to the sick and inured.

2016-2017 Goals:

- To increase volunteers by 10%
- To increase emergency preparedness for a major incident.
- Increase social media presence
- Increase on-going training for members and the community

Base Budget

- See attached for complete budget request. Showing current budget.
- We are not requesting any significant cost increases other than contractual obligations.

Capital Items

- Ambulance – Per our existing ambulance replacement schedule, a new vehicle is scheduled to be purchased in 2016 to replace 952. This vehicle will be 7 years old and will have an estimated 100,000 miles on it. The approximate cost is $200,000.

Cost Savings in 2015-2016 Budget

- We have developed a partnership with Easton Volunteer EMS to conduct a joint Emergency Medical Technician class. This should result in a potential savings in the training budget.

Monroe Volunteer Emergency Medical Service
54 Jockey Hollow Road
Monroe, CT 06468

Cost Savings for 2016-2017 Budget

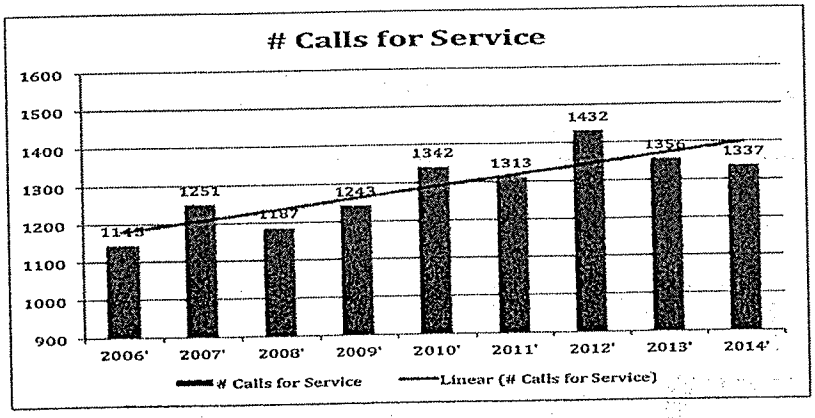
- In development of this budget, we have kept most budget lines, other than contractual obligations, at a zero percent increase.
- We plan to increase the number of active volunteers. This will result in savings to the contracted service line.

Five-Year Cost and Staffing Projection

- We do not see any substantial cost increases over the next five years other than contractual increases with outside staffing agencies.

Statistics

The below chat shows calls for service for the last 9 years. We have seen a slight decrease the last two years, but we expect to have an increase this year. The call volume is expected to remain steady but there could be an increase with new businesses coming into Monroe.



Respectfully,

Donald Smith, EMT, EMS-I
Chief
Monroe Volunteer Emergency Medical Service

DEPARTMENT: EMS

MISSION:

A team of dedicated, compassionate, volunteer professionals that serve the Town of Monroe by providing the highest level of pre-hospital basic and advanced life support for the health care needs of our community.

Budget Overview: various increases - see below

EMS	Dept 0460	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	%
1001-10-15103-0460-153520	EMS SUPPLEMENTAL APPROP	$ 150,000		$ 213,060		$ 393,000		393,000	179,940	84.46%

Income Statement		14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/14	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change		
REVENUE:											
1609-20300-145000	Membership Revenue	(4,000)	(7,611)	(4,000)		(4,000)		(4,000)	-	0.00%	
1609-20301-145000	EMMS Collection	(569,184)	(436,486)	(570,229)		(500,000)		(500,000)	70,229	-12.32%	reduction based on previous year actual
1609-20302-145000	Other Collections	(3,000)	(10,292)	(3,000)		(5,000)		(5,000)	(2,000)	66.67%	increase based on last year actual
1609-20303-145000	Refunds	4,000	2,354	2,000		2,000		2,000	-	0.00%	
1609-140999	Operating Transfers In	(150,000)	(150,000)	(213,060)		(393,000)		(393,000)	(179,940)	84.46%	increased to balance budget
		(722,184)	(602,035)	(788,289)	-	(900,000)	-	(900,000)	(111,711)	14.17%	
EXPENSE:								-			
1609-21300-155000	Office Expense	4,500		4,500		4,500		4,500	-	0.00%	
1609-21301-155000	Communications	4,000	4,408	4,000		4,000		4,000	-	0.00%	
1609-21302-155000	Medical Supplies	7,000	3,329	10,000		10,000		10,000	-	0.00%	
1609-21303-153075	Billing Agent Expense	45,000	44,367	45,000		47,000		47,000	2,000	4.44%	annual increase
1609-21304-153075	Reimbursables/EMS ALS Staffing	411,000	418,558	427,440		433,498		433,498	6,058	1.42%	VEMS Contractual increase
1609-21305-153075	Reimbursables/EMS BLS Staffing	180,000	172,525	185,400		190,962		190,962	5,562	3.00%	EMR contractual increase
1609-21306-153580	Vehicle Expense	15,000	15,963	15,000		15,000		15,000	-	0.00%	
1609-21307-153390	Operating Expenses	25,000	16,440	30,000		27,500		27,500	(2,500)	-8.33%	scheduling moved to new line
1609-21308-153540	Training Expense	20,000	12,020	15,000		15,000		15,000	-	0.00%	
1609-21309-155000	Personnel Supplies	5,000		5,000		5,000		5,000	-	0.00%	
1609-21310-155000	Membership Expense	5,000	1,740	5,000		5,000		5,000	-	0.00%	
1609-21311-153045	Building Maintenance	15,000	22,411	17,000		17,000		17,000	-	0.00%	
1609-21312-153145	Equipment	12,000	15,170	12,000		12,000		12,000	-	0.00%	
1609-21313-155000	Fuel Expense	14,000	18,808	11,000		15,000		15,000	4,000	36.36%	estimate based on last year's actual
1609-21314-155000	Scheduling Expense	-	-	-		2,500		2,500	2,500		New line. This has been paid out of operating expenses
1609-21315-155000	Public Relations Expense	1,000	625	1,000		1,000		1,000	-	0.00%	
1609-21316-151270	EMS Tax Abatement	25,000	26,172	26,000		28,000		28,000	2,000	7.69%	estimate based on potential members eligible
	PT Administrator			40,000		32,000		32,000	(8,000)	-20.00%	new position
1609-155005	PT Salary	20,280	20,363	20,888		21,515		21,515	627	3.00%	3% raise
1609-155650	EMS PR FICA-ER PORTION	1,555	3,512	4,228		12,000		12,000	7,772	183.82%	8K for new position
1609-155650	EMS PR MEDICARE-ER PORTION			304		900		900	596	196.05%	600 for new position
1609-152999	Operating Transfers Out							-	-		
		810,335	796,409	878,760	-	899,375	-	899,375	20,615	2.35%	
	Net (Income)/Loss	88,151	194,375	90,471	-	(625)	-	(625)	(91,096)	-100.69%	
	Undesignated Fund-Prior	-	(90,471)	103,904		-		-	(103,904)		
	Undesignated Fund Adj		194,375	90,471							
	Fund Balance Ending (Rev)	-	103,904	194,375		0		-	(194,375)		

Explaination of Increases/Decreases:

Heidi Meade

From: Steinbrick, Barbara [bsteinbrick@emmsct.com]
Sent: Wednesday, December 09, 2015 12:13 PM
To: Gail Sawicki
Cc: Heidi Meade
Subject: Monroe EMS budget information
Attachments: Copy of MEMS CUSTOM ACTIV SUM FY 14-15 RUN 12.9.pdf

Gail:

Attached please find report requested. Please note:

Calls:

- Mcare (Primary) calls up over last year 45-52%
- MCaid (Primary) calls down slightly from last year 11-9%
- Insurance (Primary) calls down from last year 40-33%
- Private (Primary)calls up slightly 4-6%

Payments:

- MCare up 35-39% (likely result of volume changes)
- MCaid down 4-3% (likely result of volume changes)
- Insurance down 40-33% (likely result of volume changes)
- Private down(likely result of volume changes)

Monroe can expect to see lower payments next year from Medicaid due to DSS payment reductions.

Best Regards,

Barbara J. Steinbrick
Director of Operations
EMMS Billing
(203) 308-2500 (office)
(203) 520-1746 (cell)

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MEMS Activity Summary

Trip date IS BETWEEN 07/01/2014 AND 06/30/2015; AND Company IS Monroe Volunteer EMS; AND Status IS Assigned OR Billed OR Closed OR Complete OR Not Billed OR On Hold OR Open OR Verified OR Will Call

PAYOR	# TRIPS	GROSS CHARGES	CONTRACT ALLOW	NET CHARGES	REV ADJ.	PAYMENTS	WRITE OFFS	REFUNDS	BALANCE
Medicare	**416**	**622,639.0**	**304,328**	**248,311**	**84**	**212,536**	**1,769**	**2,059**	**5,882**
ALS									
PFFS	17	24,667.13	15,329.05	9,338.08	9.70	9,013.84	0.00	350.00	664.54
BLUE CROSS MEDICARE	5	7,241.48	4,476.35	2,765.13	0.00	2,485.13	0.00	0.00	280.00
PLAN	25	36,785.54	22,914.36	13,871.18	49.05	13,089.81	300.00	267.68	700.00
Medicare B	192	279,643.70	175,758.60	103,885.10	0.00	103,814.89	223.05	1,033.07	880.23
MEDICARE COMPLETE	39	56,567.04	35,172.57	21,394.47	0.00	17,553.72	850.00	0.00	2,990.75
MEDICARE	1	1,489.80	951.20	538.60	0.00	845.62	0.00	307.02	0.00
Wellcare CT	2	3,098.08	1,969.94	1,128.14	0.00	1,128.14	0.00	0.00	0.00
SUM ALS	**281**	**409,493**	**256,572**	**152,921**	**59**	**147,931**	**1,373**	**1,958**	**5,516**
BLS									
PFFS	6	4,977.38	2,071.52	2,905.86	7.72	2,556.65	300.00	0.00	41.49
PLAN	10	8,352.64	3,488.80	4,863.84	17.31	4,853.80	0.00	7.27	0.00
Medicare B	100	82,234.08	34,980.00	47,254.08	0.00	46,676.47	95.47	94.31	576.45
MEDICARE COMPLETE	15	12,083.51	4,707.07	7,376.44	0.00	7,527.83	0.00	0.00	-151.39
Wellcare CT	5	4,365.06	1,897.17	2,467.89	0.00	2,467.89	0.00	0.00	0.00
SUM BLS	**136**	**112,013**	**47,145**	**64,868**	**25**	**64,083**	**395**	**102**	**467**
Paramedic Intercept									
Medicare B	1	1,133.66	611.55	522.11	0.00	522.11	0.00	0.00	0.00
SUM PI	**1**	**1,134**	**612**	**522**	**0**	**522**	**0**	**0**	**0**
Medicaid	**75**	**95,578.73**	**77,953.05**	**17,625.68**	**0.00**	**18,019.56**	**0.00**	**393.88**	
ALS									
Connecticut State Welfare	52	75,875.68	63,834.80	12,040.88	0.00	12,434.76	0.00	393.88	0.00
SUM ALS	**52**	**75,876**	**63,835**	**12,041**	**0**	**12,435**	**0**	**394**	**0**
BLS									
Connecticut State Welfare	24	19,703.05	14,118.25	5,584.80	0.00	5,584.80	0.00	0.00	0.00
SUM BLS	**24**	**19,703**	**14,118**	**5,585**	**0**	**5,585**	**0**	**0**	**0**
		19,703.05	14,118.25	5,584.80					
Insurance	**288**	**439,445**	**3,598**	**395,847**	**628**	**302,976**	**27,879**	**13,301**	**47,870**
ALS									
AETNA HEALTH PLAN	28	41,940.57	985.57	40,955.00	0.00	32,097.41	7,531.98	1,148.44	2,474.05

MEMS Activity Summary

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PAYOR	# TRIPS	GROSS CHARGES	CONTRACT ALLOW	NET CHARGES	REV ADJ.	PAYMENTS	WRITE OFFS	REFUNDS	BALANCE
SHIELD	8	11,422.79	0.00	11,422.79	0.00	9,936.88	1,485.91	0.00	0.00
Anthem Blue Cross of CT	52	76,983.03	911.58	76,071.45	0.00	69,246.31	5,021.50	1,315.10	3,118.74
ASSURANT HEALTH	1	1,564.27	0.00	1,564.27	0.00	1,564.27	0.00	0.00	0.00
BIG Y FOODS, INC	1	1,505.38	0.00	1,505.38	0.00	3,010.76	0.00	0.00	-1,505.38
BLUE CROSS FEDERAL PLANS	1	1,470.84	0.00	1,470.84	0.00	973.00	0.00	0.00	497.84
Blue Cross Out of State	1	1,335.21	0.00	1,335.21	0.00	1,238.37	0.00	0.00	96.84
Cigna Health Plan	40	58,145.89	0.00	58,145.89	0.00	57,231.82	4,719.49	7,665.37	3,859.95
Connecticare	21	30,558.70	0.00	30,558.70	623.41	25,538.80	1,525.98	97.02	2,967.53
DAIRYLAND INSURANCE	1	1,455.77	0.00	1,455.77	0.00	1,455.76	0.01	0.00	0.00
Golden Rule Insurance Co.	1	1,500.98	0.00	1,500.98	0.00	83.37	1,417.61	0.00	0.00
HANOVER INSURANCE	1	1,485.91	0.00	1,485.91	0.00	1,485.91	0.00	0.00	0.00
HEALTHY CT	2	3,041.92	0.00	3,041.92	0.00	1,620.96	0.00	0.00	1,420.96
Local 38-Sheet Metal Workers	1	1,191.31	642.73	548.58	0.00	548.58	0.00	0.00	0.00
Meritain Health Minneapolis	1	1,561.26	0.00	1,561.26	0.00	1,561.26	0.00	0.00	0.00
Oxford Health Plan	9	12,071.35	0.00	12,071.35	0.00	11,292.51	1,909.84	0.00	-1,131.00
Travelers Insurance	2	2,990.78	268.86	2,721.92	0.00	2,721.92	0.00	0.00	0.00
UMR-UTAH	1	1,440.70	0.00	1,440.70	0.00	1,440.70	0.00	0.00	0.00
United Health Care	11	16,405.97	6.16	16,399.81	0.00	16,338.21	0.00	0.00	61.60
VETERAN'S ADMINISTRATION	2	3,041.92	0.00	3,041.92	0.00	297.08	0.00	0.00	2,744.84
SUM ALS	**185**	**271,115**	**2,815**	**268,300**	**623**	**239,684**	**23,612**	**10,226**	**14,606**
BLS									
AETNA HEALTH PLAN	15	12,474.93	418.34	12,056.59	0.00	11,578.42	1,192.87	864.70	150.00
SHIELD	3	2,469.87	0.00	2,469.87	0.00	1,475.81	798.84	0.00	195.22
Anthem Blue Cross of CT	20	16,289.17	0.00	16,289.17	0.00	13,521.06	1,100.61	0.00	1,667.50
ASSURANT HEALTH	1	798.84	0.00	798.84	0.00	100.00	698.84	0.00	0.00
Cigna Health Plan	17	13,856.03	0.00	13,856.03	0.00	13,656.78	10.50	473.13	661.88
CIGNA STARBRIDGE	1	810.38	0.00	810.38	0.00	486.22	0.00	0.00	324.16
CONN INTERLOCAL RISK MGT	2	1,651.92	0.00	1,651.92	0.00	1,651.92	0.00	0.00	0.00
Connecticare	3	2,455.31	0.00	2,455.31	0.00	2,455.31	0.00	0.00	0.00
GEICO	1	783.77	0.00	783.77	0.00	783.77	0.00	0.00	0.00
HEALTHY CT	4	3,253.08	0.00	3,253.08	0.00	3,545.27	0.00	0.00	-292.19
MVP HEALTH CARE	1	783.77	0.00	783.77	0.00	783.77	0.00	0.00	0.00
Oxford Health Plan	2	1,594.66	0.00	1,594.66	0.00	1,409.66	132.00	0.00	53.00
SAFECO AUTO INSURANCE	1	794.80	0.00	794.80	0.00	794.80	0.00	0.00	0.00
STATE FARM AUTO	1	834.32	0.00	834.32	0.00	834.32	0.00	0.00	0.00
Stirling and Stirling	1	663.21	0.00	663.21	0.00	330.40	332.81	0.00	0.00
TRAVELERS AUTO INSURANCE	1	768.70	0.00	768.70	0.00	768.70	0.00	0.00	0.00

MEMS Activity Summary

Trip date IS BETWEEN 07/01/2014 AND 06/30/2015; AND Company IS Monroe Volunteer EMS; AND Status IS Assigned OR Billed OR Closed OR Complete OR Not Billed OR On Hold OR Open OR Verified OR Will Call

PAYOR	# TRIPS	GROSS CHARGES	CONTRACT ALLOW	NET CHARGES	REV ADJ.	PAYMENTS	WRITE OFFS	REFUNDS	BALANCE
United Health Care	9	8,047.79	364.94	7,682.85	0.00	9,115.63	0.00	1,736.97	304.19
SUM BLS	**83**	**68,331**	**783**	**67,647**	**0**	**63,292**	**4,266**	**3,075**	**3,064**
Bill Patient	**45**	**51,032**	**0**	**51,032**	**0**	**13,627**	**24,713**	**1,135**	**13,828**
ALS									
Bill Patient	21	31,628.28	0.00	31,628.28	0.00	9,427.68	13,419.08	1,135.34	9,916.86
SUM ALS	**21**	**31,628**	**0**	**31,628**	**0**	**9,428**	**13,419**	**1,135**	**9,917**
BLS									
Bill Patient	24	19,404.16	0.00	19,404.16	0.00	4,198.95	11,293.70	0.00	3,911.51
SUM BLS	**24**	**19,404**	**0**	**19,404**	**0**	**4,199**	**11,294**	**0**	**3,912**
Grand Totals	**807**	**1,008,695**	**385,879**	**622,816**	**707**	**547,158**	**54,360**	**16,889**	**37,480**

Medicare as % Total	**52%**	**52%**	**79%**	**35%**	**12%**	**39%**	**3%**	**12%**	**16%**
Medicaid as % of Total	**9%**	**9%**	**20%**	**3%**	**0%**	**3%**	**0%**	**2%**	**0%**
Insurance as % of Total	**33%**	**34%**	**1%**	**54%**	**88%**	**55%**	**51%**	**79%**	**47%**
Private as % of Total	**6%**	**5%**	**0%**	**8%**	**0%**	**2%**	**45%**	**7%**	**37%**
Allowance as % of Gross	**38%**								
Payment as % of Net Charges	**88%**								

PRIOR YEAR COMPARISON								
Medicare as % Total	**45%**	**46%**	**76%**	**30%**	**35%**	**0%**		**14%**
Medicaid as % of Total	**11%**	**10%**	**24%**	**3%**	**4%**	**0%**		**1%**
Insurance as % of Total	**40%**	**40%**	**1%**	**61%**	**60%**	**100%**		**65%**
Private as % of Total	**4%**	**4%**	**0%**	**5%**	**1%**	**0%**		**19%**

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

PUBLIC WORKS

Revised
2/3/16

TOWN OF MONROE
DEPARTMENT OF PUBLIC WORKS

FISCAL YEAR 2016 – 2017

PRELIMINARY

BUDGET REQUEST
12-9-2015

TOWN OF MONROE
DEPARTMENT OF PUBLIC WORKS

7 Fan Hill Road
Monroe, CT 06468

Director: Chris Nowacki

Tel. (203) 452-2814
Fax: (203) 452-2966

FY 2016/2017 Budget Index

Budget Index (pg. 1)
Section 1 - General Overview (pg. 2)
Section 2 - Significant Line Item Requests (pg. 3)
Section 3 - Mission Statement (pg. 5)
Section 4 - Organizational chart (pg. 6)
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Section 6 - Goals for 2016/2017 (pg. 8)
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Appendix A Operating Budget
- Budget Summary FY 2015-2016 (minus salary adjustments)
- Line Item Breakdown

Appendix B Capital Equipment Replacement Plan

Appendix C Capital Projects Plan

TOWN OF MONROE
DEPARTMENT OF PUBLIC WORKS

7 Fan Hill Road
Monroe, CT 06468

Director: Chris Nowacki

Tel. (203) 452-2814
Fax: (203) 452-2966

Section 1 - GENERAL OVERVIEW

There are three (3) main components to this Public Works Budget. They are included individually as Appendices and include:

- Operating Budget: The $3,964,316 FY 16/17 budget request represents a $476,949 or (13.68%) overall increase from last year's approved budget.

- Capital Equipment Replacement Plan: This plan moves the Town toward a 10-12 year replacement cycle with the first year replacing of units between 13 and 22 years of age. Year One budget is $1,263,500 with a total five year expenditure of $3,571,000.

- Capital Project Plan: This 5 year plan represents necessary infrastructure improvement projects. Year One budget request is $3,380,000 with a total five year expenditure of $9,565,000.

Some significant changes to the operating budget include:

- Public Works – Highway – Street Resurfacing – The increase of $435,000 represents an increase of $400,000 to bring us toward a base budget of $900,000. $300,000 of this increase is directly related to a reduction that occurred last F/Y due to a funding source needed to cover Debt Services. The additional $35,000 is due to a consolidation of the Street Reconstruction Engineering account into the Street Resurfacing account..

- Road Funding - Additional $100,000 requested in PW-Road Maintenance account is for paving. The purpose of this additional funding is to reduce the amount of bonding to fund town wide paving.

- Town Hall Maintenance – Operating Expense - The significant decrease of $48,681 is due to the installation of the Above Ground Storage Tanks. In replacing our fuel tanks we were able to have a $22,350 reduction. The additional $26,331 reduction is directly related to favorable fuel and energy purchasing agreements.

TOWN OF MONROE
DEPARTMENT OF PUBLIC WORKS

7 Fan Hill Road
Monroe, CT 06468

Director: Chris Nowacki

Tel. (203) 452-2814
Fax: (203) 452-2966

Section 2 - SIGNIFICANT LINE ITEM REQUESTS

Detailed analyses of the line items that have changed by + 5% or more are:

1. 1001-10-15105-0000-0500-0000-00000-00000-150005:
   Public Works Salaries Part Time – the increase work load of taking on the Dump Ticket sales for both the Garder Road Landfill & Spring Hill Road Transfer Station as well as the Process of all Utility bills for all 6 Fire Stations has made it necessary for this position to become a Full Time position.

2. 1001-10-15105-0000-0530-0000-00000-00000-151720-0530:
   Roads/Building – Street Resurfacing - $435,000 increase (38%)
   Comments: This request is to reestablish this account first by $300,00 which were taken to cover a deficiency of funds for Debt Services. An additional 35,000 is only being taken from the Street Reconstruction Engineering account and added into the Street Resurfacing Account. The additional $100,000 request is in line with previous presentations by this department to eventually build this line item toward $1M for effectively preserving our roadway pavement infrastructure after much of the capital bond expenditure work is performed.

3. 1001-10-15105-0000-0530-0000-00000-00000-153485-0530:
   Roads/Building – Repair/Maintenance - $ 21,745 increase (6%)
   Comments: Request reflects changes in contractual fuel costs and an addition $15,000 to cover growing need for equipment repairs.

4. 1001-10-15105-0000-0540-0000-00000-00000-153390-0520:
   Tree Warden Operating Expense – Operating Expense - $ 8,000 increase (20%)
   Comments: This increase is necessary due to a lack of a bucket truck being available in our fleet which is needed to prune roads side tree vegetation to allow for safe travel by School Busses.

5. 1001-10-15105-0000-0600-0000-00000-00000-151770:
   Public Works Solid Waste - Landfill Operations - $ 8,000 Increase (45%)
   Comments: This increase is in line with the repeated need to grind/dispose of brush and bulk wood at the Garder Road Land Fill. Insufficient funds have perpetuated a cycle where all the debris cannot be disposed of.

TOWN OF MONROE
DEPARTMENT OF PUBLIC WORKS

7 Fan Hill Road
Monroe, CT 06468

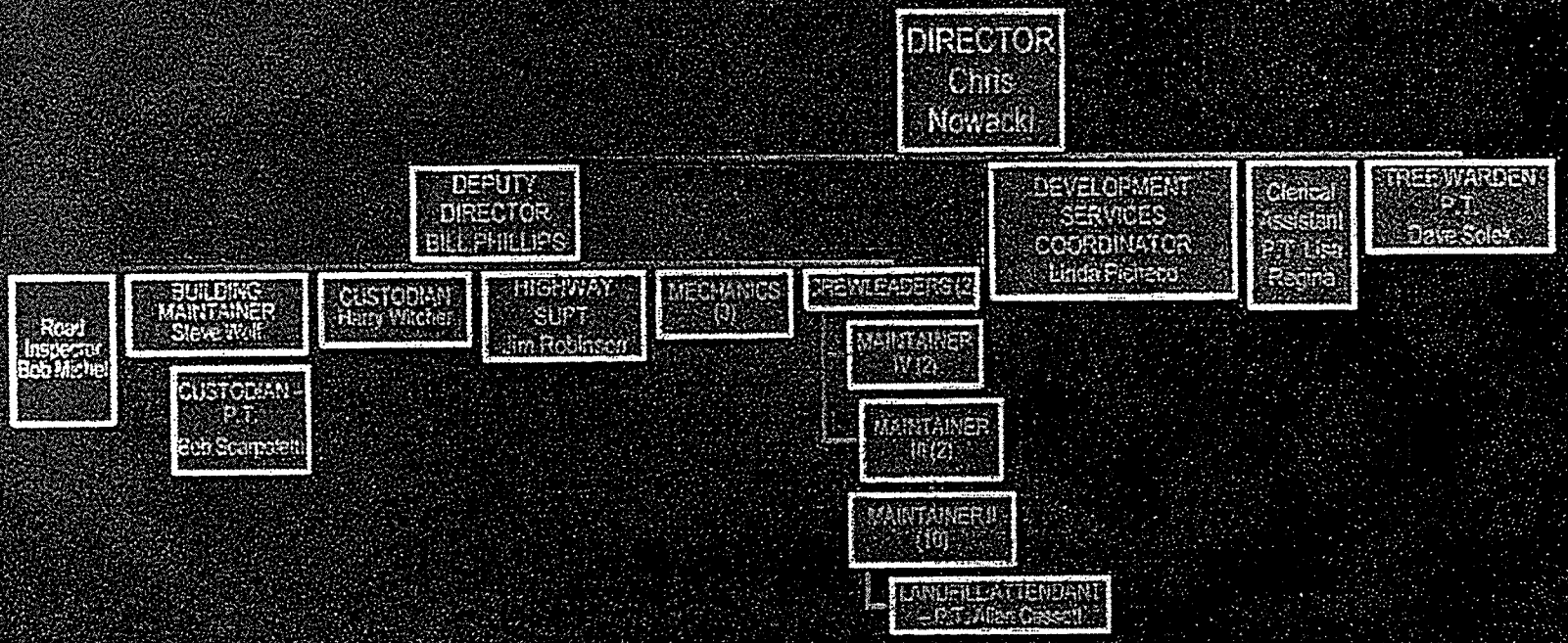
Director: Chris Nowacki

Tel. (203) 452-2814
Fax: (203) 452-2966

Section 3 - MISSION STATEMENT

DEPARTMENT OF PUBLIC WORKS IS RESPONSIBLE TO MANAGE AND MAINTAIN TRANSPORTATION AND DRAINAGE FACILITIES IN A SAFE, EFFICIENT, ECONOMICAL, INNOVATIVE AND ENVIRONMENTALLY RESPONSIBLE MANNER.

TOWN OF MONROE
Department of Public Works



TOTAL WORK FORCE =28

Supervisory/Administrative = 4 Full Time, 2 Part Time
Highway Maintenance = 19 Full Time, 1 Part Time
Building Maintenance = 2 Full Time, 1 Part Time

TOWN OF MONROE
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Section 5 - STAFF

Name		Title	Division
First	Last		
Chris	Nowacki	Director	Supervisory/Admin.
Linda	Picheco	Development Services Coordinator	Supervisory/Admin.
William	Phillips	Deputy Director	Supervisory/Admin.
Lisa	Lilly	Part Time Clerical	N/U
Steve	Wolf	Building Maintainer	Maintenance-Building
Harry	Witcher	Custodian	Maintenance-Building
Bob	Michel	Road Inspector	Supervisory/Admin.
Jim	Robinson	Highway Superintendant	Supervisory/Admin.
Rocky	Davin	Crewleader	Maintenance - Highway
Scott	Rose	Crewleader	Maintenance - Highway
Ed	Vayan	Mechanic	Maintenance - Highway
Jerry	Pison	Mechanic	Maintenance - Highway
David	Clark	Mechanic	Maintenance - Highway
Tony	Dombrowski	Maintainer IV	Maintenance - Highway
Dom	Cioccia	Maintainer IV	Maintenance - Highway
Joe	Ribas	Maintainer III	Maintenance - Highway
Chris	Caulfield	Maintainer III	Maintenance - Highway
Vacant	Vacant	Maintainer II	Maintenance - Highway
Ken	Wildman	Maintainer II	Maintenance - Highway
Ken	Tortora	Maintainer II	Maintenance - Highway
Bob	Wakeley	Maintainer II	Maintenance - Highway
Dennis	Barnett	Maintainer II	Maintenance - Highway
Chris	Corso	Maintainer II	Maintenance - Highway
John	Delvento	Maintainer II	Maintenance - Highway
Joe	Agachinski	Maintainer II	Maintenance - Highway
Jim	Waite	Maintainer II	Maintenance - Highway
Paul	Zelanin	Maintainer II	Maintenance - Highway
Dave	Solek	Tree Warden - PART TIME	Maintenance - Highway
Allen	Cassatt	Landfill Attendant - PART TIME	Maintenance - Highway

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Section 6 – GOALS

Public Works Five-Point Focus for FY 2016-2017

Implementation of Town Webpage GIS based Service Request System - Management of Public Works is in the process of employing a new GIS Fleet tracking system in coordination with our IT Department and the GBRC. This GIS tracking system will integrate with our Town Q-Alert System. This opportunity will better enhance our Asset Management System to make the department a place where performance centered goals serves to drive operations. This improved technology is expected to provides us with more efficient management during severe storm events and emergency situations.

Improve Administrative and Management Structure - The purpose of streamlining the administrative and management functions is to reduce the administrative overhead and allocate resources needed to achieve departmental goals.

Better Schedule Preventive Maintenance of the infrastructure - Preventive maintenance improves as asset's operating efficiency, prevents premature replacement, and avoids interruptions in service for residents. Preventative maintenance reduces long-term costs by maximizing the operating capacities of an asset, minimizing downtime, and avoiding breakdowns that would otherwise lead to higher repair costs later. The effective preventive maintenance of these assets must be an essential goal of the Public Works Department - one that is utilized to judge the effectiveness of the department's management.

Focus on Delivery of Core Services - In order to adequately focus on the Public Works Department core businesses, the department will focus on improving delivery of core businesses activities that provide the Town the greatest benefit.

Cost effective service of delivery - The Public Works Department faces a number of challenges including fiscal limitations and decaying infrastructure. The effective response of the department to these challenges has lead to the implementing of a GIS centric work order system that tracks how much it costs to deliver services.

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Section 7 - REALIZED AND POTENTIAL COST SAVINGS

In the Current **FY 2015/2016** budget, Public Works was able to realize savings in the following areas:

- The Town of Monroe purchased a robotic drainage camera recording system which will enable us to perform preliminary drainage inspections prior to commencing on road construction projects. This Camera system will also be available to the other departments for preliminary investigation of situations within our Town Buildings.
- Further utilizing the Towns Webpage/Service Request system, in conjunction with our IT Department we have been able to develop the existing system to replace our VueWorks Service Request module.
- Performed major drainage repairs utilizing in-house staff and reducing the need for outside contractors for large costly repairs.
- Continued developed our Bulky Waste Collection program and have increased our availability to our residents and have eliminated the conflicts with the ever changing winter weather conditions.
- Department continues to better manage productivity though the use of our online submissions and better overall administration of Service Requests and the Bulky Waste Collection program.

In the proposed **FY 2016/2017** budget, Public Works will work toward improving the following areas:

- Maximum utilization of GBPA GIS Program to improve scheduling and provide efficiency to maximize the effectiveness of Town Operations as well as develop their GIS Fleet Tracking capabilities to better manage severe storms and emergency situations.
- Continue to work with other departments to develop Online Street Permitting to better facilitate the process for contractors doing business in Town. This will save both staff time and make it easier to do business with Monroe.
- Reduction of sand in winter road maintenance. This reduction will both decrease clogged drainage structures and sweeping costs for road maintenance.
- Implementation of ground-speed control units on all the Highway Snow Trucks to realize a 20-50% reduction in salt use.

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Section 8 - FIVE YEAR COST & STAFFING PROJECTIONS

- Recommending staffing levels will be adjusted to reflect current service needs required to maintain the Town's infrastructure in the most cost effective manner. DPW's work order system will be used to track and document resource allocation and future staffing needs to meet service demands
- Material purchases are expected to remain the same with the exception of asphalt for patching roads. Asphalt prices fluctuate based upon the price of oil.
- Equipment replacement must increase. The Town's snow plow trucks and heavy equipment are aging and continue to incur costly repairs.
- Public Works will increasingly leverage the analytical power of GIS to develop strategic infrastructure needs and reports which will be used to document funding requests.
- Environmental concerns continue to be a significant issue. New regulations will require additional resources for compliance. (i.e. paint recycling initiatives, catch basin and street sweeping disposal) Developing MS4 regulations by DEEP are expected to require us to increase catch basin cleaning, an increased street sweeping frequency and update the Town's road drainage inventory.

Appendix A: Public Works Operating Budget (2016-2017)

PUBLIC WORKS:

PUBLIC WORKS ADMINISTRATION:
1001-10-15105-0000-0500-0000-00000-00000-150001-
1001-10-15105-0000-0500-0000-00000-00000-150003-
1001-10-15105-0000-0500-0000-00000-00000-150005-
1001-10-15105-0000-0500-0000-00000-00000-153385-
1001-10-15105-0000-0500-0000-00000-00000-153390-

Dept 0500	15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET	
PW SALARY ADMIN	$ 40,607.09	$ 94,000.00	$ 94,000.00	0.00%
PW SALARY OTHER	$ 68,905.84	$ 165,153.00	$ 164,767.00	-0.23%
PW SALARIES PT	$ 4,207.50	$ 15,210.00	$ 32,760.00	115.36%
PW OFFICE EXPENSE	$ 2,063.83	$ 6,000.00	$ 6,000.00	0.00%
P W OPERATING EXPENSE	$ 754.67	$ 6,500.00	$ 7,000.00	7.69%
TOTAL PUBLIC WORKS ADMINSTRATION:	$ 116,538.93	$ 286,863.00	$ 304,527.00	6.16%

PUBLIC WORKS HIGHWAY:
1001-10-15105-0000-0510-0000-00000-00000-150001-
1001-10-15105-0000-0510-0000-00000-00000-150003-
1001-10-15105-0000-0510-0000-00000-00000-153075-
1001-10-15105-0000-0510-0000-00000-00000-153390-

Dept 0510	15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET	
PW SALARY GM ADMIN	$ 32,159.40	$ 78,463.00	$ 78,463.00	0.00%
PW SALARY GM OTHER	$ 406,554.56	$ 1,024,239.00	$ 1,068,959.00	4.37%
PW GM CONTRACTED SVCS	$ 1,115.60	$ 79,200.00	$ 86,200.00	8.84%
PW GM OPERATING EXPENSE	$ 42,162.69	$ 115,000.00	$ 115,000.00	0.00%
TOTAL HIGHWAY:	$ 481,992.25	$ 1,294,902.00	$ 1,346,622.00	3.99%

PUBLIC WORKS SNOW REMOVAL:
1001-10-15105-0000-0520-0000-00000-00000-150015-
1001-10-15105-0000-0520-0000-00000-00000-153075-
1001-10-15105-0000-0520-0000-00000-00000-153390-

Dept 0520	15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET	
PW SALARY SNOW OT	$ -	$ 94,400.00	$ 94,400.00	0.00%
PW SNOW CONTRACTED SVCS	$ -	$ 30,250.00	$ 30,250.00	0.00%
PW SNOW OPERATING EXP	$ 28,717.51	$ 329,395.00	$ 344,395.00	4.55%
TOTAL SNOW REMOVAL:	$ 28,717.51	$ 454,045.00	$ 469,045.00	3.30%

PUBLIC WORKS ROAD AND BUILDING:
1001-10-15105-0000-0530-0000-00000-00000-151700-
1001-10-15105-0000-0530-0000-00000-00000-151710-
1001-10-15105-0000-0530-0000-00000-00000-151720-
1001-10-15105-0000-0530-0000-00000-00000-151730-
1001-10-15105-0000-0530-0000-00000-00000-153045-
1001-10-15105-0000-0530-0000-00000-00000-153145-
1001-10-15105-0000-0530-0000-00000-00000-153485-

Dept 0530	15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET	
PW DRAINAGE IMPROVEMENT	22,187.00	$ 63,625.00	$ 63,625.00	0.00%
P W STREET RECONSTRUCT ENG	11,917.50	$ 35,000.00	$ -	-100.00%
P W HWY STREET RESURFACING	171,094.88	$ 500,000.00	$ 935,000.00	87.00%
PW BUS BARN MAINTENANCE	-	$ -	$ -	#DIV/0!
PW BUILDING MAINTENANCE	9,504.15	$ 50,225.00	$ 44,866.00	-10.67%
PW EQUIPMENT	400.00	$ 8,400.00	$ 8,400.00	0.00%
PW R & M EQUIPMENT	69,709.95	$ 333,316.00	$ 315,270.00	-5.41%
TOTAL ROAD AND BUILDING:	$ 284,813.48	$ 990,566.00	$ 1,367,163.00	38.02%

PUBLIC WORKS TREE WARDEN:
1001-10-15105-0000-0540-0000-00000-00000-150003-
1001-10-15105-0000-0540-0000-00000-00000-153390-

Dept 0540	15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET	
PW SALARY TREE WARD OTHER	$ 3,349.50	$ 5,280.00	$ -	-100.00%
PW TREE WARD OPERATING EXP	$ 6,830.64	$ 40,000.00	$ 48,000.00	20.00%
TOTAL TREE WARDEN:	$ 10,180.14	$ 45,280.00	$ 48,000.00	6.01%

PUBLIC WORKS TRAFFIC SIGNS & STREET LIGHTS:
1001-10-15105-0000-0550-0000-00000-00000-151740-
1001-10-15105-0000-0550-0000-00000-00000-151750-

Dept 0550	15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET	
PW TRAFFIC SIGNS	$ 34,077.00	$ 57,500.00	$ 68,199.90	18.61%
PW STREET LIGHTS	$ 6,300.47	$ 21,895.00	$ 23,794.00	8.67%
TOTAL TRAFFIC SIGNS & STREET LIGHTS:	$ 40,377.47	$ 79,395.00	$ 91,993.90	15.87%
SUB-TOTAL PUBLIC WORKS:	$ 962,619.78	$ 3,151,053.00	$ 3,627,350.90	15.12%

Appendix A: Public Works Operating Budget (2016-2017)

		15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET	
PUBLIC WORKS SOLID WASTE:	Dept 0600				
1001-10-15105-0000-0600-0000-00000-00000-150005-	PW SOL WASTE SALARY PT	$ 660.00	$ 1,716.00	$ 1,621.00	-11.36%
1001-10-15105-0000-0600-0000-00000-00000-151760-	PW SOL WASTE DISPOSAL	$ -	$ 1,500.00	$ 1,500.00	0.00%
1001-10-15105-0000-0600-0000-00000-00000-151770-	PW SOL WASTE LANDFILL OP	$ 2,200.13	$ 13,000.00	$ 18,850.00	45.00%
	TOTAL PUBLIC WORKS SOLID WASTE:	$ 2,860.13	$ 16,216.00	$ 21,971.00	34.87%

		15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET	
PUBLIC WORKS RECYCLING:	Dept 0610				
1001-10-15105-0000-0610-0000-00000-00000-151780-	PW RECYCLING HAZ WASTE DAY	$ -	$ 5,800.00	$ 5,800.00	0.00%
1001-10-15105-0000-0610-0000-00000-00000-151790-	PW RECYCLING TRANSFER STATN	$ 7,890.64	$ 53,500.00	$ 53,500.00	0.00%
1001-10-15105-0000-0610-0000-00000-00000-153075-	PW RECYCLING CONTRACTED SVCS	$ 89,316.60	$ 222,200.00	$ 229,194.00	3.15%
1001-10-15105-0000-0610-0000-00000-00000-153390-	PW RECYCLE OPERATING EXP	$ -	$ -	$ -	0.00%
	TOTAL PUBLIC WORKS RECYCLING:	$ 97,207.24	$ 281,500.00	$ 288,494.00	2.48%
	TOTAL PUBLIC WORKS:	$ 1,062,587.15	$ 3,448,767.00	$ 3,937,715.90	14.18%

		15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET	
FIRE HYDRANT SERVICE:	Dept 0430				
1001-10-15103-0000-0430-0000-00000-00000-151600-	FIRE HYDRANT SERVICE	$ 134,702.99	$ 563,768.00	$ 550,266.04	-2.39%

		15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET		
TOWN HALL MAINTENANCE	Dept 0160					
1001-10-15101-0000-0160-0000-00000-00000-150003-	TH MAINT SALARY OTHER	$ 35,354.64	$ 90,792.00	$ 95,121.00	4.77%	
1001-10-15101-0000-0160-0000-00000-00000-151000-	TH MAINT HEAT	$ -	$ 35,778.00	$ 28,060.00	-21.57%	
1001-10-15101-0000-0160-0000-00000-00000-151010-	TH MAINT LIGHT & POWER	$ 40,563.72	$ 105,342.00	$ 85,000.00	-19.31%	
1001-10-15101-0000-0160-0000-00000-00000-151040-	TH MAINT WATER	$ 933.10	$ 3,500.00	$ 3,500.00	0.00%	
1001-10-15101-0000-0160-0000-00000-00000-153075-	TH MAINT CONTRACTED SVCS	$ 25,304.28	$ 94,987.00	$ 72,637.00	-23.53%	
1001-10-15101-0000-0160-0000-00000-00000-153145-	TH MAINT EQUIPMENT	$ 360.00	$ 8,500.00	$ 9,000.00	5.88%	
1001-10-15101-0000-0160-0000-00000-00000-153390-	TH MAINT OPERATING EXPENSE	$ 18,942.70	$ 88,204.00	$ 85,104.00	-3.51%	
	TOTAL TOWN HALL MAINTENANCE:	$ 121,458.44	$ 427,103.00	$ 378,422.00	-11.40%	
					$	(48,681.00)

		15-16 YTD EXPENDED	15-16 FINAL BUDGET	16-17 PROPOSED BUDGET
CHALK HILL SCHOOL:	Dept 0161			
1001-10-15101-0000-0161-0000-00000-00000-151150-	CHALK HILL HIBERNATION	$ -	$ -	$ -
1001-10-15101-0000-0161-0000-00000-00000-150003-	Salaries (Chalk Hill)	$ -	$ -	$ 72,212.00
1001-10-15101-0000-0161-0000-00000-00000-151000-	Heat (Chalk Hill)	$ -	$ -	$ 94,770.00
1001-10-15101-0000-0161-0000-00000-00000-151010-	Light & Power (Chalk Hill)	$ -	$ -	$ 6,300.00
1001-10-15101-0000-0161-0000-00000-00000-151040-	Water (Chalk Hill)	$ -	$ -	$ 24,555.00
1001-10-15101-0000-0161-0000-00000-00000-153075-	Contracted Services (Chalk Hill)	$ -	$ -	$ 52,760.00
1001-10-15101-0000-0161-0000-00000-00000-153390-	Operating Expense (Chalk Hill)	$ -	$ -	$ 250,597.00

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Public Works - Administration

Account: 1001-10-15105-0000-0500

Line Item #		Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increased	% Increase
150001 Salary - Administration		$40,607.09	$94,000	$94,000	$0	0%
	Public Works Director					
150003 Salary - Other		$68,905.84	$165,153	$164,767	-$386	0%
	Assume 0% increase					
	Deputy Director of Public Works -		Comparative wage to Road Foreman			
	Engineering Inspector					
	Engineering Inspector - Longevity					
	Development Services Coordinator		Move to supervisor union			
	Development Services Coordinator - Longevity					
	Vacation / Sick Time Replacement (120hrs @ $11.56)					
150005 PW Salaries P/T		$4,207.50	$15,210	$32,760	$17,550	115%
	Full Time Position - $15.75/HR X 2080 HRS					
153385 Office Expense		$2,064	$6,000	$6,000	$0	0%
	Office & Field supplies/equipment		$2,500			
	Seminar & Conference expenses ($75 x 20)		$1,500			
	Bid & job advertising costs (10 x $200)		$2,000			
153390 Operating Expense		$754.67	$6,500	$7,000	$500	8%
	Repair/calibration of office/engineering equipment		$6,500	$7,000	$500	

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Public Works - Highway

Account: 1001-10-15105-0000-0510

Line Item #	Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increased	% Increase
150001 Salary - Administration	$33,623	$76,463	$76,463	$0	0%
assume 0% increase					
Highway Supervisor - Salary					
150003 Salary - Other	$406,279	$1,024,239	$1,068,959	$44,720	4%
assume 0% increase					
Mechanic - Police Dept. ($24.06 x 2080 hrs)					
Mechanic - Highway Dept. ($24.06 x 2080 hrs.)					
Mechanic/Clerk - Highway Dept. ($24.06 x 2080 hrs)					
NEW Maintiner III Mechanics Helper ($21.50 X 2080)		$0	$44,720	$44,720	
Landfill Attendant (2 day/week x 6hr/day x 52wk/yrx $10.25/hr x 2 attendants)					
Crewleaders (2ea @ $23.53/hr x 2080 hrs.)					
Maintainer IV's (2 ea @ $22.49/hr x 2080 hrs.)					
Maintainer III's (2ea @ $21.50/hr x 2080 hrs.)					
Maintainer III pay for sign man (260 hrs @ $1.02/hr differential)					
Maintainer II's (10ea @ $20.48/hr x 2080 hrs.)					
Additional Maintainer II for Pepper Street (1 ea @ $20.48 x 2080 hrs.)					
Temporary Help (1 ea - summer-4mthsx20day/mthx8hr/dayx$18/hr)					
Wages in lieu of use of sick time					
Emergency O.T.					
Longevity					
153075 Contracted Services	$22,950	$79,200	$86,200	$7,000	9%
Catch basin cleaning (**Increasing to 2200 for MS4** from 1400ea @ $26.00)		$56,700			
Drainage ditch cleaning		$8,000			
Installation/repair guide rails		$4,000	$10,000	$6,000	
Hydraulic jet cleaning plugged drainage piping		$2,000			
Weed Control, Materials/equipment transport, rock removal		$4,500			
Detention Basin Cleaning (Increasae due to **MS4**)		$4,000	$5,000	$1,000	
153390 Operating Expense	$52,992	$115,000	$115,000	$0	0%
Uniforms & Clothes Allowance ($200 x 18)		$3,600			
ADD: Uniforms Mechanics (2ea @ $14.08/wk x 52 wks)		$1,464			
1 Pair Shoe per person ($200 x 20)		$4,000			
Tool Allowance - Mechanics (3 @ $150)		$450			
Dust control for gravel roads & bike path(Calcium Chloride 30T @ $550/T)		$14,500			
Asphalt patching materials (600 T @ $85/T)		$46,211			
Process gravel for gravel roads (2,000 T @ $15/T)		$28,000			
Misc. road maint. (tools, guide posts, etc.)		$5,275			
Screen Topsoil		$5,500			
Pump out oil/water seperators		$6,000			

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Public Works - Snow Removal

Account: 1001-10-15105-0000-0520

Line Item #		Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increased	% Increase
150015 Salary/Overtime		$0	$94,400	$94,400	$0	0%
	20 guys x 18 storms x 10 hr/storm x $24.50 avg/hr (Rate reflects a 3% increase)		$94,400			
153075 Contracted Services		$0	$30,250	$30,250	$0	0%
	Dirt Roads (250 hrs x $125/hr)		$27,750			
	EMS (2015/2016 Done by P&R) - Senior Center - DPW		$2,500			
153390 Operating Expense		$28,718	$329,395	$344,395	$15,000	5%
	Snow removal equipment parts and repairs (**Truck washing for Industrial Stormwater Permit**)		$55,000	$60,000	$5,000	
	Straight Salt: 2500T @ $74.00/T - (current Price is $72.06)		$193,000			
	Sand: 3,000T @ $26.60/T		$80,000			
	Snow and Ice weather service - Precision Weather		$1,395			
New	Instllation and upfit for trucks to be on GIS - Est @ $1,000/Truck		$0	$10,000	$10,000	

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Public Works - Roads/Building

Account: 1001-10-15105-0000-0530

Line Item #		Expended 2015-2016	Adopted 2015-2016	Requested 2015-2017	Requested Increased	% Increase
15170	Drainage Expense	$22,187	$83,625	$83,625	$0	0%
	Pipe (2000 lf @ $10.00)		$20,000			
	Catch basin top replacement (50 ea @ $140)		$7,000			
	Catch basin repair/replacement (35 ea @ $475)		$16,625			
	Drainage materials (block, cement, seed, stone, rip rap)		$20,000			
15740	Engineering	$11,318	$35,000	$0	$0	-100%
	Professional engineering services for Public Works projects		$30,000			
	Professional engineering services for Phase II Storm water		$5,000			
	Combine Engineering Line into Resurfacing Account					
15720	Street Resurfacing, chip sealing, paving	$174,095	$500,000	$935,000	$435,000	87%
	Crack sealing		$100,000	$170,000	$70,000	
	Paving		$100,000	$170,000	$70,000	
	Reclaim above paving		$100,000	$170,000	$70,000	
	Cold-in-place recycling & chip seal		$100,000	$170,000	$70,000	
	Slurry seal overlays		$100,000	$220,000	$120,000	
NEW	***Combine Engineering Line into Resurfacing Account***					
	Professional engineering services for Public Works projects		$0	$30,000	$30,000	
	Professional engineering services for Phase II Storm water		$0	$5,000	$5,000	
15730	Bus Barn Maintenance (We need to remove this account)	$0	$0	$0	$0	0%
	Account removed in 2015/2016 Budget		$0	$0		
			$0	$0		

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Public Works - Roads/Building

Account: 1001-10-15105-0000-0530

Line Item #	Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increased	% Increase
153045 Building Maintenance	$1564	$50,225	$44,868	$6,483	-11%
Electricity (88,000 kWh @ $0.17)		$16,500	$14,960	-$1,540	
Water service		$940			
Bottled gas heating		$2,200			
Bottled water		$1,200			
Building maintenance supplies		$4,000			
General building maintenance		$6,845	$15,000	$8,155	
Vehicle lift and crane hoist inspections & OSHA certifications		$750			
Septic Pump Out - Highway Garage		$450			
Fire Alarm Monitoring Contract - Highway Garage - SAS		$450			
Emergency Generator Maintenance Contract - Highway Garage -		$850			
Bus Barn Maintenance					
Electricity		$2,800	$3,800	$1,000	
Water service		$700			
#2 Heating Fuel 2,500 gal @ current Avg = $2.0632		$5,240	$5,158	-$82	
Building Maintenance & Supplies		$4,000	$5,000	$1,000	
Septic Tank Pumping		$300			
NEW - Fire Alarm System & Panel NEEDED ($5,000.00)		$3,000	$0	-$3,000	
NEW - Bus Barn Generator Maintenance		$0	$950	$950	
153145 Equipment	$400	$8,400	$8,400	$0	0%
Diagnostic vehicle/truck & NOW Large Truck software upgrade		$2,300			
Mechanic Truck Compressor		$2,500			
Mechanic Truck Welder		$3,600			
153485 Repair/Maintenance of Equipment	$89740	$333,816	$815,270	$18,946	5%
Diesel Fuel (35,00 Gallons @ Blended Price =$2.1312		$93,902	$74,592	-$19,310	
#2 Heating Fuel (6,000 Gallons @ Blended Price = $2.0632		$15,700	$12,379	-$3,321	
Regular Gasoline 87 Octane - 15,000 Gallons @ Blended Price = $2.0866		$43,587	$31,299	-$12,288	
Maintenance of Highway & DPW Fleet & Equipment		$180,128	$197,000	$16,872	

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Public Works - Tree Warden **Account: 1001-10-15105-0000-0540**

Line Item #	Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increased	% Increase
150003 Tree Warden Salary - To Be Removed??	$3,350	$5,280	$0	-$5,280	-100%
$20/hr x 6.5 hrs/wk x 52 wks		$4,800	$0		
Finance to resolve Transfer					
153390 Operating Expense	$6,831	$40,000	$48,000	$8,000	20%
Contracted tree removal, replacement & trimming		$40,000			

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Appendix A: Public Works Operating Budget (2016-2017)

Dept: Public Works - Traffic Control

Account: 1001-10-15105-0000-0550

Line Item #	Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increased	% Increase
151740 Street Signs/Traffic Control Signs	**$64,077**	**$57,500**	**$68,200**	**$10,700**	**19%**
Signs - Street sign posts (200ea @ $20)		$4,000			
Signs - Street sign blanks (200ea @ $12.00)		$1,744			
Signs - Traffic sign posts (150ea @ $20)		$4,000			
Signs - Traffic sign blanks & faces (150ea @ $40)		$6,000			
Signs - Misc. bolts, reflective papers, repair of sign equipment		$1,000			
Meet Retro Reflectivity Requirements - Sign Replacement		$0	$7,500	$7,500	
Stripping - Stopbars (7500LF@$0.485)		$3,640			
Stripping - School cross walks (2500LF@$0.71)		$1,765			
Stripping - School zones (6ea @ $100)		$600			
Stripping - Parking stalls (150ea @ $3)		$0			
Stripping - Handicap stalls (5ea @ $25)		$125			
Striping - 4 Turn Arrows and 120' of white centerline		$200			
Stripping - Yellow double center (54 miles @ $373.63)		$20,176	$25,176	$5,000	
Stripping - White edge line (41.5 miles @ $179.52)		$7,450	$12,450	$5,000	
Stripping for Senior Center & other towned owned bldgs.		$0			
Sign Machine Replacement		$6,800	$0	-$6,800	
154750 Street Lights	**$6,300**	**$21,895**	**$23,794**	**$1,899**	**9%**
93 streetlights @ $215/ea		$19,995		$1,899	

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Public Works - Solid Waste **Account: 1001-100-15105-0000-0600**

Line Item #	Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increased	% Increase
150005 Salaries - Part Time	$660	$1,716	$1,521	-$195	-11%
Landfill permits on Sat. @ police dept. (156 hrs)			$1,521		
151760 Waste Disposal (supplies,tags, stickers)	$0	$1,500	$1,500	$0	0%
Supplies, Tags & Stickers			$1,500		
151770 Landfill Operation	$2,200	$13,000	$18,850	$5,850	45%
Toilet rental, building maintenance, supplies, utility costs		$3,000			
Annual state license fees (DEEP)		$1,350			
Grind logs & brush		$8,650	$14,500	$5,850	

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Recycling Transfer Station — **Account: 1001-10-15105-0000-0610**

Line Item #	Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increased	% Increase
151789 Household Hazardous Waste Day	$0	$5,800	$5,800	$0	0%
125 Households @ $39/household		$5,800			
151790 Recycling/Transfer Station (Contract in Discussion with Trumbull)	$7,891	$53,500	$53,500	$0	0%
(30.2% cost share of $352,202)		$33,500			
(30.2% cost share of Atttendant $140,000.00)					
Equipment Costs		$10,000			
Attendant's Shed		$10,000			
153075 Contracted Services	$89,317	$222,200	$229,194	$6,994	3%
Mixed paper @ Town Hall(12 pickups x $150/ea)		$1,720			
Tires pickup @ Garder Road Bulky Waste Landfill (10 pickups x $650/ea)		$6,400			
Metal bin pickup @ Garder Road Bulky Waste Landfill (16 pickups x $110/ea)		$2,000			
sidential Recycling ($2.62/mth x 12 mth x 6958 residents + 10 from new subdivision)		$212,080	$219,074	$6,994	
153390 Operating Expense	$0	$0	$0	$0	0%
Recycling program supplies, education flyers, brochures, postage		$0			
Tags/notices		$0			
new/replacement bins (600 bins @ $8.00 per bin)		$0			

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Fire Hydrant Services | **Account: 1001-10-15103-0000-0430**

Line Item #		Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increased	% Increase
151600	Fire Hydrant Service	$134,708	$566,768	$538,850	-$24,918	-4%
	Hydrants (In service, 461 x $264.58/ea)		$106,925	$121,971	$15,047	
	Distribution Per Foot (In-service, 4,780,319' x $0.09242)		$389,229	$441,797	$52,568	
	Additional hydrants & distribution Increase - (76,256' x $0.09242)		$5,150	$7,048	$1,898	
xxx	Carry Reserve for WRA shou PURA NOT APPROVE WICA / WRA Cred / Charge				$3,828	
	2015 Anticipated 8.6% Rate increase.		$62,465			

Hydrants, Distribution & Increased Hydrants & Distribution — Sub Total: $570,816 — **Per Aquarion**

Per Aquarion Letter 2-1-16

WICA 2.57% CHARGE ($570,816 + 2.57%) (see Aquarion email)	$13,239	*PURA ApprovalTentative*
WRA 2.99% CREDIT to start 4-1-16 ($570,816 - 2.99%)	-$17,067	*PURA ApprovalTentative*
ESM 1.02% CREDIT ends 8-31-16	$0.00	
TPR 5.6% CREDIT staying the same ($570,816 - 5.6%)	-$31,966	
	Total: $535,022	

See letter & email from Aquarion

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Aquarion Water Company
200 Monroe Turnpike
Monroe, CT 06468
www.aquarionwater.com

203.445.7310 phone
800.732.9678 (toll free)

AQUARION
Water Company

Stewards of the Environment

February 1, 2016

The Honorable Stephen Vavrek
First Selectman - Town of Monroe
7 Fan Hill Road
Monroe, CT 06468

Subject: Public Fire Service Charges
Account #: 200044071

Dear First Selectman Vavrek:

One of the ways that Aquarion Water Company serves your community is by maintaining the water distribution mains connected to your town's fire hydrants. The tables below provide a summary of the public fire protection charges for calendar year 2016. Fire service charges are based on the water distribution mains and number of hydrants in service as of December 31, 2015. The charge for transmission and distribution mains is calculated on the number of inch feet, a calculation determined by the size and length of all mains six inches and greater in diameter.

Transmission and Distribution System (Measured in Inch Feet

In Service At 12/31/14	2015 Additions	In Service at $1^2/_3$1/15	Charge Per Inch Foot	Annual Inch Foot Charge
4,780,319	76,256	4,856,575	$0.09242	$448,844.66

Hydrants

In Service At 12/31/14	2015 Additions	In Service At 12/31/15	Charge Per Hydrant	Annual Hydrant Charge
461	0	461	$264.58	$121,971.38

Your fire service charges will be $570,816.04 for calendar year 2016 based on our present rates. In addition to the amounts above, the following adjustments will be included on your invoices:

- The Tangible Property Regulation (TPR) Credit of 5.6% (which was implemented in January, 2015), will continue for the entire 2016 calendar year.
- The Water Infrastructure & Conservation Adjustment (WICA) is currently 1.57%. A cumulative increase of 1.0% to the WICA surcharge is expected during 2016. These increases are expected to take place on April 1, and October 1, 2016.
- The Water Revenue Adjustment (WRA) is currently at 0.38%. Effective April 1, 2016, this adjustment will be a credit of 2.99%.
- The Earnings Sharing Mechanism (ESM) Credit of 1.02% will end on August 31, 2016.

Your bill will show separate line items for each of these items. Charges are billed quarterly on a per diem basis. While the timing and amount of the adjustments for the WRA and WICA are still tentative and subject to PURA approval, we believe these amounts are appropriate estimates for planning purposes.

If you have any questions about your public fire service charges, please feel free to contact me at (203) 445-
7330.

Sincerely,
Lucy A. eixeira
eixeira
Vice President, Administration
c: Elizabeth Camerino-Schultz, Community Representative
Chris Nowacki, Director of Public Works, William Davin, Fire Marshall
Ron Bunovsky, Finance Director

Chris Nowacki

From: Kerri Russell [KRussell@aquarionwater.com]
Sent: Wednesday, February 03, 2016 9:52 AM
To: Chris Nowacki
Subject: RE: Monroe Public Fire Charges

They are independent.

Kerri Russell
Supervisor, Billing
Aquarion Water Company
200 Monroe Turnpike
Monroe, CT 06468

203 445-7325
203 330-4614 fax
krussell@aquarionwater.com

Stewards of the Environment

From: Chris Nowacki [mailto:cnowacki@monroect.org]
Sent: Wednesday, February 03, 2016 9:47 AM
To: Kerri Russell
Subject: RE: Monroe Public Fire Charges

Kerri,

Thank you for clarifying the adjustments. I have a question regarding the WICA & WRA adjustments, are these independent from each other to PURA approval or are they typically approved together as a package? Please let me know at your convenience.

Thank you,

Chris

Chris Nowacki
Director of Public Works
Town of Monroe
7 Fan Hill Road
Monroe, CT 06468
(P) 203-452-2814
(F) 203-452-2966

cnowacki@monroect.org

From: Kerri Russell [mailto:KRussell@aquarionwater.com]
Sent: Tuesday, February 02, 2016 4:21 PM

To: Chris Nowacki
Subject: RE: Monroe Public Fire Charges

Hi Chris,

I apologize it took so long for me to get back to you, I had a couple meetings today. I only had 2 things to note on the budget figures you have below.

Please keep in mind that the timing and amount of the adjustments for the WRA, WICA etc, are still tentative and subject to PURA approval, we believe these amounts are appropriate estimates for planning purposes.

- ESM:
  - ESM Credit from 4/1/16-8/31/16: -$2,441.

- WICA:
  - WICA will have an additional cumulative increase of 1.0%: $13,239 was the figure I came up with based on dates/%.
  - Existing WICA rate – 1.57% + 0.5% = 2.07% for 4/1/16-9/30/16: $5,924.13.
  - Additional 0.5% to 2.07% = 2.57% for 10/1/16-3/31/17: $7,314.89

Thank you,

Kerri

Kerri Russell
Supervisor, Billing
Aquarion Water Company
200 Monroe Turnpike
Monroe, CT 06468

203 445-7325
203 330-4614 fax
krussell@aquarionwater.com

Stewards of the Environment

From: Chris Nowacki [mailto:cnowacki@monroect.org]
Sent: Tuesday, February 02, 2016 8:41 AM
To: Kerri Russell
Subject: RE: Monroe Public Fire Charges

Kerri,

Here is my budget breakdown in yellow. As discussed, please let me know if the credits & charges looks correct. Any questions please call my direct # 203-452-8625.

Line Item #	Expended 2015-2016	Adopted 2015-2016	R

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Town Buildings Maintenance **Account: 1001-10-15101-0000-0160**

Line Item #	Expended 2015-2016	Adpoted 2015-2016	Requested 2016-2017	Requested Increase	% Increase
150003 Salaries	$85,355	$90,792	$95,121	$4,329	4.77%
Building Maintainer / Custodian (3% increase)					
Building Maintainer / Custodian - Longevity					
Custodian (3% increase)					
Custodian - Longevity					
O.T. / Temporary Custodian (120 hrs. @ $12.50)					
Vacation Time Coverage (240 hrs @ $12.50/hr)					
Sick Time Coverage (160 hrs @ $12.50/hr)					
Holiday O.T. (3 day weekend coverage 10ea x 4 hrs = 40hrs @ $28)					
Custodian Uniforms					
Floor Maintenance O.T. (5 days twice a year= 128hrs @ $30/hr)					
151000 Heat (Town Hall)	$0	$35,778.00	$28,060.00	-$7,718.00	-21.57%
#2 Heating Fuel (13,600 Gallon @ Blended Price = $2.0632/Gal		$35,778.00	$28,060.00	-$7,718.00	
151010 Light & Power (Town Hall)	$40,564	$105,342	$85,000	-$20,342	-19.31%
500,000 kwh @ $0.17		$105,342	$85,000	-$20,342	
151040 Water (Town Hall)	$938	$3,500	$3,500	$0	0.00%
27,000 cf @ $0.12000		$3,500			

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Town Buildings Maintenance **Account: 1001-10-15101-0000-0160**

Line Item #	Expended 2015-2016	Adpoted 2015-2016	Requested 2016-2017	Requested Increase	% Increase
153075 Contracted Services (Town Hall)	**$25,304**	**$94,987**	**$72,637**	**-$22,350**	**-23.53%**
HVAC Maintenance Contract (Edgerton - All Buildings)		$20,000	To Be Bid		
Emergency Generator Service Contract (Sr. Center)		$700			
Emergency Generator Service Contract (Data Center)		$500			
Emergency Generator Service Contract (Dog Pound)		$0			
Emergency Generator Service Contract (Town Hall)		$850			
Emergency Generator Service Contract (Library)		$865			
Library HVAC controls contract - SNE building systems		$2,560			
Custodial Services for Police Station		$21,627	To Be Bid		
NEW - Town Hall Elevator Maintenance & Inspection Agreement ($350.00 / Month)		$3,700			
Fuel(s) Storage Tank Compliance					
DEEP Notification		$1,800	$0	-$1,800	
DEEP Reporting		$1,850	$0	-$1,850	
Tank Tightness Testing		$5,500	$0	-$5,500	
ATG Monitoring, Inspection & Calibration		$4,600			
Dispenser Testing Services & R&M		$5,250			
DEEP Required A - B Operator Inspections		$13,200	$0	-$13,200	
NEW - Highway Garage Industrial Stormwater Permit, Monitoring, Inspections		$1,150			
Annual Employee Training (SWPPP & SPCC Plans)		$1,800			
Stormwater Sampling Collection & DEEP Reporting		$2,025			
Laboratory Analysis of Stormwater Samples		$2,550			
Analysis of two rounds of samples for Aquatic Toxicity		$6,960			
Monthly Inspection Reports required by SWPPP		$1,000			
Semi-Annual Inspection reports required by SWPPP					
Quarterly Stormwater Visual Analysis and quarterly inspections required by SPCC and SWPPP		$2,000			

Appendix A: Public Works Operating Budget (2016-2017)

Dept: Town Buildings Maintenance **Account: 1001-10-15101-0000-0160**

Line Item #		Expended 2015-2016	Adpoted 2015-2016	Requested 2016-2017	Requested Increase	% Increase
153145	Town Hall Equipment	$360	$8,500	$9,000	$500	5.88%
	Replace & Relocate Wall Hung AC Unit for Police Dept Server Room			$7,500		
	Commercial Backpack Vacuum			$570		
	Hammer Drill			$220		
	Cordless Drill & Saw Combination Kit			$210		
Bldg	Oil / Air Filter Change (Oil Change 4, Air Filter 4)			$100		
Maintianer	Tires (2 ct X $125/EA)			$250		
Van	Vehicle R&M (Tuneup, Brakes, Battery, Belts, Hoses, Fluids)			$150		
153390	Operating Expense	$18,943	$88,204	$85,104	-$3,100	-3.51%
	Cleaning/Maintenance supplies (bulbs, paper goods)		$8,111			
	Building & Equipment Maintenance		$18,850			
	Maintenance of Stepney #2, Monroe #2 & Stevenson #2 Firehouses		$16,500			
	MVFD #2 Generator Service Contract		$920.00			
	Step. #2 Generator Service Contract		$610.00			
	Stev. #2 Generator Service Contract		$830.00			
	NEW Replacement of doors @ Stepney Station #2		$7,000.00	$3,500.00	-$3,500.00	
New	Clerical Union Contract - Building Maintainer & Custodian Boots $200 X 2ct			400	400	
	Testing, adjusting & balancing HVAC system		$0			
	Clean restroom ventilation ducts		$0			
	Custodial Cleaning (Library)		$24,603	To Be Bid		
	Fire Alarm Monitoring - Library - Shelton Alarm Systems		$420			
	Fire Alarm Service Contract - Library - FAS Systems		$1,640			
	Fire Alarm Monitoring - Schools - Shelton Alarm Systems		$3,360			
	Fire Alarm Monitoring - Data Center - Shelton Alarm Systems		$420			
	Fire Alarm Monitoring - Town Hall - Shelton Alarm Systems		$420			
	Septic Pump Out - Town Hall & Library - Amherst Septic		$2,520			
	Besam Doors Service Contract at Library		$2,000			

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Appendix A: Public Works Operating Budget (2016-2017)

Dept: Town Buildings Maintenance - Chalk Hill **Account: 1001-10-15101-0000-0161**

Line Item #	Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increase	% Increase
151150 Hibernation			$0	$0	
Chalk Hill Hibernation					
150003 Salaries (Chalk Hill)			$0	$0	
151000 Heat (Chalk Hill)	$0	$72,212	$72,212	$72,212	NA
#2 Heating Fuel 35,00 gal @ TOM current Avg = $2.0632			$72,212		
151010 Light & Power (Chalk Hill)	$0	$94,770	$94,770	$94,770	NA
Chalk Hill 278,000 kwh (78% of their 770,000Kwh) @$0.17 - Through Newtown BOE Energy Contract endign 11/17/16			$47,260		
Chalk Hill 278,000 kwh (78% of their 770,000 Kwh) @ a TBD Rate - Using TOM rate $0.17			$47,260		
Chalk Hill Propane			$250		

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Appendix A: Public Works Operating Budget (2016-2017)

Dept: Town Buildings Maintenance - Chalk Hill **Account: 1001-10-15101-0000-0161**

Line Item #		Expended 2015-2016	Adopted 2015-2016	Requested 2016-2017	Requested Increase	% Increase
151040 Water (Chalk Hill)				$6,300	$6,300	NA
	Water expenditures per Newtown BOE reports			$6,300		
153075 Contracted Services (Chalk Hill)			$0	$24,555	$24,555	NA
	Boiler Maint. & HVAC Controls			$11,000		
	Elevator @ Chalk Hill			$1,500		
	Emergency Generator @ Chalk Hill			$850		
NEEDED	Replace CoRMAX Lock Cores in the ENTIRE Building			$11,205		
153390 Operating Expense (Chalk Hill)			$0	$52,760	$52,760	NA
	DEEP Required - Chalk Hill Oil tank monitoring			$1,200		
	DEEP Required - ATG Monitoring, Inspection, & Calibration			$3,500		
	DEEP Required - Tank Tightness Testing			$5,000		
	DEEP Required - Reporting			$1,800		
	Chalk Hill Quarterly DEEP septic monitoring			$2,500		
	Chalk Hill Sanitation and recycling collection			$9,960		
	Chalk Hill Smoke detection service			$1,500		
	Chalk Hill fire alarm service			$2,000		
	Chalk Hill septic pump out			$9,000		
	Chalk Hill septic pump inspection			$300		
	Chalk Hill bldg maintenance			$10,000		
	Cleaning maintenance supplies			$6,000		

Appendix B: Public Works Capital Equipment Plan

CAPITAL EQUIPMENT REPLACEMENT SCHEDULE

Current Year: **2015 / 2016**

Dept.	Year #1 Replacement:		2016 / 2017	
	Truck #	Year	Replacement Value	Comments
DPW	Backhoe	1995	$145,000	24-MON Case 590L
DPW	Explorer		$33,000	Director vehicle - Deputy to take current F150
DPW	Sweeper	2002	$245,000	Truck Style to replace 58
DPW	52	2000	$190,000	6-wheeler
DPW	41	1992	$190,000	6-wheeler
DPW	56	2002	$80,000	F-450 Crew Leader truck ,roller trailer,plowing-diesel
DPW		1996	$75,000	Chipper
DPW	52	2000	$190,000	6-wheel dump
DPW	Curb Mach.	1992	$15,000	Curb Machine
DPW	Mower	1997	$140,000	Tractor & Tiger Mower
DPW	Ford	2002	$26,000	Road Inspector Ford Ranger
DPW	Rotary		$15,000	Truck lifts - for Mason dumps 15000/18000lb lift
			$1,344,000	

Appendix B: Public Works Capital Equipment Plan

CAPITAL EQUIPMENT REPLACEMENT SCHEDULE

Dept.	Year #2 Replacement:		2017 / 2018	
	Truck #	Year	Replacement Value	Comments
DPW	Skid Steer		$80,000	High Flow
DPW	Excavator		$200,000	
DPW	37	1998	$190,000	6-wheeler
DPW	36	1988	$180,000	Stetco Crane truck
DPW	Sweeper	2008	$195,000	59-MON Sweeper- Pelican
DPW	**New Bucket Truck**		$245,000	**New Piece of Equipment**
DPW	Loader 755	1977	$160,000	John Deere Track loader used at dump
DPW				
			$970,000	

Dept.	Year #3 Replacement:		2018 / 2019	
	Truck #	Year	Replacement Value	Comments
DPW	51	2002	$200,000	6-wheeler
DPW	54	2005	$210,000	6-wheeler; box sander
DPW	28	2005	$220,000	L-90 Volvo Loader
DPW	57	1998	$30,000	Sign van
DPW		1999	$35,000	185 air compressor
DPW				
DPW				
			$695,000	

Appendix B: Public Works Capital Equipment Plan

CAPITAL EQUIPMENT REPLACEMENT SCHEDULE

Dept.	Year #4 Replacement:		2019 / 2020	
	Truck #	Year	Replacement Value	Comments
DPW	90		$200,000	6-wheeler
DPW	35		$210,000	6-wheeler with box sander
DPW	69		$200,000	6- wheel dump
DPW	Grader	1986	$150,000	
DPW	Trailer	2005	$45,000	20-T Eagle Beaver trailer
DPW				
DPW				
DPW				
			$805,000	

Dept.	Year #5 Replacement:		2020 / 2021	
	Truck #	Year	Replacement Value	Comments
DPW	42	2010	$95,000	4-wheel drive Pickup f-350 with plow and spreader
DPW	50	2001	$75,000	Mechanics Truck, compressor, welder, plow/sander
DPW	74	2005	$240,000	10-Wheeler
			$410,000	

Appendix C: Public Works Capital Project Plan 2016-2017

5 - YEAR CAPITAL PROJECT PLAN

NOTE This Plan is under Review and Compilation by Finanace into an all inclusive Plan

Dept./Facility	Year #1 Replacement:	2016 / 2017	
	Capital Project	Project Cost Est.	Comments
DPW	Convert Town Facilities to Natural Gas	$100,000	Conversion to Natural Gas at Town Hall, Chalk Hill
DPW	Road Resurfacing	$1,200,000	Road program
DPW	Town Hall HVAC Replacement	$1,200,000	Quote from Architect (add 7% increase & year)
DPW	Highway Garage Facility Study	$50,000	Environmental Stormwater Permit Upgrades
DPW	Stepney VFD#2 Roof Replacement	$250,000	Roof over 30 years old and in very poor condition*
DPW	Stevenson VFD#2 Roof Replacement	$250,000	Roof over 30 years old and in very poor condition*
DPW	Install Doors on Annex	$150,000	Enclose Annex building to better protect Highway equipment
DPW	Fire Dept Mill & Pave & Drainage at Step1	$60,700	Parking lot and drainage in very poor condition
DPW	Fire Dept Mill & Pave at Stepney Sta 2	$45,008	Pavement in poor condition
DPW	Fire Dept Mill & Pave at Monroe Sta.1	$46,200	Pavement in poor condition
DPW	Fire Dept Mill & Pave at Monroe Sta.2	$42,212	Pavement in poor condition
DPW	Fire Dept Mill & Pave at Stevenson Sta 1	$22,040	Pavement in poor condition
DPW	Fire Dept Mill & Pave at Stevenson Sta 2	$42,930	Pavement in poor condition
DPW	UST at Chalk Hill - dependant on use	$130,000	Quote from Engineer/contractor (Fuss and O'Neill)
DPW	Chalk Hill Septic Distribution Chamber	$20,000	D-Chamber concrete spalling
		$3,609,090	

Appendix C: Public Works Capital Project Plan 2016-2017

5 - YEAR CAPITAL PROJECT PLAN

NOTE **This Plan is under Review and Compilation by Finanace into an all inclusive Plan**

Dept./Facility	Year #2 Replacement:	2017	2018
	Capital Project	Project Cost Est.	Comments
DPW	Road Resurfacing	$1,100,000	Road program
DPW	Salt Storage Facility	$160,000	Town must comply with CTDEEP Stormwater Regulations
DPW	Town Facility Repairs	$85,000	Repair/Paint Bldg doors, Gazebo roof, Senior Center, Library
DPW	Town Hall Paving and Sidewalks	$500,000	Initial estimate; final est. dependent upon site renovation plan
DPW	Culvert Rehabilitation	$80,000	Hammertown Road
		$1,925,000	

Appendix C: Public Works Capital Project Plan 2016-2017

5 - YEAR CAPITAL PROJECT PLAN

NOTE **This Plan is under Review and Compilation by Finanace into an all inclusive Plan**

Dept./Facility	Year #3 Replacement:	2018	2019
	Capital Project	Project Cost Est.	Comments
DPW	Road Resurfacing	$1,000,000	Road program
DPW	Drainage Inventory Mapping	$60,000	Last updated 1984
DPW	New Highway Garage Facility	$1,500,000	Proposed with public/private partnership
		$2,560,000	

Appendix C: Public Works Capital Project Plan 2016-2017

5 - YEAR CAPITAL PROJECT PLAN

NOTE This Plan is under Review and Compilation by Finanace into an all inclusive Plan

Dept./Facility	Year #4 Replacement: 2019 / 2020		
	Capital Project	Project Cost Est.	Comments
DPW	Road Resurfacing	$1,000,000	Road program
DPW	Highway Garage & Office Roof Replacement	$500,000	Dependant on public/private partnership
		$1,500,000	

Appendix C: Public Works Capital Project Plan 2016-2017

5 - YEAR CAPITAL PROJECT PLAN

NOTE This Plan is under Review and Compilation by Finanace into an all inclusive Plan

Dept./Facility	Year #5 Replacement:	2020 / 2021	
	Capital Project	Project Cost Est.	Comments
DPW	Road Resurfacing	$800,000	Road program
		$800,000	

Road Name	From	To	Length in LF	AVG. Width in LF	Sq Ft	SQYD
Stepney Sta 1			1	19224	19224.00	2136.00

Item	Time & Materials	Days Needed	Men	Qty	U/M	Unit Cost	Notes	Sq Ft	Total Cost
1	Signage						every 100 feet		
2	Layout & Stakes								$0.00
3	Erosion Control				HR	$28.00			
4	Traffic Control								$0.00
5	Clear & Grub	N/A			EA	$22.00			$0.00
6	Clean CB's & Pipes				LF	$3.50	$ 3.50 per LF		
7	New Curbing						In House		
8	Remove Curbing								
9	Cut Gutters								
10	Sweeping	N/A							
11	Tree Work	N/A							
12	Rock Work	N/A			HR	$139.00	$139.00 per hr Stone		$0.00
13	Gradall work restore & prep.								
14	Sawcut road Keyway	N/A							
15	Dust control	N/A							
16	CB Tops & Repair			2	EA	$1,000.00			$12,000.00
17	Drainage Structures (new)				EA				$0.00
18	Drainage Stone	N/A					covered under restore & Prep		
19	Process Aggregate	N/A					covered under restore & Prep		
20	Clean Pipe outflows	N/A					covered under restore & Prep		
21	Rip Rap Outflows	N/A							
22	Underdrain	N/A							
23	Filter Fabric	N/A							
24	Install CPP	N/A							$11,641.20
25	Milling			2136.00	SYD	$5.45	$5.45 sq yd		$0.00
26	Shim				Ton	$94.44			
27	Patch for chip seal	N/A							
28	Chip Seal	N/A							$0.00
29	Cold In Place			0.00	SYD	$5.50	5.50 sq yd		$106.80
30	Tack Coat			2,136.00	SYD	$0.05	$4.50		$0.00
31	Reclaim			0.00	SYD	$1.75			
32	Cut Backs				SYD				$0.00
33	Paving (whats the process??)			0.00	Tons		Class 1 $		$36,352.58
34	Class 2			240.3	Tons	$151.28	Class 2 $151.28 ton		
35	Driveway Repair				EA	$500.00	Estimated $500 per drive		
36	Landscape						covered under restore & prep.		
37	Line Painting (stop bars, DBL Yellow, Fog Line, Cross Walk)								$600.00
38	Remove Const. Signage								
	60 to 250 tons $151.28	250 tons to 500 tons class 2 $110.68						Total Cost:	$50,700.58
	mill up to 1200 sq yds. $11.48 sq yd.								
	mill up to 2400 sq yds $5.45 sq yd.								

Road Name	From	To	Length in LF	AVG. Width in LF	Sq Ft	SQYD
Stepney Sta 2			1	17748	17748.00	1972.00

Item	Time & Materials	Days Needed	Men	Qty	U/M	Unit Cost	Notes	Sq Ft	Total Cost
1	Signage								
2	Layout & Stakes						every 100 feet		
3	Erosion Control								
4	Traffic Control				HR	$28.00			$0.00
5	Clear & Grub	N/A							
6	Clean CB's & Pipes				EA	$22.00			$0.00
7	New Curbing				LF	$3.50	$ 3.50 per LF.		$0.00
8	Remove Curbing						In House		
9	Cut Gutters								
10	Sweeping	N/A							
11	Tree Work	N/A							
12	Rock Work	N/A							
13	Gradall work restore & prep.				HR	$139.00	$139.00 per hr Stone		$0.00
14	Sawcut road Keyway	N/A							
15	Dust control	N/A							
16	CB Tops & Repair			2	EA	$1,000.00			
17	Drainage Structures (new)				EA				
18	Drainage Stone	N/A							$0.00
19	Process Aggregate	N/A					covered under restore & Prep		
20	Clean Pipe outflows	N/A					covered under restore & Prep		
21	Rip Rap Outflows	N/A					covered under restore & Prep		
22	Underdrain	N/A							
23	Filter Fabric	N/A							
24	Install CPP	N/A							
25	Milling			1972.00	SYD	$5.45	$5.45 sq yd		$10,747.40
26	Shim				Ton	$94.44			$0.00
27	Patch for chip seal	N/A							
28	Chip Seal	N/A							
29	Cold In Place			0.00	SYD	$5.50	5.50 sq yd		$0.00
30	Tack Coat			1,972.00	SYD	$0.05	$4.50		$98.60
31	Reclaim			0.00	SYD	$1.75			$0.00
32	Cut Backs				SYD				
33	Paving (whats the process??)			0.00	Tons		Class 1 $		$0.00
34	Class 2			221.85	Tons	$151.28	Class 2 $151.28 ton		$33,561.47
35	Driveway Repair				EA	$500.00	Estimated $500 per drive.		
36	Landscape						covered under restore & prep.		
37	Line Painting (stop bars, DBL Yellow, Fog Line, Cross Walk)								$600.00
38	Remove Const. Signage								

60 to 250 tons $151.28 — 250 tons to 500 tons class 2 $110.68

mill up to 1200 sq yds. $11.48 sq yd.

mill up to 2400 sq yds $5.45 sq yd.

Total Cost: $45,007.47

Road Name	From	To	Length in LF	AVG. Width in LF	Sq Ft	SQYD
Monroe Sta 1			1	27486	27486.00	3054.00

Item	Time & Materials	Days Needed	Men	Qty	U/M	Unit Cost	Notes	Sq Ft	Total Cost
1	Signage						every 100 feet		
2	Layout & Stakes								$0.00
3	Erosion Control				HR	$28.00			
4	Traffic Control								$0.00
5	Clear & Grub	N/A			EA	$22.00			$0.00
6	Clean CB's & Pipes				LF	$3.50	$3.50 per LF.		
7	New Curbing						In House		
8	Remove Curbing								
9	Cut Gutters								
10	Sweeping	N/A							
11	Tree Work	N/A							
12	Rock Work	N/A			HR	$139.00	$139.00 per hr Stone		$0.00
13	Gradall work restore & prep								
14	Sawcut road Keyway	N/A							
15	Dust control	N/A							
16	CB Tops & Repair			2	EA	$1,000.00			
17	Drainage Structures (new)				EA				$0.00
18	Drainage Stone	N/A					covered under restore & Prep		
19	Process Aggregate	N/A					covered under restore & Prep		
20	Clean Pipe outflows	N/A					covered under restore & Prep		
21	Rip Rap Outflows	N/A							
22	Underdrain	N/A							
23	Filter Fabric	N/A							
24	Install CPP	N/A							$7,421.22
25	Milling			3054.00	SYD	$2.43	$2.43 sq yd		$0.00
26	Shim				Ton	$94.44			
27	Patch for chip seal	N/A							
28	Chip Seal	N/A							$0.00
29	Cold In Place			0.00	SYD	$5.50	5.50 sq yd		$152.70
30	Tack Coat			3,054.00	SYD	$0.05	$4.50		$0.00
31	Reclaim			0.00	SYD	$1.75			
32	Cut Backs								$0.00
33	Paving (whats the process??)			0.00	Tons		Class 1 $		$38,026.33
34	Class 2			343.57	Tons	$110.68	Class 2 $110.68		
35	Driveway Repair				EA	$500.00	Estimated $500 per drive		
36	Landscape						covered under restore & prep.		
37	Line Painting (stop bars, DBL Yellow, Fog Line, Cross Walk)								$600.00
38	Remove Const. Signage								
	60 to 250 tons $151.28	250 tons to 500 tons class 2 $110.68						Total Cost	$46,200.25
	mill up to 1200 sq yds. $11.48 sq yd.								
	mill up to 2400 sq yds $5.45 sq yd.								

Road Name	From	To	Length in LF	AVG. Width in LF	Sq Ft	SQYD
Monroe Sta 2			1	20862	20862.00	2318.00

Item	Time & Materials	Days Needed	Men	Qty	U/M	Unit Cost	Notes	Sq Ft	Total Cost
1	Signage								
2	Layout & Stakes						every 100 feet		
3	Erosion Control								
4	Traffic Control				HR	$28.00			$0.00
5	Clear & Grub	N/A							
6	Clean CB's & Pipes				EA	$27.00			$0.00
7	New Curbing				LF	$3.50	$ 3.50 per LF.		$0.00
8	Remove Curbing						In House		
9	Cut Gutters								
10	Sweeping	N/A							
11	Tree Work	N/A							
12	Rock Work	N/A							
13	Gradall work restore & prep.				HR	$139.00	$139.00 per hr Stone		$0.00
14	Sawcut road Keyway	N/A							
15	Dust control	N/A							
16	CB Tops & Repair			2	EA	$1,000.00			
17	Drainage Structures (new)				EA				
18	Drainage Stone	N/A							$0.00
19	Process Aggregate	N/A					covered under restore & Prep		
20	Clean Pipe outflows	N/A					covered under restore & Prep		
21	Rip Rap Outflows	N/A					covered under restore & Prep		
22	Underdrain	N/A							
23	Filter Fabric	N/A							
24	Install CPP	N/A							
25	Milling			2318.00	SYD	$5.45	$5.45 sq yd		$12,633.10
26	Shim				Ton	$94.44			$0.00
27	Patch for chip seal	N/A							
28	Chip Seal	N/A							
29	Cold In Place			0.00	SYD	$5.50	5.50 sq yd		$0.00
30	Tack Coat			2,318.00	SYD	$0.05	$4.50		$115.90
31	Reclaim			0.00	SYD	$1.75			$0.00
32	Cut Backs				SYD				
33	Paving (whats the process??)			0.00	Tons		Class 1 $		$0.00
34	Class 2			260.78	Tons	$110.68	Class 2 $110.68		$28,863.13
35	Driveway Repair				EA	$500.00	Estimated $500 per drive		
36	Landscape.						covered under restore & prep.		
37	Line Painting (stop bars, DBL Yellow, Fog Line, Cross Walk).								$600.00
38	Remove Const. Signage								
	60 to 250 tons $151.28								
	mill up to 1200 sq yds. $11.48 sq yd.								Total Cost: $42,212.13
	mill up to 2400 sq yds $5.45 sq yd.								

Road Name	From	To	Length In LF	AVG. Width In LF	Sq Ft	SQYD
Stevenson Sta 1			1	6948	6948.00	772.00

Item	Time & Materials	Days Needed	Men	Qty	U/M	Unit Cost	Notes	Sq Ft	Total Cost
1	Signage								
2	Layout & Stakes						every 100 feet		
3	Erosion Control								
4	Traffic Control				HR	$28.00			$0.00
5	Clear & Grub	N/A							
6	Clean CB's & Pipes				EA	$22.00			$0.00
7	New Curbing				LF	$3.50	$ 3.50 per LF.		$0.00
8	Remove Curbing						In House		
9	Cut Gutters								
10	Sweeping	N/A							
11	Tree Work	N/A							
12	Rock Work	N/A							
13	Gradall work restore & prep.				HR	$139.00	$139.00 per hr Stone		$0.00
14	Sawcut road Keyway	N/A							
15	Dust control	N/A							
16	CB Tops & Repair			2	EA	$1,000.00			
17	Drainage Structures (new)				EA				
18	Drainage Stone	N/A							$0.00
19	Process Aggregate	N/A					covered under restore & Prep		
20	Clean Pipe outflows	N/A					covered under restore & Prep		
21	Rip Rap Outflows	N/A					covered under restore & Prep		
22	Underdrain	N/A							
23	Filter Fabric	N/A							
24	Install CPP	N/A							
25	Milling			772.00	SYD	$11.48	$11.48 sq yd.		$8,862.56
26	Shim				Ton	$94.44			$0.00
27	Patch for chip seal	N/A							
28	Chip Seal	N/A							
29	Cold In Place			0.00	SYD	$5.50	5.50 sq yd		$0.00
30	Tack Coat			772.00	SYD	$0.05	$4.50		$38.60
31	Reclaim			0.00	SYD	$1.75			$0.00
32	Cut Backs				SYD				
33	Paving (whats the process??)				Tons		Class 1 $		$0.00
34	Class 2			86.85	Tons	$151.28	Class 2 $151.28 ton		$13,138.67
35	Driveway Repair				EA	$500.00	Estimated $500 per drive		
36	Landscape						covered under restore & prep.		
37	Line Painting (stop bars, DBL Yellow, Fog Line, Cross Walk)								
38	Remove Const. Signage								
	60 to 250 tons $151.28			250 tons to 500 tons class 2 $110.68					
	mill up to 1200 sq yds. $11.48 sq yd.							Total Cost	$22,039.83
	mill up to 2400 sq yds $5.45 sq yd.								

Road Name	From	To	Length in LF	AVG. Width in LF	Sq Ft	SQYD
Stevenson Sta 2			1	25515	25515.00	2835.00

Item	Time & Materials	Days Needed	Men	Qty	U/M	Unit Cost	Notes	Sq Ft	Total Cost
1	Signage						every 100 feet		
2	Layout & Stakes				HR	$28.00			$0.00
3	Erosion Control				EA	$12.00			$0.00
4	Traffic Control	N/A			LF	$3.50	$3.50 per LF		$0.00
5	Clear & Grub						In House		
6	Clean CB's & Pipes								
7	New Curbing	N/A							
8	Remove Curbing	N/A							
9	Cut Gutters	N/A							
10	Sweeping								
11	Tree Work	N/A							
12	Rock Work	N/A							
13	Gradall work restore & prep.								
14	Sawcut road Keyway	N/A			HR	$139.00	$139.00 per hr Stone		$0.00
15	Dust control	N/A							
16	CB Tops & Repair			2	EA	$1,000.00			
17	Drainage Structures (new)				EA				
18	Drainage Stone	N/A							
19	Process Aggregate	N/A							$0.00
20	Clean Pipe outflows	N/A					covered under restore & Prep		
21	Rip Rap Outflows	N/A					covered under restore & Prep		
22	Underdrain	N/A					covered under restore & Prep		
23	Filter Fabric	N/A							
24	Install CPP	N/A							
25	Milling			2835.00	SYD	$2.43	$2.43 sq yd		$6,889.05
26	Shim				Ton	$94.44			$0.00
27	Patch for chip seal	N/A							
28	Chip Seal	N/A							
29	Cold In Place			0.00	SYD	$5.50	5.50 sq yd		
30	Tack Coat			2,835.00	SYD	$0.05	$4.50		$0.00
31	Reclaim			0.00	SYD	$1.75			$141.75
32	Cut Backs				SYD				$0.00
33	Paving (whats the process??)			0.00	Tons				
34	Class 2			318.93	Tons	$110.68	Class 1-5		$0.00
35	Driveway Repair				EA	$500.00	Class 2-$110.68 ton		$35,299.17
36	Landscape						Estimated $500 per drive		
37	Line Painting (stop bars, DBL Yellow, Fog Line, Cross Walk)						covered under restore & prep.		
38	Remove Const. Signage								$600.00

60 to 250 tons $151.28

mill up to 1200 sq yds. $11.48 sq yd.

mill up to 2400 sq yds $5.45 sq yd.

250 tons to 500 tons class 2 $110.68

Total Cost: $42,929.97

FUSS & O'NEILL

December 24, 2015

Mr. Chris Nowacki
DPW Director
Town of Monroe
7 Fan Hill Road
Monroe, CT 06468

Re: Design/Build Services "Turn-key" Proposal
UST Removal/ Replacement
Chalk Hill School
375 Fan Hill Road, Monroe, CT
DAS On-Call Contract 12PSX0097
Fuss & O'Neill Project No. 20091294.P3X

Dear Mr. Nowacki:

Fuss & O'Neill is pleased to submit this "turn-key" proposal to the Department of Public Works for design, permitting, environmental compliance monitoring and reporting; material procurement and site construction services associated with underground storage tank (UST) removal and replacement at the Chalk Hill School at 375 Fan Hill Road. The UST system will be replaced in kind with a new Xeres 15,000 gallon FRP unit.

Based on this understanding, our site visit and discussions, the following scope of services is proposed. The pricing included in this proposal reflects pricing from our tank subcontractor, Lemelin Environmental Services, and our supplier Wildco Petroleum Products. This proposal is for a complete "turn-key" installation and includes the necessary design and "permit level" plan development, obtaining local permits, coordinating with state and local authorities, O&M manual submission, system startup and on-site training of facility personnel.

Furthermore, as we discussed, as is the nature of design/build and the design has yet to be performed, we have included an engineering and construction Contingency/Allowance if during design it is determined that additional items are required. Examples of these items may include:

- Installation of concrete hold down pad in lieu of concrete dead-men if buoyancy calculations warrant the additional concrete
- Pump and/or day tank to move fuel to and from the UST source (*does not seem likely upon initial site visit)*
- Transition sump/leak sensor for product piping

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Connecticut
Massachusetts
Rhode Island
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This Allowance will not be used without prior discussion with you of their importance and without your prior authorization.

Scope of Services

Engineering and Permitting and Construction Management Services

Fuss and O'Neill will prepare necessary design drawings for this work as required by the Town's Building Department. You will be able to review these plans prior to submission to the Town. Plans will be stamped by a Professional Engineer licensed in the State of Connecticut as required.

During this phase we will also perform the following:

- Notify Town Fire Marshal of the pending UST Removals and/or abandonments
- Contact Call-Before-You-Dig and obtain Dig Safe Number
- Finalize field measurements to prepare a more detailed set of permit plans to be reviewed by the Town
- Perform a code compliance evaluation of all products
- Prepare and submit permit applications (fees to be waived by the town)
- Work with the Town Building Department to address any concerns prior to construction
- Obtain permit approvals and immediately place materials on order
- Review shop drawing for new equipment
- Coordinate all aspects of Construction and perform Construction Management Services throughout the project
- Prepare O&M documentation for the Town

Underground Storage Tank Removal

The following tasks will be performed during the removal process:

- Transfer usable product to and from site (The Town of Monroe will be responsible to have their fuel delivery company remove and replace any remaining usable product prior to tank removals). This proposal assumes no more than 6" of product/sludge will be in the UST upon our arrival. Additional fees may apply for the removal and disposal of any additional product discovered in the UST.
- Shut down existing UST system
- Pump and clean UST and associated piping of sludge and any product; steam clean interior of tank
- Remove and dispose of residual sludge/product and tank cleaning water (Provide documentation of all liquid/sludge removed)

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- Excavate, remove transport and dispose UST as listed in the site specific scope of work below apparatuses. (Bottom tank slabs to be removed only if they impact installation.)
- Collect soil samples from tank graves in accordance with DEEP Guidance documents
- Backfill and compact excavations with structural gravel
- Complete surface restoration in kind including replacing concrete sidewalk and performing asphalt repairs as necessary

UST and Appurtenance Installation

- Prepare base material in preparation for setting concrete deadmen
- Install new Xerxes 15,000 gallon Double Walled FRP UST
- Provide crane service as needed for setting UST
- Install double wall product piping system and code compliant accessory package
- Provide and install new backfill material as needed for proper backfilling of tank and piping
- Provide and install new electrical conduit and wiring and monitoring probes and sensors for the existing Pneumercator TMS-2000 tank monitoring system
- Provide and install new top tank pad or pads to match preexisting conditions
- Repair any disturbed concrete sidewalks or blacktop areas disturbed by the new installations
- Repair and landscaped areas
- Provide startup of new system and train personnel on the system as necessary
- Site Specific Additional Notes for Removal:
- Provide and install new 15,000 gallon Xerxes Double-Wall FRP including full code compliant fit-out package including containment sump and double-wall piping system to the building
- Transition to existing piping within the building
- Provide and Install probes and sensors to be compatible with the existing Pneumercator TMS-2000 tank monitoring console
- Replace concrete sidewalk run to parking lot in kind

Assumptions

For this effort, we include the following assumptions:

- There have been no releases from any of the underground storage tank systems. If contaminated soil is encountered, we will immediately notify the DPW before proceeding with CTDEEP notification. Unit costs associated with the management of contaminated media are included in this proposal and will be reviewed prior to proceeding with any work.
- Groundwater will not be encountered in the excavations

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- **Permit approval from the Town does not involve significant changes to the scope identified above. Any potential changes required by the Town will be reviewed with you prior to costing (if necessary) and/or implementation.**
- Free and clear access will be provided to all work areas. We will work closely with the DPW and Chalk Hill School representatives throughout the project to minimize impact to facility operations.
- DPW will be responsible for getting fuel levels below 6" (or close to) prior to our arrival
- Interior piping system retrofits are excluded from this contract and will be left in place. The transition from new exterior piping to existing interior piping will be at the soonest possible location within the building.
- Shoring of excavations is not anticipated and is not included in either the fee or contingency/allowance below

Schedules

Fuss & O'Neill is prepared to begin this work upon your Authorization to Proceed (Attached), though we expect the work to be performed during the Summer of 2016. The current lead time on a new UST and some appurtenances is approximately 10 weeks from the date of shop drawing approval and are subject to change based on production load at the time of release. We have a very good relationship with our suppliers and can work to minimize lead times on equipment as your schedule dictates.

We envision approximately 3-4 weeks will be needed to complete the majority of the on-site work.

Fee

Fuss & O'Neill will provide these services using a time and materials basis for professional services and construction administration services, and cost plus basis for subcontracted services and unit costs, both plus 10%, in accordance with our DAS Contract 12PSX0097.

In the event that contaminated soil is encountered, we have provided unit costs below to address the management of contaminated soils and surface restoration. The cost for any such services will be evaluated with the Town prior to initiating this work.

The Base Scope of Services includes the preparation of the permit package for the Town. It is understood that the Town's fees for these permits will be waived. However if this is not the case, fees for permits will be invoiced separately at a cost plus 10%. **The fees listed below do not account for any changes made by the Planning and Zoning Department or any other Town Department reviewing and approving this work.**

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FUSS & O'NEILL

Mr. Nowacki
December 24, 2015
Page 5 of 6

Furthermore, please note that the fees listed below are based on 2016 dollars. Should this work be performed in 2017, we would recommend a budget increase between 5% and 7%.

Item and Description	Price
Clark Hill School	
Professional Services	*T&M*
➢ Engineering and Permitting	$7,800
➢ Construction Management /Project Coordination/Closeout	$6,950
➢ Environmental Compliance Monitoring & Reporting	$5,500
Construction Services	*Cost Plus*
➢ Labor and materials for installation of complete UST system	$119,815
Design Contingency/Allowance (Only to be used if design conditions warrant)	$ 10,500
Unit Prices if Contaminated Soil is Present	*Units Cost Plus*
➢ Remove and Dispose Liquid/Sludge/Product from UST above and beyond 6"	2.04/Gal
➢ Remove, load, transport and dispose of contaminated soil and supply and install replacement backfill	$107.80/Ton
➢ Additional paving due to management of contaminated soil	$4.95/SF
➢ Additional concrete sidewalks due to management of contaminated soil	$385/CY
➢ Additional process/prep due to management of contaminated soil	$82.50/SF

* As the Town is tax exempt, State sales tax is excluded from this proposal

We thank you for your interest in Fuss and O'Neill and our ability to provide you with a "turn-key" solution for your needs using our on-call DAS contract. We look forward continuing out work with you.

If you have any questions or comments, please do not hesitate to contact me at 860-646-2469 ext. 5217, or on my cell at 860-966-1972.

Sincerely,

Charles D. Ahles, PE
Vice President

Attachments: Authorization to Proceed
DAS Contract 12PSX0097

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FUSS & O'NEILL

AUTHORIZATION TO PROCEED

Charles D. Ahles, PE
Vice President
Fuss & O'Neill Design Build Services, LLC
146 Hartford Road
Manchester, CT 06040

Re: Design/Build Services "Turn-key" Proposal
UST Removal/ Replacement
Chalk Hill School
375 Fan Hill Road, Monroe, CT
DAS On-Call Contract 12PSX0097
Fuss & O'Neill Project No. 20091294.P3X

Dear Mr. Ahles,

I hereby authorize Fuss & O'Neill, Inc. to proceed with the above-referenced project in accordance with their on-call DAS Contract No. 12PSX0097 and the proposal dated December 24, 2015. I understand that billing will be monthly, payable within thirty (30) days of date of invoice.

Printed Name	Date
Signature	Title

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Aquarion Water Company
200 Monroe Turnpike
Monroe, CT 06468
www.aquarionwater.com

203.445.7310 phone
800.732.9678 (toll free)

AQUARION
Water Company

Stewards of the Environment

RECEIVED
First Selectman's Office
Town of Monroe
FEB 04 2016

February 1, 2016

The Honorable Stephen Vavrek
First Selectman - Town of Monroe
7 Fan Hill Road
Monroe, CT 06468

Subject: Public Fire Service Charges
Account #: 200044071

Dear First Selectman Vavrek:

One of the ways that Aquarion Water Company serves your community is by maintaining the water distribution mains connected to your town's fire hydrants. The tables below provide a summary of the public fire protection charges for calendar year 2016. Fire service charges are based on the water distribution mains and number of hydrants in service as of December 31, 2015. The charge for transmission and distribution mains is calculated on the number of inch feet, a calculation determined by the size and length of all mains six inches and greater in diameter.

Transmission and Distribution System (Measured in Inch Feet)

In Service At 12/31/14	2015 Additions	In Service at 12/31/15	Charge Per Inch Foot	Annual Inch Foot Charge
4,780,319	76,256	4,856,575	**$0.09242**	$448,844.66

Hydrants

In Service At 12/31/14	2015 Additions	In Service At 12/31/15	Charge Per Hydrant	Annual Hydrant Charge
461	0	461	**$264.58**	$121,971.38

Your fire service charges will be $570,816.04 for calendar year 2016 based on our present rates. In addition to the amounts above, the following adjustments will be included on your invoices:

- The Tangible Property Regulation (TPR) Credit of 5.6% (which was implemented in January, 2015), will continue for the entire 2016 calendar year.
- The Water Infrastructure & Conservation Adjustment (WICA) is currently 1.57%. A cumulative increase of 1.0% to the WICA surcharge is expected during 2016. These increases are expected to take place on April 1, and October 1, 2016.
- The Water Revenue Adjustment (WRA) is currently at 0.38%. Effective April 1, 2016, this adjustment will be a credit of 2.99%.
- The Earnings Sharing Mechanism (ESM) Credit of 1.02% will end on August 31, 2016.

Your bill will show separate line items for each of these items. Charges are billed quarterly on a per diem basis. While the timing and amount of the adjustments for the WRA and WICA are still tentative and subject to PURA approval, we believe these amounts are appropriate estimates for planning purposes.

If you have any questions about your public fire service charges, please feel free to contact me at (203) 445-7330.

Sincerely,

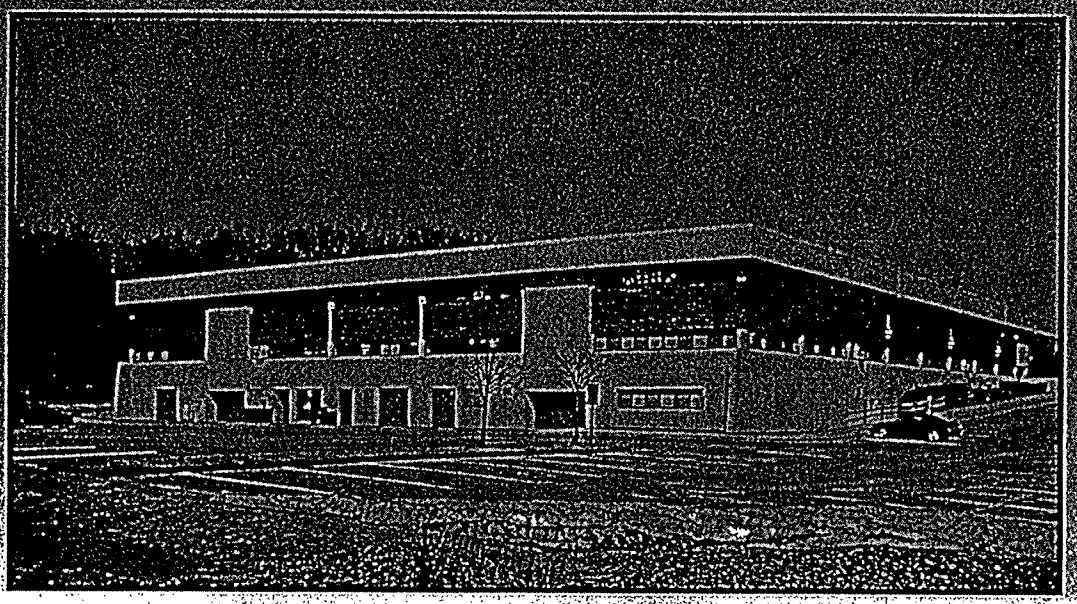
Lucy A. Teixeira
Vice President, Administration

c: Elizabeth Camerino-Schultz, Community Representative
Chris Nowacki, Director of Public Works, William Davin, Fire Marshall
Ron Bunovsky, Finance Director

Town of Monroe

Chalk Hill School
Mothballing & Demolition Study

7 Fan Hill Road
Monroe, Connecticut 06468



Chalk Hill School – Rear Elevation

Draft Report: December 30, 2010
Final Report:

Silver Petrucelli & Associates, Inc.
Architects / Engineers / Interior Designers
3190 Whitney Avenue
Hamden, Connecticut
203-230-9007

Town of Monroe, Connecticut

Chalk Hill School
Mothballing & Demolition Study

Town of Monroe
7 Fan Hill Road
Monroe, Connecticut 06468

Draft Report: December 30, 2010
Final Report:

Prepared by:

Silver Petrucelli & Associates, Inc.
Architects / Engineers / Interior Designers
3190 Whitney Avenue
Hamden, CT 06518
(203) 230-9007

Acknowledgements

We wish to thank the Town of Monroe for the opportunity to serve the town in evaluating alternative cost options for the potential future mothballing or demolition of Chalk Hill Middle School. We would also like to thank the director of public works and school administration and staff for their helpfulness and input, as their feedback and comments have been invaluable to the thoroughness of this report.

Town of Monroe

Stephen J. Vavrek
First Selectman

Chalk Hill School

Bruce M. Lazar
Principal

Robert Orsino
Head Custodian

Craig Tunks
Director of Technology

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Executive Summary

This report is the result of a study commissioned by the Town of Monroe, Connecticut to assess alternative cost options associated with mothballing or demolishing Chalk Hill School, as it may become vacant after the end of the 2010/11 school year.

Per town directive, three potential options were explored;

Option 01 - Mothball entire building
Option 01-A - Mothball upper floors while maintaining occupancy in the basement.
Option 02 - Demolish Chalk Hill School

In addition to detailing the initial costs required to properly secure and mothball the building, this study outlines annual inspection, maintenance, and operational costs associated with preserving the facility for potential future use.

This report was prepared by the architecture and engineering firm of Silver/Petrucelli + Associates, Inc. Architects and Engineers (S/P+A) of Hamden, Connecticut, a firm specializing in municipal and educational planning and design, historic restoration, feasibility analyses and building condition investigations including building envelope surveys and window and roof repair and replacement.

Process

The information contained in this report was gathered by S/P+A via meetings with town staff and school administrators, visual observations of existing facility conditions, discussions with local health department and utility companies, and analyses of existing building conditions and systems as described in the Chalk Hill School Facilities Study prepared in 2008 by S/P+A. The collected data was organized and appears in sections of this report in the form of meeting minutes, descriptive narratives with recommendations, and opinions of probable cost.

Findings

Mothballing Chalk Hill School, either fully or partially, would require minor modifications to the existing mechanical and electrical systems including providing a new temporary electrical service, removing the indoor generator and modifying the fire alarm system. In addition, preventative measures should be taken to ensure the building is properly protected, heated and ventilated by maintaining the existing fire suppression system, running the heat at 45-50 degrees during cold and damp months, partially opening exterior windows to allow adequate air exchanges and leaving interior doors and ceilings open to allow for proper air circulation.

Is it recommended by S/P+A that in each of the mothballing options, particularly full mothballing, that the town perform periodic site, interior, and roof inspections to check for building vandalism, deterioration, damage and leaks.

Demolition of Chalk Hill School will require all asbestos containing material (ACM), polychlorinated biphenyls (PCBs), and other hazardous materials be properly removed and disposed of prior to any potential disturbance.

Note: A complete investigation for asbestos containing materials, lead based paint and other hazardous materials was completed by TRC Environmental Corporation (TRC) in conjunction with the 2008 Chalk Hill School Facilities Study and Comprehensive Master Plan, prepared by S/P+A. This environmental analysis identified the location and type of hazardous materials throughout Chalk Hill School, along with an estimated full abatement and/or demolition cost of approximately $650,000. The body of this report along with the abatement and demolition cost estimate can be found in Appendix A of this report.

Polychlorinated biphenyl (PCB) testing of sealants was not common practice during the time of the 2008 study, and therefore, samples were not taken for testing at this time. PCBs are now known to be most commonly found in caulking for buildings constructed between the years of 1950 and 1978, but can also be found in a variety of other materials used during this time period. Constructed in 1968, there is a good probability that Chalk Hill School contains traces of PCBs in window caulking. If PCBs do exist in the caulk, there is the potential that these chemicals have migrated into the surrounding masonry or soil below, which would require additional abatement. Testing for PCBs is now mandated, (effective 2010), by the Connecticut State Department of Education and Health Department for all school facilities undergoing renovations or demolition.

Site work required for the demolition option will include crushing all hollow septic structures, providing a new water line to the irrigation system serving the athletic fields and providing a new electrical service and meter to maintain site lighting.

Conclusions and Recommendations

The costs to fully mothball and partially mothball Chalk Hill School, including the 1st year's maintenance and operational costs, are almost identical, estimated at roughly $150,000 and $146,000. Subsequent annual maintenance and operational costs are estimated at roughly $55,000 per year. The similarity in costs is a result of the recommendation by S/P+A that in either scenario all mechanical, electrical, plumbing, and fire protection systems remain active and be serviced regularly to help prevent deterioration of the structure and to extend the life of the systems. The mothball estimates do not include costs for certain tasks that will be performed by the Town of Monroe, including furniture removal, general cleaning, and routine site inspections. In addition, the cost to partially mothball the building does not address any renovation or abatement costs that may occur on the lower level should the Town decide to renovate this portion of the building.

The demolition costs, estimated at almost $1.9 million, are significantly greater than mothballing, due in large part to the fact that all hazardous materials must be removed and disposed of properly prior to demolition. While these abatement costs necessary for demolition are avoided

in the initial stages of mothballing, it is probable that a large portion of these abatement costs will still be required as building systems, components and finishes are replaced. All of this being considered, it is the recommendation of S/P+A that the town mothball all or part of the building in order to preserve the structure for future use, and to avoid the substantial upfront costs to abate and demolish the building.

Note: S/P+A contacted the State Department of Education to inquire about potential grant repayment that may be required by the Town of Monroe in the event that Chalk Hill School be abandoned or demolished. It has been determined that the town will not be responsible for any grant repayment due to;

1) No state funded projects over $2 million have occurred at Chalk Hill School in the last 20 years
2) No state funded projects have occurred at Chalk Hill School within the last 10 years (with the exception of code violation remediation projects).

The following information is from the Connecticut State Department of Education document entitled 'The Grant Process – School Construction Grants'.

PART EIGHT: PROJECT COMPLETION AND AUDIT
Amortization Schedule and Grant Repayment

- Except for projects solely for the correction of code violations, audited grant calculation for all Progress Payment projects will include computation of an amortization schedule for the State Share.
- For projects with costs equal to or greater than $2 million, the state grant for the school building project will be amortized on a straight-line basis over a 20-year period.
- For projects with costs less than $2 million, the state grant for the school building project will be amortized on a straight-line basis over a 10-year period.
- Any town or regional school district which abandons, sells, leases, demolishes or otherwise redirects the use of such a school building project to a non-public use during the amortization period shall refund to the state the unamortized balance of the state grant remaining s of the date the abandonment, sale, lease, demolition, or redirection occurs.
- The amortization period shall begin on the date the project was accepted as complete by the local Board of Education.
- A request for forgiveness of such refund may be submitted if the building is redirected for public use. Requests of this nature will be included as an addendum to the annual school construction Priority List and must be approved by the General Assembly.

Section I - Introduction

Study Overview and Purpose

Silver/Petrucelli & Associates, Inc. Architects & Engineers were retained by the Town of Monroe to prepare a feasibility study examining (2) possibilities for the future of Chalk Hill School. This study analyzes the initial, up-front costs required to mothball or demolish the structure along with the annual maintenance and operational costs associated with maintaining a mothballed structure.

1. The study focuses on the building system modifications required to maintain minimum heat and ventilation throughout the building to prevent freezing, condensation and mold.

2. The study outlines a suggested observation and maintenance plan to ensure safety and to prevent decay and vandalism for the unoccupied mothball scenario.

3. The study incorporates suggestions and costs to provide additional security measures for the mothball scenario.

4. The study analyzes potential costs associated with removing, relocating, and/or modifying existing utility and site systems as required per each option.

5. The study examines potential system and code implications associated with a later requested 3rd option of abandoning the upper floors while maintaining occupancy on the lower level.

Chalk Hill School - South Elevation

Study Services

The following services were provided to complete the Town of Monroe Mothballing and Demolition Study.

1. The project was initiated through a meeting with the director of public works, school principal, head custodian, and technology director.

2. S/P+A visited the site and examined the 2008 report in order to evaluate the existing conditions of the structures and site.

3. S/P+A contacted the local health department to discuss requirements for the subsurface septic system, if the building were vacant or demolished.

4. S/P+A contacted the utility companies to discuss the modification or removal of service based on mothballing or demolishing Chalk Hill School.

5. Initial recommendations and costs were outlined for each of the mothballing schemes and forwarded to the town for use in the 2011 budget meetings.

6. Demolition costs were developed and mothballing costs were revised and incorporated into a comprehensive spreadsheet outlining each of the (3) options.

7. A draft report, including conceptual cost estimates, narratives, and recommendations was developed and forwarded to the town for review and use during the upcoming budget approval meeting.

8. The draft report was modified to incorporate comments and feedback from the town.

9. The final report was completed and presented to the town.

SILVER/PETRUCELLI+ASSOCIATES
Architects and Engineers

3190 Whitney Avenue, Hamden, CT 06518-2340
Tel: 203 230 9007 Fax: 203 230 8247
silverpetrucelli.com

MEMORANDUM OF MEETING # 1

PROJECT: Chalk Hill School – Mothballing & Demolition Study

OWNER: Town of Monroe

MEETING PLACE: Chalk Hill School, Monroe, Connecticut

DATE AND TIME: November 24, 2010; 8:30 AM

ATTENDEES:

Bruce M. Lazar	Principal, Chalk Hill School
Arthur D. Baker	Director of Public Works, Monroe
Robert Orsino	Head Custodian, Chalk Hill School
Craig Tunks	Director of Technology
William Silver	Silver/Petrucelli & Associates (S/P+A)
Christopher Nardi	Silver/Petrucelli & Associates

Purpose: Kick-Off meeting for the Chalk Hill School study.

---

1. Study objectives and goals were discussed and are as outlined below.

   - The study will analyze (2) potential options for the Chalk Hill School.
     Option 1 – 'mothball' the school, and preserve for potential future use.
     Option 2 – demolish the school.

     Note: Per discussions with Art Baker on December 3rd, 2010

     Option 1A – 'mothball' the upper floors of the school, while maintaining occupancy on the basement level. This will require all building systems to remain operational and emergency egress maintained.

     Per discussions with Town Fire Marshal, if entire building is mothballed, sprinkler system could be drained and deactivated.

- If mothballed, all furniture, books, shelving, etc. should be removed to prevent deterioration and damage. According to Chalk Hill administration, there are 5-6 classrooms with new desks that would be salvaged. In addition, roughly half of the existing furniture throughout the school could be reused. The remainder of desks and furniture will be disposed of.
- Town and school staff indicated that they did not believe vandalism would be an issue in this area should the school be vacated and mothballed. S/P+A will include an alternate price in the conceptual estimate indicating the costs associated with incorporating a security system.
- If mothballed, mechanical, electrical, plumbing, and fire protection systems will need to be either shut off or altered. A maintenance program will need to be implemented to maintain and monitor the systems. Suggestions for each system will be made in the report, and operational costs to maintain these systems will be examined.
- If mothballed, the school will need to remain well ventilated. Suggested ventilation methods and associated costs will be outlined in the report.
- AHU's on top of school are relatively new and may be salvaged for reuse. S/P+A will investigate and make suggestions regarding the salvage and reuse of all pertinent systems and equipment.
- If school is demolished, all parking, paving, sidewalks, and exterior lighting are to remain in order to provide access to sports fields west of the school.
- If demolished, building is to be taken down to foundation, and area graded and fenced off.
- Current irrigation system for fields is fed from and powered by Chalk Hill School. If demolished, irrigation system will need to be reworked and fed from Jockey Hollow School.
- IT Department and equipment is currently located in basement of Chalk Hill School, with conduit, cable and fiber optics running to Jockey Hollow (servers are located in Jockey Hollow due to generator and superior a/c temperature control). If building is demolished or mothballed, IT Department and equipment will need to be relocated, along with all associated conduit, cable, & fiber. Option 1A, would allow IT to remain in its current location.
- Existing telecommunication lines are also fed from Chalk Hill to Jockey Hollow. These lines would need to be relocated under certain options.
- Weather station and equipment on roof will need to be relocated to Jockey Hollow.

- Parks and Rec. has offices on first floor of Chalk Hill School, and uses the school facilities for numerous activities throughout the year. If demoed or mothballed, offices and activities will need to be relocated.
- Town budget meetings begin on the week of December 13, 2010, with an estimated budget approval date of January 03, 2010. S/P+A will provide preliminary cost information to the town for use at the budget meetings, and will have a draft report completed prior to the scheduled budget approval date.

Next Action:

- Per discussions with Art Baker, S/P+A will provide preliminary notes and conceptual costs of mothballing Options 1 and 1A for use at the December 13, 2010 budget meetings.
- S/P+A will arrange site visits with school administration, as required.
- S/P+A will investigate potential code implications of mothballing the upper levels of Chalk Hill School, while maintaining occupancy in the basement.
- Town will investigate the relocation of IT and Parks and Recreation, should it be required.

Any corrections, additions, or comments should be made in writing to Silver Petrucelli & Associates within 14 days of the date of this meeting.

Distribution: Attendees via email, file.

Section II – Mothballing Options 01 and 01-A

S/P+A investigated the (2) primary options to mothball Chalk Hill School, in order to preserve the integrity of the structure and systems for potential, future building use. Option 01 examined vacating and mothballing the entire building, while a new Option 01-A included mothballing the upper floors, but maintaining occupancy in the existing basement.

Site Analysis

In both Option 01 or 01-A, there is little site work required in order to mothball the structure. Since the majority of utilities and services to Chalk Hill School will remain in either scenario, there is no need to modify fuel lines, water lines, or the subsurface irrigation system serving the athletic fields west of the school. In addition, electrical service to exterior site lighting will need to remain or be reworked, and exterior bituminous and concrete paving will need to be maintained in order to sustain accessibility and safety for those utilizing the athletic fields. Discussions with the local health department indicate that the septic system can remain intact under the assumption that the building may once again be occupied.

Maintenance for the site will require routine cleaning, pruning and trimming, along with repairs to the concrete and bituminous pavements on an as needed basis. It is recommended that the town perform periodic site visits to inspect site pavement and landscaping

Hazardous Materials

It is not anticipated in either of the mothballing options that ACM, PCBs or other hazardous materials would be disturbed, and therefore, not required to be abated at this time. In the event that the town chooses to perform additional renovations or demolition, above and beyond what is suggested in this report, then the project should be reevaluated for asbestos and PCB abatement requirements. If the building undergoes renovations or selective demolition in the future, all potentially disturbed hazardous materials would need to be abated at that time.

Architectural, Structural & Code Analysis

One of the most important precautions when vacating and mothballing a building is to ensure that the building envelope is sealed and in good condition in order to prevent moisture from entering the building. At Chalk Hill School, a significant advantage for mothballing is that the roof was recently replaced, and the exterior masonry and grout are in good condition. The windows are in need of replacement but can remain, since it is recommended they be left open slightly to allow the building to remain ventilated. Structurally, the building appears sound with no evidence of settling. It is recommended by S/P+A that the building envelope and roof continue to be monitored regularly and repaired on an as needed basis.

If the lower level of the building remains occupied a full code analysis will need to be performed and permits and approvals granted by the local building official, fire marshal and others. At this point, a potential program for the lower level has not been decided and therefore, no code analysis was performed. Some potential code issues with this scenario are plumbing fixture count, travel distance and number/capacity of exits, among others.

Mechanical Analysis

General

1. It is recommended that the building be ventilated during the dormant period. This can be done primarily by opening windows slightly, keeping interior doors open and running existing exhaust fans. In the case of some exhaust fans it may be beneficial to change the drive pulleys in order to slow fans to move less air. In addition, the structure should be maintained above dew point which will require heat during cold and damp weather. Since the majority of the building has perimeter radiation for heating, maintaining a minimum temperature in the building can be done efficiently without running most of the air handling equipment.

2. Routing of existing domestic water and sprinkler piping should be reviewed to make certain that piping in any areas subject to freezing is somehow protected.

3. Building consists of two full floors plus basement. Approximately 92,000 sf gross area.
   - Basement – 11,000 sf
   - First Floor – 43,000 sf
   - Second Floor – 38,000 sf

4. Areas with perimeter radiation
   - Window slightly open,
   - Heat at 45 to 50 deg during cold and damp weather.
   - Doors open.
   - Some ceiling tile removed.
   - Central exhaust fans on. Possibly replace sheaves to slow fans.

3. Areas with central AHU's
   - Run AHU's periodically. Run time to be determined by timeclock or temp/humid.
   - If areas have central exhaust, run exhaust fans only.
   - Leave interior doors open.
   - Drain coils on units not used

4. Heating Plant:
   - Maintain Heating Plant Operational.
   - Start pumps by timeclock or outdoor temp/humid.
   - Install temporary hot water pump or VFD to conserve energy?
   - Occasional fuel delivery.

Basement HVAC

1. IT Room (approx 1600sf): AHU-1, Run Unit periodically
2. Storage Rm Industrial Arts(approx 3500sf): AHU-2, Run Unit periodically
3. General Classroom (approx 800 sf):
   - Window slightly open,
   - Heat at 45 to 50 deg during cold and damp weather.
   - Doors open.
   - Some ceiling tile removed
   - Central exhaust fans on. Possibly replace sheaves to slow fans.

First Floor

1. General: Classrooms served by perimeter radiation w/ general exhaust and operable windows.
   - Window slightly open,
   - Heat at 45 to 50 deg during cold and damp weather.
   - Doors open.
   - Some ceiling tile removed
   - Central exhaust fans on. Possibly replace sheaves to slow fans.

2. Gym (5400 sf): Served by AHU-5 & AHU-6, 6200 cfm each, Run Units periodically

3. Lecture Hall – 200 seats (approx 3600 sf): served by AC-1
   - Run Unit periodically
   - If area has central exhaust, run exhaust fans only. Interior doors open

4. Admin Offices (1900 sf): Served by AHU-3, Run Unit periodically

5. North - Old Science Labs & Prep Rm (2300 sf): served by AHU-4
   - Run Unit periodically
   - If area has central exhaust, run exhaust fans only. Interior doors open

6. No-East - Old Science Classrms (3050 sf): served by EF – 1, run exhaust fans only. Interior doors open

7. No-West - Old Science Classrms (2250 sf): served by EF – 2, run exhaust fans only. Interior doors open

8. West – Music, Art, Teacher's Lounge (5200 sf): served by AHU-8, 4600 CFM
   - Run Unit periodically
   - If area has central exhaust, run exhaust fans only. Interior doors open

9. So-West (4060 sf): EF-3, 2900 cfm

10. So-East (3689 sf): EF-4, 2200 cfm

11. Exercise Room (1034 sf): AHU-7, 2500 cfm
    - Run Unit periodically
    - If area has central exhaust, run exhaust fans only. Interior doors open

Second Floor

1. General: Classrooms served by perimeter radiation w/ general exhaust and operable windows.
    - Window slightly open,
    - Heat at 45 to 50 deg during cold and damp weather.
    - Doors open.
    - Some ceiling tile removed
    - Central exhaust fans on. Possibly replace sheaves to slow fans.

2. Library/Media Center (approx 3600 sf): served by AC-2 – 5700 cfm
    - Run Unit periodically
    - If area has central exhaust, run exhaust fans only. Interior doors open

3. No-East Classrooms (3875 sf): EF-5, 2320 cfm

4. No-West Classrooms (3875 sf): EF-6, 2320 cfm

5. East Classrooms (2325 sf): EF-9, 1400 cfm

6. So-East Classrooms (3689 sf): EF-7, 2200 cfm

7. So-West Classrooms (4061 sf): EF-8, 2400 cfm

8. Cafeteria & Teacher's Rm (4930 sf): AHU-9, 11,000 cfm

9. Kitchen:
    - Kitchen Hoods: EF-21, 6750 cfm. Fan off
    - Dishwash: EF-22, 700 cfm, Fan on
    - Kitchen Storage: EF-23, 1425 cfm, Fan on

Maintenance and Supervision

1. Periodic walk-thru especially during cold and wet weather.

2. Temperature and humidity sensors recording conditions is representative spaces.

3. Maintain plumbing traps

Electrical Analysis

Electrical Service

Under the full mothballing scheme it would be advantageous to provide a new small electrical service (estimated at 200 amp, 208 volt, 3-phase) and disconnect the existing service. This has two advantages: It reduces the risk fire due to old wiring, and it allows CL&P to remove their vault transformers. Under the partial mothballing scheme the new service would need to power many more loads (Lower Level power, building heat, exterior lights, etc). This would require a considerably larger service and refeeding of a number of existing loads. The expense for this likely does not warrant the reduced risk. Unused portions of the existing electrical distribution would still be disconnected.

Indoor Generator

Under both mothballing schemes it is highly recommended to remove the existing emergency generator and its indoor fuel tank. This unit is currently in fair condition but 5 or more years without operation or maintenance will likely render it useless to any future application. The existing transfer switch can be manually set to Utility position thus keeping all associated loads powered but any life safety loads would need to be served in another way. This would likely only include lower level emergency lighting.

Fire Alarm System

The fire alarm system is recommended to stay active under both mothballing schemes and would be required under the partial scheme. While most notification equipment would not be required to remain active, some initiating devices (smoke or heat detectors) would be added to enhance monitoring of the building. This monitoring would be substantially limited if areas of the building are allowed to go below freezing as most detectors do not function properly at that temperature. Under the partial scheme, telephone lines to the building would still be active and would allow outside monitoring of the fire alarm system. Under the full scheme this monitoring is still recommended but it would result in a continued operational expense. In this case, we could provide several exterior fire alarm notification devices but the lack of nearby neighbors would limit the effectiveness of this approach.

Electronic Security

The installation of several outdoor cameras should be considered. This equipment will help minimize vandalism and unauthorized use of the site. The complexity and cost of such a system can vary greatly. While not recommended, it could be as simple as installing inoperable "dummy" cameras to make trespassers think they are being recorded. The next step would be a small number of active cameras with on-site video recording which would allow viewing of the images if an incident occurred. A top of the line system would incorporate equipment to broadcast the images to a remote site for viewing or recording.

Weather Station

We understand that the Town would like to relocate the existing rooftop weather station and all associated equipment to Jockey Hollow School. This will require some demolition and patching at Chalk Hill and some electrical preparation at Jockey Hollow.

Battery Equipment

There are a number of batteries in the facility used primarily for emergency lighting. In any mothballing scheme where these lights are no longer required, removal of the batteries should be considered. Long periods without charging can cause these batteries to fail and leak electrolyte, potentially causing damage to surrounding materials.

Lower Level Emergency Lighting

Based on removal of the generator and continued occupancy of the Lower Level, some number of new emergency lights will need to be installed.

Tele/Data System Relocations

We will need further information from the town regarding the scope of work required to maintain operation of telephone and data systems which feed through Chalk Hill to serve Jockey Hollow. It is conceivable that under either mothballing scheme these cables could simply remain in place with minimal required work and expense.

Section III – Demolition Option 02

S/P+A analyzed an option of demolishing Chalk Hill School while maintaining all site lighting, irrigations systems and paving necessary to access and utilize the athletic fields located west of the school.

Site Analysis

The irrigation system serving the athletic fields is currently served by a water line running from Chalk Hill School. In this demolition scenario, water service to Chalk Hill School will be cut off, requiring a new primary water service and meter be installed for the irrigation system. The most logical connection is to tie the existing system back to the main water line at Fan Hill Road.

If the building is demolished, all site paving and lighting will need to remain in order to provide access and safety for those using the field. The bituminous and concrete paving vary in condition and should be repaired on an as needed basis. The site lighting requirements are discussed in further detail within the electrical analysis.

Per discussions with the Trumbull-Monroe Chief of Environmental Health, all hollow septic structures must be crushed in the event of a building demolition. This will require unearthing the hollow structures, demolishing, filling, and regrading. In this scenario, it is recommended that the Connecticut DEP be contacted to discuss the possibility that the septic field remain for possible reuse, in the event that a future building is constructed on this site.

Hazardous Materials

In the event that the school is demolished, all identified ACM and other hazardous materials will need to be properly removed and disposed. In addition, the building will need to undergo PCB testing for all potentially contaminated sources, as required by the recent 2010 Connecticut State Health Department.

Architectural, Structural & Code Analysis

Architecturally, little to no work preliminary work is required in the event of a non-explosive demolition. It is recommended that all items of value be removed from the building prior to demolition. In addition, a 'deconstruction' of the building is recommended rather than a pure demolition, in order to separate materials in an effort to minimize material going to landfill while maximizing recyclable materials.

Per the International Building Code (IBC) Section 3303, *"Construction documents and a schedule for demolition must be submitted when required by the building official."*

In addition, pedestrian protection must be provided during all demolition activities and once complete, the building pit must be filled and graded. The local building department will dictate any other special requirements involved with a structural demolition.

Mechanical Analysis

The IBC – Section 3303 states that in the event of a building demolition,

"all service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the authority having jurisdiction."

Outside of this requirement there is no extra mechanical preparation required outside of normal demolition procedures. In addition, S/P+A does not believe there is any value, outside of scrap value, in salvaging any of the existing mechanical equipment.

Electrical Analysis

Electrical Service

The town has expressed the desire to keep existing pole mounted site lights and the field irrigation system active after the building has been removed. It is assumed that all or most of these loads are currently served by the Chalk Hill School main electrical service and as such a new source of power would be required. The best solution for this will be to provide a small new electrical service to a free-standing enclosure. This enclosure would accommodate the new utility meter, disconnect, panel and any required controls. Branch circuit conduit and wire would then need to be extended from the enclosure to the remaining loads.

Communication Services to Jockey Hollow

We understand that telephone and data services for the Jockey Hollow School currently feed through Chalk Hill. These services will need to be extended to Jockey Hollow through another route. While much of the cable installation would likely be provided by the respective service providers, there would almost certainly be an associated cost. Further evaluation would be required to determine if a suitable route from the Utility poles in shared access road to Jockey Hollow exists. It is possible that sufficient underground conduits exist for this purpose. The cost estimate allows for service provider fees and some conduit infrastructure work but not a full new conduit run. This cost does not include modifications required to the telephone and data system head-end equipment if necessary to accommodate the new service connection.

Section IV – Maintenance Plan

The following plan has been provided as a suggestion to monitor and maintain Chalk Hill School, in the event that the building is vacated and mothballed. It is assumed that the Town of Monroe will adjust this plan as necessary based upon their budget, desired safety measures, and manpower, among others.

Monthly Visit

- **Walk site and perform visual inspection of site and structure for vandalism, graffiti, and deterioration.**
- **Inspect windows and doors for possible points of forced entry.**
- **Mowing as necessary.**

3-Month Visit

- **Open doors and windows to 'air out' structure.**
- **Walk building interior inspecting for moisture damage, leaks, rodent/pest intrusion and vandalism.**
- **Check battery packs and lights in areas still connected to electrical service.**

6-Month Visit (Spring and Fall)

- **Site clean up, pruning and trimming**
- **Walk roof to check for tears in roofing, blocks in roof drains and scuppers, or any other potential damages.**

Annual (or as needed)

- **Maintenance and service for equipment and utilities**
- **Repairs to building and site**
- **Cleaning of building exterior**

Section V – Conceptual Cost Estimate

Preliminary Opinion of Probable Construction Cost

The following preliminary estimate outlines projected costs to fully mothball, partially mothball and demolish Chalk Hill School. In each of the mothball scenarios, additional line items have been provided for annual estimated maintenance, fuel and service charges for all building systems. Renovation and abatement costs have not been included for the partial mothball option because a scope of work and building use have not yet been determined. In addition, alternative cost line items have been included in each of the mothball options to provided new security systems, relocate the rooftop weather station, and secure lower windows to prevent unauthorized entry to the building.

At this stage, the numbers used are conceptual only, based upon industry standards and historical data for comparable projects. These estimates are schematic in nature and do not reflect detailed construction document grade estimates.

Soft costs have been included and customary cost contingencies added, as actual construction costs cannot reasonably be predicted at this early stage of the project and may vary based upon location, time of year, and status of economy.

CHALK HILL SCHOOL - MOTHBALLING & DEMOLITION STUDY

December 30th, 2010

S/P+A PROJECT No. 10.231
FEASIBILITY PHASE
OPINION OF PROBABLE CONSTRUCTION COST

LEGEND:

OPTION 01 - MOTHBALL ENTIRE SCHOOL

OPTION 01-A - MOTHBALL UPPER FLOORS
MAINTAIN BASEMENT OCCUPANCY

OPTION 02 - DEMOLISH SCHOOL

OPTION 01: MOTHBALL ENTIRE SCHOOL

SECTION	WORK CATEGORIES	UNIT	UNIT COST	AREA	TOTAL $	ADD ALTERNATIVES
	MOVING & CLEANING					
	REMOVE & SALVAGE EXISTING DESKS, CASEWORK, ETC.				by Owner	
	BROOM SWEEP & CLEAN SCHOOL				by Owner	
	HAZARDOUS MATERIAL REMOVAL & DISPOSAL					
	ASBESTOS CONTAINING MATERIAL (per 2008 TRC Estimate)					
	(See Appendix A for detailed cost breakdown)	LS			unlikely	
	PCB CONTAINING MATERIAL (no PCB tests performed to date	LS			unlikely	
	ARCHITECTURAL					
	REINFORCE DOOR ENTRY POINTS	LS			$1,500	
	SECURE LOWER WINDOWS	LS				$2,500
	MECHANICAL					
	SYSTEM ALTERATIONS	LS			$20,000 - $30,000	
	ELECTRICAL					
	DISCONNECT & INSTALL NEW SERVICE	LS			$10,000	
	REMOVE INDOOR GENERATOR & FUEL TANK	LS			$4,000	
	MODIFY FIRE ALARM SYSTEM	LS			$4,000	
	INSTALL SECURITY CAMERAS & SYSTEM	LS				$1000 - $8000
	REMOVE/REPLACE BATTERIES	LS			$4,000	
	TELE/DATA RELOCATIONS	LS			may not be required	
	ROOF WEATHER STATION RELOCATION	LS				$1,000
	OPERATIONAL EXPENSES (ANNUAL)					
	EXTERIOR WALK AROUND/INSPECTION (EACH MONTH)				by Owner	
	INTERIOR INSPECTION (EVERY 3 MONTHS)				by Owner	
	ROOF INSPECTION (TWICE/YEAR)				by Owner	
	SITE CLEANING, PRUNING & TRIMMING				by Owner	
	ROUTINE MAINTENANCE				by Owner	
	POWER	LS			$15,000	
	TELEPHONE	LS			$3,000	
	FIRE ALARM	LS			$2,000	
	MECHANICAL MAINTENANCE / SUPERVISION	LS			$10,000 - $15,000	
	FUEL COSTS	LS			$15,000 - $20,000	
		ANNUAL MAINTENANCE SUB-TOTAL			$55,000	
		TOTAL (INCL. 1ST YEAR OPERATION COSTS)			$108,500	$11,500.00
		+20% CONTINGENCY			$130,200	$13,800.00

NOTE: SEE PAGE 15.3 FOR ADDITIONAL SOFT COSTS

CHALK HILL SCHOOL - MOTHBALLING & DEMOLITION STUDY

December 30th, 2010

S/P+A PROJECT No. 10.231
FEASIBILITY PHASE
OPINION OF PROBABLE CONSTRUCTION COST

OPTION 01-A: MOTHBALL UPPER FLOORS; CONTINUE USE OF LOWER LEVE

SECTION	WORK CATEGORIES	UNIT	UNIT COST	AREA	TOTAL $	ADD ALTERNATIVES $
	MOVING & CLEANING					
	REMOVE & SALVAGE EXISTING DESKS, CASEWORK, ETC.				by Owner	
	BROOM SWEEP SCHOOL				by Owner	
	HAZARDOUS MATERIALS REMOVALS & DISPOSAL					
	ASBESTOS CONTAINING MATERIAL (per 2008 TRC Estimate)					
	(See Appendix A for detailed cost breakdown)	LS			unlikely	
	PCB CONTAINING MATERIAL (no PCB tests performed to date	LS			unlikely	
	ARCHITECTURAL					
	REINFORCE DOOR ENTRY POINTS	LS			$750	
	SECURE LOWER WINDOWS	LS				$2,600
	MECHANICAL					
	SYSTEM ALTERATIONS	LS			$20,000 - $30,000	
	ELECTRICAL					
	MODIFY EXISTING ELECTRICAL SERVICE	LS			$5,000	
	REMOVE INDOOR GENERATOR & FUEL TANK	LS			$4,000	
	MODIFY FIRE ALARM SYSTEM	LS			$4,000	
	INSTALL SECURITY CAMERAS & SYSTEM	LS				$1000 - $8000
	REMOVE/REPLACE BATTERIES	LS			$4,000	
	LOWER LEVEL EMERGENCY LIGHTING	LS			$3,000	
	TELE/DATA RELOCATIONS				may not be required	
	ROOF WEATHER STATION RELOCATION					$1000
	OPERATIONAL EXPENSES (ANNUAL)					
	EXTERIOR WALK AROUND/INSPECTION (EACH MONTH)				by Owner	
	INTERIOR INSPECTION (EVERY 3 MONTHS)				by Owner	
	ROOF INSPECTION (TWICE/YEAR)				by Owner	
	SITE CLEANING, PRUNING & TRIMMING				by Owner	
	ROUTINE MAINTENANCE (DAMAGES)				by Owner	
	POWER	LS			$15,000	
	TELEPHONE	LS			$3,000	
	FIRE ALARM	LS			$2,000	
	MECHANICAL MAINTENANCE / SUPERVISION	LS			$10,000 - $15,000	
	FUEL COSTS	LS			$15,000 - $20,000	
		ANNUAL MAINTENANCE SUB-TOTAL			$55,000	
		TOTAL			$105,750	$11,500.00
		+30% CONSTRUCTION CONTINGENCY			$126,900	$13,800.00

NOTE: SEE PAGE 15.3 FOR ADDITIONAL SOFT COSTS

CHALK HILL SCHOOL - MOTHBALLING & DEMOLITION STUDY

December 30th, 2010

S/P+A PROJECT No. 10.231
FEASIBILITY PHASE
OPINION OF PROBABLE CONSTRUCTION COST

OPTION 02 - DEMOLISH SCHOOL

SECTION	WORK CATEGORIES	UNIT	UNIT COST	AREA	TOTAL $	ADD ALTERNATIVES $
	MOVING & CLEANING					
	REMOVE & SALVAGE EXISTING DESKS, CASEWORK, ETC.				by Owner	
	HAZARDOUS MATERIAL REMOVAL & DISPOSAL					
	ASBESTOS CONTAINING MATERIAL (per 2008 TRC Estimate)					
	(See Appendix A for detailed cost breakdown)	LS			$652,660	
	PCB CONTAINING MATERIAL (no PCB tests performed to date	LS			unknown	
	STRUCTURAL DEMOLITION					
	BUILDING DEMOLITION	CF	$0.50	1,256,000	$628,000	
	SITE & MISCELLANEOUS WORK					
	NEW ELECTRICAL SERVICE FOR SITE LIGHTING	LS			$20,000	
	CRUSH ALL HOLLOW SEPTIC STRUCTURES	LS			$12,500	
	NEW WATER LINE FOR FIELD IRRIGATION					
	(Includes excavation, fill & repairs to paving)	LS			$25,000	
	NEW CONDUIT, CABLE & FIBER TO JOCKEY HOLLOW	LS			$25,000	
	GRADE AND FENCE OFF SITE	LS			$4,500	
	ROOF WEATHER STATION RELOCATION	LS			$1,000	
	RELOCATE IT DEPTARTMENT & EQUIPMENT				by Owner	
		TOTAL			$1,368,660	
		20% CONSTRUCTION CONTINGENCY			$1,642,392	

NOTE: SEE BELOW FOR ADDITIONAL SOFT COSTS

TOTAL CONSTRUCTION COSTS

		Add Alternative $
OPTION 01 FULL MOTHBALL	$150,200	$15,800
OPTION 01-A PARTIAL MOTHBALL	$126,900	$ 8,800
OPTION 02 DEMOLITION	$1,642,392	$0

SOFT COSTS

CHALK HILL SCHOOL - MOTHBALL & DEMO
FEASIBILITY PHASE
OPINION OF PROBABLE CONSTRUCTION COST

	OPTION 01	OPTION 01-A	OPTION 02
Structure & Site Development Cost	$150,200	$126,900	$1,642,392
State Education Permits ($0.26 per $1000.00)	$334	$333	$427
Hazardous Material Design	Unknown	Unknown	$15,000
Performance Bonds	$1,000	$1,000	$24,636
Builder's Risk Insurance	$1,302	$1,269	$16,424
Printing Costs (Incl. Bidding)	$4,000	$4,000	$4,000
A&E fees (demolition cost may vary depending on extent of drawings required by Town)	$5,000	$5,000	$30,000
Contingency (Owner) 10%	$13,020	$12,890	$164,239
Total Project Cost Estimate	$150,556	$146,892	$1,897,118

GENERAL NOTES:
CONSTRUCTION COSTS ARE BASED ON 2009/2010 CONSTRUCTION COSTS.
ESCALATE 5% PER YEAR THEREAFTER.
COST ESTIMATES BASED ON HISTORICAL DATA FOR COMPARABLE PROJECTS.

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Section VI – Appendix A

TRC Environmental Report dated March 2008

REPORT

INVESTIGATIVE SURVEY FOR ASBESTOS CONTAINING MATERIALS, LEAD BASED PAINT & OTHER HAZARDOUS MATERIALS CHALK HILL MIDDLE SCHOOL 375 FAN HILL ROAD MONROE, CONNECTICUT

Prepared for

Silver/Petrucelli and Associates, Inc.
Hamden, Connecticut

Prepared by

TRC Environmental Corporation
Bridgeport, Connecticut

March 2008

41.1

INVESTIGATIVE SURVEY FOR ASBESTOS CONTAINING MATERIALS, LEAD BASED PAINT & OTHER HAZARDOUS MATERIALS CHALK HILL MIDDLE SCHOOL 375 FAN HILL ROAD MONROE, CONNECTICUT

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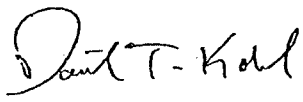

David T. Kohl
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TRC Project No. 115230.0000.0000
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1.0 INTRODUCTION

TRC Environmental Corporation (TRC) of Bridgeport, Connecticut was retained by Silver/Petrucelli and Associates, Inc. to perform a survey for asbestos, lead, and other hazardous materials at Chalk Hill Middle School, located at 375 Fan Hill Road in Monroe, Connecticut. The site was inspected by TRC for the presence of lead based paint, asbestos containing materials, and other hazardous materials from February 2008- March 2008. This report serves to provide Silver/Petrucelli and Associates, Inc. with detailed information concerning the location, condition and overall assessment of the lead, asbestos and other hazards identified at the site.

The lead survey was conducted by David T. Kohl, a licensed Connecticut lead inspector (License# 002112). Lead based paint sample measurements were conducted on-site utilizing a Niton XL-309 X-Ray Fluorescence (XRF) L and K-shell spectrum analyzer. The Niton XL is a portable unit capable of producing fast, accurate, non-destructive measurements of lead concentrations in dry painted surfaces. Lead (Pb) measurements are recorded by the analyzer in milligrams per square centimeter (mg/cm^2) with a detection limit of 0.1 mg/cm^2. Further, either screening calculations of total lead mass loading or composite building material sampling and Toxicity Characteristic Leaching Procedure (TCLP) analysis is conducted to characterize the building debris waste stream for hazardous/non-hazardous waste disposal requirements due to lead in paint. Refer to **Appendix A** for a copy of the inspector license and laboratory certifications. Refer to **Appendix B** for XRF Results.

The asbestos inspection was conducted by David T. Kohl, a licensed Connecticut asbestos inspector (License # 000637) in accordance with current United States Environmental Protection Agency (USEPA) Asbestos Hazard Emergency Response Act (AHERA) protocol (40 CFR part 763 Subpart E). Bulk samples of suspect materials were collected and analyzed via Polarized Light Microscopy (PLM) as well as Transmission Electron Microscopy (TEM) methods. Refer to **Appendix A** for a copy of the inspector license and laboratory certifications. Refer to **Appendix D and E** for asbestos sample chain-of-custody records and laboratory analysis results.

The survey for the identification of other hazardous materials (e.g. PCB containing fluorescent light ballasts and transformers, mercury (Hg) containing fluorescent lamps and thermostat ampoules, oil storage tanks, "household hazardous wastes", etc.) was conducted by Eric J. Hastedt, a TRC representative trained and experienced in conducting Phase I Environmental Site Assessment (ESA) site walkover surveys for the identification of building and property environmental hazards and liabilities. The survey was conducted as a visual site walkover and inventory of suspect materials containing hazardous or regulated materials/wastes.

2.0 SITE DESCRIPTION

Chalk Hill Middle School is located at 375 Fan Hill Road, Monroe, Connecticut. The structure consists of an original two (2) story building, with basement, constructed circa 1969. Windows are generally made from metal. Doors are generally made from metal and wood. Classrooms and offices consist of sheetrock, plaster, suspended ceiling tiles and fixed ceiling tiles. Main exterior walls are masonry and floors are cement. The main structure consists of a built-up flat roof with installed roof drains. Refer to **Appendix F** for site sketches of the building.

3.0 SURVEY

3.1 Lead Based Paint Survey

On February 21, 2008, Mr. David T. Kohl, a representative of TRC, performed a lead-based paint screening of the subject building. The purpose of the investigation was to determine the applicability of the OSHA Lead in Construction Final Rule, 29 CFR 1926.62, EPA Hazardous Waste Disposal Regulations, 40 CFR Parts 260 through 271, and the CT Hazardous Waste Management Regulations, 22a-209-1, 22a-209-8(c), 22a-449(c)-11, and 22a-449(c)-100 through 110 as relates to building renovation/demolition activities.

On-site lead in paint measurements were conducted utilizing a Niton XL-309 L and K-shell XRF spectrum analyzer. The Niton XL is a portable unit that is designed to make fast, accurate non-destructive measurements of lead concentrations in dry painted surfaces. Lead (Pb) measurements are recorded in milligrams of lead per square centimeter (mg/cm^2) with a minimum detection limit of 0.1 mg/cm^2. XRF measurements were conducted in accordance with protocols outlined in the manufacturer's specifications for lead inspecting in construction settings dated June 1998. Representative measurements of painted building components were conducted throughout the subject building. Measurement readings were then classified as either positive ($\geq$ 0.1 mg/cm^2) or below detectable levels (BDL) (<0.1 mg/cm^2).

A total of one hundred sixty two (162) measurement readings were taken utilizing the Niton XL of which six (6) were calibration check readings. The remaining one hundred fifty six (156) measurements comprised the survey. The results of the lead survey indicated that ninety one (91) of the building surfaces tested contained lead while the remaining sixty five (65) revealed no detectable levels of lead (i.e. less than 100 micrograms per square centimeter). Four (4) of the lead containing building surfaces tested, contained a toxic level of lead ($\geq$1.0 mg/cm^2). All of the surfaces measured for lead content were also evaluated for paint coating condition. Each component was identified as either intact or defective. Refer to **Appendix B** for the Lead Based Paint XRF Measurement Summary Table.

The State of Connecticut Department of Environmental Protection requires building construction waste, to be generated during demolition/renovation, be characterized for hazardous/non-hazardous disposal requirements, for each type of building material (paint and substrate) which exceeds the toxic level of lead (1.0 mg/ cm^2). A representative TCLP sample, of the toxic level lead containing material may be collected and analyzed for lead waste toxicity, or the waste may be characterized through the CTDEP knowledge of process "screen and calculate" method. The toxic level lead containing ceramic tile wall and baseboard was characterized for lead waste using the "screen and calculate method. Refer to **Appendix C** for the screen and calculate method results. The toxic level lead containing ceramic wall tile and baseboard was characterized as non-hazardous for lead waste. All other building material type XRF readings were below 1.0 mg/cm^2. As such, no additional TCLP representative sample was collected. All other building material types were identified as containing less than 1.0 mg/cm^2 lead. These materials may be disposed of a non-hazardous for lead waste.

3.2 Asbestos Survey

The asbestos inspection of Chalk Hill Middle School, located at 375 Fan Hill Road, Monroe, Connecticut, was conducted from February – march, 2008, by David T. Kohl of TRC. The purpose of the asbestos survey was to determine the applicability of the Occupational Safety and Health Administration (OSHA) Asbestos Exposure in Construction Standard (29 CFR 1926.1101) as well as the U.S. Environmental Protection Agency (USEPA) Asbestos National Emission Standard for Hazardous Air Pollutants (NESHAP) Regulation (40 CFR Part 61 Subpart M) and the State of Connecticut Department of Public Health (CTDPH) Standards for Asbestos Abatement, Licensure and Training (19a-332a-1 through 16, 20-440-1 through 9 & 20-441), for materials to be impacted by planned renovation/demolition. Destructive techniques were utilized by TRC to gain access into areas of the subject building such as wall chases and fixed ceilings, as the building is scheduled for renovation/demolition. During the inspection, TRC identified both friable and non-friable suspect asbestos-containing materials (ACM). The following

suspect materials were identified and sampled: exterior soffit seam caulk, exterior pipe opening sealant, louver frame caulk, exterior door frame caulk, exterior window frame caulk, exterior window glazing, expansion joint caulk, Roof air handling unit (AHU) support truss flashing cement, roof AHU vibration insulation cloth, roof expansion joint flashing cement, roof skylight base flashing cement, roof skylight window glazing, roof vent duct flashing cement, roof electrical box flashing cement chimney flashing patch, perimeter roof flashing cement, built-up roofing material, sprinkler pipe wall sealant, ceramic floor tile grout, ceramic wall tile adhesive, ceramic tile wall grout, ceramic baseboard grout, joint compound, interior window frame caulk, cement desktop, cement counter top, cove baseboard, cove baseboard adhesive, radiator backing board, sink under coating, stair tread, stair tread adhesive, fixed ceiling tile glue daub, gymnasium wood flooring adhesive. TRC collected sixty (60) samples of the above-mentioned materials in accordance with USEPA AHERA protocol for Polarized Light Microscopy (PLM) analysis at TRC's Windsor, Connecticut laboratory. In addition, twenty-five (25) of the samples were sent to ProScience Analytical in Woburn, Massachusetts and submitted for Transmission Electron Microscopy (TEM) confirmation analysis in accordance with EPA protocol governing non-friable organically bound (NOB) materials. Laboratory analysis revealed three (3) of the material types sampled were found to be ACM (> 1% asbestos). TRC also reviewed the current asbestos management plan (AMP), provided by Monroe Public Schools, for Chalk Hill Middle School. Insulation paper/foil backing behind radiators, pipe fitting insulation, spray applied fireproofing, transite cement panels, boiler rib insulation, tank/cylinder insulation, flue cement, duct breaching cement, textured paint, and cove base adhesive residue were tested and found to contain asbestos. Blackboard and bulletin board adhesive and boiler internals (under gaskets, gasketing, roping) were assumed to be ACM, as noted in the AMP. Newer spray-applied fireproofing, plaster and skim coat, sheetrock and joint compound, ceiling tiles and office wall glue were sampled previously and determined not to contain asbestos, as noted in the AMP. Refer to **Table 3-1** for a summary of the bulk samples collected, location, and asbestos content. Refer to **Table 3-2** for a summary of the Identified ACM and their general locations and quantities. Refer to **Table 3-3** for a summary of the Confirmed Non-ACM. Refer to **Appendix D** for chain of custody records which document the transfer of bulk asbestos samples from the

subject property to the respective laboratories. The PLM and TEM laboratory analysis results are included in the report as **Appendix E.**

TABLE 3-1
BULK SAMPLE SUMMARY OF SUSPECT ASBESTOS CONTAINING MATERIALS
CHALK HILL MIDDLE SCHOOL
MONROE, CONNECTICUT

Sample No.	Location	Material	% and Type Asbestos
1	Exterior Rear Soffit	Grey Seam Caulk	ND<1%
2	Exterior Rear Soffit	Grey Seam Caulk	ND<1%
3	Exterior	Orange Vent Pipe Opening Sealant	ND<1%
4	Exterior Louver	Black/Grey Frame Caulk	ND<1%
5	Exterior Louver	Black/Grey Frame Caulk	ND<1%
6	Exterior – Rear	Grey Door Frame Caulk I	ND<1%
7	Exterior – Rear	Grey Door Frame Caulk I	ND<1%
8	Exterior – Rear	Grey Boiler Room Door Frame Caulk II	ND<1%
9	Exterior – Rear	Grey Boiler Room Door Frame Caulk II	ND<1%
10	Exterior	Grey Window Frame Caulk I	ND<1%
11	Exterior	Grey Window Frame Caulk I	ND<1%
12	Exterior	White Expansion Joint Caulk	ND<1%
13	Exterior	White Expansion Joint Caulk	ND<1%
14	Roof Air Handling Unit (AHU)	Black/Grey Support Truss Caulking	ND<1%
15	Roof Air Handling Unit (AHU)	Black/Grey Support Truss Caulking	ND<1%
16	Roof Air Handling Unit (AHU)	Black Support Truss Flashing Cement	ND<1%
17	Roof Air Handling Unit (AHU)	Black Support Truss Flashing Cement	ND<1%
18	Roof Air Handling Unit (AHU)	White Vibration Insulation Cloth	ND<1%
19	Roof Air Handling Unit (AHU)	Black Vibration Insulation Cloth	ND<1%
20	Roof	Black Expansion Joint Flashing Cement	ND<1%
21	Roof	Black Expansion Joint Flashing Cement	ND<1%
22	Roof	Black Skylight Base Flashing Cement	ND<1%
23	Roof	Black Skylight Base Flashing Cement	ND<1%
24	Roof	Black Skylight Window Glazing	ND<1%
25	Roof	Black Skylight Window Glazing	ND<1%
26	Roof	Grey Electrical Box Flashing Cement	ND<1%

TABLE 3-1
BULK SAMPLE SUMMARY OF SUSPECT ASBESTOS CONTAINING MATERIALS
CHALK HILL MIDDLE SCHOOL
MONROE, CONNECTICUT

Sample No.	Location	Material	% and Type Asbestos
27	Roof	Grey Electrical Box Flashing Cement	ND<1%
28	Roof	Black Vent Pipe Flashing Cement	ND<1%
29	Roof	Black Chimney Flashing Patch	ND<1%
30	Second Floor Electrical Closet	Red Sprinkler Pipe Sealant	ND<1%
31	Second Floor Electrical Closet	Red Sprinkler Pipe Sealant	ND<1%
32	First Floor Men's Bathroom	Grey Ceramic Tile Floor Grout	ND<1%
33	First Floor Men's Bathroom	Yellow Ceramic Wall Tile Adhesive	ND<1%
34	First Floor Men's Bathroom	Yellow Ceramic Wall Tile Adhesive	ND<1%
35	First Floor Men's Bathroom	Joint Compound	ND<1%
36	First Floor Men's Bathroom	White Ceramic Tile Floor Grout	ND<1%
37	Room 207	Grey Window Frame Caulk	ND<1%
38	Room 102	Grey Window Frame Caulk	ND<1%
39	Exterior Cafeteria	Grey window Glazing	ND<1%
40	Room 105	Black Desk Top	ND<1%
41	Room 106	Black Counter Top	3%
42	First Floor Corridor	Dark Brown Baseboard Adhesive	ND<1%
43	Room 209	Radiator Backing Board	ND<1%
44	First Floor Faculty Room	Radiator Backing Board	ND<1%
45	Art Room	Black Sink Undercoating	3%
46	--	--	NA/PS
47A	Stair #5	Black Stair Tread Adhesive	ND<1%
47B	Stair #5	Grey Stair Tread	ND<1%
48	Gymnasium	Black Baseboard	ND<1%
49	Basement	Black Baseboard	ND<1%
50	Cafeteria	Brown Ceiling Tile Glue Daub	3%
51	--	--	NA/PS
52	Gymnasium	Tan Wood Floor Adhesive	ND<1%
53	Gymnasium	Tan Wood Floor Adhesive	ND<1%
54	Second Floor Men's Room	Light Grey Ceramic Wall Tile Grout	ND<1%
55	Second Floor Men's Room	Light Grey Ceramic Wall Tile Grout	ND<1%
56	Roof	Black Perimeter Flashing Cement	ND<1%
57	Roof	Built-up Roofing Top Layer	ND<1%
58	Roof	Built-up Roofing Middle Insulation Layer	ND<1%

TABLE 3-1
BULK SAMPLE SUMMARY OF SUSPECT ASBESTOS CONTAINING MATERIALS
CHALK HILL MIDDLE SCHOOL
MONROE, CONNECTICUT

Sample No.	Location	Material	% and Type Asbestos
59	Roof	Built-up Roofing Bottom Felt Paper Layer	ND<1%

ND<1% Non-Detected, less than 1%
* Confirmed by TEM analysis
1 Quantified via PLM Point Counting Technique
+ Although found to be negative by analysis, material is homogeneous to a determined ACM and therefore must be considered positive under AHERA protocol

TABLE 3-2
IDENTIFIED ASBESTOS CONTAINING MATERIALS (ACM)
CHALK HILL MIDDLE SCHOOL
MONROE, CONNECTICUT

Material	Sampled-Assumed	General Location	NESHAP Category	AHERA Category	Quantity
Black sink undercoating	Sampled 3/08	Art Room 113, Room 112, Library Reception Closets, Office	Category II Non-friable	Miscellaneous	40 Square Feet
Ceiling tile glue daub	Sampled 2/08	Cafeteria, Library, Auditorium	Category II Non-friable	Miscellaneous	10,000 Square Feet
Laboratory counter top	Sampled 3/08	Science Rooms	Category II Non-friable	Miscellaneous	650 Square Feet
Pipe Fitting Insulation	Sampled 1987 Previous AMP	Basement, First and Second Floor Corridors, Boiler Room, Kitchen, Gym Practice Room, Closets and Store Rooms, Locker Room, Office Closets, Classroom Closets, Toilet Rooms, Generator Room, Photo Lab, Incinerator Room	Friable	TSI	4,000 Square Feet
Spray Applied Fireproofing	Sampled 1987 Previous AMP	Throughout First Floor Corridor (with exception of front lobby area) and behind lockers, First Floor Classrooms, First Floor Lavatories, First Floor Custodial and Storage Closets	Friable	TSI	40,000 Square Feet
Transite Cement Panels	Sampled 1987 Previous AMP	Science Rooms 107 and 108	Category II Non-friable	Miscellaneous	365 Square Feet

TABLE 3.2
IDENTIFIED ASBESTOS CONTAINING MATERIALS (>1%)
CHALK HILL MIDDLE SCHOOL
MONROE, CONNECTICUT

Material	Sampled-Assumed	General Location	NESHAP Category	AHERA Category	Quantity
Surface Textured Paint	Sampled 1987 Previous AMP	First Floor Rear Corridor	Category II Non-friable	Miscellaneous	1,000 Square Feet
Paper/Foil Backing Behind Radiators	Sampled 1987 Previous AMP	First Floor Classrooms, Main Office and adjoining offices, Nurse's Office, Conference Room, Copy Room	Category II Non-friable	Miscellaneous	2,500 Square Feet
Cove Base Adhesive Residue mixed with new adhesive	Assumed	First Floor Classrooms, Second Floor Classrooms, Stairwells, Library Closets, Offices, Exercise Room, Basement Corridor.	Category II Non-friable	Miscellaneous	8,000 Linear Feet
Blackboard/Bulletin Board Adhesive	Assumed	First Floor Classrooms, Second Floor Classrooms, Corridors, Cafeteria, Offices, First Floor Lobby	Category II Non-friable	Miscellaneous	1,500 Square Feet
Tank/cylinder Insulation	Sampled 1987 Previous AMP	Boiler Room	Friable	TSI	300 Square Feet
Boiler Rib Insulation	Sampled 1987 Previous AMP	Boiler Room	Friable	TSI	275 Square Feet
Duct Breaching and Flue Cement	Sampled 1987 Previous AMP	Boiler Room	Category II Non-friable	Miscellaneous	700 Square Feet

TABLE 3-2
IDENTIFIED ASBESTOS CONTAINING MATERIALS (>1%)
CHALK HILL MIDDLE SCHOOL
MONROE, CONNECTICUT

Vibration Insulation Cloth	Sampled 1987 Previous AMP	Boiler Room, Generator Room	Category II Non-friable	Miscellaneous	20 Square Feet
Boiler Internal Insulation	Assumed	Boiler Room	Friable	TSI	Not quantified

AHERA Categories = thermal system insulation (TSI), surfacing material or miscellaneous
NESHAP Categories = friable, category I non-friable or category II non-friable
Friable = crumbled, pulverized or reduced to powder by hand pressure when dry
Category I Non-friable = packings, gaskets, resilient floor covering and asphalt roofing
Category II Non-friable = all non-friable that is not Category I

TABLE 3-3
CONFIRMED NON-ASBESTOS CONTAINING MATERIALS
CHALK HILL MIDDLE SCHOOL
MONROE, CONNECTICUT

General Location	Material
Exterior Soffit	Grey Seam Caulk
Exterior	Orange Vent Pipe Opening Sealant
Exterior Louver	Black/Grey Frame Caulk
Exterior	Grey Door Frame Caulk I
Exterior	Grey Boiler Room Door Frame Caulk II
Exterior	Grey Window Frame Caulk I
Exterior	Grey Window Glazing
Exterior	White Expansion Joint Caulk
Roof – Air Handling Unit (AHU)	Black/Grey Support Truss Caulking
Roof - AHU	Black Support Truss Flashing Cement
Roof - AHU	White Vibration Insulation Cloth
Roof - AHU	Black Vibration Insulation Cloth
Roof	Black Expansion Joint Flashing Cement
Roof	Black Skylight Base Flashing Cement
Roof	Black Skylight Window Glazing
Roof	Grey Electrical Box Flashing Cement
Roof	Black Vent Pipe Flashing Cement
Roof	Black Chimney Flashing Patch
Roof	Black Perimeter Flashing Cement
Roof	Built-up Roofing Top Layer
Roof	Built-up Roofing Middle Insulation Layer
Roof	Built-up Roofing Bottom Felt Paper Layer
Throughout Building	Red Sprinkler Pipe Sealant
Bathrooms	Grey Ceramic Tile Floor Grout
Bathrooms	Yellow Ceramic Wall Tile Adhesive
Bathrooms	White Ceramic Tile Floor Grout
Bathrooms	Grey Ceramic Tile Wall Grout
Throughout Building	Interior Grey Window Frame Caulk
Throughout Building	Black Desk Top
Throughout	Black Counter Top
Throughout	Newer Dark Brown Baseboard Adhesive
Stairwells	Black Stair Tread Adhesive
Stairwells	Grey Stair Tread
Throughout Building	Black Baseboard
Throughout Building	Joint Compound

TABLE 3.3
CONFIRMED NON-ASBESTOS CONTAINING MATERIALS
CHALK HILL MIDDLE SCHOOL
MONROE, CONNECTICUT

General Location	Material
Gymnasium	Wood Flooring Adhesive
Throughout Building	Sheetrock/white joint compound
Throughout Building	Plaster and skim coat
First Floor lobby and hallway including office suites 101-104: before fire doors leading into halls	Newer spray-applied fireproofing
Throughout Building	Ceiling tiles

3.3 Other Hazardous Materials Survey

On February 19, TRC representative Eric J. Hastedt conducted a visual site walkover of the subject site to identify and inventory the presence of other regulated and/or hazardous materials/wastes which may be present. The purpose of this inventory was to determine the potential applicability of regulations promulgated under the OSHA, TSCA, RCRA and CERCLA Acts, which may be pertinent to any hazardous materials/wastes identified which are likely to be impacted during the planned renovation/demolition activities, such as the USEPA TSCA PCB Regulations (40 CFR Part 761), the USEPA RCRA Hazardous Waste Regulations (40 CFR Parts 260 through 271) and the CTDEP special waste regulations (22c-209-8).

During the site inventory, the following items were identified which should receive special attention if impacted by the renovation/demolition activity. **Table 3-4** lists those items and their location.

TABLE 6-4
SUMMARY INVENTORY OF OTHER HAZARDOUS OR CONTROLLED MATERIALS
CHALKHILL MIDDLE SCHOOL
MONROE, CONNECTICUT

Quantity	Material/Item	General Location	Potential Hazard
One Thousand Eight Hundred and Twenty Six (1,826)	Fluorescent light bulbs	Throughout interior and exterior	UW-mercury lamps
Nine Hundred and Twenty Six (926)	Fluorescent light ballasts	Throughout interior and exterior	CRW-PCB ballasts
Twenty (20)	Thermostats	Throughout Classrooms, Offices and Basement Boiler Room	UW-mercury ampoule
Fifty Two (52)	Motion sensors	Throughout Classrooms and Halls	UW – used electronics
Thirty Two (32)	Emergency lights	Lavatories, Hallways, Stairwells	UW-lead acid battery
Forty Six (46)	Exit signs	Hallways	UW – used electronics
Thirty Four (34)	Fire alarms	Hallways	UW – used electronics
Twenty (20)	Smoke detectors	Throughout interior	Low-level radioactive source
Eighteen (18)	Fire Extinguishers	Hallways and Classrooms	CRW- waste chemical solid
Eight (8)	Wall Mounted Air Conditioners	Offices and Classrooms	CRW-PCB capacitor CFCs/Freon
One (1)	Platform Mounted Air Conditioning Unit	Exterior Side B	CRW-PCB capacitor CFCs/Freon

CRW- Connecticut Regulated Waste – PCBs (CR01), Oils (CR02/CR03), waste chemical liquids - antifreeze, latex & solvent paints, sludges, etc. (CR04), waste chemical solids (CR05)
UW- Universal Waste (batteries, thermostat ampoules, fluorescent lamps, used electronics)
IH- Inhalation hazard (silicas, etc.)
I- Ignitable - may contain ingredients which are ignitable (materials which have a flashpoint <140°F) (D001)
C- Corrosive - may contain ingredients which are alkaline or acidic (materials with a PH<2 or >12.5) (D002)
T- Toxic - may contain ingredients which are harmful if swallowed or which release vapors that can cause irritation

4.0 TRC RECOMMENDATIONS

4.1 Assessment of LBP and Control Responses

Representative XRF measurements identified low concentrations of lead-based paint (LBP) on most components in the subject building. "Abatement" of lead based paint is not required in buildings other than residential dwellings/day care facilities with children under the age of six. However, due to the presence of LBP on interior and exterior surfaces of the on-site building, any renovation/demolition activity which would impact the LBP must be conducted in compliance with the OSHA Lead in Construction Standard 29 CFR 1926.62. Until an employee exposure assessment is performed which documents that the employee is not exposed above the PEL of 50 micrograms of lead per cubic meter of air (ug/m^3) when performing tasks where lead is present, protective measures shall be implemented including, but not limited to:

- Personal protective clothing
- Change areas
- Good housekeeping
- Hand washing facilities
- Medical monitoring/physical exam
- Blood sampling and analysis for lead and zinc protoporphyrin levels
- Training, and
- Respiratory protection

Respiratory protection shall be at a minimum in accordance with the following when performing tasks where lead is present until an exposure assessment documents exposure under the PEL:

- Half mask APR with HEPA filters when performing manual demolition of structures, manual scraping, heat gun application, and power tool cleaning with dust collection systems.

- Full face HEPA filter APR when performing rivet busting, power tool cleaning without dust collection systems, cleanup using dry expendable abrasives, abrasive blasting enclosure movement and removal, using lead containing motor, and lead burning.

- Supplied air respirator when performing abrasive blasting, welding, cutting, and torch burning.

All other provisions of the OSHA Lead in Construction Standard including the provision to maintain surfaces as free as practicable from accumulations of lead dust and debris, shall be complied with when performing construction/renovation/demolition tasks where lead is present as well.

4.2 Assessment of Leaded Building Material Hazardous Waste Disposal

Ceramic wall tile and baseboard XRF readings were greater than 1.0 mg/cm^2. All other building material/component XRF readings were below 1.0 mg/cm^2. The toxic level lead containing ceramic wall tile and baseboard were characterized as non-hazardous for lead waste utilizing the CTDEP knowledge of process "screen and calculate" method. Renovation/demolition debris to be offered for disposal, from Chalk Hill Middle School, Monroe, Connecticut, is characterized as non-hazardous construction and demolition (C+D) bulky waste in accordance with the CTDEP/USEPA clarification memo of July 22, 1997.

Metal substrates should be segregated during renovation/demolition and recycled rather than disposed of, in an effort to minimize the waste generated in accordance with the RCRA standards. Further, recycled scrap metals are exempt from of the USEPA RCRA/CTDEP disposal requirements and when recycled do not require characterization.

4.3 Assessment of ACM and Control Responses

The TRC survey of Chalk Hill Middle School, 375 Fan Hill Road, Monroe, Connecticut, established that asbestos containing material/presumed asbestos containing material (ACM/PACM) was present in the form of black sink undercoating, ceiling tile glue daubs, laboratory counter tops. Pipe fitting insulation, spray-applied fireproofing, transite cement panels, surface texture paint, paper/foil backing behind radiators, tank/cylinder insulation, boiler rib insulation, duct breaching and flue cement, vibration insulation cloth and assumed residual cove base adhesive, blackboard/bulletin board adhesive and boiler internal insulation were confirmed present and identified in the current Asbestos Management Plan (AMP) for Chalk Hill Middle School. Each identified ACM was categorized in accordance with USEPA NESHAP and AHERA regulations. Categorization of the materials is made to help facilitate proper response actions needed to be taken with respect to the ACM prior to any demolition/renovation activities and to provide a safe environment for building occupants.

4.3.1 Recommendations Regarding Demolition/Renovation Activities

The current NESHAP regulations require that regulated asbestos-containing material (RACM) be removed from a facility being renovated or demolished prior to any activity that would break-up, dislodge, or similarly disturb the material or preclude the access to the material for subsequent removal. The NESHAP regulations define an RACM as *"(a) friable asbestos-material, (b) Category I non-friable ACM that has become friable, Category I non-friable ACM that will be or has been subjected to sanding, grinding, cutting or abrading, or (c) Category II non-friable ACM that has a high probability of becoming or has become crumbled, pulverized or reduced to powder by forces expected to act on the material in the course of demolition or renovation operations..."* In addition, the State of Connecticut has been delegated by the USEPA to enforce the federal Asbestos NESHAP standards through the Connecticut Department of Public Health (CTDPH) Standards for Asbestos Abatement (19a-332a-1 through 16), and the CTDPH does not

distinguish between friable and non-friable ACM. As such, all ACM should be considered RACM, and would therefore require removal prior to any renovation/demolition activity that would cause disturbance.

Using these definitions and the data collected from this survey, TRC recommends that proper asbestos abatement plans and specifications be created by a licensed Connecticut Asbestos Project Designer prior to any future demolition/renovation plans that may occur at the subject building.

It is the responsibility of the building owner or the operator of the demolition/renovation activity to comply with all applicable requirements of the federal NESHAP regulations, AHERA regulations as well as the OSHA and state regulations, prior to and during any renovation/demolition activities.

4.3.2 Discussion and Recommendations Regarding ACM Removal

The removal of ACM from within buildings is strictly regulated by the CTDPH as well as the USEPA and OSHA. The regulations for asbestos removal within interiors of buildings are quite stringent, requiring a containment structure consisting of two (2) layers of polyethylene sheeting on floors and walls as well as other specific engineering controls (refer to the State of Connecticut Standards for Asbestos Abatement Regulations, 19a-332a Parts 1 through 16 inclusive and the OSHA Lead in Construction Regulations 29 CFR 1926.1101).

Removal practices involving ACM found on the exterior of building structures are regulated by USEPA and OSHA regulations. The USEPA has provided relief for certain non-friable ACM (Category I) in that the material need not be removed prior to demolition or renovation if the demolition/renovation activity does not make it friable. Non-friable roofing materials and floor covering products fall into this category. However, the disposal costs might be affected if the

demolished material cannot be separated and, therefore, be disposed of as ACM, as required by the State of Connecticut DEP and USEPA NESHAP. Further, removal/disturbance of ACM from either interiors or exteriors must be undertaken by CTDPH licensed contractors following the OSHA regulations to ensure proper worker protection during such activities.

In consideration of the varying demolition and renovation practices utilized by contractors as well as the variations which exist between federal and state regulating agencies, TRC recommends that all identified ACM be considered as RACM and be removed and disposed of accordingly prior to the activities at the facility that would impact the materials. This recommendation will protect against the liability of any improper removal or disposal of the identified ACM, provide the safest working environment for general renovation personnel, as well as building occupants, and achieve maximum regulatory compliance.

4.4 Assessment of Other Regulated Materials/Wastes

TRC's visual inventory of other hazardous wastes/materials identified several regulated material/waste items. These materials shall require proper handling, packing, disposal and recordkeeping documentation prior to demolition of the building. TRC recommends recycling as many of the materials as possible (e.g. fluorescent lamps and ballasts, mercury thermostat ampoules, etc.) to practice waste minimization techniques in accordance with RCRA standards and reduce the costs and future liability associated with disposal.

5.0 COST ESTIMATE FOR ABATEMENT AND DEMOLITION

TRC recommends that all ACM and hazardous/regulated items located within the building located at Chalk Hill Middle School, 375 Fan Hill Road, Monroe, Connecticut that may potentially be impacted during renovations/demolitions be properly removed by an appropriately licensed abatement/remediation contractor prior to such activity.

TRC estimates the cost for the proper removal and disposal of all the ACM identified during this survey, to be approximately **$637,159.13**. The cost for handling and disposal of the identified hazardous/regulated materials, identified during this survey, is approximately **$15,500.00**. The total estimated cost for removal and disposal of ACM and identified hazardous/regulated material is approximately **$652,659.13**. This estimate includes a 10% contingency for construction administration. This does not mandate the removal of these materials but rather attempts to provide a framework of estimated costs from which to work. Actual removal need only take place on those materials that will be impacted by renovation/demolition activity or are in a damaged condition and presenting a hazardous condition to building occupants. This cost is an estimate and final costs could be lower with competitive bids. Selection of unit costs were based on standard estimating guides, discussions with local contractors who are familiar with abatement procedures and specific requirements, and the USPS standard specification unit price schedules. **Appendix G** contains detailed cost estimates.

Further, TRC would recommend including a 10-15% premium in the construction/renovation cost budget for all activities that the General Contractor will undertake that involve impacting any lead paint (high or low concentrations), providing employee exposure protection, and recycling metal components.

TRC ENVIRONMENTAL CORPORATION
ASBESTOS ABATEMENT AND IDENTIFIED HAZARDOUS MATERIAL REMOVAL COST ESTIMATE

SITE Chalk Hill Middle School, Monroe, CT
TRC # 52242-0000-00001
Firm

ITEM	ITEM DESCRIPTION	QTY	UNIT	COST	MULT	TOTAL
	ASBESTOS REMOVAL					
AR-001	HEPA VACUUMING		SF	$ 0.50	1 $	-
AR-002	PIPING REMOVAL <6"		LF	$ 5.00	1 $	-
AR-003	PIPING REMOVAL 6"-12"		LF	$ 7.50	1 $	-
AR-004	REMOVE DUCT BREACHING/FLUE CEMENT	700	SF	$ 8.00	1 $	5,600.00
AR-005	MUDDED PIPE FITTINGS	4,000	SF	$ 25.00	1 $	100,000.00
AR-006	GLOVEBAG 25-50		EA	$ 60.00	1 $	-
AR-007	GLOVEBAG OVER 50		EA	$ 50.00	1 $	-
AR-008	REMOVE EQUIPMENT INSULATION	575	SF	$ 10.00	1 $	5,750.00
AR-009	REMOVE BALCKBOARD/BULLETIN BD. ADHESIVE	1500	SF	$ 10.00	1 $	15,000.00
AR-010	REMOVE HVAC VIB. INSUL. CLOTH	20	SF	$ 7.50	1 $	150.00
AR-011	REMOVE CEILING TILE GLUE DAUBS	10,000	SF	$ 8.00	1 $	80,000.00
AR-012	REMOVE SURFACE TEXTURE PAINT	1,000	SF	$ 10.00	1 $	10,000.00
AR-013	SPRAY ON FIREPROOFING	40,000	SF	$ 6.00	1 $	240,000.00
AR-020	TRANSITE PANELS	365	SF	$ 2.50	1 $	912.50
AR-021	LABORATORY COUNTER TOPS	650	SF	$ 7.00	1 $	4,550.00
AR-022	REMOVE RADIATOR PAPER BACKING	2500	SF	$ 10.00	1 $	25,000.00
AR-023	REMOVE SINK UNDERCOATING	40	SF	$ 2.50	1 $	100.00
AR-024	WALL BASE MASTIC	8,000	LF	$ 5.00	1 $	40,000.00
	MISCELLANEOUS ITEMS					
MI-001	MOBILIZATION (1 PER WORK AREA)	4	EA	$ 250.00	1 $	1,000.00
MI-002	WORKER DECON (1 PER WORK AREA)	4	EA	$ 250.00	1 $	1,000.00
MI-003	TEMP ELECTRICAL CONNECTION (LICENSED ELECTRICIAN)		EA	$ 100.00	1.1 $	110.00
MI-004	TEMP GENERATOR		EA		1.1 $	-
MI-005	PREP WORK AREA (ROOM SIZE)		SF	$ 3.00	0.36 $	-
MI-006	PLYWOOD BARRIERS OR TUNNELS		SF	$ 2.50	0.36 $	-
MI-007	ACM DISPOSAL (INCLUDES TRANSPORTATION)	400	CY	$ 55.00	1 $	22,000.00
MI-008	HAZARDOUS WASTE DISPOSAL (INCLUDES TRANS)		CY	$ 250.00	1 $	-
MI-009	CONSTRUCTION DEBRIS DISPOSAL (INCLUDES TRANS)		CY	$ 25.00	1 $	-
MI-010	STANDBY ABATEMENT PERSONNEL	8	HR	$ 50.00	0.36 $	144.00
MI-011	SELECTIVE DEMOLITION TO ACCESS ACM		SF	$ 3.00	0.36 $	-
MI-012	FIXED SCAFFOLDING		SF		1.1 $	-
MI-013	EXCAVATION TO EXPOSE UNDERGROUND PIPE		CY		1.1 $	-
MI-014	PROJECT NOTIFICATION ($50 + 1% OF ABATEMENT COST)		EA	$ 5,918.17	1.1 $	6,509.98
	REWORK ITEMS					
RW-001	REINSULTE PIPE 1" THICK FIBERGLASS ASJ		SF	$ 5.00	0.36 $	-
RW-002	REINSULTE PIPE 11/2" THICK FIBERGLASS ASJ		SF	$ 6.00	0.36 $	-
RW-003	REINSULTE PIPE 2" THICK FIBERGLASS ASJ		SF	$ 7.50	0.36 $	-
RW-004	REINSULATE PIPE FITTING 1" THICK		EA	$ 12.00	0.36 $	-
RW-005	REINSULATE PIPE FITTING 11/2" THICK		EA	$ 15.00	0.36 $	-
RW-006	REINSULATE PIPE FITTING 2" THICK		EA	$ 18.00	0.36 $	-
RW-007	REINSULATE MECHANICAL EQUIPMENT 3PCF 2" THICK		SF	$ 7.50	0.36 $	-
RW-008	REINUSLATE HVAC DUCT (WRAP) 11/2 " .75 PCF		SF	$ 3.00	0.36 $	-
RW-009	REINUSLATE HVAC DUCT(BOARD) 3PCF 11/2 THICK		SF	$ 7.00	0.36 $	-
RW-010	REPLACE FLEX CONNECTORS		SF	$ 5.00	0.36 $	-
	ESCALATION FACTORS					
EF-1	WORK SURFACES 10-20 FEET HIGH			$ -	15% $	-
EF-2	WORK SURFACES OVER 20 FEET HIGH				30% $	-
EF-3	NON REGULAR WORK HOURS 6:00PM-6:00AM AND WEEKEND				30% $	-
EF-4	EMERGENCY RESPONSE				30% $	-
EF-5	CONFINED SPACE WORK				15% $	-
EF-6	REMOVAL OF MULTIPLE LAYERS OF TILE (EACH ADDIT LAYER)				30% $	-
EF-7	REMOVE ON LIVE STEAM EQUIPMENT				25% $	-
EF-8	EXTERIOR WORK			$ -	30% $	-
	MISCELLANEOUS ITEMS					
					1 $	-
					1	
	Interior boiler materials, gasketing		@		$	20,000.00
	Identified hazardous/regulated waste handling and disposal		@		1 $	15,500.00
			@		1 $	-
			@		1 $	-
	CONTINGENCY (10%)				10% $	59,332.65
	TOTAL				$	652,659.13

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

HEALTH DEPARTMENT

DEPARTMENT OF HEALTH

BUDGET REQUEST 2016-17

Monroe Health Department
7 Fan Hill Road, Monroe, CT 06468
Phone (203) 452-2818 – Fax (203) 452-2956

To: Stephen J. Vavrek, First Selectman

From: Nancy Carol Brault, Director of Health

Subject: FY 2016/2017 Budget Proposal

Date: January 20, 2016

MISSION STATEMENT

The Monroe Health Department is committed to improving the quality of life for our community through the promotion of health, prevention of disease and injury, and fostering a healthy environment for our residents.

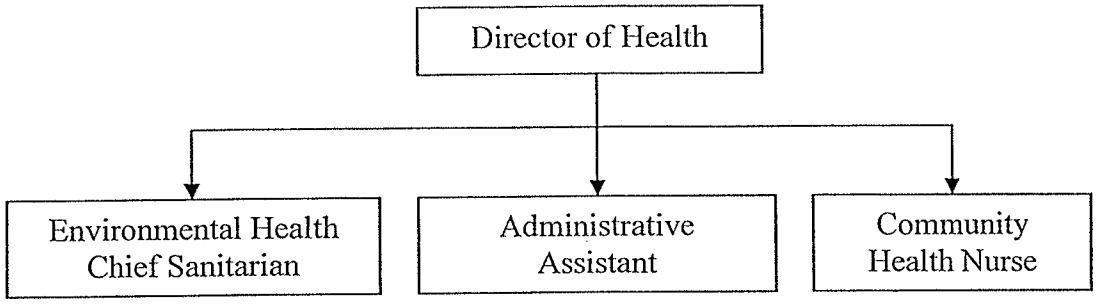
DEPARTMENT FUNCTION NARRATIVE

The Monroe Health Department provides three basic services to the residents and businesses in Monroe. We prevent the spread of disease and protect our residents from environmental hazards through a program of investigation, inspection and the enforcement of public health laws. We work closely with our State and community partners to develop population based intervention programs that encourage healthy behaviors of our citizens. We prepare for and respond to disaster events, and assist in our communities' recovery process.

CURRENT STAFFING LEVELS

1. Director of Health
2. Chief Sanitarian
3. Administrative Assistant
4. Public Health Nurse (10 hour/wk)

DEPARTMENT OF HEALTH ORGANIZATIONAL CHART



DEPARTMENT GOALS 2016 - 2017

- Continue to build the department's internal infrastructure by developing ordinances, work procedures, and database functions
- Expand the department website to better disseminate health information and resources to the public
- Evaluate department program areas through quality assurance reviews, and make adjustments as necessary for program enhancement and/or cost savings
- Develop a "Work Force Development Plan" and ensure staff members receive appropriate training and certifications for job responsibilities
- Protect our community's health and prevent the spread of disease by conducting routine inspections of regulated facilities as required in the CT Public Health Code
- Promote wellness in the community by providing four seasonal flu clinics, creating an immunization program to service unvaccinated children and adults, and developing a community outreach/education program to reduce "hypertension" through self care
- Create linkages with other Monroe town departments to evaluate and enhance service delivery within program areas and to promote cost savings
- Engage the community by participating in Masuk High Schools' Annual Career Day and the Farmer's Market events
- Collaborate with town departments in the review and or function of Monroe's proposed GIS database system

Monroe Health Department — Proposed Budget 2016-2017

Line Item	Expenditure #	Expense	Description	2015-2016	2016-2017 Request
1	1619-21700-150001	HEALTH DEPT SALARY ADMIN	Health Director	85,000	92,250
2	1619-21700-150003	HEALTH DEPT SALARY OTHER	Chief Sanitarian	70,000	71,575
3	1619-21700-150003	HEALTH DEPT SALARY OTHER	Admin. Assist	33,000	38,052
4			Admin. Overtime	600	600
5	1619-21700-150005	HEALTH DEPT SALARIES PT	PT Nurse $40/hr	21,000	21,000
6		New Account	Professional Development (4 staff)		1,000
7	1619-21700-153065	HEALTH DEPT CONSULTANT FEES	Medical Advisor	2,500	2,500
8	1619-21700-153580	HEALTH DEPT VEHICLE EXPENSE	Vehicles/Maint./Mileage (3 vehicles)	3,000	4,000
9	1619-21700-153385	HEALTH DEPT OFFICE EXPENSE	General Office Supplies	1,000	1,000
10			Postage		350
11			Printer Copies		1,000
12	1619-21700-153390	HEALTH DEPT OPERATING EXPENSE	Memberships and Subscriptions		500
13			Environmental Supplies		300
14			Health Education Program		1,000
15			Flu/Pneumonia Program		1,800
16			Disaster Preparedness Program		1,500
17	**Total Expenses:**			**216,100**	**238,427**
	Revenue #				
18	1619-20700-145000	HEALTH DEPT LIC & USER FEE REV	Licensing & User Fees	85,000	57,470
19	1619-20701-145000	HEALTH DEPT STATE GRANTS REV	State Lead Grant	2,500	2,500
20			Preventive Health Services Block Grant	4,643	4,643
21			Public Health Preparedness	14,424	14,424
22			Flu/Pneumonia Receipts	0	2,200
23	**Total Revenue:**			**106,567**	**81,237**
24	**Net:**			**109,533**	**157,190**

PROPOSED BUDGET LINE ITEM DETAIL

Line Item	Detail
3	Request staff position upgrading based on different and increased job functions.
4	Administrative assistant overtime pay to attend board meetings and participate in town flu clinics.
6	Employee training to ensure staff members receive appropriate training and certifications for job responsibilities.
8	Vehicles used by staff members for inspection work, disaster planning and response, flu clinics, community outreach programs, etc.
9	Purchase office supplies or materials for pamphlets, flyers, inspection forms, business cards, etc.
12	Memberships include the National Association of County and City Health Officials, CT Association of Directors of Health, and CT Environmental Health Association.
13	Purchase required inspection equipment and materials such as thermometers, alcohol wipes, sanitizer test papers, pool kit reagents, etc.
14	Purchase required materials, equipment, etc. to support the Preventive Health Services Block Grant (Blood Pressure Self-Care Program) and the State Lead Grant (Childhood Lead Poisoning Prevention).
15	Purchase required vaccine and supplies for seasonal flu clinics. ($18.00 dose* x 100 doses = $1,800) *estimated
16	Purchase required disaster preparedness materials, equipment, etc. for regional point of dispensing (POD) areas, activities and tasks associated with the Public Health Preparedness Grant.
18	Licensing and user fees include all regulated facility license fees, estimated permitting fees, reinspection fees, etc.
19	One year grant 7/15-6/16, to support salary and wages for staff to conduct child lead case management and tracking activities, conduct site inspections, and develop lead paint poisoning and prevention materials.
20	Three year grant 10/15-9/18 ($4,643 per year) to support salary for staff to implement a high blood pressure educational program to identify clients with high blood pressure, and to provide training on "self care" in controlling high blood pressure.
21	Two year grant 7/15-6/17 ($14,424 per year) to support salary for staff to participate in disaster planning drills, exercises, and call downs, maintain/revise Monroe's Public Health Emergency Response Plan, update the Code Red emergency contact list, etc.
22	Flu/Pneumonia receipts, four flu clinics. $22.00 fee per person x 100 doses = $2,200. ($18.00* vaccine cost and $4 administration fee) *estimated

FIVE YEAR PLAN

- Plan and structure funding to pay for Health Department Accreditation through the Public Health Accreditation Board

- Plan and structure funding to pay for a regional Public Health Needs Assessment and Community Health Improvement Plan (per capita cost due every 3 years)

1	**Accreditation**	**5 year payment plan once application is submitted**
2	Add 2,000 to 2016-2017 budget**	
3	Add 2,000 to 2017-2018 budget	
4	Add 1,088 to 2018-2019 budget	5,088
5	Add 1,908 to 2019-2020 budget	1,908
6	Add 1,908 to 2020-2021 budget	1,908
7	Add 1,908 to 2021-2022 budget	1,908
8	Add 1,908 to 2022-2023 budget	1,908
9	**Total**	**12,720**
10	**Public Health Needs Assessment/Improvement Plan**	**Payment due 2019**
11	Add to 2016-2017 budget	937
12	Add to 2017-2018 budget	937
13	Add to 2018-2019 budget	937
14	**Total**	**2,811**
15	**Staffing Projection**	**Unchanged**

**Submit application for Accreditation with funds from 2016-2017, 2017-2018, and 2018-2019 budgets. The first payment of $5,088 will be paid in the 2018-2019 budget year.

Town of Monroe

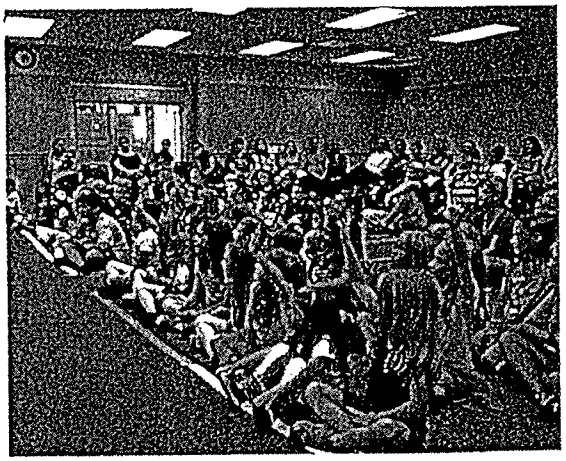
2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

LIBRARY

Edith Wheeler Memorial Library
Budget Request: FY 2016-17

Writer's Slam



Summer Reading

The dedicated staff of The Edith Wheeler Memorial Library embody the very nature of what a small town can offer its families; personal attention, excellent service and education in a variety of circumstances. More that 60% of Monroe residents are cardholders with more visitors seeking its invaluable assistance in a struggling economy. In good times and bad a town library is the cultural, educational and social center, even a safe haven in the aftermath of terrible storms.

Library Board of Trustees

"I often judge towns by their libraries".

David K. Leff, Hartford Courant, Dec. 3, 2015

Fiscal Year 2014-15

Library Visits	114,122
Items Circulated	161,772
Programs Held	552
Program Attendance	13,804
Active Borrowers	12,182
Reference questions	16,049

Library Budget Request 2016-17

Requests/Goals

Upgrade Library Administrative Assistant from clerical level 4 to level 8, cost $4,558.00. To fund the increase I will reduce the book budget by $4,558.00.

Increase part time circulation staff from $12.50 to $15.00. Increase part time reference staff from $20.50 to $21.50. This increase will cost $30,860.00. To fund this increase the Friends of the Library will contribute $10,000 and the Library Board will fundraise $10,000. The remaining $10,860 is requested as an increase in the part time salary line.

Increase = 30,860.00	$30,860.00
Friends contribute	-10,000.00
Library Board fundraise	-10,000.00
Remaining	$10,860.00 to be funded by the Town

Part time sick time for circulation and reference staff

Current Funding for sick time in 2015/16 budget:

Circulation - 50 hours @ $12.50 =	$625.00
Reference - 25 hours @ $20.50 =	$513.00
Total	$1138.00

As of Dec. 31, 2015, the library has **used 132 hours** (132 x $12.50=$1,650.00) of part time circulation sick time and is over budget.

Requested sick hours for part time in 2016/17 budget:

Circulation –200 hours @ $15.00 =	$3000.00
Reference – 40 hours @ $21.50 =	$ 860.00
Total	$3860.00

The law requires that sick time be available and that has not been fully addressed.

Library Statistics

Although the amount of patrons who walk in to the library has dropped more patrons are using the library remotely. Please see remote visits: 18, 452 and add that to our library visits for a total of 132,574.

We continue to lose key library staff to better paying positions and that hurts our statistics. We lost our programming librarian and could not fill that position for 4 months because of the low pay rate. As a result the amount of programs held and program attendance dropped.

Current Staffing levels
7 full time staff members. 28 part time

Cost savings – Volunteers give an average of 200 hours per month saving the library $2100 in part time hours. Library full time staff spend a considerable amount of time training and supervising part time staff.

Mission Statement

Access to information is a cornerstone of democracy. Moreover, enjoyment of contemporary and classic books, audiovisual items, and other library materials is a worthwhile way to spend leisure time. In fulfilling its role as the primary resource for knowledge, reading, research, and popular media in print, non-print, and electronic formats, the Edith Wheeler Memorial Library serves as the knowledge navigator for its community. To accomplish its mission, the library will employ trained staff and offer a wide variety of materials, equipment, services, and programs to support a lifetime of reading, listening, viewing, and learning. Adopted by the Library Board of Trustees, February 21, 2001

Library part time hours 2016/17

	Hours needed					
Circulation	11624	x	$12.50 current	$145,300.00		
			$15.00 request	$174,360.00	=	$174,360.00
Reference	1800	x	$20.50 current	$36,900.00		
			$21.50 request	$38,700.00	=	$38,700.00
Custodian	988	x	$15.00 current	$15.00	=	$14,820.00
Sick Circulation	400	x	$12.50 current	$15.00	=	$6,000.00
Sick Reference	80	x	$12.50 current	$15.00	=	$1,720.00
Total						$235,600.00

Sick hours circulation - 10 employess are eligible for 40 hours of sick time - 10 x 40 =400
Sick hours reference - 2 employees are eligible for 40 hours - 2-40=80

Requested part time hours		$235,600.00
Current part time hours		$198,171.00
Difference		$37,429.00
Friends donation	-$10,000.00	$27,429.00
Library Board fundraiser (goal)	-$10,000.00	$17,429.00
Funds needed		$17,429.00

Library	Approved 2015-16 Base		2016-17 Requests		2016-17	Increase
5001 Salary Administration						NA
5003 Salaries- Other			$ 14,758.00	1		NA
5005 Salaries-Part Time	198,171		$ 33,569.00	2	$231,736.00	16.90%
5052 Office Expense	8,000				$8,000.00	0.00%
5228 Books	54,924		$ (14,558.00)	3	$40,366.00	-26.50%
5230 Bibliomation	47,814				$47,814.00	0.00%
5232 Utilities	83,240				$83,240.00	0.00%
5240 Materials	30,252				$30,252.00	0.00%
5254 Repair & Manitenance	21,580				$21,580.00	0.00%
Board of Trustees			$ (10,000.00)	4	-$10,000.00	
Total	443,981		$ 9,011.00		$452,992.00	2.02%

Requests

1. Upgrade Office assistant to clerical level 8 (($4,558) - reduce book budget by same amount if approved by Town Council.
2. Increase part time staff to $15.00/hour, part time reference to $21.50 and increase hours to cover part time sick. See included detail sheet for further explination and breakdown.
3. Friends of the Library pledge donation of $10,000 to replace book budget
4. Library Board of Trustees will fundraise $10,000 (goal) using Wheeler Funds to hire a Fundraising/Development consultant.
5. I need more sick hours.The law requireds that sick time be available and that has not been fully addressed.
6. $10,200 -maternity leave for Children's Assistant postion.

FISCAL YEAR	VISITS	CIRCULATION	REFERENCE QUESTIONS	REMOTE LOG-INS	PROGRAMS HELD	PROGRAM ATTENDANCE	ACTIVE BORROWERS	CATALOGED ITEMS IN COLLECTION	OPERATING HOURS PER WEEK
1984-85		93,699	1,581		98	981	6,180	36,922	
1985-86		96,794	3,739		21	677	6,573	38,637	
1986-87		92,661	5,058		21	2,905	6,777	40,177	
1987-88		96,444	5,229		20	2,583	7,968	40,738	
1988-89		90,730	4,052		125	4,456	4,987**	38,930	
1989-90		80,437	4,413		186	4,500	6,110	51,518	
1990-91		95,957	5,897		183	4,111	7,569	57,599	
1991-92		110,067	9,984		174	4,513	8,682	62,057	
1992-93	108,000	118,645	10,512		150	4,651	9,583	63,614	
1993-94	112,584	127,461	10,464		157	3,960	8,493	83,939	
1994-95	118,650	136,825	9,684		172	3,589	10,532	88,524	
1995-96	117,368	135,022	5,508		148	3,103	8,673	91,455	
1996-97	127,821	151,323	8,682		224	5,418	10,277	94,646	
1997-98	127,121	159,124	8,136		183	5,319	11,162	98,437	58
1998-99	124,380	148,195	8,142		196*	4,685	10,809	101,210	58
1999-00	118,157	148,430	11,112		169	3,508	7,828	104,579	58
2000-01	117,637	158,778	10,605		173	3,943	9,072	77,066	58
2001-02	119,325	166,954	10,497		224	4,064	9,427	76,715	58
2002-03	120,123	175,950	11,145		231	4,264	9,460	79,501	58
2003-04	111,679	163,100	11,511		213	4,860	8,818	79,501	53
2004-05	109,735	153,495	10,954		188	5,135	8,699	83,368	53
2005-06	103,354	176,269	10,692		211	5,548	8,056	85,877	52
2006-07	94,091	172,550	8,787		169	4,951	8,217	87,088	50
2007-08	114,199	221,544	10,180		328	6,898	7,842	90,289	50
2008-09	120,804	233,212	10,965		436	10,183	13,027	94,577	47
2009-10	122,675	209,683	11,558		542	11,353	12,444	95,461	47
2010-11	122,161	187,783	9,718		407	11,192	12,070	97,119	47***
2011-12	132,072	186,959	13,956		658	9,982	11,592	101,054	47***
2012-13	123,292	177,134	16,676		513	11,771	12,297	101,014	47***
2013-14	120,118	172,703	16,200	18,906	599	14,835	12,896	94,189	47***
2014-15	114,122	161,772	16,049	18,452	552	13,864	12,124	93,993	47***

** Re-registration of patrons when library was first entering Bibliomation.

*** Library open 4 hours on Sundays December through May 2010-11 & October through May 2011-12, 2013-14, 2014-15

Library closed 3 months for move to new building - 2006-07

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

PARKS AND REC

DEPARTMENT OF
PARKS AND RECREATION

BUDGET REQUEST 2016-17

DECEMBER 09, 2015

DEPARTMENT FUNCTION NARRATIVE

The Monroe Department of Parks and Recreation has sole responsibility for the effective development, maintenance and management of town designated park areas and their related facilities. In addition, it seeks to provide leadership and expertise for the development and promotion of a comprehensive program of recreational and cultural opportunities for the citizens of the community. A collaboration of staff, volunteers and agencies, both public and private will make this possible.

Members of the department maintain active memberships in statewide, regional and national associations to obtain the most up to date information and strategies for the delivery of recreational, cultural and maintenance services to town residents.

Monroe Parks and Recreation Department
Current Staffing Levels 2015

Mission Statement:

To promote dynamic programs and attractive public spaces that cultivates inclusion, wellness and vitality throughout the community. Promote healthy and engaging recreational activities including sport and leisure choices. Plan and develop natural outdoor resources and provide opportunities for cultural creative expressions and growth.

DEPARTMENTAL GOALS

- Increase pedestrian traffic and use of the Great Hollow Lake area through programming and development of concession opportunities to utilize the lake venue.
- Continue with Phase 2 of the pool project with the installation of the Splash pad for children
- Develop the multi-use athletic field on western side of Wolfe Park. Fields will be used primarily for lacrosse and soccer to alleviate overuse of existing lake fields.
- Continue expansion of Summer Arts in the Park series through the use of sponsorship
- Develop Concert Area of Wolfe Park with addition of band shell to match Rotary Pavilion.
- Expand programming opportunities through additional staffing member in Recreation Division.

Department of Parks and Recreation

2016-17 Budget Request

Account #/Title	Expended 2014-15	Current 2015-16	Request 2016-17
66.001 /Salary Administration	**67,626**	**70,000**	**71,150**
66.003 /Salaries Other	**241,181**	**304,417**	**359,844**

Staffing:

(1)Supervisor @ 61,024 (4) Maintainers @ 46,715 = $186,860

(1) Office Administrator @ 45,281* (1) Recreation Supervisor @ $45,281*

Holiday/overtime pay $7400. Differential $6500 Longevity $1425

66.005 /Salaries – Part time	**241,182**	**258,626**	**245,466**

Park Security $30,000 Admissions $35,000 Lifeguards $61,000 Office staff $19,266

Maintenance $100,200 (5) laborers (1) Master Gardener (2) gardeners (1) skilled laborer (2) evening closers

66.040/Vendor	**14,500**	**19,000**	**16,000**

Red Cross certifications, seasonal activities & programs

66.238 /Wolfe Park Improvements	**30,718**	**40,000**	**45,000**

Major upgrades, redesign and reconstruction to the park and structures. Playground apparatus, hiking trails, parking lot improvements, beach front, etc.

Major improvements include:

- Conversion of former patio bathrooms to concession area.... $10,000
- Holiday decorations..... $5000
- Updating of park signage. GT Hollow lake Nature Trail, rules, directional, information boards... $8000
- Replacement of grills at Concert Pavilion and Oak Grove picnic areas... $10,000

66.254 /Equipment Repair & Maintenance **26,322** **35,000** **35,000**

- Purchase/replacement of maintenance equipment and hand tools required to maintain Wolfe Park/Great Hollow Lake and other town-owned properties. Current inventory includes (7) mowers, (1) tractor, (6) string trimmers, (6) blowers, (2) snow plows (4) snow throwers, (2) seeders, (1) top-dresser, (2) sanders, (1) screener, (1) leaf vacuum, (1) Harley Rake, (1) water cannon.

66.052 /Office supplies **3,010** **9,000** **9,000**

Postage, supplies, subscriptions, park/pool identification materials, cash register supplies, computer system upgrades.

66.390 /Operating Expenses **19,499** **20,000** **13,500**

- Clothing allowance $1300 (contractual)
- Trash /septic/winter toilet cleanings $9,200
- Memberships, dues, conferences, educational seminars $3000

66.248 /Buildings & Grounds Repair and Maintenance **76,712** **74,500** **60,000**

Routine repairs and maintenance practices to park facilities and Town owned properties under our jurisdiction. Wolfe Park game courts, playscapes, pedestrian areas, gardens, site amenities, athletic fields, swimming pool. Properties include Town Hall Complex, Edith Wheeler Library, Stepney Green, Monroe Green, Beardsley Historical Home, Senior center complex and Webb Mountain Park campgrounds sites.

- Pool supplies and chemicals...$15,000
- Building repairs...$10,000

- Toiletries…$5,000
- Horticultural supplies and materials…$14 ,000
- Grounds, courts, trails, campsites…$6,000
- Equipment repair (pumps, tanks, furnace, heaters etc)….$10,000

66.232 /Utilities	**59,319**	**66,000**	**20,000**

- Phone systems, electricity, (heating oil, propane,) GHL seasonal water testing.

66.058 /Vehicle Repair Expenses	**23,618**	**6,000**	**8,000**

Fuel, repairs and general maintenance of:

- (3) trucks (8) maintenance vehicles (1) auto (2) security vehicles

66.___/Fuels	**-**	**-**	**40,000**

Petroleum products for the heating of buildings and operation of vehicle fleet and maintenance equipment.

- Diesel $18,000
- Gasoline $ 9,000
- Heating Oil $12,000
- Propane $ 1,000

66.___/Capital Equipment	**-**	**-**	**$32,000**

Purchase of routine capital equipment items required to maintain Wolfe Park and town owned properties under our jurisdiction. This would include turf management and snow removal equipment.

- Toro Polar Trac conversion kit $20,000
- Turf Debris sweeper $12,000

66.___/Housatonic Rail Trail	-	-	$10,000

Maintenance of the approximate ¾ of a mile Rails to Trails bike/pedestrian way through Great Hollow Lake area. Reclamation of the shoulders of the trail and road base from erosion and related materials to accomplish task.

Total	**$799,649**	**$882,623**	**$965,560**

Monroe Parks and Recreation

Wolfe Park · Chalk Hill · Masuk Pool · Lake Zoar

Office Location
7 Fan Hill Road

Mailing Address
Parks and Recreation Department
7 Fan Hill Road

Monroe, CT 06468
203.452.2806
parksandrec@monroect.org

Frank Cooper
Director

Russ Tice
Park Maintenance Supervisor

Kelly Cunningham
Administrative Assistant

To: Stephen J. Vavrek, First Selectman
From: Frank Cooper, Director
Re: New Staffing/Upgrade Request

The 2015-16 Parks and Recreation budget proposal contains a request for two new positions and an upgrade in the department. They are listed as Recreation Supervisor and Office Administrator in the 66.003/Salaries-Other account.

- Recreation Supervisor/Coordinator:

This position has been part of the department since 2009 but has gone unfilled since the departure of Greg Tuba in 2013. The position was previously held by Miss Jen Gable. It has been funded by the Contra account through revenue generated by programs run in the department. Since Greg's departure for a new position, the coordination of the recreation programs has fallen to a host of part time people who have full time responsibilities during the day. The program participants would be better served by a consistent presence in the office of a recreation programming specialist whose job it would be to manage, supervise and expand programming for the community.
Funding for the position can be extracted from the current budget and the web of part time employees that are contained there. We feel that the impact on the operating budget would be minimal.
Position Cost: $45,281.

- Position Upgrade: Office Assistant to Office Administrator

The current title of Office Assistant does not reflect the overall responsibilities that are now required to perform the job. The growth in the department responsibilities, programs, accounting and management now requires additional levels of skills in the position. The addition of recreation software to the department has seen an increase in on-line registrations and communication and through this upgrade, the incidence of return checks and debt collection to the town has been virtually eliminated. Residents have benefitted from this process and all have commented on the ease of which they can access program information and pay on-line. The position now serves as a systems administrator, updating departmental as well system information on a regular basis, including website maintenance. As administrator, the position now trains all part time and seasonal employees on the use of the software so off-site work locations can serve the public seamlessly.
Database management and electronic communication to the public is now vital to the success of the department.
Position Upgrade Cost: $7,557.

Monroe Parks and Recreation

Wolfe Park · Chalk Hill · Masuk Pool · Lake Zoar

Parks & Recreation Commission
Tony Scott, Chairman
Andy Csire
Angelo Lisi
Tino Modaffari
Pat Tomchik
Terry Rooney
Brenda Schultz
Dawn Barbierri

Office location
Chalk Hill School
375 Fan Hill Road
Monroe, CT 06468
203.452.2806
parksandrec@monroect.org

Mailing Address
Town of Monroe
Parks and Recreation
Department
7 Fan Hill Road
Monroe, CT 06468

First Selectman
Steve Vavrek

Director of Parks and Recreation
Frank Cooper

Capital Projects Funding Request

Project Title	Priority Ranking	Est.Cost

- **Wolfe Park bandshell** — 2 — **50,000**

The Wolfe Park Concert area is an under-utilized feature of the park. The construction of a small, roofed bandshell would enhance this portion of the park and establish the area as a desirable concert/performing arts venue.

- **Tennis Court reconstruction** — 1 — **450,000**

Playing surfaces and fencing has failed. Footings on the fence posts have erupted and many supports are beyond repair. The surfaces have been patched several times in recent years and require a complete overhaul. Middle fencing has severe fissures and may now constitute a hazardous condition for players of all calibers. This facility is host to the Masuk High School tennis teams and is the site of the league championships.

- **Reconstruction of stonewalls concert area** — 3 — **22,000**

Re-creation of the historic nature of the park. Stone walls have fallen into disrepair and are seen now as obstacles on the part of park users and enthusiasts instead of a site amenity. The walls are a backdrop to the concert area and visual and physical barrier between adjacent competing sites.

- **Park maintenance headquarters** — 1 — **250,000**

Currently the maintenance headquarters is housed in the lower level of the pool complex. The area is a "choke point" in the park as it lies directly in line with pathways that patrons use to access the tennis courts, baseball field and football field as well as the pool. Heavy machinery is driven through the area and must compete with patrons eager to get to their desired venue. Inside, the headquarters shares space with the pool pump house which has chemicals and exhaust fans to maintain proper air ventilation. New, safe and segregated space is required and could be established in what is now the overflow parking lot.

- **Equipment/Material storage bays** — 2 — **75,000**

Roofed storage bays for housing field maintenance materials, snow removal equipment and any off-season supplies.

- **Resurfacing of main parking lot** — 2 — **86,000**

The main parking lot area has fallen in to disrepair due to water getting beneath the surface and causing heaving in numerous areas. The project would consist of milling the surface, resetting drains and paving the 2 acre facility.

COST SAVING MEASURES 2015-16

Reduced operating hours at the Ron Wallisa Memorial by 10 hours each week resulting in a savings of $11,000.

Consolidated hours of the sales staff at Wolfe Park to more accurately reflect the demand hours for pool pass purchases and parking stickers.

Instituted the use of magnesium chloride ice melt for pedestrian walkways and parking lots. Has longer ice melting life span which will reduce overtime man-hours during minor snow events.

POTENTIAL COST SAVING MEASURES 2016-17

- Investigate operating hours of Wallisa pool during pre-school vacation weeks.
- Investigate park closing hours
- Coordinate bulk purchases of swimming pool chemicals with Town of Newtown Parks Department.
- Installation of new chlorine feeder for Wallisa pool. Current system utilizes expensive tablet system versus briquette system from Streamline.
- Closing of Wolfe Park patio bathrooms during winter months. Utilize portable toilet as we do at Great Hollow lake site. Save on heating the facility at coldest time of the year.

FIVE YEAR STAFFING

YEAR	#	COSTS	(EST. 3% PER ANNUM /FULL TIME STAFF)
2015-16	7	$354,497	
2016-17	7	$365,131	
2017-18	7	$376,087	
2018-19	7	$387,368	
2019-20	7	$398,989	

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

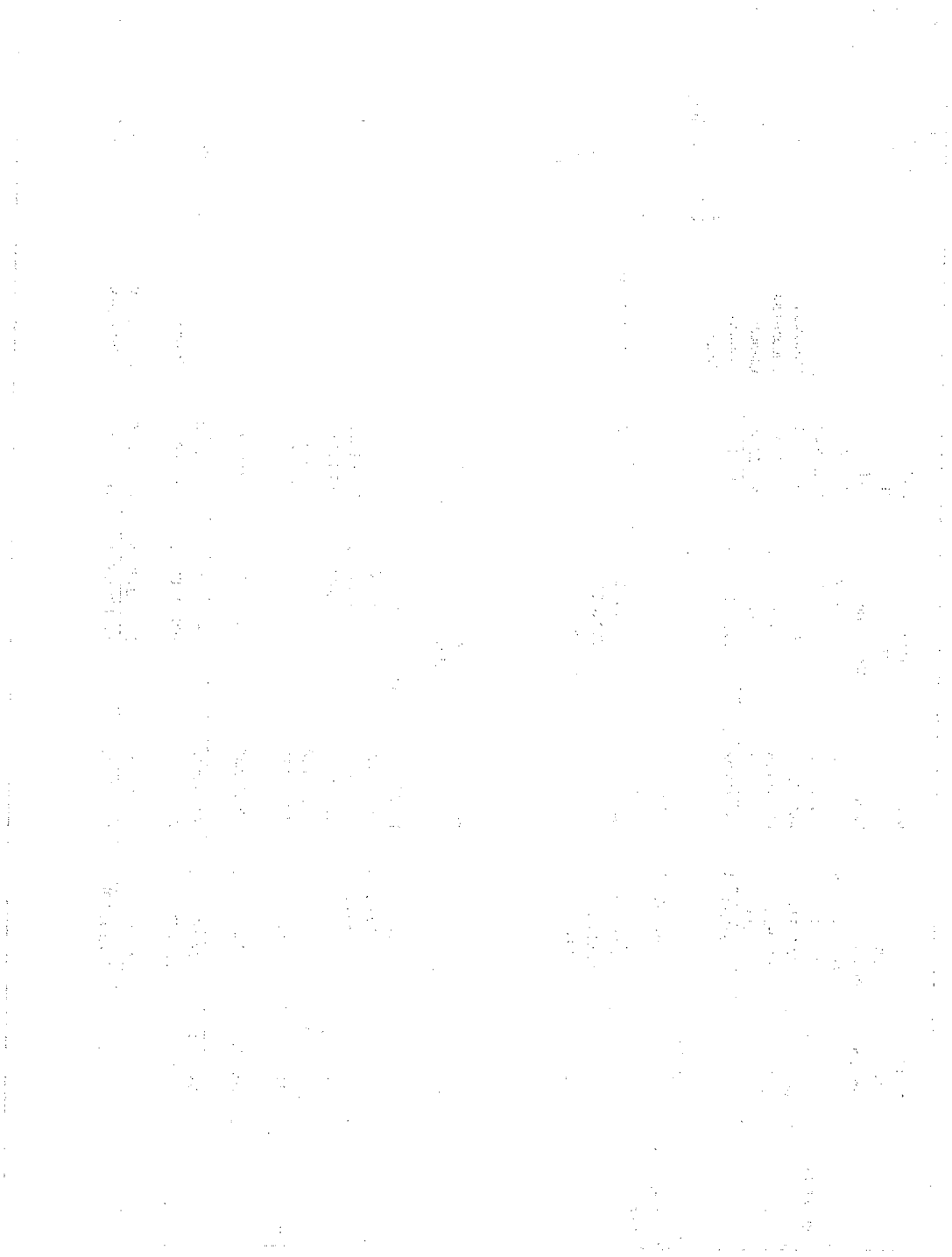
MEDICAL

	14/15 EE Premium	14/15 ER Premium	14/15 Total	14/15 ER High Deductable	14/15 ER Total
NonUnion	$ 25,636.21	$ 230,724.75	$ 256,360.96	33,000.00	$ 263,724.75
Supervisors	$ 36,794.52	$ 226,024.20	$ 262,818.72	31,500.00	$ 257,524.20
Clerical	$ 69,530.26	$ 427,116.54	$ 496,646.80	67,500.00	$ 494,616.54
Highway	$ 61,942.85	$ 396,893.11	$ 458,835.96	54,000.00	$ 450,893.11
Police	$ 141,414.00	$ 665,162.64	$ 806,576.64	93,000.00	$ 758,162.64
	$ 335,317.84	$ 1,945,921.24	$ 2,281,239.08	$ 279,000.00	$ 2,224,921.24
			$ -		$ -
WMNR	$ 20,564.32	$ -	$ 20,564.32	-	$ -
Police Retirees	$ -	$ 29,671.56	$ 29,671.56	-	$ 29,671.56
Cobra	$ 9,450.56	$ -	$ 9,450.56	-	$ -
	$ 365,332.72	$ 1,975,592.80	$ 2,340,925.52	$ 279,000.00	$ 2,254,592.80
	305,055.96 ^Actual	2,186,102.32 ^Actual		294,822.79 ^Actual	

	Original Budget 15/16 EE Premium	Original Budget 15/16 ER Premium	Original Budget 15/16 Total	Original Budget 15/16 ER High Deductable	Original Budget 15/16 ER Total
NonUnion	$ 26,056.63	$ 234,509.69	$ 260,566.32	$ 33,000.00	$ 267,509.69
Supervisors	$ 37,398.18	$ 229,731.66	$ 267,129.84	$ 31,500.00	$ 261,231.66
Clerical	$ 76,542.30	$ 470,188.43	$ 546,730.73	$ 67,500.00	$ 537,688.43
Highway	$ 62,959.06	$ 403,404.38	$ 466,363.44	$ 54,000.00	$ 457,404.38
Police	$ 141,414.00	$ 675,114.31	$ 816,528.31	$ 93,000.00	$ 768,114.31
	$ 344,370.18	$ 2,012,948.47	$ 2,357,318.64	$ 279,000.00	$ 2,291,948.47
			$ -		$ -
WMNR	$ 22,295.17	$ -	$ 22,295.17	$ -	$ -
Police Retirees	$ -	$ 33,174.11	$ 33,174.11	$ -	$ 33,174.11
Cobra	$ 10,245.89	$ -	$ 10,245.89	$ -	$ -
	$ 376,911.23	$ 2,046,122.57	$ 2,423,033.81	$ 279,000.00	$ 2,325,122.57
	Budget increase	$ 93,877.43		$ 51,000.00	
		$ 2,140,000.00		$ 330,000.00	
				$ 2,470,000.00	

	Revised 15/16 EE Premium	Revised 15/16 ER Premium	Revised 15/16 Total	Revised 15/16 ER High Deductible	Revised 15/16 ER Total
Non-Union	$ 29,135.08	$ 235,731.41	$ 264,866.49	$ 36,000.00	$ 271,731.41
Supervisors	$ 38,715.65	$ 274,083.02	$ 312,798.67	$ 39,000.00	$ 313,083.02
Clerical	$ 70,626.82	$ 400,219.55	$ 470,846.37	$ 67,500.00	$ 467,719.55
Highway	$ 57,632.13	$ 360,503.55	$ 418,135.68	$ 51,000.00	$ 411,503.55
Police	$ 182,786.50	$ 587,516.77	$ 770,303.27	$ 96,625.00	$ 684,141.77
Other	$ 20,021.16	$ 49,009.20	$ 69,030.36	$ 9,000.00	$ 58,009.20
Revised	$ 398,917.34	$ 1,907,063.50	$ 2,305,980.84	$ 299,125.00	$ 2,206,188.50
Check>	$ 398,917.34	$ 1,907,063.50	$ 2,305,980.84	$ 299,125.00	$ 2,206,188.50
Original Budget	$ 376,911.23	$ 2,140,000.00	$ 2,516,911.24	$ 330,000.00	$ 2,470,000.00
Diff	$ 22,006.10	$ (232,936.50)	$ (210,930.40)	(30,875.00)	$ (263,811.50)

	16/17 EE Premium	16/17 ER Premium	16/17 Total	ER High Deductible	ER Total
	$ 34,430.01	$ 264,556.93	$ 298,986.94	$ 37,500.00	$ 302,056.93
	$ 55,431.57	$ 301,830.90	$ 357,262.48	$ 42,000.00	$ 343,830.90
	$ 89,265.25	$ 486,061.43	$ 575,326.68	$ 73,500.00	$ 559,561.43
	$ 64,935.15	$ 367,965.84	$ 432,900.99	$ 51,000.00	$ 418,965.84
	$ 111,020.00	$ 734,661.12	$ 845,681.12	$ 102,000.00	$ 836,661.12
	$ 51,070.98	$ 60,419.97	$ 111,490.94	$ 9,000.00	$ 69,419.97
	$ 406,152.96	$ 2,215,496.20	$ 2,621,649.16	$ 315,000.00	$ 2,530,496.20
Check>	$ 406,152.96	$ 2,215,496.20		$ 315,000.00	$ 2,530,496.20
Diff:15/16 Budg	$ 29,241.73	$ 75,496.19	$ 104,737.92	$ (15,000.00)	$ 60,496.19
Diff:15/16 Revised.	$ 7,235.62	$ 308,432.70	$ 315,668.32	$ 15,875.00	$ 324,307.70
		16/17	$ 2,621,649.16	$ 315,000.00	
		Todd	2,434,792.00	271,800.00	
			$ 186,857.16	$ 43,200.00	



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Highway	$ 61,942.85	$ 396,893.11	$ 458,835.96	54,000.00	$ 450,893.11
Police	$ 141,414.00	$ 665,162.64	$ 806,576.64	93,000.00	$ 758,162.64
	$ 335,317.84	$ 1,945,921.24	$ 2,281,239.08	$ 279,000.00	$ 2,224,921.24
			$ -		$ -
WMNR	$ 20,564.32	$ -	$ 20,564.32	-	$ -
Police Retirees	$ -	$ 29,671.56	$ 29,671.56	-	$ 29,671.56
Cobra	$ 9,450.56	$ -	$ 9,450.56	-	$ -
	$ 365,332.72	$ 1,975,592.80	$ 2,340,925.52	$ 279,000.00	$ 2,254,592.80
	305,055.96 AActual	2,186,102.32 AActual		294,822.79 AActual	

	Original Budget 15/16 EE Premium	Original Budget 15/16 ER Premium	Original Budget 15/16 Total	Original Budget 15/16 ER High Deductable	Original Budget 15/16 ER Total
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Police	$ 141,414.00	$ 675,114.31	$ 816,528.31	$ 93,000.00	$ 768,114.31
	$ 344,370.18	$ 2,012,948.47	$ 2,357,318.64	$ 279,000.00	$ 2,291,948.47
			$ -		$ -
WMNR	$ 22,295.17	$ -	$ 22,295.17	$ -	$ -
Police Retirees	$ -	$ 33,174.11	$ 33,174.11	$ -	$ 33,174.11
Cobra	$ 10,245.89	$ -	$ 10,245.89	$ -	$ -
	$ 376,911.23	$ 2,046,122.57	$ 2,423,033.81	$ 279,000.00	$ 2,325,122.57
	Budget increase	$ 93,877.43		$ 51,000.00	
		$ 2,140,000.00		$ 330,000.00	
				$ 2,470,000.00	

	Revised 15/16 EE Premium	Revised 15/16 ER Premium	Revised 15/16 Total	Revised 15/16 ER High Deductible	Revised 15/16 ER Total
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Other	$ 20,021.16	$ 49,009.20	$ 69,030.36	$ 9,000.00	$ 58,009.20
Revised	$ 398,917.34	$ 1,907,063.50	$ 2,305,980.84	$ 299,125.00	$ 2,206,188.50
Check>	$ 398,917.34	$ 1,907,063.50	$ 2,305,980.84	$ 299,125.00	$ 2,206,188.50
Original Budget	$ 376,911.23	$ 2,140,000.00	$ 2,516,911.23	$ 330,000.00	$ 2,470,000.00
Diff	$ 22,006.10	$ (232,936.50)	$ (210,930.40)	$ (30,875.00)	$ (263,811.50)

	16/17 EE Premium	16/17 ER Premium	16/17 Total	ER High Deductible	ER Total
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	$ 55,431.57	$ 301,830.90	$ 357,262.48	$ 42,000.00	$ 343,830.90
	$ 89,265.25	$ 486,061.43	$ 575,326.68	$ 73,500.00	$ 559,561.43
	$ 64,935.15	$ 367,965.84	$ 432,900.99	$ 51,000.00	$ 418,965.84
	$ 111,020.00	$ 734,661.12	$ 845,681.12	$ 102,000.00	$ 836,661.12
	$ 51,070.98	$ 60,419.97	$ 111,490.94	$ 9,000.00	$ 69,419.97
	$ 406,152.96	$ 2,215,496.20	$ 2,621,649.16	$ 315,000.00	$ 2,530,496.20
Check>	$ 406,152.96	$ 2,215,496.20		$ 315,000.00	$ 2,530,496.20
Diff:15/16 Budg	$ 29,241.73	$ 75,496.19	$ 104,737.92	$ (15,000.00)	$ 60,496.19
Diff:15/16 Revised.	$ 7,235.62	$ 308,432.70	$ 315,668.32	$ 15,875.00	$ 324,307.70
		16/17	$ 2,621,649.16	$ 315,000.00	
		Todd	2,434,792.00	271,800.00	
			$ 186,857.16	$ 43,200.00	

	13-14 Act	14-15 Actual	Budget 14-15	Budget 15-16	15-16 Projection		Budget 16-17	
LAP	522,574.00	562,473.00	580,000.00	608,500.00	608,440.00		654,073.00	1.0749
LAP Deductable GL	19,227.64	9,107.81	10,000.00	10,000.00	2,692.00		10,000.00	1.0000
WC	550,172.00	588,686.00	605,000.00	608,500.00	601,740.00		645,871.00	1.0631
WC Audit	27,630.00	2,979.00	45,000.00	30,000.00	20,000.00		5,000.00	0.1667
WC Settlement	23,757.55							
BOE Reimbsmt	(404,811.00)	(422,984.00)	(395,000.00)	(400,000.00)	(400,000.00)		(454,707.80)	1.1368
Crime Bond	2,659.00		3,000.00	3,000.00				
Dental								
ER Claims	110,591.14	118,244.30						
EE Contributions-deduction 8008	(29,893.29)							
	80,697.85	118,244.30	115,000.00	140,000.00	125,000.00		135,000.00	1.2273
ER Medical Premium								
Medical	2,180,441.92	2,371,623.63						
Vision	5,660.40	7,111.20						
EE Contributions-deduction 2000	(286,918.25)	(398,893.64)						
Cobra	(18,137.71)							
Total Premium	**1,881,046.36**	**1,979,841.19**	2,007,838.27	2,140,000.00	**1,907,063.50**		2,215,496.20	1.0353
ER Medical Deductable								
HRA	196,947.79	170,503.69						
H.S.A.-ER-deduction 2002	97,875.00	109,000.00						
	294,822.79	279,503.69	288,000.00	330,000.00	299,125.00		315,000.00	0.9545
Medical Reimbusement-pay codes 545-549	24,660.00	38,326.66	25,000.00	25,000.00	41,000.00		40,000.00	1.6000
Heart & Hypertension Prescriptions	1,606.15							
Clerical Post Ret	21,267.00	15,846.00	21,684.00	21,684.00				
Progressive Benefits	949.50	951.50	1,000.00	1,000.00	1,022.00		1,100.00	1.1000
Life Ins-Lincoln	46,253.18	51,791.87	49,000.00	52,000.00	56,500.55		56,500.00	1.0865
Met Life	536.55	519.90	500.00	600.00	281.25		600.00	1.0000
Employee Assistance Program	2,057.92	2,029.50	2,500.00	2,500.00	2,500.00		2,500.00	1.0000
Sandy Hook Grant	(90,817.00)		47,773					
Other		18,612.58	(9,273.00)	(924.00)				
	3,004,289.49	3,245,929.00	3,350,727.00	3,541,860.00	3,265,364.30	11%	3,627,432.40	
					276,495.71	<Est/Bud Diff		
Budget	**3,150,357.00**		3,350,727.00	3,541,860.00			3,627,432.40	
			6.35%	5.70%			2.42%	
				191,133.00			85,572.40	

Town of Monroe — Lockton 24-Month Projection

Claim Projections		Medical (11/1/16 - 10/31/17) (11/14 - 10/15)		Medical (11/1/16 - 10/31/17) (11/13 - 10/14)		Rx (11/1/16 - 10/31/17) (11/14 - 10/15)		Rx (11/1/16 - 10/31/17) (11/13 - 10/14)	
Gross Paid Claims		$1,362,057		$1,500,045		$526,352		$503,876	
Large Claim Activity	$100K pooling	$141,774		$79,971		$0		$0	
HRA Funding		$104,413		$114,740		$73,822		$83,739	
Adjusted Paid Claims		$1,115,871		$1,305,334		$452,530		$420,137	
Plan change adjustment		1.0000		1.0000		1.0000		1.0000	
Adjusted net paid claims		$1,115,871		$1,305,334		$452,530		$420,137	
Enrollment	(2 month lag)	1,338	(2 month lag)	1,356	(1 month lag)	1,337	(1 month lag)	1,352	
Avg Annl Clms / Ee		$10,008		$11,552		$4,062		$3,729	
Annual Trend		8.2%		8.2%		8.2%		8.2%	
Mid Point Months		24		36		24		36	
Effective Trend		1.171		1.267		1.171		1.267	
Annual Trended Claims / Ee		$11,716		$14,633		$4,755		$4,724	
Claim Margin		2%		2%		2%		2%	
Proj Annl Claims / Ee		**$11,955**		**$14,931**		**$4,852**		**$4,820**	
Total Current Headcount		**111**		**111**		**111**		**111**	
Capitation		$0		$0					
Projected Claims		**$1,327,060**		**$1,657,379**		**$538,578**		**$535,025**	
		70%		30%		70%		30%	
		$928,942		**$497,214**		**$377,005**		**$160,507**	**$1,963,668**

Administration 20.0% incl pooling — **$2,454,585** Premium Need (excl ACA)

$87,938 ACA Premium (estimate)

$2,542,523 Total Premium Need

$2,219,332 Current premium

$323,190 Additional premium need

14.56% Percentage change

Current Premium		11/1/15-10/31/16 Rates	Lives	Premium	
Clerical / NU / Supervisors (HRA)	ee	$749.66	9	$6,747	
	ee+1	$1,632.96	15	$24,494	
	family	$2,264.59	10	$22,646	
			34	$53,887	Monthly
				$646,647	Annual
Highway (HRA) plus Retired Police	ee	$767.27	9	$6,905	
	ee+1	$1,671.35	6	$10,028	
	family	$2,317.78	9	$20,860	
			24	$37,794	Monthly
				$453,523	Annual
Clerical / NU / Supervisors (HSA)	ee	$747.68	2	$1,495	
	ee+1	$1,631.74	5	$8,159	
	family	$2,263.91	9	$20,375	
			16	$30,029	Monthly
				$360,351	Annual
Police (HSA)	ee	$762.24	11	$8,385	
	ee+1	$1,663.48	8	$13,308	
	family	$2,307.88	18	$41,542	
			37	$63,234	Monthly
				$758,812	Annual
Rates above include vision and the HRA plans include monthly HRA admin. Fee			111	Annual Combined **$2,219,332**	

Does not include deductible funding provided by Monroe

HRA / HSA Funding

Lives	HRA	Lives	HSA
18	$1,500	13	$1,500
40	$3,000	40	$3,000
Max. Liability	$147,000	53	$139,500
Est. funding	90.0%		
Est. Actual Cost	$132,300		$139,500
Total Est. Actual Cost	$271,800		

Premium Need	(11/1/16 - 10/31/17)	**$2,542,523**
Estimated Required Funding (deductible)		**$271,800**
Total Projected Medical/Rx Costs		**$2,814,323**

111 **$25,354** **PEPY Gross Cost**

2016 / 2017 Budget		weighting %		
11/1/2015 - 10/31/16	$2,219,332	0.3333	$739,777	
2016 renewal est.	14.6%	from Lockton claim projection		
11/1/2016 - 6/30/2017	$2,542,523	0.6667	$1,695,015	
			$2,434,792	**Projected budget need**
			$2,219,332	Current premium
			$215,460	$ increase
			9.7%	% increase

Total Medical Budget Need	
Projected Premium Need	**$2,434,792**
Estimated HRA / HSA Funding	**$271,800**
Projected Total Cost	**$2,706,592**

TOWN OF MONROE

BUDGET WORKSHEET

	000 & 001		002	003-1	003-2	004 & 005		006	007	010	008	011	009	
					plan eff 1/1/15						Excluding Highway	Highway		
Lives	Clerical HRA w/ 35 & 40	Clerical HSA w/ 35 & 40	Highway HRA	Non-Union HRA	Non-Union HSA	Supervisors HRA w/ 35 & 40	Supervisors HSA w/ 35 & 40	Police HSA	Retirees HRA Hyper 2.79	Retirees HRA VEBA	COBRA HRA Non-Police	COBRA HRA	COBRA HSA Police	TOTAL
Employee	8		4	0	2	0		11	3	0	0	0	0	28
EE+1	15		7	4	1	4		10	0	0	0	0	0	41
EE+ family	5		9	3	1	7		17	0	0	0	0	0	42
	28		20	7	4	11		38	3	0	0	0	0	111

CURRENT 7/1/2015 - 10/31/2015

Current Rates (incl Vision)	w/ 10/25/40			w/ 10/25/40	w/ 10/25/40	w/ 10/25/40					w/ 10/25/40				
Employee	$800.46		$837.73	$800.46	$800.46	$800.46		$837.73	$837.73	$837.73	$800.46	$837.73	$837.73		
EE+1	$1,741.81		$1,822.97	$1,741.81	$1,741.81	$1,741.81		$1,822.97	$1,822.97	$1,822.97	$1,741.81	$1,822.97	$1,822.97		
EE+ family	$2,415.52		$2,527.99	$2,415.52	$2,415.52	$2,415.52		$2,527.99	$2,527.99	$2,527.99	$2,415.52	$2,527.99	$2,527.99		
	$44,608.43		$38,863.62	$14,213.80	$5,758.25	$23,875.88		$70,420.56	$2,513.19	$0.00	$0.00		$0.00	$200,253.73	
														$2,403,044.76	
	eff. 3/1/14			eff. 7/1/15	eff. 7/1/15	eff. 3/1/14		eff. 7/1/14							
	15.0%		13.5%	11.0%	11.0%	15.0%		flat amount	0.0%	25.0%	100.0%	100.0%	100.0%		
EE Contribution															
Employee	$120.07		$113.09	$88.05	$88.05	$120.07		$396.50	$0.00	$209.43	$800.46	$837.73	$837.73		
EE+1	$261.27		$246.10	$191.60	$191.60	$261.27		$396.50	$0.00	$455.74	$1,741.81	$1,822.97	$1,822.97		
EE+ family	$362.33		$341.28	$265.71	$265.71	$362.33		$396.50	$0.00	$632.00	$2,415.52	$2,527.99	$2,527.99		
	$6,691.26		$5,246.59	$1,563.52	$633.41	$3,581.38		$15,067.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,783.16	
														$393,397.93	16.4%
Monroe Contribution															
Employee	$680.39		$724.64	$712.41	$712.41	$680.39		$441.23	$837.73	$628.30	$0.00	$0.00	$0.00		
EE+1	$1,480.54		$1,576.87	$1,550.21	$1,550.21	$1,480.54		$1,426.47	$1,822.97	$1,367.23	$0.00	$0.00	$0.00		
EE+ family	$2,053.19		$2,186.71	$2,149.81	$2,149.81	$2,053.19		$2,131.49	$2,527.99	$1,895.99	$0.00	$0.00	$0.00		
	$37,917.17		$33,617.03	$12,650.28	$5,124.84	$20,294.50		$55,353.56	$2,513.19	$0.00	$0.00	$0.00	$0.00	$167,470.57	
														$2,009,646.83	83.6%

RENEWAL 11/1/2015 - 10/31/2016 **Final Cigna Proposed**

	Clerical HRA	Clerical HSA	Highway HRA	Non-Union HRA	Non-Union HSA	Supervisors HRA	Supervisors HSA	Police HSA	Retirees Heart & Hyper	Retirees VEBA	Excluding Highway COBRA HRA	Highway COBRA HRA	COBRA HSA- Police	TOTAL	
Renewal Rates (incl Vision)	w/ 10/25/40	w/ 10/25/40		w/ 10/25/40	w/ 10/25/40	w/ 10/25/40	w/ 10/25/40				w/ 10/25/40				
Employee	$749.66	$747.68	$767.27	$749.66	$747.68	$749.66	$747.68	$762.24	$767.27	$767.27	$749.66	$767.27	$762.24		
EE+1	$1,632.96	$1,631.74	$1,671.35	$1,632.96	$1,631.74	$1,632.96	$1,631.74	$1,663.48	$1,671.35	$1,671.35	$1,632.96	$1,671.35	$1,663.48		
EE+ family	$2,264.59	$2,263.91	$2,317.78	$2,264.59	$2,263.91	$2,264.59	$2,263.91	$2,307.88	$2,317.78	$2,317.78	$2,264.59	$2,317.78	$2,307.88		
	$41,814.63	$0.00	$35,628.55	$13,325.61	$5,391.01	$22,383.97	$0.00	$64,253.40	$2,301.81	$0.00	$0.00	$0.00	$0.00	$185,098.98	
	94%		92%	94%	94%	94%		91%	92%					$2,221,187.76	
								eff. 7/1/14						-7.57%	
	15.0%	15.0%	14.0%	11.0%	11.0%	15.0%	15.0%	flat amount	0.0%	25.0%	100.0%	100.0%	100.0%		
EE Contribution															
Employee	$112.45	$112.15	$107.42	$82.46	$82.24	$112.45	$112.15	$396.50	$0.00	$191.82	$749.66	$767.27	$762.24		
EE+1	$244.94	$244.76	$233.99	$179.63	$179.49	$244.94	$244.76	$396.50	$0.00	$417.84	$1,632.96	$1,671.35	$1,663.48		
EE+ family	$339.69	$339.59	$324.49	$249.10	$249.03	$339.69	$339.59	$396.50	$0.00	$579.45	$2,264.59	$2,317.78	$2,307.88		
	$6,272.19	$0.00	$4,988.00	$1,465.82	$593.01	$3,357.60	$0.00	$15,067.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,743.62	
														$380,923.38	17.1%
														-3.17%	
Monroe Contribution															
Employee	$637.21	$635.53	$659.85	$667.20	$665.44	$637.21	$635.53	$365.74	$767.27	$575.45	$0.00	$0.00	$0.00		
EE+1	$1,388.02	$1,386.98	$1,437.36	$1,453.33	$1,452.25	$1,388.02	$1,386.98	$1,266.98	$1,671.35	$1,253.51	$0.00	$0.00	$0.00		
EE+ family	$1,924.90	$1,924.32	$1,993.29	$2,015.49	$2,014.88	$1,924.90	$1,924.32	$1,911.38	$2,317.78	$1,738.34	$0.00	$0.00	$0.00		
	$35,542.44	$0.00	$30,640.55	$11,859.79	$4,798.00	$19,026.37	$0.00	$49,186.40	$2,301.81	$0.00	$0.00	$0.00	$0.00	$153,355.36	
														$1,840,264.38	82.9%
													Annual $ change	-$169,382.45	
IMPORTANT - HRA rates include $4.50 HRA administration charge													% change	-8.43%	

Town of Monroe

Claims Projection

Claim Projections		Dental (7/1/16 - 6/30/17) (1/15 - 12/15)		Dental (7/1/16 - 6/30/17) (1/14 - 12/14)
Gross Paid Claims		$115,362		$106,365
Plan change adjustment		1.0000		1.0000
Adjusted net paid claims		$115,362		$106,365
Enrollment	1 month lag	1,471	1 month lag	1,457
Avg Annl Clms / Ee		$941		$876
Annual Trend		5.425%		5.425%
Mid Point Months		18		30
Effective Trend		1.08		1.14
Annual Trended Claims / Ee		$1,019		$1,000
Claim Margin		0%		0%
Proj Annl Claims / Ee		**$1,019**		**$1,000**
Total Annual Claims		**$127,338**		**$124,965**
weighting		70%		30.0%
		$89,136		**$37,490**

Blended claims	PEPY	$1,013.01		**$126,626**
Fees / Retention			$4.40	$6,600
Premium Equivalent Need	PEPY	$1,065.81		**$133,226**
Current Premium Equivalent	PEPY	$818.63		**$102,329**
Change				$30,897
				30.2%

ASO Costs	2014	2015
Proposed Fee	4.40	4.40
Current headcount	125	125
	6,600	**$6,600**
		$0

Plan changes - eff. 7/1/15

NONE

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

REGISTRAR OF VOTERS

REGISTRAR OF VOTER

2016-2017

Function:

The registrars of voters enroll voters and ensure the accuracy of the voting records. Each year a canvass is conducted to confirm the accuracy of the voter rolls. In addition, it is the responsibility of the registrars to oversee the operation of the polls during elections, primaries, and referenda. This includes the appointment and training of poll workers, the preparation of polling places, the organization of the Election Day Registration, and the maintenance, testing and security of the optical scan voting machines. The registrars also conduct special mandatory enrollment sessions before elections and a high school voter-making session for seventeen-year-olds and older students.

Staffing Levels: Staffing consists of two registrars and two deputies.

Mission Statement:

It is the mission of the registrars to be impartial politically, during the conducting of business in their office; to guarantee every individual the opportunity to cast his/her vote in a safe and private environment; to maintain accurate records; and to conduct fair and open elections.

Goals for 2016 - 2017:

- Expand EDR personnel to allow for an efficient registration for an anticipated hundred or more voters , based on previous Presidential Provisional balloting.
- To meet the state mandated Certification deadlines for training of both registrars.
- Continue to streamline the "end of the night procedures" for November elections. The Secretary of the State will require additional training for a new program to assist the registrars with the new procedures.

Cost Savings 2015-2016:

- Refurbished tabulator obtained from L.H.S. at no cost
- Shared the cost of two laptops for EDR with IT

Cost and Staffing Projections:

- None

Proposed ROV 2016 - 2017 Budget

			Current 2015-2016		Proposed 2016-2017
001	Salary Registrars		22,000.00		50,000.00
001	Registrars Hourly Rate		18.00		
001	Salary Registrars other		16,020.00		
001	Total		38,020.00		50,000.00
003	Salary Deputies		11,000.00		11,000.00
003	Deputies Hourly Rate		15.00		15.00
003	Salary Deputies other		6,250.00		6,250.00
003	Total		17,250.00		$17,250.00
021	Salary Clerical		31,000.00		31,000.00
021	Total		31,000.00		31,000.00
153385	Office Expenses		*7,500.00		**13,200.00
153385	Total		7,500.00		13,200.00
153595	Voting Expenses		15,000.00		15,000.00
153595			15,000.00		15,000.00
153485	Repair/Marintenance		2,250.00		2,250.00
153485	Total		2,250.00		2,250.00
153145	Equipment Purchase		500.00		500.00
	Total		500.00		500.00
	Budget Totals		$111,520.00		$129,200.00

*Originally proposed $10,000. This was cut to $7,500 after the defeat of referendum two in April 2015

** This amount reflects a request of $10,000 plus $3200.00 for mandatory certification training of registrars enacted into law this year.

DEPARTMENT: REGISTRAR OF VOTERS

MISSION:

To provide the highest level of service to the residents of Monroe, assist candidates, proponents and opponents of ballot measures in a fair and unbiased manner. Maintain voter records, manage elections, primaries and referendums.

ROV:	Dept 0030	14-15	15-16	16-17		Hours 15-16	Rate 15-16	$ Amount 15-16	Hours 16-17	Rate 16-17	$ Amount 16-17
1001-10-15101-0030-150001	Registrar-Administration	11,000	11,000								
1001-10-15101-0030-150001	Registrar-Administration	11,000	11,000								
1001-10-15101-0030-150001	Registrar-Add'l Salary-Hourly	6,675	8,010			445	$ 18.00	$ 8,010	445	$ 18.00	$ 8,010
1001-10-15101-0030-150001	Registrar-Add'l Salary-Hourly	6,675	8,010			445	$ 18.00	$ 8,010	445	$ 18.00	$ 8,010
	Total Administration:	35,350	38,020	-							
1001-10-15101-0030-150003	Deputy Registrar	5,500	5,500			Hours 15-16	Rate 15-16	$ Amount 15-16	Hours 16-17	Rate 16-17	$ Amount 16-17
1001-10-15101-0030-150003	Deputy Registrar	5,500	5,500								
1001-10-15101-0030-150003	Deputy Registrar-Add'l Salary-hourly	2,500	3,125			208	$ 15.00	$ 3,125	208	$ 15.00	$ 3,125
1001-10-15101-0030-150003	Deputy Registrar-Add'l Salary-hourly	2,500	3,125			208	$ 15.00	$ 3,125	208	$ 15.00	$ 3,125
	Total Other:	16,000	17,250	-							
1001-10-15101-0030-150005		-	-								
	Total Part Time:	-	-	-							
	Total Registar of Voters:	51,350	55,270	-							
	Headcount-FT	-	-								
	Headcount-PT	4	4								

	Salaries Summary:	14-15	15-16	16-17
	ROV SALARY ADMIN	35,350	38,020	
	ROV SALARY OTHER	16,000	17,250	
	ROV SALARIES PT	-	-	
		51,350	55,270	-

REGISTRAR OF VOTERS:	Dept 0030	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0030-150001	ROV SALARY ADMIN	35,350	34,131	38,020		50,000		50,000	11,980	31.51%
1001-10-15101-0030-150003	ROV SALARY OTHER	16,000	17,633	17,250		17,250		17,250	-	0.00%
1001-10-15101-0030-150005	ROV SALARIES PT	-		-				-	-	
1001-10-15101-0030-150021	ROV CLERK	31,000	30,115	31,000		31,000		31,000	-	0.00%
1001-10-15101-0030-153145	ROV EQUIPMENT	500	500	500		500		500	-	0.00%
1001-10-15101-0030-153385	ROV OFFICE EXPENSE	10,000	6,028	7,500		13,200		13,200	5,700	76.00%
1001-10-15101-0030-153485	ROV R & M EQUIPMENT	2,250	2,000	2,250		2,250		2,250	-	0.00%
1001-10-15101-0030-153595	ROV VOTING EXPENSE	15,000	14,849	15,000		15,000		15,000	-	0.00%
	TOTAL REGISTRAR OF VOTERS:	110,100	105,257	111,520	-	129,200	-	129,200	17,680	15.85%

Explaination of Increases/Decreases:

Registrar of Voters:

CHANGE IN SALARY STRUCTURE:

Currently the registrars are paid in two ways. One is the budget listed salary of $11,000, and the other is an hourly pay rate schedule of $18 per hour for all State mandated responsibilities. Those would include preparation and running of elections, conducting the annual canvass of voters, attending conferences for continuing education credits, conducting an annual high school voter registration session and the new requirement of attending UCONN classes to qualify for certification as a registrar to name a few.

The Registrars are asking for a change in the salary to one flat amount of $25,000 per year. This would eliminate having to keep a strict accounting of time which can be difficult when working in the office on a variety of tasks. There are also no checks and balances in this system as registrars each record hours separately with no real oversight.

With the added responsibilities such as conducting Same Day Voter Registration and attending UCONN classes for certification, the registrars under the current system of pay would more than likely be paid close to the new requested salary of $25,000.

For comparison there are towns with similar voter registration numbers as Monroe: Berlin $30,000, East Lyme $25,000 (Extra pay for referenda and primaries) and Newtown $32,000 (Extra pay for primaries and more than one referendum plus two office assistants)

OFFICE EXPENSE ADJUSTMENT:

Last year to help reduce the town budget, the registrars cut the office expense for the department from $10,000 to $7,500. This year we have requested a return to our standard office expense amount which is especially needed in a presidential election year. In addition the State has passed new legislation which requires registrars to be certified by UCONN. The cost of training for each registrar is $1,600. The total additions to office expense over last year's amount total $5,700 for a final total of $13,200.

REGISTRAR OF VOTERS:

Capital Equipment: 1001-10-15101-0030-153145

Electronic Poll Books: $1400.00

It is anticipated that Electronic Poll books (laptop computers) will be required by the Secretary of the States office to be used in each polling place. The new poll books will replace the current method of crossing off names on the official paper voter lists in each district. A voter will present their official ID and the poll book scanner will read the voters name in the Connecticut Voter Registration System and automatically cross off the voters name. A voter who does not have ID will have to be entered into the system manually by the checker.

The budget includes a request for 2 laptops ($700.00 each) to be used in one of the smaller voting districts. Our goal is to have 12 laptops in our poll book inventory.

Electronic Poll Book Software: $700.00

The initial software license is $350.00 per poll book.

Voting Machine Tabulator: $1,000.00

The department is requesting funding for one refurbished tabulator to replace an existing tabulator that is not repairable.

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

PENSIONS

DRAFT July 1, 2014 Actuarial Valuation Results - Town

Actuarially Determined Contribution (ADC)	7/1/2012	7/1/2014 No Changes	7/1/2014 Updated Mortality	7/1/2014 Updated Mortality + 7.0% LTROR
1. Total Normal Cost	$248,208	$285,604	$297,823	$331,191
2. Administration expenses	18,000	18,000	18,000	18,000
3. Expected employee contributions	107,063	136,226	136,226	136,226
4. Employer normal cost: (1) + (2) - (3)	$159,145	$167,378	$179,597	$212,965
as a % of payroll	*5.23%*	*4.87%*	*5.22%*	*6.19%*
5. Actuarial accrued liability	9,598,303	10,513,283	11,047,132	11,691,006
6a. Market value of assets	7,370,492	9,769,997	9,769,997	9,769,997
6b. Actuarial value of assets	7,486,638	8,904,632	8,904,632	8,904,632
Funded Ratio (6b /5)	*78.0%*	*84.7%*	*80.6%*	*76.2%*
7. Unfunded actuarial accrued liability: (5) - (6b)	2,111,665	1,608,651	2,142,500	2,786,374
8. Payment on unfunded actuarial accrued liability*	222,535	169,525	195,500	245,807
9. Total contribution for Valuation Year: [(4) + (8)]	$381,679	$336,903	$375,097	$458,772
11. ADC for Valuation Year Plus 1 2013/2014	**$388,045**	**$343,598**	**$382,281**	**$467,291**
13. ADC for Valuation Year Plus 2 2014/2015	**$394,666**	**$350,561**	**$389,752**	**$476,150**

* *The amortization period is 15 years as of 7/1/2012 and for the the No Changes Scenario, 20 years for other 2014 Scenarios.*

16/17

HOOKER & HOLCOMBE, INC.
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Retirement Plan for Town and Board of Education Employees of the Town of Monroe

Actuarial Valuation Report for
Cash Contribution Purposes

July 1, 2014

Timothy A. Ryor
Senior Vice President and
Consulting Actuary

Kim Thayer
Actuarial Analyst

March 27, 2015

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Certification

This report presents the results of the July 1, 2014 Actuarial Valuation for the Retirement Plan for Town and Board of Education Employees of the Town of Monroe (the Plan) for the purpose of estimating the funded status of the Plan and determining the Actuarially Determined Contribution (ADC) for the fiscal years ending June 30, 2016 and June 30, 2017. This report is intended to satisfy the requirements of Connecticut General Statute 7-450a. This report may not be appropriate for any other purpose.

The valuation has been performed in accordance with generally accepted actuarial principles and practices. It is intended to comply with all applicable Actuarial Standards of Practice.

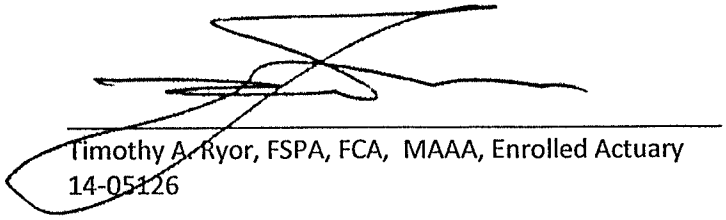
I certify that the actuarial assumptions and methods that were selected by me and represent my best estimate of anticipated actuarial experience under the Plan.

In preparing this valuation, I have relied on employee data provided by the Plan Sponsor, and on asset and contribution information provided by the Trustee. I have audited neither the employee data nor the financial information, although I have reviewed them for reasonableness.

The results in this valuation report are based on the Plan as summarized in the *Plan Provisions* section of this report and the actuarial assumptions and methods detailed in the *Description of Actuarial Methods and Assumptions* section of this report.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. Due to the limited scope of this report, an analysis of the potential range of such future measurements has not been performed.

I am a member of the American Academy of Actuaries and meet its Qualification Standards to render the actuarial opinion contained herein.



Timothy A. Ryor, FSPA, FCA, MAAA, Enrolled Actuary
14-05126

March 27, 2015

Introduction

Purpose of the Valuation

The purpose of the valuation is to determine the range of cash contributions for the plan year.

The ultimate cost of a pension plan is based primarily on the level of benefits promised by the plan. The pension fund's investment earnings serve to reduce the cost of plan benefits and expenses. Thus,

ultimate cost	=	*benefits paid*	+	*expenses incurred*	-	*investment return*	-	*employee contributions*

The actuarial cost method distributes this ultimate cost over the working lifetime of current plan participants. By means of this budgeting process, costs are allocated to both past and future years, and a cost is assigned to the current year. The current year's allocated cost, or normal cost, is the building block upon which the range of annual cash contributions is developed.

Information Available in the Valuation Report

The Valuation Highlights and Executive Summary are intended to emphasize the notable results of the valuation from the perspective of the Plan Sponsor. Supporting technical detail is documented in Valuation Exhibits and Actuarial Basis. A concise summary of the principal provisions of the Plan is outlined in Plan Provisions.

Valuation Highlights (Town)

	January 1, 2014	July 1, 2012
Number of participants		
Active	67	59
Terminated vested	25	14
Retired and beneficiaries	43	45
Return on contributions	0	3
Total	135	121
Covered payroll	$3,439,025	$3,044,942
Average plan salary	51,329	51,609
Actuarial present value of future benefits	13,168,196	11,592,000
Actuarial accrued liability (EAN Basis)	11,047,132	9,598,303
Asset Value		
Market Value	9,769,997	7,370,492
Actuarial Value	8,904,632	7,486,638
Normal cost (including expenses)	179,597	159,145
Actuarially Determined Contribution (ADC)		
ADC for Valuation Year Plus 1: 6/30/16	382,281	388,045
ADC for Valuation Year Plus 2: 6/30/17	389,752	394,666
Funding Percent		
Market	88.4%	76.8%
Actuarial	80.6%	78.0%

Valuation Highlights (Board of Education)

	January 1, 2014	July 1, 2012
Number of participants		
Active	89	88
Terminated vested	23	19
Retired and beneficiaries	48	52
Return on contribution	0	17
Total	160	176
Covered payroll	$4,264,439	$4,268,569
Average plan salary	47,915	48,506
Actuarial present value of future benefits	14,393,398	13,494,747
Actuarial accrued liability (EAN Basis)	11,741,546	10,626,487
Asset Value		
Market Value	10,022,355	7,946,571
Actuarial Value	10,015,497	8,994,081
Normal cost (including expenses)	210,734	170,664
Actuarially Determined Contribution (ADC)		
ADC for Valuation Year Plus 1:	376,663	349,519
ADC for Valuation Year Plus 2: 6/20/17	385,429	356,619
Funding Percent		
Market	85.4%	74.8%
Actuarial	85.3%	84.6%

Executive Summary

Actuarially Determined Contribution (ADC) for 2015-2016

The actuarial valuation as of July 1, 2014 produces the contribution for the 2014 Plan Year and determines the Actuarially Determined Contribution (ADC) for the 2015 and 2016 fiscal year. The actuarially calculated contribution payable for the Town of Monroe follows:

Town

	January 1, 2014	July 1, 2012
ADC for Valuation Year plus 1:	$382,281	$388,045
ADC for Valuation Year plus 2:	389,752	394,666

Board of Education

	January 1, 2014	July 1, 2012
ADC for Valuation Year plus 1:	$376,663	$349,519
ADC for Valuation Year plus 2:	385,429	356,619

Changes Reflected in the Valuation

- The mortality table was changed to RP-2014 Mortality table in 2014 plan year and the unfunded liability was amortized over 20 years.

Exhibit A

Participant Data (Town)

ACTIVE MEMBERS

	Active	Terminated Vested	Retired	ROC	Total
Active Members, 1-1-2012	59	14	45	3	121
Adjustment	0	+8	+1	-3	+6
Retirements	-1	0	+1	0	0
Terminations					
Vested	-3	+3	N/A		0
Vested (took Lump Sum)	-1	0	N/A		-1
Non Vested Term	0	0	N/A	0	0
Deaths					
Without death benefit	0	0	-4	0	-4
With death benefit	0	0	-1	0	-1
New Beneficiary	0	N/A	+1	0	+1
New Members	+13	N/A	0	0	+13
Return to Active	0	0	0	0	0
Active Members, 7-1-2014	**67**	**25**	**43**	**0**	**135**

Participant Data (Board of Education)

ACTIVE MEMBERS

	Active	Terminated Vested	Retired	ROC	Total
Active Members, 1-1-2012	88	19	52	17	176
Adjustment	0	+8	0	-11	-3
Retirements	-4	-4	+9	-1	0
Terminations					
Vested	-3	+3	N/A	0	0
Vested (took Lump Sum)	-3	-2	N/A	-5	-10
Deaths					
Without death benefit	0	-1	-13	0	-14
With death benefit	0	0	-1	0	-1
New Beneficiary	0	N/A	+1	0	+1
New Members	+11	N/A	0	0	+11
Return to Active	0	0	0	0	0
Active Members, 7-1-2014	**89**	**23**	**48**	**0**	**160**

Exhibit B

Development of Asset Values

The Actuarial Value of assets is used in the determination of plan contributions. It is determined by adding or subtracting 20% of the difference between the actual and expected asset value to the expected value. The Actuarial Value is constrained to be within 70% to 130% of Market Value.

Town

Actuarial Value of Assets	7/1/2012	7/1/2013
1. Actuarial Value of Assets at beginning of year	7,529,785	8,124,013
2. Employee and employer contributions	429,334	479,137
3. Total benefit payments and expenses	503,127	522,533
4. Average asset value: (1) + 0.5 x [(2) - (3)]	7,492,888	8,102,315
5. Expected investment income: 0.075 x (4)	561,967	607,674
6. Expected end of year assets: (1) + (2) - (3) + (5)	8,017,958	8,688,291
7. Actual end of year assets	8,548,231	9,769,997
8. Adjustment toward market value: 20% x [(7) - (6)]	106,055	216,341
9. Actuarial smoothed return: (5) + (8)	668,021	824,015
10. Preliminary end of year assets (smoothed): (6) + (8)	8,124,013	8,904,632
11. Preliminary actuarial value as a percentage of market value: (10) / (7)	95.04%	91.14%
12. Adjustment to be within 20% corridor around market value: (10) - 120% x (7)	0	0
13. End of year assets (smoothed): (10) + (12)	8,124,013	8,904,632
14. Actuarial value as a percentage of market value: (13) / (7)	95.04%	91.14%

Board of Education

Actuarial Value of Assets	7/1/2012	7/1/2013
1. Actuarial Value of Assets at beginning of year	8,994,081	9,358,718
2. Employee and employer contributions	560,805	547,552
3. Total benefit payments and expenses	643,986	592,699
4. Average asset value: (1) + 0.5 x [(2) - (3)]	8,952,490	9,336,145
5. Expected investment income: 0.075 x (4)	671,437	700,211
6. Expected end of year assets: (1) + (2) - (3) + (5)	9,582,337	10,013,782
7. Actual end of year assets	8,464,243	10,022,355
8. Adjustment toward market value: 20% x [(7) - (6)]	(223,619)	1,715
9. Actuarial smoothed return: (5) + (8)	447,818	701,925
10. Preliminary end of year assets (smoothed): (6) + (8)	9,358,718	10,015,497
11. Preliminary actuarial value as a percentage of market value: (10) / (7)	110.57%	99.93%
12. Adjustment to be within 20% corridor around market value: (10) - 130% x (7)	0	0
13. End of year assets (smoothed): (10) + (12)	9,358,718	10,015,497
14. Actuarial value as a percentage of market value: (13) / (7)	110.57%	99.93%

Exhibit C

Actuarial Balance Sheet As of July 1, 2014

Town

	Actives	Terminated Vested	Retired	ROC	Total
Actuarial Present Value of Future Benefits	8,509,617	752,727	3,905,852	-	13,168,196
Accrued Liability (Entry Age Normal)	6,388,553	752,727	3,905,852	-	11,047,132
Actuarial Value of Assets	4,246,053	752,727	3,905,852	-	8,904,632
Unfunded Accrued Liability	2,142,500	-	-	-	2,142,500

Board of Education

	Actives	Terminated Vested	Retired	ROC	Total
Actuarial Present Value of Future Benefits	10,694,292	348,430	3,896,676	-	14,939,398
Accrued Liability (Entry Age Normal)	7,496,440	348,430	3,896,676	-	11,741,546
Actuarial Value of Assets	5,770,391	348,430	3,896,676	-	10,015,497
Unfunded Accrued Liability	1,726,049	-	-	-	1,726,049

Exhibit D

Development of Unfunded Actuarial Accrued Liability As of July 1, 2014

Town

	Actives	Terminated Vested	Retired	ROC	Total
1. Total Accrued Liability (AL) *(Entry Age Normal Method)*	$ 6,388,553	$ 752,727	$ 3,905,852	$ -	$ 11,047,132
2. Actuarial Value of Assets	4,246,053	752,727	3,905,852	-	8,904,632
3. Unfunded Accrued Liability (UAL)	2,142,500	-	-	-	2,142,500
4. Amortization of UAL at 7.5%	195,500	-	-	-	195,500

Board of Education

	Actives	Terminated Vested	Retired	ROC	Total
1. Total Accrued Liability (AL) *(Entry Age Normal Method)*	$ 7,496,440	$ 348,430	$ 3,896,676	$ -	$ 11,741,546
2. Actuarial Value of Assets	5,770,391	348,430	3,896,676	-	10,015,497
3. Unfunded Accrued Liability (UAL)	1,726,049	-	-	-	1,726,049
4. Amortization of UAL at 7.5%	157,499	-	-	-	157,499

Exhibit E

Development of Normal Cost and Actuarially Determined Contribution
As of July 1, 2014 (Town)

Actuarially Determined Contribution (ADC)	7/1/2014	7/1/2012
1. Total Normal Cost	297,823	248,208
2. Administration expenses	18,000	18,000
3. Expected employee contributions	136,226	107,063
4. Employer normal cost: (1) + (2) - (3)	179,597	159,145
as a % of payroll	*5.22%*	*5.23%*
5. Actuarial accrued liability	11,047,132	9,598,303
6a. Market value of assets	9,769,997	7,370,492
6b. Actuarial value of assets	8,904,632	7,486,638
Funded Ratio (6b /5)	*80.6%*	*78.0%*
7. Unfunded actuarial accrued liability: (5) - (6b)	2,142,500	2,111,665
8. Payment on unfunded actuarial accrued liability*	195,500	222,535
9. Total contribution for Valuation Year: [(4) + (8)]	375,097	381,680
10. ADC for Valuation Year Plus 1	382,281	388,046
11. ADC for Valuation Year Plus 2	389,752	394,666

** The amortization period is 15 years as of 7/1/2012 and 20 years as of 7/1/2014.*

Exhibit E
Continued

Development of Normal Cost and Actuarially Determined Contribution
As of July 1, 2014 (Board of Education)

Actuarially Determined Contribution (ADC)	7/1/2014	7/1/2012
1. Total Normal Cost	393,295	353,421
2. Administration expenses	20,000	20,000
3. Expected employee contributions	202,561	202,757
4. Employer normal cost: (1) + (2) - (3)	210,734	170,664
as a % of payroll	*4.94%*	*4.00%*
5. Actuarial accrued liability	11,741,546	10,626,487
6a. Market value of assets	10,022,355	7,946,571
6b. Actuarial value of assets	10,015,497	8,994,081
Funded Ratio (6b /5)	*85.3%*	*84.6%*
7. Unfunded actuarial accrued liability: (5) - (6b)	1,726,049	1,632,406
8. Payment on unfunded actuarial accrued liability*	157,499	172,029
9. Total contribution for Valuation Year: [(4) + (8)]	368,233	342,693
10. ADC for Valuation Year Plus 1	376,663	349,520
11. ADC for Valuation Year Plus 2	385,429	356,619

** The amortization period is 15 years as of 7/1/2012 and 20 years as of 7/1/2014.*

Description of Actuarial Methods and Assumptions

Town and Board of Education

Asset Valuation Method

The Actuarial Value of assets used in the development of plan contributions is equal to the Expected Asset Value plus or minus 20% of the difference between the Expected Value and the Market Value of Assets. The Actuarial Value will also fall within the range of 70% to 130% of the Market Value of Assets.

Actuarial Cost Method

Description of Current Actuarial Cost Method:

Basic cost method: Entry Age Actuarial Cost Method (level percentage of salary).

Under this method, the normal cost is the sum of the individual normal costs for all active participants. For an active participant, the normal cost is the participant's normal cost accrual rate, multiplied by the participant's current compensation. The normal cost accrual rate equals the present value of future benefits for the participant, determined as of the participant's entry age, divided by the present value of the compensation expected to be paid to the participant for each year of the participant's anticipated future service, determined as of the participant's entry age.

Unfunded Accrued Liability

A participant's accrued liability equals the present value, at the participant's attained age, of future benefits less, the present value at the participant's attained age of the individual normal costs payable in the future. A beneficiary's accrued liability equals the present value, at the beneficiary's attained age, of future benefits. The unfunded accrued liability equals the total accrued liability less the actuarial value of assets.

The entry age used for each active participant is the participant's age at the time he or she would have commenced participation if the plan had always been in existence under current terms, or the age as of which he or she first earns service credits for purposes of benefit accrual under the current terms of the plan.

The total unfunded accrued liability (Actuarial Accrued Liability less Actuarial Value of Assets) is amortized over 20 years as of July 1, 2014.

Description of Actuarial Methods and Assumptions

Town

Investment return	
Valuation	
Pre-retirement	7.5% per year.
Post-retirement	7.5% per year.
Salary increases	
For determination of benefits	4.0%.
Entry date	
Retirement age	Age 65.
Mortality	RP-2014 Mortality Table with no collar adjustment projected to valuation date with Scale MP-2014. Prior Valuation: RP-2000 Mortality Table with separate male and female rates, with no collar adjustment, combined table for non-annuitants and annuitants, projected to the valuation date with Scale AA.
Mortality improvement	Projected to date of decrement using Scale MP-2014 (generational mortality). Prior Valuation: Projected to date of decrement using Scale AA (generational mortality).
Termination prior to retirement	Sample Termination Rates

Age	
20	0.08%
25	0.08
30	0.07
35	0.06
40	0.05
45	0.04
>=50	0.00

Cost of living adjustment	
Retirees	None.
Actives	None.
Expenses	$18,000 per year.
Percent of married	85% male. 75% female.
Spouse's Age	Females(or males) are assumed to be the same age as their spouses.
Disability costs	None.
Changes in methods and assumptions as of July 1, 2014	Mortality table was changed to RP-2014 Generational Mortality table. Unfunded liability was amortized over a 20-year period as of July 1, 2015 (previously 15).

Description of Actuarial Methods and Assumptions

Board of Education

Mortality	RP-2014 Mortality Table with no collar adjustment projected to valuation date with Scale MP-2014. Prior Valuation: RP-2000 Mortality Table with separate male and female rates, with no collar adjustment, combined table for non-annuitants and annuitants, projected to the valuation date with Scale AA.
Mortality improvement	Projected to date of decrement using Scale MP-2014 (generational mortality). Prior Valuation: Projected to date of decrement using Scale AA (generational mortality).
Termination prior to retirement	Sample Termination Rates

Age	
20	0.08%
25	0.08
30	0.07
35	0.06
40	0.05
45	0.04
>=50	0.00

Retirement Age	65.
Percent Married	85% male, 75% female.
Age of Spouse	Females (or males) are the same age as their spouses.
Net Investment Return	7.50%.

Actuarial Basis
continued

Salary Increases	4.00%.
Credited Interest on Employee Contributions	5.00% assumed for all future years – prior to 1988.
Administrative Expenses	$20,000 per year.
Changes in methods and assumptions as of July 1, 2014	Mortality table was changed to RP-2014 Generational Mortality table. Unfunded liability was amortized over a 20-year period as of July 1, 2015 (previously 15).

Plan Provisions

Town

This summary is being provided for valuation purposes only. This summary outlines the major features of the Plan. It does not give full details or cover all aspects of the Plan. The actual terms and conditions of the Plan are stated in the formal Plan document.

Effective date	
Original	July 1, 1970.
Latest amendment	July 1, 2002
Plan year	July 1 through June 30.
Normal Retirement	
Age Requirement	65.
Service Requirement	5 years.
Amount	Highway Employees: 1.625% of final average earnings per year of service to a maximum of 35 years. Clerical and Non-Union: 1.75% of final average earnings per year of service to a maximum of 35 years. Supervisors: 1.75% of final average earnings per year of service to a maximum of 35 years. Final average earnings is defined as the highest average annual Earnings received during the sixty (60) consecutive months out of the last 120 calendar months before Retirement Date, or the
Early Retirement	
Age Requirement	55.
Service Requirement	15 years.
Amount	Normal pension accrued, actuarially reduced for each month of age less than 65.

Supplemental Benefit for Town Clerical Unit Employees	
Age Requirement	62.
Service Requirement	20 continuous years.
Amount	$200 per month payable for life of retiree. Benefit is not available as part of any pre-retirement or post-retirement spouse benefit, death benefit, optional form or modified cash refund.
Employee Contribution	1% of basic pay (in addition to any other required contribution).
Vesting	
Age Requirement	None.
Service Requirement	5 years.
Amount	Normal pension accrued, payable at normal or early retirement (if eligible).
Normal Retirement Age	65.
Amount	Return of contribution with interest if not vested. The contributions for the supplemental $200 monthly benefit are <u>not</u> eligible to be returned.
Spouse's Pre-Retirement Death Benefit	
Requirement	Eligible for normal or early retirement.
Amount	100% of benefit employee would have received had he or she retired the day before death and elected the 100% joint and survivor option.
Post-Retirement Death Benefit	
Lump sum benefit	100% of contributions made by the employee, less total benefits paid to the pensioner. (Excludes any amount contributed by the employee for the Supplemental Benefit.)

Employee Contribution Rate	Highway Employees: 3.00% of basic annual earnings. Clerical, Non-Union and Supervisors: 3.85% of basic annual earnings. Contributions earn interest at 5%.
Group Covered	Employees of the Town of Monroe.
Changes in Plan Provisions	There have been no changes in plan provisions since the last valuation.

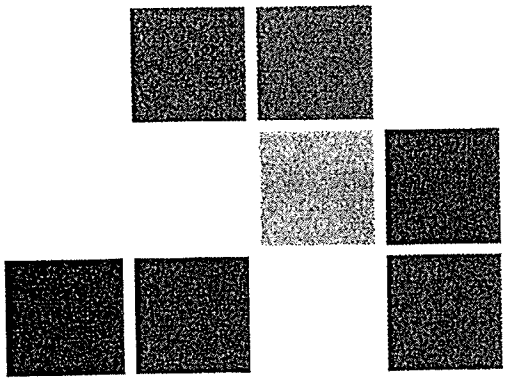
Plan Provisions

Board of Education

This summary is being provided for valuation purposes only. This summary outlines the major features of the Plan. It does not give full details or cover all aspects of the Plan. The actual terms and conditions of the Plan are stated in the formal Plan document.

Plan year	January 1 through December 31.
Normal Retirement	
Age Requirement	65.
Service Requirement	5 years.
Amount	1.75% of Final Average Earnings per year of Credited Service to a maximum of 35 years. For participants that terminated before July 1, 2001, the benefit multiplier is 1.5% for service through July 1, 1996 and 1.625% thereafter. Final Average Earnings is defined as the average of the highest 60 consecutive months of basic annual contractual pay out of the last 120 months immediately preceding retirement.
Early Retirement	
Age Requirement	55.
Service Requirement	15 years.
Amount	Normal pension accrued, reduced 0.6% for each of the first 60 months and 0.3% for the remaining number of months that retirement occurs before age 65.

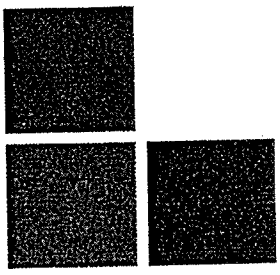
Vesting	
Age Requirement	None.
Service Requirement	5 years.
Amount	Normal pension accrued, payable at normal retirement. If Service ceases by reason other than death prior to Retirement Date, participant may elect at any time prior to or on Retirement Date to receive a refund of Participant contributions together with Credited Interest computed thereon to the date the election is made. Upon election of such refund, the Participant will forfeit the Accrued Benefit.
Spouse's Pre-Retirement Death Benefit	
Requirement	Eligible for early retirement.
Amount	100% of benefit employee would have received if retired the day before death, having elected the 100% joint and survivor option.
Post-Retirement Death Benefit	
Amount	100% of employee contributions plus interest, less total benefits paid to the pensioner.
Employee Contribution Rate	4.75% of basic annual earnings. Interest is credited based upon 120% of the federal mid-term rate each year.
Changes in Plan Provisions	There have been no changes in plan provisions since the prior valuation.



TOWN OF MONROE POLICE – OPEB

GASB 45 VALUATION REPORT - REVISED

AS OF JULY 1, 2014



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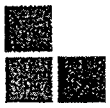

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Report Prepared By:

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Actuarial Certification

This report presents the results of the July 1, 2014 Actuarial Valuation for the Town of Monroe's post-retirement benefit other than pension (OPEB) for Police employees and retirees (the Plan) for the purpose of estimating the funded status of the Plan and determining the Annual Required Contribution (ARC) for the fiscal years ending June 30, 2016 and June 30, 2017. This report is intended to satisfy the requirements of Connecticut General Statute 7-450a. This report may not be appropriate for any other purpose.

The valuation has been performed in accordance with generally accepted actuarial principles and practices. It is intended to comply with all applicable Actuarial Standards of Practice.

I certify that the actuarial assumptions and methods that were selected by me and represent my best estimate of anticipated actuarial experience under the Plan.

In preparing this valuation, I have relied on employee data provided by the Plan Sponsor, and on asset and contribution information provided by the Town. I have audited neither the employee data nor the financial information, although I have reviewed them for reasonableness.

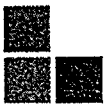
The results in this valuation report are based on the Plan as summarized in the *Summary of Plan Provisions* section of this report and the actuarial assumptions and methods detailed in the *Description of Actuarial Methods and Assumptions* section of this report.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. Due to the limited scope of this report, an analysis of the potential range of such future measurements has not been performed.

I am a member of the American Academy of Actuaries and meet its Qualification Standards to render the actuarial opinion contained herein.

Timothy A. Ryor, FSPA, FCA, MAAA,
Enrolled Actuary 14-05126

December 18, 2015



Unfunded Actuarial Accrued Liability and Annual Required Contribution

GASB 45 Unfunded Actuarial Accrued Liability (UAAL)

Actuarial Accrued Liability 7/1/2014	
Actives	805,000
Retirees	193,000
Total	**998,000**
Assets 7/1/2014*	232,000
Unfunded Actuarial Accrued Liability (UAAL) 7/1/2014*	**766,000**

GASB 45 Annual Required Contribution (ARC)

Annual Required Contribution (ARC) 2015/ 2016 Fiscal Year	
Normal Cost	63,000
30 Year Amortization of UAAL	58,000
Interest Cost - Mid Year	4,000
Offset for Employee Contributions*	(19,000)
Total ARC 2015 / 2016	**106,000**
Expected Benefit Payments (EBP)	**41,000**
ARC minus EBP 2015 / 2016	**65,000**

Annual Required Contribution (ARC) 2016 / 2017 Fiscal Year	
Normal Cost	67,000
30 Year Amortization of UAAL	58,000
Interest Cost - Mid Year	4,000
Offset for Employee Contributions*	(20,000)
Total ARC 2016 / 2017	**109,000**
Expected Benefit Payments (EBP)	**55,000**
ARC minus EBP 2016 / 2017	**54,000**

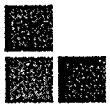
*Reflects intent to create trust and pre-fund.

Participant Counts and Average Age
As of July 1, 2014

Group	Count	Average Age
Actives	37	41
Retirees - Regular	1	60
Retirees - H&H	1	77

As of July 1, 2012

Group	Count	Average Age
Actives	38	40
Retirees - Regular	3	57
Retirees - H&H	3	64



Projected Benefit Payments

Fiscal Year Beginning July 1st	Currently Active Employees	Currently Retired Employees	Total
2015	$19,000	$22,000	$41,000
2016	31,000	24,000	55,000
2017	35,000	25,000	60,000
2018	47,000	26,000	73,000
2019	55,000	27,000	82,000
2020	78,000	15,000	93,000
2021	83,000	15,000	98,000
2022	101,000	15,000	116,000
2023	126,000	14,000	140,000
2024	137,000	14,000	151,000
2025	121,000	13,000	134,000
2026	111,000	12,000	123,000
2027	116,000	11,000	127,000
2028	137,000	10,000	147,000
2029	128,000	9,000	137,000

Actuarial Methods

Actuarial Cost Method

Cost Method: Projected Unit Credit.

The Normal Cost is derived for each active participant as the actuarial present value of the projected benefits that are attributed to expected service in the current plan year. The Normal Cost for plan benefits is the total of the individual Normal Costs for active participants.

The Accrued Liability is equal to the portion of the present value of future benefits that is allocated to years of service before the valuation date.

Amortization Method

The Unfunded Accrued Liability is amortized each year over a constant 30 year period, as a level dollar amount.

Asset Valuation Method

Market Value, upon establishment of a trust.

Actuarial Assumptions Applicable to Non-Certified Staff

The actuarial assumptions used in the determination of costs and liabilities are as follows:

Discount Rate

7.0% reflects intent to create trust and pre-fund (previously 4.5%).

Mortality

RP-2000 Mortality Table with separate male and female rates, with no collar adjustment, separate table for non-annuitants and annuitants, projected to the valuation date with Scale BB. (Previously RP-2000 Mortality Table with separate male and female rates, with no collar adjustment, combined table for non-annuitants and annuitants, projected to the valuation date with Scale AA.)

Mortality Improvement

Projected to date of decrement using Scale BB (generational mortality).

Termination Rates

Termination is according to the following table:

Age	Termination rate
20	7.00%
25	7.00%
30	5.00%
35	4.00%
40	2.00%
45	1.00%
>=50	0.00%

Disability Rates

Service Connected Disability is according to the following table:

Age	Termination rate
20	.11%
25	.14%
30	.15%
35	.22%
40	.32%
45	.49%
50	1.11%
55	3.03%
60	6.88%

Retirement Rates

25 years of service with the following retirement rates:

Age	Rates
45	25%
50	20%
55	12%
60	20%
65	100%

Annual Premiums

2014 Anthem HAS: $10,053, with $2,000 Single Deductible.

Trend on Premium and HSA Deductible

9.0% in 2014, decreasing by 0.5% per year down to 5.0% in 2022 and beyond. (Previously 8.0% in 2012, decreasing by 1.0% per year down to 5.0% in 2015 and beyond.

Marriage Rates at Retirement

N/A. Only single coverage valued.

Aging Rates effect on Medical Costs

N/A. Premiums are effectively community rated.

Percentage of Actives Eligible at Retirement who continue with Medical Coverage

90%.

Patient Protection and Affordable Care Act (PPACA)

High Cost Plan Excise Tax ("Cadillac Tax"):

Effective in 2018 there will be a 40% excise tax on per capita medical benefit costs in excess of certain thresholds, which are $10,200 for single coverage and $27,500 for family coverage for Medicare eligible retirees. Thresholds for retirees who are between ages 55 and 65 are $11,850 and $30,950 for single and family coverage respectively. After 2018, the thresholds are indexed by CPI (CPI +1% in 2018 only). CPI is assumed to be 3.0% in all future years. The impact of this future excise tax has been reflected in plan liabilities.

Other Requirements of PPACA:

For purposes of this valuation, extended coverage for adult children and 100% coverage of preventive care are assumed to be reflected in per capita costs.

For purposes of this valuation, elimination of lifetime maximum benefits and removal of the limits on essential healthcare are assumed to have no impact on plan liabilities.

Summary of Principal Plan Provisions

This summary is provided for valuation purposes only. It outlines the major features of the Plan and does not give full details.

Retiree medical benefit

Eligibility: Police with 25 years of service are eligible for pre-65 medical coverage at retirement.

Retirees – Pre 65: The retiree pays 25% of the cost of single coverage and 25% of the HRA single deductible. The Town pays the remaining.

Duration: The earlier of age 65 or 15 years of coverage at retirement. No coverage thereafter.

Retirees – Post 65: No coverage for retiree or spouse after age 65.

One existing retiree has single coverage, fully paid by the Town.

Spousal medical benefit

The retiree pays 100% of the cost of coverage for the spouse (if applicable).

STATE EMPLOYEES
RETIREMENT COMMISSION

MEDICAL EXAMINING BOARD
For DISABILITY RETIREMENT

55 ELM STREET
HARTORD, CONNECTICUT
06106-1775
Telephone (860) 702-3500
Facsimile (860) 702-3571

STATE OF CONNECTICUT
RETIREMENT SERVICES DIVISION
OFFICE OF THE STATE COMPTROLLER

February 2, 2016

Mr. John Salvatore
Chief of Police
Monroe Police Department
7 Fan Hill Road
Monroe, CT 06468-1800
jsalvatore@monroectpolice.com

RE: Monroe Police 85-P

Dear Mr. Salvatore:

The purpose of this letter is to advise you of the costs for the above referenced unit to participate in the Connecticut Municipal Employees Retirement System (CMERS) for the fiscal year beginning July 1, 2016. The State of Connecticut Retirement Commission has authorized the contributions rates below to be effective for the July 1, 2016 to June 30, 2017 fiscal year.

- Monthly contribution payments, as a percentage of payroll, will be as follows:

Normal Cost	11.18%
Unfunded Accrued Liability	5.55%
Total	16.73%

- There is no annual amortization payment for prior service.
- The CMERS administrative charge is $8,450. This charge is based on $130 per active and retired member. Our most recent files show 38 active members and 27 retired members.

The State Employees Retirement Commission approved the above total contribution rate of 16.73% at its December 17, 2015 meeting. A copy of the July 1, 2015 roll forward actuarial valuation report can be found on the CMERS website at: http://www.osc.ct.gov/rbsd/cmers/plandoc/index.html#Plan.

If you have any questions regarding the information provided in this letter, please contact Rudolph Nelson, a CMERS staff member, at (860)702-3502.

Very truly yours,

THE CONNECTICUT MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

BY:

Brenda K. Halpin

Brenda K. Halpin, Director
Retirement Services Division

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

DEBT SERVICE

School Construction Grant Payments
AKA Bond Subsidy

Fiscal Year	Balance	Principle Payment	Interest	Total
	3,421,773.83			
2009-2010	3,007,798.00	413,975.83	130,196.86	544,172.69
2010-2011	2,595,520.54	412,277.46	113,811.85	526,089.31
2011-2012	2,190,036.57	405,483.97	99,993.79	505,477.76
2012-2013	1,782,854.24	407,182.33	81,494.01	488,676.34
2013-2014	1,382,465.39	400,388.85	67,310.41	467,699.26
2014-2015	987,171.65	395,293.74	52,996.61	448,290.35
2015-2016	596,978.03	390,198.62	38,189.12	428,387.74
2016-2017	211,869.54	385,103.49	22,560.10	407,663.59
2017-2018	67,934.86	143,934.68	7,095.73	151,030.41
2018-2019	0.00	67,934.86	2,746.96	70,681.82
	Total	3,421,773.83	616,395.44	4,038,169.27

FUND BALANCE DESIGNATED FOR DEBT SERVICE

$459,400

MASVK / FH $387,320

TH ROOF 22,080

Debt Impact – Proposed Capital Projects

Independent Bond & Investment Consultants LLC

1/27/2016

Assumptions

ASSUMPTIONS

STRUCTURE

- First coupon payment at 6 months for all bond issues
- First principal payment at 24 months for all bond issues
- Substantially level principal payments for all bond issues

INTEREST RATES

- Current interest rates assume the Town's current bond rating (Moody's - Aa2)
- Current interest rates assume that bond issue of April 2016 will be bank qualified

STATE GRANT REIMBURSEMENT

- Amount of State grant reimbursement, if any, for is unknown at this time.

Bond Issue = $1,700,000

$1.7M -10 year term / Current Market

Current Market Rates (Bank Qualified)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $1,700,000 Dated: 4/1/16 Due: 4/1/18-26 Interest @ 1.50%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	25,500	6,276,783	357,943	2016-17
2017-18	4,440,000	1,040,726	5,480,726	215,500	5,696,226	(580,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	212,650	5,403,601	(292,625)	2018-19
2019-20	4,070,000	730,676	4,800,676	209,800	5,010,476	(393,125)	2019-20
2020-21	4,065,000	595,514	4,660,514	206,950	4,867,464	(143,013)	2020-21
2021-22	3,925,000	464,645	4,389,645	204,100	4,593,745	(273,719)	2021-22
2022-23	3,125,000	352,814	3,477,814	201,250	3,679,064	(914,681)	2022-23
2023-24	3,155,000	267,011	3,422,011	198,400	3,620,411	(58,653)	2023-24
2024-25	2,415,000	181,870	2,596,870	195,550	2,792,420	(827,991)	2024-25
2025-26	1,670,000	115,876	1,785,876	182,700	1,968,576	(823,844)	2025-26
2026-27	995,000	73,920	1,068,920	-	1,068,920	(899,656)	2026-27
2027-28	660,000	47,370	707,370	-	707,370	(361,550)	2027-28
2028-29	655,000	29,770	684,770	-	684,770	(22,600)	2028-29
2029-30	440,000	11,880	451,880	-	451,880	(232,890)	2029-30
2030-31	-	-	-	-	-	(451,880)	2030-31
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 1,852,400	$ 52,740,546		

[1] Adopted Budget excluding lease payments.

$1.7M - 10 years / Current Market + 25 bps

Current Market Rates + 25 bps (BQ)

Fiscal Year	Existing GF Indebtedness Principal	Interest	P&I	Bonds 2016 $1,700,000 Dated: 4/1/16 Due: 4/1/18-26 Interest @ 1.75% P&I	Combined Indebtedness P&I	Annual Change In Debt Service P&I	Fiscal Year
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	29,750	6,281,033	362,193	2016-17
2017-18	4,440,000	1,040,726	5,480,726	219,750	5,700,476	(580,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	216,425	5,407,376	(293,100)	2018-19
2019-20	4,070,000	730,676	4,800,676	213,100	5,013,776	(393,600)	2019-20
2020-21	4,065,000	595,514	4,660,514	209,775	4,870,289	(143,488)	2020-21
2021-22	3,925,000	464,645	4,389,645	206,450	4,596,095	(274,194)	2021-22
2022-23	3,125,000	352,814	3,477,814	203,125	3,680,939	(915,156)	2022-23
2023-24	3,155,000	267,011	3,422,011	199,800	3,621,811	(59,128)	2023-24
2024-25	2,415,000	181,870	2,596,870	196,475	2,793,345	(828,466)	2024-25
2025-26	1,670,000	115,876	1,785,876	183,150	1,969,026	(824,319)	2025-26
2026-27	995,000	73,920	1,068,920	-	1,068,920	(900,106)	2026-27
2027-28	660,000	47,370	707,370	-	707,370	(361,550)	2027-28
2028-29	655,000	29,770	684,770	-	684,770	(22,600)	2028-29
2029-30	440,000	11,880	451,880	-	451,880	(232,890)	2029-30
2030-31	-	-	-	-	-	(451,880)	2030-31
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 1,877,800	$ 52,765,946		

[1] Adopted Budget excluding lease payments.

$1.7M - 10 years / Current Market + 50 bps

Current Market Rates + 50 bps (BQ)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $1,700,000 Dated: 4/1/16 Due: 4/1/18-26 Interest @ 2.00%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	34,000	6,285,283	366,443	2016-17
2017-18	4,440,000	1,040,726	5,480,726	224,000	5,704,726	(580,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	220,200	5,411,151	(293,575)	2018-19
2019-20	4,070,000	730,676	4,800,676	216,400	5,017,076	(394,075)	2019-20
2020-21	4,065,000	595,514	4,660,514	212,600	4,873,114	(143,963)	2020-21
2021-22	3,925,000	464,645	4,389,645	208,800	4,598,445	(274,669)	2021-22
2022-23	3,125,000	352,814	3,477,814	205,000	3,682,814	(915,631)	2022-23
2023-24	3,155,000	267,011	3,422,011	201,200	3,623,211	(59,603)	2023-24
2024-25	2,415,000	181,870	2,596,870	197,400	2,794,270	(828,941)	2024-25
2025-26	1,670,000	115,876	1,785,876	183,600	1,969,476	(824,794)	2025-26
2026-27	995,000	73,920	1,068,920	-	1,068,920	(900,556)	2026-27
2027-28	660,000	47,370	707,370	-	707,370	(361,550)	2027-28
2028-29	655,000	29,770	684,770	-	684,770	(22,600)	2028-29
2029-30	440,000	11,880	451,880	-	451,880	(232,890)	2029-30
2030-31	-	-	-	-	-	(451,880)	2030-31
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 1,903,200	$ 52,791,346		

[1] Adopted Budget excluding lease payments.

Prepared by IBIC LLC

$1.7M - 15 year term / Current Market

Current Market Rates (Bank Qualified)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $1,700,000 Dated: 4/1/16 Due: 4/1/18-31 Interest @ 2.00%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	34,000	6,285,283	366,443	2016-17
2017-18	4,440,000	1,040,726	5,480,726	159,000	5,639,726	(645,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	156,500	5,347,451	(292,275)	2018-19
2019-20	4,070,000	730,676	4,800,676	154,000	4,954,676	(392,775)	2019-20
2020-21	4,065,000	595,514	4,660,514	151,500	4,812,014	(142,663)	2020-21
2021-22	3,925,000	464,645	4,389,645	144,000	4,533,645	(278,369)	2021-22
2022-23	3,125,000	352,814	3,477,814	141,600	3,619,414	(914,231)	2022-23
2023-24	3,155,000	267,011	3,422,011	139,200	3,561,211	(58,203)	2023-24
2024-25	2,415,000	181,870	2,596,870	136,800	2,733,670	(827,541)	2024-25
2025-26	1,670,000	115,876	1,785,876	134,400	1,920,276	(813,394)	2025-26
2026-27	995,000	73,920	1,068,920	132,000	1,200,920	(719,356)	2026-27
2027-28	660,000	47,370	707,370	129,600	836,970	(363,950)	2027-28
2028-29	655,000	29,770	684,770	127,200	811,970	(25,000)	2028-29
2029-30	440,000	11,880	451,880	124,800	576,680	(235,290)	2029-30
2030-31	-	-	-	122,400	122,400	(454,280)	2030-31
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 1,987,000	$ 52,875,146		

[1] Adopted Budget excluding lease payments.

$1.7M - 15 years / Current Market + 25 bps

Current Market Rates + 25 bps (BQ)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $1,700,000 Dated: 4/1/16 Due: 4/1/18-31 Interest @ 2.25%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	38,250	6,289,533	370,693	2016-17
2017-18	4,440,000	1,040,726	5,480,726	163,250	5,643,976	(645,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	160,438	5,351,389	(292,588)	2018-19
2019-20	4,070,000	730,676	4,800,676	157,625	4,958,301	(393,088)	2019-20
2020-21	4,065,000	595,514	4,660,514	154,813	4,815,326	(142,975)	2020-21
2021-22	3,925,000	464,645	4,389,645	147,000	4,536,645	(278,681)	2021-22
2022-23	3,125,000	352,814	3,477,814	144,300	3,622,114	(914,531)	2022-23
2023-24	3,155,000	267,011	3,422,011	141,600	3,563,611	(58,503)	2023-24
2024-25	2,415,000	181,870	2,596,870	138,900	2,735,770	(827,841)	2024-25
2025-26	1,670,000	115,876	1,785,876	136,200	1,922,076	(813,694)	2025-26
2026-27	995,000	73,920	1,068,920	133,500	1,202,420	(719,656)	2026-27
2027-28	660,000	47,370	707,370	130,800	838,170	(364,250)	2027-28
2028-29	655,000	29,770	684,770	128,100	812,870	(25,300)	2028-29
2029-30	440,000	11,880	451,880	125,400	577,280	(235,590)	2029-30
2030-31	-	-	-	122,700	122,700	(454,580)	2030-31
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 2,022,875	$ 52,911,021		

[1] Adopted Budget excluding lease payments.

$1.7M - 15 years / Current Market + 50 bps

Current Market Rates + 50 bps (BQ)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $1,700,000 Dated: 4/1/16 Due: 4/1/18-31 Interest @ 2.50%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	42,500	6,293,783	374,943	2016-17
2017-18	4,440,000	1,040,726	5,480,726	167,500	5,648,226	(645,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	164,375	5,355,326	(292,900)	2018-19
2019-20	4,070,000	730,676	4,800,676	161,250	4,961,926	(393,400)	2019-20
2020-21	4,065,000	595,514	4,660,514	158,125	4,818,639	(143,288)	2020-21
2021-22	3,925,000	464,645	4,389,645	150,000	4,539,645	(278,994)	2021-22
2022-23	3,125,000	352,814	3,477,814	147,000	3,624,814	(914,831)	2022-23
2023-24	3,155,000	267,011	3,422,011	144,000	3,566,011	(58,803)	2023-24
2024-25	2,415,000	181,870	2,596,870	141,000	2,737,870	(828,141)	2024-25
2025-26	1,670,000	115,876	1,785,876	138,000	1,923,876	(813,994)	2025-26
2026-27	995,000	73,920	1,068,920	135,000	1,203,920	(719,956)	2026-27
2027-28	660,000	47,370	707,370	132,000	839,370	(364,550)	2027-28
2028-29	655,000	29,770	684,770	129,000	813,770	(25,600)	2028-29
2029-30	440,000	11,880	451,880	126,000	577,880	(235,890)	2029-30
2030-31	-	-	-	123,000	123,000	(454,880)	2030-31
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 2,058,750	$ 52,946,896		

[1] Adopted Budget excluding lease payments.

Bond Issue = $3,000,000

$3M - 10 year term / Current Market

Current Market Rates (Bank Qualified)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $3,000,000 Dated: 4/1/16 Due: 4/1/18-26 Interest @ 1.50%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	45,000	6,296,283	377,443	2016-17
2017-18	4,440,000	1,040,726	5,480,726	380,000	5,860,726	(435,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	374,975	5,565,926	(294,800)	2018-19
2019-20	4,070,000	730,676	4,800,676	369,950	5,170,626	(395,300)	2019-20
2020-21	4,065,000	595,514	4,660,514	364,925	5,025,439	(145,188)	2020-21
2021-22	3,925,000	464,645	4,389,645	359,900	4,749,545	(275,894)	2021-22
2022-23	3,125,000	352,814	3,477,814	354,875	3,832,689	(916,856)	2022-23
2023-24	3,155,000	267,011	3,422,011	349,850	3,771,861	(60,828)	2023-24
2024-25	2,415,000	181,870	2,596,870	344,825	2,941,695	(830,166)	2024-25
2025-26	1,670,000	115,876	1,785,876	324,800	2,110,676	(831,019)	2025-26
2026-27	995,000	73,920	1,068,920	-	1,068,920	(1,041,756)	2026-27
2027-28	660,000	47,370	707,370	-	707,370	(361,550)	2027-28
2028-29	655,000	29,770	684,770	-	684,770	(22,600)	2028-29
2029-30	440,000	11,880	451,880	-	451,880	(232,890)	2029-30
2030-31	-	-	-	-	-		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 3,269,100	$ 54,157,246		

[1] Adopted Budget excluding lease payments.

$3M - 10 years – Current Market + 25 bps

Current Market Rates + 25 bps (BQ)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $3,000,000 Dated: 4/1/16 Due: 4/1/18-26 Interest @ 1.75%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	52,500	6,303,783	384,943	2016-17
2017-18	4,440,000	1,040,726	5,480,726	387,500	5,868,226	(435,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	381,638	5,572,589	(295,638)	2018-19
2019-20	4,070,000	730,676	4,800,676	375,775	5,176,451	(396,138)	2019-20
2020-21	4,065,000	595,514	4,660,514	369,913	5,030,426	(146,025)	2020-21
2021-22	3,925,000	464,645	4,389,645	364,050	4,753,695	(276,731)	2021-22
2022-23	3,125,000	352,814	3,477,814	358,188	3,836,001	(917,694)	2022-23
2023-24	3,155,000	267,011	3,422,011	352,325	3,774,336	(61,666)	2023-24
2024-25	2,415,000	181,870	2,596,870	346,463	2,943,333	(831,003)	2024-25
2025-26	1,670,000	115,876	1,785,876	325,600	2,111,476	(831,856)	2025-26
2026-27	995,000	73,920	1,068,920	-	1,068,920	(1,042,556)	2026-27
2027-28	660,000	47,370	707,370	-	707,370	(361,550)	2027-28
2028-29	655,000	29,770	684,770	-	684,770	(22,600)	2028-29
2029-30	440,000	11,880	451,880	-	451,880	(232,890)	2029-30
2030-31	-	-	-	-	-		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 3,313,950	$ 54,202,096		

[1] Adopted Budget excluding lease payments.

$3M - 10 year / Current Market + 50 bps

Current Market Rates + 50 bps (BQ)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $3,000,000 Dated: 4/1/16 Due: 4/1/18-26 Interest @ 2.00%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	60,000	6,311,283	392,443	2016-17
2017-18	4,440,000	1,040,726	5,480,726	395,000	5,875,726	(435,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	388,300	5,579,251	(296,475)	2018-19
2019-20	4,070,000	730,676	4,800,676	381,600	5,182,276	(396,975)	2019-20
2020-21	4,065,000	595,514	4,660,514	374,900	5,035,414	(146,863)	2020-21
2021-22	3,925,000	464,645	4,389,645	368,200	4,757,845	(277,569)	2021-22
2022-23	3,125,000	352,814	3,477,814	361,500	3,839,314	(918,531)	2022-23
2023-24	3,155,000	267,011	3,422,011	354,800	3,776,811	(62,503)	2023-24
2024-25	2,415,000	181,870	2,596,870	348,100	2,944,970	(831,841)	2024-25
2025-26	1,670,000	115,876	1,785,876	326,400	2,112,276	(832,694)	2025-26
2026-27	995,000	73,920	1,068,920	-	1,068,920	(1,043,356)	2026-27
2027-28	660,000	47,370	707,370	-	707,370	(361,550)	2027-28
2028-29	655,000	29,770	684,770	-	684,770	(22,600)	2028-29
2029-30	440,000	11,880	451,880	-	451,880	(232,890)	2029-30
2030-31	-	-	-	-	-		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 3,358,800	$ 54,246,946		

[1] Adopted Budget excluding lease payments.

$3M - 15 year term / Current Market

Current Market Rates (Bank Qualified)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $3,000,000 Dated: 4/1/16 Due: 4/1/18-31 Interest @ 2.00%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	60,000	6,311,283	392,443	2016-17
2017-18	4,440,000	1,040,726	5,480,726	275,000	5,755,726	(555,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	270,700	5,461,651	(294,075)	2018-19
2019-20	4,070,000	730,676	4,800,676	266,400	5,067,076	(394,575)	2019-20
2020-21	4,065,000	595,514	4,660,514	262,100	4,922,614	(144,463)	2020-21
2021-22	3,925,000	464,645	4,389,645	257,800	4,647,445	(275,169)	2021-22
2022-23	3,125,000	352,814	3,477,814	253,500	3,731,314	(916,131)	2022-23
2023-24	3,155,000	267,011	3,422,011	249,200	3,671,211	(60,103)	2023-24
2024-25	2,415,000	181,870	2,596,870	244,900	2,841,770	(829,441)	2024-25
2025-26	1,670,000	115,876	1,785,876	240,600	2,026,476	(815,294)	2025-26
2026-27	995,000	73,920	1,068,920	236,300	1,305,220	(721,256)	2026-27
2027-28	660,000	47,370	707,370	232,000	939,370	(365,850)	2027-28
2028-29	655,000	29,770	684,770	227,700	912,470	(26,900)	2028-29
2029-30	440,000	11,880	451,880	223,400	675,280	(237,190)	2029-30
2030-31	-	-	-	209,100	209,100		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 3,508,700	$ 54,396,846		

[1] Adopted Budget excluding lease payments.

$3M - 15 years – Current Market + 25 bps

Current Market Rates + 25 bps (BQ)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $3,000,000 Dated: 4/1/16 Due: 4/1/18-31 Interest @ 2.25%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	67,500	6,318,783	399,943	2016-17
2017-18	4,440,000	1,040,726	5,480,726	282,500	5,763,226	(555,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	277,663	5,468,614	(294,613)	2018-19
2019-20	4,070,000	730,676	4,800,676	272,825	5,073,501	(395,113)	2019-20
2020-21	4,065,000	595,514	4,660,514	267,988	4,928,501	(145,000)	2020-21
2021-22	3,925,000	464,645	4,389,645	263,150	4,652,795	(275,706)	2021-22
2022-23	3,125,000	352,814	3,477,814	258,313	3,736,126	(916,669)	2022-23
2023-24	3,155,000	267,011	3,422,011	253,475	3,675,486	(60,641)	2023-24
2024-25	2,415,000	181,870	2,596,870	248,638	2,845,508	(829,978)	2024-25
2025-26	1,670,000	115,876	1,785,876	243,800	2,029,676	(815,831)	2025-26
2026-27	995,000	73,920	1,068,920	238,963	1,307,883	(721,794)	2026-27
2027-28	660,000	47,370	707,370	234,125	941,495	(366,388)	2027-28
2028-29	655,000	29,770	684,770	229,288	914,058	(27,438)	2028-29
2029-30	440,000	11,880	451,880	224,450	676,330	(237,728)	2029-30
2030-31	-	-	-	209,613	209,613		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 3,572,288	$ 54,460,433		

[1] Adopted Budget excluding lease payments.

$3M - 15 year / Current Market + 50 bps

Current Market Rates + 50 bps (BQ)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $3,000,000 Dated: 4/1/16 Due: 4/1/18-31 Interest @ 2.50%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	75,000	6,326,283	407,443	2016-17
2017-18	4,440,000	1,040,726	5,480,726	290,000	5,770,726	(555,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	284,625	5,475,576	(295,150)	2018-19
2019-20	4,070,000	730,676	4,800,676	279,250	5,079,926	(395,650)	2019-20
2020-21	4,065,000	595,514	4,660,514	273,875	4,934,389	(145,538)	2020-21
2021-22	3,925,000	464,645	4,389,645	268,500	4,658,145	(276,244)	2021-22
2022-23	3,125,000	352,814	3,477,814	263,125	3,740,939	(917,206)	2022-23
2023-24	3,155,000	267,011	3,422,011	257,750	3,679,761	(61,178)	2023-24
2024-25	2,415,000	181,870	2,596,870	252,375	2,849,245	(830,516)	2024-25
2025-26	1,670,000	115,876	1,785,876	247,000	2,032,876	(816,369)	2025-26
2026-27	995,000	73,920	1,068,920	241,625	1,310,545	(722,331)	2026-27
2027-28	660,000	47,370	707,370	236,250	943,620	(366,925)	2027-28
2028-29	655,000	29,770	684,770	230,875	915,645	(27,975)	2028-29
2029-30	440,000	11,880	451,880	225,500	677,380	(238,265)	2029-30
2030-31	-	-	-	210,125	210,125		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 3,635,875	$ 54,524,021		

[1] Adopted Budget excluding lease payments.

Bond Issue = $4,500,000

$4.5M - 10 year term / Current Market

Current Market Rates (Bank Qualified)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $4,500,000 Dated: 4/1/16 Due: 4/1/18-26 Interest @ 1.50%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	67,500	6,318,783	399,943	2016-17
2017-18	4,440,000	1,040,726	5,480,726	567,500	6,048,226	(270,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	560,000	5,750,951	(297,275)	2018-19
2019-20	4,070,000	730,676	4,800,676	552,500	5,353,176	(397,775)	2019-20
2020-21	4,065,000	595,514	4,660,514	545,000	5,205,514	(147,663)	2020-21
2021-22	3,925,000	464,645	4,389,645	537,500	4,927,145	(278,369)	2021-22
2022-23	3,125,000	352,814	3,477,814	530,000	4,007,814	(919,331)	2022-23
2023-24	3,155,000	267,011	3,422,011	522,500	3,944,511	(63,303)	2023-24
2024-25	2,415,000	181,870	2,596,870	515,000	3,111,870	(832,641)	2024-25
2025-26	1,670,000	115,876	1,785,876	507,500	2,293,376	(818,494)	2025-26
2026-27	995,000	73,920	1,068,920	-	1,068,920	(1,224,456)	2026-27
2027-28	660,000	47,370	707,370	-	707,370	(361,550)	2027-28
2028-29	655,000	29,770	684,770	-	684,770	(22,600)	2028-29
2029-30	440,000	11,880	451,880	-	451,880	(232,890)	2029-30
2030-31	-	-	-	-	-		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 4,905,000	$ 55,793,146		

[1] Adopted Budget excluding lease payments.

$4.5M - 10 years / Current Market + 25 bps

Current Market Rates + 25 bps (BQ)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $4,500,000 Dated: 4/1/16 Due: 4/1/18-26 Interest @ 1.75%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	78,750	6,330,033	411,193	2016-17
2017-18	4,440,000	1,040,726	5,480,726	578,750	6,059,476	(270,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	570,000	5,760,951	(298,525)	2018-19
2019-20	4,070,000	730,676	4,800,676	561,250	5,361,926	(399,025)	2019-20
2020-21	4,065,000	595,514	4,660,514	552,500	5,213,014	(148,913)	2020-21
2021-22	3,925,000	464,645	4,389,645	543,750	4,933,395	(279,619)	2021-22
2022-23	3,125,000	352,814	3,477,814	535,000	4,012,814	(920,581)	2022-23
2023-24	3,155,000	267,011	3,422,011	526,250	3,948,261	(64,553)	2023-24
2024-25	2,415,000	181,870	2,596,870	517,500	3,114,370	(833,891)	2024-25
2025-26	1,670,000	115,876	1,785,876	508,750	2,294,626	(819,744)	2025-26
2026-27	995,000	73,920	1,068,920	-	1,068,920	(1,225,706)	2026-27
2027-28	660,000	47,370	707,370	-	707,370	(361,550)	2027-28
2028-29	655,000	29,770	684,770	-	684,770	(22,600)	2028-29
2029-30	440,000	11,880	451,880	-	451,880	(232,890)	2029-30
2030-31	-	-	-	-	-		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 4,972,500	$ 55,860,646		

[1] Adopted Budget excluding lease payments.

$4.5M - 10 years / Current Market + 50 bps

Current Market Rates + 50 bps (BQ)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $4,500,000 Dated: 4/1/16 Due: 4/1/18-26 Interest @ 2.00%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	90,000	6,341,283	422,443	2016-17
2017-18	4,440,000	1,040,726	5,480,726	590,000	6,070,726	(270,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	580,000	5,770,951	(299,775)	2018-19
2019-20	4,070,000	730,676	4,800,676	570,000	5,370,676	(400,275)	2019-20
2020-21	4,065,000	595,514	4,660,514	560,000	5,220,514	(150,163)	2020-21
2021-22	3,925,000	464,645	4,389,645	550,000	4,939,645	(280,869)	2021-22
2022-23	3,125,000	352,814	3,477,814	540,000	4,017,814	(921,831)	2022-23
2023-24	3,155,000	267,011	3,422,011	530,000	3,952,011	(65,803)	2023-24
2024-25	2,415,000	181,870	2,596,870	520,000	3,116,870	(835,141)	2024-25
2025-26	1,670,000	115,876	1,785,876	510,000	2,295,876	(820,994)	2025-26
2026-27	995,000	73,920	1,068,920	-	1,068,920	(1,226,956)	2026-27
2027-28	660,000	47,370	707,370	-	707,370	(361,550)	2027-28
2028-29	655,000	29,770	684,770	-	684,770	(22,600)	2028-29
2029-30	440,000	11,880	451,880	-	451,880	(232,890)	2029-30
2030-31	-	-	-	-	-		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 5,040,000	$ 55,928,146		

[1] Adopted Budget excluding lease payments.

$4.5M - 15 year term / Current Market

Current Market Rates (Bank Qualified)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $4,500,000 Dated: 4/1/16 Due: 4/1/18-31 Interest @ 2.00%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	90,000	6,341,283	422,443	2016-17
2017-18	4,440,000	1,040,726	5,480,726	415,000	5,895,726	(445,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	408,500	5,599,451	(296,275)	2018-19
2019-20	4,070,000	730,676	4,800,676	402,000	5,202,676	(396,775)	2019-20
2020-21	4,065,000	595,514	4,660,514	395,500	5,056,014	(146,663)	2020-21
2021-22	3,925,000	464,645	4,389,645	389,000	4,778,645	(277,369)	2021-22
2022-23	3,125,000	352,814	3,477,814	382,500	3,860,314	(918,331)	2022-23
2023-24	3,155,000	267,011	3,422,011	376,000	3,798,011	(62,303)	2023-24
2024-25	2,415,000	181,870	2,596,870	369,500	2,966,370	(831,641)	2024-25
2025-26	1,670,000	115,876	1,785,876	363,000	2,148,876	(817,494)	2025-26
2026-27	995,000	73,920	1,068,920	356,500	1,425,420	(723,456)	2026-27
2027-28	660,000	47,370	707,370	350,000	1,057,370	(368,050)	2027-28
2028-29	655,000	29,770	684,770	343,500	1,028,270	(29,100)	2028-29
2029-30	440,000	11,880	451,880	337,000	788,880	(239,390)	2029-30
2030-31	-	-	-	280,500	280,500		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 5,258,500	$ 56,146,646		

[1] Adopted Budget excluding lease payments.

$4.5M - 15 years / Current Market + 25 bps

Current Market Rates + 25 bps (BQ)

Fiscal Year	Existing GF Indebtedness			Bonds 2016 $4,500,000 Dated: 4/1/16 Due: 4/1/18-31 Interest @ 2.25%	Combined Indebtedness	Annual Change In Debt Service	Fiscal Year
	Principal	Interest	P&I	P&I	P&I	P&I	
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	101,250	6,352,533	433,693	2016-17
2017-18	4,440,000	1,040,726	5,480,726	426,250	5,906,976	(445,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	418,938	5,609,889	(297,088)	2018-19
2019-20	4,070,000	730,676	4,800,676	411,625	5,212,301	(397,588)	2019-20
2020-21	4,065,000	595,514	4,660,514	404,313	5,064,826	(147,475)	2020-21
2021-22	3,925,000	464,645	4,389,645	397,000	4,786,645	(278,181)	2021-22
2022-23	3,125,000	352,814	3,477,814	389,688	3,867,501	(919,144)	2022-23
2023-24	3,155,000	267,011	3,422,011	382,375	3,804,386	(63,116)	2023-24
2024-25	2,415,000	181,870	2,596,870	375,063	2,971,933	(832,453)	2024-25
2025-26	1,670,000	115,876	1,785,876	367,750	2,153,626	(818,306)	2025-26
2026-27	995,000	73,920	1,068,920	360,438	1,429,358	(724,269)	2026-27
2027-28	660,000	47,370	707,370	353,125	1,060,495	(368,863)	2027-28
2028-29	655,000	29,770	684,770	345,813	1,030,583	(29,913)	2028-29
2029-30	440,000	11,880	451,880	338,500	790,380	(240,203)	2029-30
2030-31	-	-	-	281,188	281,188		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 5,353,313	$ 56,241,458		

[1] Adopted Budget excluding lease payments.

$4.5M - 15 years / Current Market + 50 bps

Current Market Rates + 50 bps (BQ)

Fiscal Year	Existing GF Indebtedness Principal	Interest	P&I	Bonds 2016 $4,500,000 Dated: 4/1/16 Due: 4/1/18-31 Interest @ 2.50% P&I	Combined Indebtedness P&I	Annual Change In Debt Service P&I	Fiscal Year
2015-16[1]	$ 4,585,000	$ 1,333,840	$ 5,918,840	$ -	$ 5,918,840	$ -	2015-16[1]
2016-17	5,045,000	1,206,283	6,251,283	112,500	6,363,783	444,943	2016-17
2017-18	4,440,000	1,040,726	5,480,726	437,500	5,918,226	(445,556)	2017-18
2018-19	4,305,000	885,951	5,190,951	429,375	5,620,326	(297,900)	2018-19
2019-20	4,070,000	730,676	4,800,676	421,250	5,221,926	(398,400)	2019-20
2020-21	4,065,000	595,514	4,660,514	413,125	5,073,639	(148,288)	2020-21
2021-22	3,925,000	464,645	4,389,645	405,000	4,794,645	(278,994)	2021-22
2022-23	3,125,000	352,814	3,477,814	396,875	3,874,689	(919,956)	2022-23
2023-24	3,155,000	267,011	3,422,011	388,750	3,810,761	(63,928)	2023-24
2024-25	2,415,000	181,870	2,596,870	380,625	2,977,495	(833,266)	2024-25
2025-26	1,670,000	115,876	1,785,876	372,500	2,158,376	(819,119)	2025-26
2026-27	995,000	73,920	1,068,920	364,375	1,433,295	(725,081)	2026-27
2027-28	660,000	47,370	707,370	356,250	1,063,620	(369,675)	2027-28
2028-29	655,000	29,770	684,770	348,125	1,032,895	(30,725)	2028-29
2029-30	440,000	11,880	451,880	340,000	791,880	(241,015)	2029-30
2030-31	-	-	-	281,875	281,875		
	$ 43,550,000	$ 7,338,146	$ 50,888,146	$ 5,448,125	$ 56,336,271		

[1] Adopted Budget excluding lease payments.

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

MILL RATE

House Bill No. 7061

Public Act No. 15-244

AN ACT CONCERNING THE STATE BUDGET FOR THE BIENNIUM ENDING JUNE 30, 2017, AND MAKING APPROPRIATIONS THEREFOR, AND OTHER PROVISIONS RELATED TO REVENUE, DEFICIENCY APPROPRIATIONS AND TAX FAIRNESS AND ECONOMIC DEVELOPMENT.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Sec. 206. (NEW) (*Effective October 1, 2015, and applicable to assessment years commencing on or after October 1, 2015*) Notwithstanding the provisions of any special act, municipal charter or home rule ordinance, for the assessment year commencing October 1, 2015, and each assessment year thereafter, each municipality and district shall tax motor vehicles in accordance with this section. ~~For the assessment year commencing October 1, 2015, the mill rate for motor vehicles shall not exceed 32 mills. For the assessment year commencing October 1, 2016, and each assessment year thereafter, the mill rate for motor vehicles shall not exceed 29. 36 mills.~~ Any municipality or district may establish a mill rate for motor vehicles that is different ~~from its mill rate for real property~~ to comply with the provisions of this section. No district or borough may set a motor vehicle ~~mill rate~~ that if combined with the motor vehicle mill rate of the municipality in which such district is located ~~would result~~ in a combined motor vehicle mill rate above 32 mills for the assessment year commencing October 1, 2015, ~~or above 29. 36 mills~~ for the assessment year commencing October 1, 2016. For the purposes of this section, "municipality" means any town, city, borough, consolidated town and city, consolidated town and borough and "district" means any district, as defined in section 7-324 of the general statutes.

16/17

17/18

Sec. 208. Section 12-122a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2015, and applicable to assessment years commencing on or after October 1, 2015*):

Any municipality which has more than one taxing district may by a majority vote of its legislative body set a uniform city-wide mill rate for taxation of motor vehicles, except that if the charter of such municipality provides that any mill rate for property tax purposes shall be set by the board of finance of such municipality, such uniform city-wide mill rate may be set by a majority vote of such board of finance. No uniform city-wide mill rate may exceed the amount set forth in section 206 of this act.

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

Capital

5 Year Capital Needs Projection

Facility	Description	2016-17	2017-18	2018-19	2019-20
Stepney Elementary	Oil tank replacement. Tank was installed in 1988 and must be replaced within 25 years.	$99,560			
Fawn Hollow	Front driveway drainage and reconfiguration		$61,000		
Monroe Elementary	Oil tank replacement. Tank was installed in 1989 and must be replaced within 25 years.			$96,430	
Masuk High School	Oil tank replacement. Tank was installed in 1990 and must be replaced within 25 years.			$185,480	
Stepney Elementary	New roof		$1,618,000		
Masuk High School	Traffic pattern work		$20,000		
Fawn Hollow	Replace PA and Clock system		$25,000		
Masuk	Replace football field with turf and replace track. This work might also include upgrading current lights.	$2,300,000			

Equipment Replacement Plan

Facility	Description	2016-17	2017-18	2018-19	2019-20
Masuk	Cushman 1970		**$14,000**		
Masuk	Tractor / Loader	**$45,000**			
Masuk	Replace the F550 truck	**$80,000**			
Masuk	1-17" walk behind floor machine		**$11,000**		
Stepney	1-17" walk behind floor machine				**$11,000**
Systemwide	Replace F350			**$45,000**	

Monroe Volunteer Fire Department

FIVE-YEAR PLAN

FIVE YEAR PLAN

	2015	2016	2017	2018	2019	2020	Future
Equipment							
Air Bags	-	-	-	-	-	-	15,000
Apparatus Replacement Plan	→	3,800,000 ↑	-	200,000 ↓	-	-	5,150,000 ↑
Audio Pagers	-	-	-	-	24,000	-	-
Hose (all sizes)	-	-	-	-	53,100	-	-
Hurst Hydraulic Plant	-	-	-	-	-	-	72,000
Hurst Hydraulic Tools	-	-	-	-	-	-	56,000
Portable Radios	-	-	-	-	160,000	-	-
SCBA Cylinder Replacement	-	-	-	-	-	-	50,000
SCBA Filling Station	-	-	-	-	-	-	50,000
SCBA Framework	-	-	-	-	-	-	162,500
SCBA RIT Replacement	-	-	-	-	-	-	13,200
Turnout Gear Washer	-	-	-	-	-	-	17,000
Equipment Total	-	*3,800,000*	-	*200,000*	*237,100*	-	*5,585,700*
Improvement							
Monroe Station #1 Apparatus Bay Improvements	-	125,000	-	-	-	-	-
Monroe Station #1 Driveway	→	75,000	-	-	-	-	-
Monroe Station #1 Field Improvements	-	-	-	-	15,000	-	-
Monroe Station #1 Roof	-	-	500,000 ↑	-	-	-	-
Monroe Station #1 Second Floor - Floor Replacement	→	100,000 ↑	-	-	-	-	-
Monroe Station #2 Bay Doors	-	30,000	-	-	-	-	-
Monroe Station #2 Driveway	→	60,000	-	-	-	-	-
Improvement Total	-	*390,000*	*500,000*	-	*15,000*	-	-
Grand Total	-	4,190,000	500,000	200,000	252,100	-	5,585,700

Apparatus Replacement Plan includes all three departments

Vertical arrows represent directional value changes from PY. Horizontal arrows indicate delay due to no funding

The Stepney Volunteer Fire Co., No.1 Inc.

88 Main Street

Stepney, Connecticut 06468

Dedicated to the Preservation of Life and Property

To: Stephen Vavrek

Date: January 4, 2016

Re: Application for Town Grant Funds for fiscal year 2016-2017

To Provide for the operation of the Stepney Volunteer Fire Company Number 1

1. Fire Station Operations: To cover utilities, cleaning and maintaining.
2. Fire Apparatus: To cover annual maintenance, repairs and replacement as needed.
3. Administration: To cover office supplies, postage, accounting and legal fees and emergency feedings, computers and technology.
4. Training: To cover training manuals, aids, videos, publications and trade journals as well as regional training schools.
5. Replacement: Firefighting equipment that is not repairable or beyond its service life.

Basic Budget Item Justification

Line Item #	**Descripton**	**Budget 2016-2017**
1000	Fire Station Operations	77,400

Heating (20,000), Electric (22,000), Oil Separator maintenance (2,600), Telephone (5,000), Custodial (10,800), Rubbish removal (2,500), Landscaping (6,000), Snow removal (6,000) and Water Usage (2,500)

2000	Insurance	20,000

General Package and portable equipment (10,600), Errors and omissions (3,000), Accident and Sickness (6,400)

3000	Building Repair and Maintenance	13,500

Miscellaneous repairs to stations, maintenance and repair to emergency generators, Housekeeping, maintenance of HVAC units.

4000	Administration	15,000

Office supplies and postage (5,500), President and Chiefs funds (3,500), Organizational dues (1,000), Accounting and legal fees (5,000)

5000	Leases and Rentals	0
6000	Apparatus Maintenance	94,000

Fuel (11,000), Service (11,000) Tires and Chains (8,000), Minor repairs and parts(14,000), Major repairs (31,000), Paint, polish and cleaning supplies (900), SCBA compressor maintenance and testing (3,700), Annual UL Ladder tower testing (2,200) Annual pump testing (4,200), Annual Ground Ladder and Hose Testing (5,000), Hurst Extrication Tool Testing and repairs (3,000).

7000	Communications	26,500

Mobile radio repair (500), Member pager repairs and replacement (5,600) Portable radio repair (2,500), Portable radio batteries (3,000), mutual aid radio (3,500) Cellular telephones and air cards (5,000) Computers and Technology (6,400)

8000	Education and Training	26,000

Training manuals, aids, videos and materials (4,100) Publications and trade journals (520) Fire Prevention program (3,680), Regional training school expense (14,200) Emergency Feeding (3,500)

9000	Firefighting Equipment and Supplies	50,000

SCBA flow testing and repairs (5,000), Miscellaneous firefighting equipment (25,000), Extrication upgrades (20,000)

10000	Miscellaneous company expenses	5,000
11000	Capital / special projects	170,000

Repave and install storm drains on front apparatus driveway at Station 1(State of CT will not do the work even though all storm water is from Route 25 (80,000).

Water connect for Stepney Station #1 (90,000).

Proposed Operating Budget Summary

Line Item Number	Description	Expended 2014-2015	Current 2015-2016	Requested 2016-2017
054				
1.0	Fire Company Administration	$15,067.04	$8,834.75	$22,000
2.0	Insurance	$2,276.80	$0.00	$18,000
3.0	Fire Station Operation	$44,903.87	4,678.79	$40,200
4.0	Fire Station Maintenance	$19,421.79	$1,095.00	$20,000
5.0	Communication Equipment	$11,645.32	$1,433.40	$19,500
6.0	Apparatus Repair and Maintenance	$38,122.41	$12,262.95	$45,000
7.0	Education and Training	$3,694.33	-$52.00	$14,800
8.0	Fire Fighting Equipment	$19,295.02	$15,287.60	$32,195
9.0	Dive Team Equipment and Maintenance	$0	0	$2,900
10.0	Fire Police	$106.40	$446.00	$500
		$154,532.98	$43,986.49	$215,095.00

Capital Expenditures

Stevenson Station #2 Roof	$40,000
Replace Engine 301 (1991 – 2 man cab)	$650,000
Replace Utility 314	$65,000
Replace Tanker 316 (1989 – 2 man cab, frame rot)	$450,000
SCBA Replacement (20) – NFPA 2013 compliant	$120,000
OSHA compliant filling station	$50,000
Replace 351 Car	$65,000
Liftbag replacement (current ones ~20 years old)	$5,000
Firefighter Bailout Kits (15)	$15,000
Rescue / Combi-tool replacement, for rescue 320	$25,000
Resq-jacks	$10,000

Capital Equipment Detail

Stevenson Station #2 Roof	**$40,000**
Roof is original to building (1982), harsh weather is accelerating deterioration. Tiles regularly found in grass. Additionally chimney is cracked	
Engine 301 Replacement	**$650,000**
Engine 301 is a two man cab, 4X4 chassis, with a 1000GPM pump, 1,800 feet of 5" hose, 500 gallons of water, 30 gallons of foam, 4 attack hand lines, ladders and rescue tools. The engine was purchased in 1991, has served the town well and, by any measure, is beyond its expected life expectancy. The current 2 man cab, cab capacity does not allow for the transport of enough firefighters to satisfy the "2 in / 2 out" rule. As the Engine ages, expected repair bills will increase. Most recently, the pump failed its annual pump test, the winch has failed and tires need to be replaced. All known issues have been repaired to return the unit to operational status. As it is a safety issue, tires will be purchased / replaced in the near future.	
Tanker 316 Replacement	**$450,000**
Tanker 316 is a two man commercial cab, tanker truck with 2,500 gallons of water and a 1000GPM pump and 2 attack hand lines. The truck was purchased in 1988, has served the town well and, by any measure, is beyond its expected life expectancy. The truck has frame rot that will soon affect the safe operation of the truck. As the truck ages, expected repair bills will increase. Most recently, the front brakes were replaced. If the truck remains in service, the rear brakes will have to be replaced on the next maintenance cycle. All known immediate safety issues have been repaired to return the unit to operational status. As it is a safety issue, needs to be replaces in the very near future.	
Utility 314 Replacement	**$65,000**
Utility 314 is a 1985 Chevy, 1 ton pickup truck with a utility body. The truck was a surplus military vehicle. This truck has served the town well and, by any measure, is beyond its expected life expectancy. The truck has had significant electrical problems and has required extensive repair work. The truck as configured does not meet the needs of the fire company. As the truck continues to age, expected repair bills will increase. Most recently, the wiring harness was replaced. All known immediate safety issues have been repaired to return the unit to operational status. As it is a safety issue, needs to be replaces in the very near future.	
OSHA Compliant filling station	**$50,000**
The air filling station in Stevenson Station #2 is not OSHA compliant as it does not provide for full fragmentation containment in the event of a bottle failure during the filling process.	
SCBA Replacement	**$120,000**
The currently owned SCBA comply with either 2003 or 2007 NFPA 1981 & 1982 standards. Update and / or replace SCBA to current NFPA 2013 standard.	
Liftbag replacement	**$5,000**
Current liftbags are 20+ years old. Lift bags are made of rubber and subject to dry rot.	
Rescue / Combi tool replacement for rescue 320	**$25,000**
Current portable tool failed annual testing and was un-repairable due to the lack of replacement parts. Unit has been removed from service and needs replacement.	
Firefighter bailout kits	**$15,000**
Enable firefighters to self-rescue from second and third floor residences. Cost includes equipment and training.	
Resq-jacks	**$10,000**
Expand current compliment of four jacks to eight. Enhance rescue and lifting capabilities	
Replace 351 Car	**$65,000**

Capital Projects (Five Year Plan - Land Use Group)

NO.	Town Dept	Project Title	Cost	Year	Description/
1	Engineering	Town Hall Site Improvements	$800,000.00	17-18	Entire site needs to be rehabilitated and changed to comply with current standards and Police Department needs
					Project No: (not assigned)
					Responsible Person: (Town Engineer)
					Category: (Improvement Project)
					Priority 1-5: (3)
					Useful life: (30 yr with scheduled maintenance)
					Justification: (existing safety concerns, difficulty of use, difficult to maintain, aesthetics)
					Expenditure Schedule: (17-18: $80,000.00; 18-19: $360,000.00; 19-20: $360,000.00)
					Funding Source: (Town funds; and/or possible LOTCIP; and/or possible STEAP)
2	Engineering	Center Block Streetscape and Roadway Improvements	$1,800,000.00	19-20	reduction of intersections/improved efficiency of existing roads/enhancement of the greens for existing uses
					Project No: (not assigned)
					Responsible Person: (Town Engineer)
					Category: (Improvement Project)
					Priority 1-5: (5)
					Useful life: (30 years +)
					Justification: (Traffic Safety Improvement; Aesthetic Enhancement; Improve Public Function)
					Expenditure Schedule: (19-20 - $270,000, 2021...)
					Funding Source: (STEAP and STP regional funding; 10-20% Town)
3	Engineering	Master Town wide Drainage Study	$250,000.00	18-19	Study of existing infrastructure and future needs for upgrading in order effectively manage future town projects, town wide planning, and development
					Project No: (not assigned)
					Responsible Person: (Town Engineer)
					Category: (Study)
					Priority 1-5: (3)
					Useful life: (25 years)
					Justification: (needed to properly plan for future projects, address existing problems, effectively regulate development to minimize future Town expenses)
					Expenditure Schedule: (18-19: $50,000.00; 19-20: $200,000.00)
					Funding Source: (unknown; assumed local)
4	Engineering	Master Town wide Traffic Study	$200,000.00	2017	Study of existing infrastructure and future needs for upgrading in order effectively manage future town projects, town wide planning, and development, and provide for needed safety improvements and future Town projects; includes sight-line study and recommendations for improvements)
					Project No: (not assigned)
					Responsible Person: (Town Engineer)
					Category: (Study; implement initial basic improvement project/s)
					Priority 1-5: (3)
					Useful life: (25 years)
					Justification: (needed to properly plan for future projects, address existing traffic and safety problems, effectively regulate development to minimize future Town expenses)
					Expenditure Schedule: (17-18: $100,000.00; 18-19: $100,000.00)
					Funding Source: (unknown; assumed local)

Capital Projects (Five Year Plan - Land Use Group)

5	Engineering	Town Owned Bridge Replacements and Repairs: Judd Road Bridge over Mill River	$230,000.00	16-17	repairs to bridge needed to maintain adequate safety conditions as mandated by the DOT Local Bridge Program
					Project No: (not assigned)
					Responsible Person: (Town Engineer)
					Category: (improvement project)
					Priority 1-5: (1)
					Useful life: (20 years)
					Justification: (conditions eligible for funding)
					Expenditure Schedule: (2016+)
					Funding Source: (local Bridge Funding, approx 48% grant; Federal Bridge Funding, anticipate 10-20% Town)
					Engineering: 16-17: $30,000.00; construction: 17-18: $200,000.00
					*Note cost sharing potential with Easton
6	Engineering	~~Under 20 foot Bridge Study/Inspection~~	~~$44,000.00~~	~~2015~~	Inspection and reporting on bridges with 6-20 foot spans (originally DOT function - now Town responsibility)
		Note that this is being eliminated as a result of the DOT agreeing to reinstate their program to provide bi-annual inspections. Although DOT has indicated that this will be reinstated, there has been no new information provided on this issue within the last six months.			Project No: (N/A)
					Responsible Person: (Town Engineer)
					Category: (Study)
					Priority 1-5: (1)
					Useful life: (10 years, 60% revisit)
					Justification: (Safety and liability issue; needed for continued proper maintenance; also Traffic hazard avoidance)
					Expenditure Schedule: (2015 - $22,000.00; 2016 - $22,000.00))
					Funding Source: (local Bridge Funding; Federal Bridge Funding; anticipate 10-20% Town)
7	Engineering	Garder, Wheeler, Velvet, Stanley and Timothy Road Improvements	$3,000,000.00	17-18	anticipated and needed roadway improvements to various roads (may include one or more of the following: widening, drainage, sight-line improvements, grading, utilities, traffic control, surfacing, etc).
					Project No: (not assigned)
					Responsible Person: (Town Engineer and Public Works Director)
					Category: (improvement Project)
					Priority 1-5: (3)
					Useful life: (20 years +)
					Justification: (increasing maintenance costs; address function needs, traffic and safety improvements, capacity and traffic flow improvements, improve driveability and overall standard conditions)
					Expenditure Schedule: (17-18: $1,000,000.00; 18-19: $1,000,000.00; 19-20: $1,000,000.00)
					Funding Source: (Local funds, STEAP, LOTCIP, Other?)

Capital Projects (Five Year Plan - Land Use Group)

8	Engineering	Pepper Street, section III (reconstruction) Includes Bike Trail bypass and Pepper Street No./Main Street Intersection changes	$5,000,000.00	16-17	Reconstruction of roadway, horizontal and vertical improvements, $5,000,000.00 (may increase to $6,000,000.00 estimated value with actual bid anticipated to be less) funded STP project with Town Participation Costs *(10%); Current project in preliminary design phase. Although funding is available for 90% of costs, the Town may need to expend funds while waiting for reimbursement
					Project No: (84-109)
					Responsible Person: (Town Engineer)
					Category: (Improvement Project)
					Priority 1-5: (1); in progress
					Useful life: (25 years)
					Justification: (Improvements to on-systems roadway using the majority non-local funds for regional benefit; improve infrastructure to support re-zoning to non-residential; address traffic issues, increase capacity, address appropriate use, provide connectivity for the multi-use trail; *note, the ultimate cost to the Town will only be 10% of total costs....estimated to not exceed $600,000.00)
					Expenditure Schedule: (15-16: $500,000.00; 16-17: $1,500,000.00; 17-18: $3,000,000.00; 18-19: $500,000.00;) bid in Oct. 2016; award in May 2017; construction summer/fall 2017 ...and spring/summer 2018
					Funding Source: (STP; 80% Federal; 10% State 10% Town)
9	Engineering	Pepper Street/Brook Street Culvert Replacement	$1,000,000.00	16-17	Replace existing pipe culverts with box culvert or bridge structure, includes roadway and intersection alterations for accomodation (looking into STP funding, *Town participation 10%)
					Project No: (not assigned)
					Responsible Person: (Town Engineer and Public Works Director)
					Category: (improvement project)
					Priority 1-5: (2)
					Useful life: (30 yr +)
					Justification: (improvements to on-systems roadway using the majority non-local funds for regional benefit; improve infrastructure to support upgrading of damaged culverts; address traffic and safety issues; prevent flooding and closing of roadway during significant storms)
					Expenditure Schedule: (16-17: $150,000.00; 17-18: $850,000.00)
					Funding Source: (LOTCIP?; STEAP; local funds)
10	Engineering	Route 110/111 Roundabout Project	$50,000.00	16-17	(Misc. local work to match DOT project changes (potential lighting, walks, landscaping, monument, etc.)
					Project No: (84-108)
					Responsible Person: (Town Engineer)
					Category: (Improvement Project)
					Priority 1-5: (2)
					Useful life: (25 years)
					Justification: (Local improvements to match new work by DOT, need for local expenditures to address items not covered under the State project)
					Expenditure Schedule: (16-17: $25,000.00; 17-18: $25,000.00;)
					Funding Source: (local funds as a contingency)

Capital Projects (Five Year Plan - Land Use Group)

11	Engineering	Commercial Corridor Sidewalks	$500,000.00	18-19	(New sidewalks along the commercial corridors (Rte 111 and 25) to infill beween existing sidewalks; maintenance of existing walks)
					Project No: (not assigned)
					Responsible Person: (Town Engineer)
					Category: (Improvement Project)
					Priority 1-5: (5)
					Useful life: (25 years)
					Justification: (eventually, walks will be needed in order to provide linkage beween sections of existing walks that are constructed via private lot development)
					Expenditure Schedule: (18-19: $250,000.00; 19-20: $250,000.00;)
					Funding Source: (STP?;local funds; STEAP?; LOTCIP?, coordinated through GBRC)
12	Engineering	Multi-Use Trail Extension	$1,100,000.00*	16-17	Complete remaining two sections of the trail between Maple Drive and the existing trail within Wolfe Park.
					Project No: (not assigned)
					Responsible Person: (Town Engineer)
					Category: (Improvement Project)
					Priority 1-5: (1; application approval pending)
					Useful life: (30 years)
					Justification: (Provide linkage with other existing section of the trail, improve safety by eliminating road and driveway use)
					Expenditure Schedule: (16-17: $150,000.00; 17-18: $800,000.00; 18-19: $3,000.00)
					Funding Source: (LOTCIP, coordinated through GBRC, this funding program requires up front design costs to be paid for by the Town, with all construction costs funded as a lump sum amount paid to the Town at the start of construction)
13	Engineering	Lighting Plan	$200,000.00	18-19	(Study the need for street lighting, particularly at intersections, and implement phasing in of installation)
					Project No: (not assigned)
					Responsible Person: (Town Engineer and Planning and Zoning Administrator)
					Category: (Study; Improvement Project)
					Priority 1-5: (5)
					Useful life: (30 years)
					Justification: (Needed safety improvements for intersections and pedestrian access throughout the Town)
					Expenditure Schedule: (18-19: $20,000.00; 19-20: $180,000.00)
					Funding Source: (Town funds)
14	Engineering	GIS information	$100,000.00	17-18	(Add additional Data and mapping to GBRC GIS base information for tailored Town use/functions, in addition to adding digital data management software for permitting)
					Project No: (not assigned)
					Responsible Person: (Town Engineer; I-T Director; and applicable Departments)
					Category: (Data Resources)
					Priority 1-5: (2)
					Useful life: (10 years)
					Justification: (Needed to adequately manage permitting/data; and fully make use of a new resources, safety improvements via enhanced data for emergency services, uploading additional local data, and starting a maintenance process)
					Expenditure Schedule: (17-18- $100,000.00)
					Funding Source: (Town funds)

Capital Projects (Five Year Plan - Land Use Group)

15	Engineering	MS-4 General Permit	$50,000.00	17-18	(Provide report, testing, and implement/address public education and other requirements of the general permit, more stringent requirements anticipated via the DOT general permit renewal process)
					Project No: (not assigned)
					Responsible Person: (Town Engineer and Public Works Director)
					Category: (Permit/Report)
					Priority 1-5: (2)
					Useful life: (5 years)
					Justification: (Needed to comply with existing general permit requirements and anticipated changes to the general permit)
					Expenditure Schedule: (17-18; further projection unknown at this time)
					Funding Source: (Town funds)
1	WPCA	Town wide comprehensive Sanitary Sewer Study	$80,000.00	18-19	detailed study of the needs for implementation of a sanitary sewer collection and possible treatment system
					Project No: (not assigned)
					Responsible Person: (Town Engineer)
					Category: (Study)
					Priority 1-5: (5)
					Useful life: (N/A)
					Justification: (Provide availability of service, improve environmental conditions, increase potential for non-residential development)
					Expenditure Schedule: (18-19)
					Funding Source: (local funds)
2	WPCA	Town wide comprehensive Water Main Extension Study	$20,000.00	19-20	Evaluation of existing infrastructure limits and needs for future extensions
					Project No: (not assigned)
					Responsible Person: (coordination with the Health District; consider assignment of task to WPCA)
					Category: (Study)
					Priority 1-5: (5)
					Useful life: (N/A)
					Justification: (need for domestic service and fire protection
					Expenditure Schedule: (19-20)
					Funding Source: (local funds)
1	Planning Dept.	Open Space Inventory Plan	$50,000.00	18-19	(Inventory and Classification of existing Open Space lands, trails,critical habitats of conservation concern, viewsheds and cultural/historic resources, scenic road study, desired open space plan/connections/greenways)
					Project No: (N/A)
					Responsible Person: (Planning and Zoning Administrator)
					Category: (study)
					Priority 1-5: (3)
					Useful life: (10 years)
					Justification: (need to meet State goals and address the POCD recommendations)
					Expenditure Schedule: (18-19 - $50,00.00)
					Funding Source: (Town Funds)

Capital Projects (Five Year Plan - Land Use Group)

2	Planning Dept.	Priority Growth/Overlay District Plan	$75,000.00	19-20	(Village District Studies, Gateway Planning and Regulations, Connections/Walking Access)
					Project No: (N/A)
					Responsible Person: (Planning and Zoning Administrator)
					Category: (study)
					Priority 1-5: (4)
					Useful life: (10 years)
					Justification: (need to address recommendations of the POCD)
					Expenditure Schedule: (19-20 - $75,000.00)
					Funding Source: (Town Funds)
3	Planning Dept	Route 34 Corridor Traffic Study	$40,000.00	19-20	(Traffic/Access Management, Infill/Redevelopment Potential, Intersection Improvements, Public Transit/Sidewalks)
					Project No: (N/A)
					Responsible Person: (Planning and Zoning Administrator)
					Category: (study)
					Priority 1-5: (4)
					Useful life: (10 years)
					Justification: (needed to address recommendations in the POCD, improve traffic conditions along the commercial corridors)
					Expenditure Schedule: (19-20, $40,000.00)
					Funding Source: (Town Funds)
4	Planning Dept.	Housing Needs Study	$40,000.00	19-20	(Demographics, School Enrollment, Affordable Housing Definitions/Correlation wth State/Region, Workforce Housing, Zoning)
					Project No: (N/A)
					Responsible Person: (Planning and Zoning Administrator)
					Category: (study)
					Priority 1-5: (4)
					Useful life: (10 years)
					Justification: (address recommendations in the POCD)
					Expenditure Schedule: (19-20 - $40,000.00)
					Funding Source: (Town Funds)
5	~~Planning Dept~~	~~Plan of Conservation and Development Update 2020~~	~~$80,000.00~~	~~2019~~	~~(Required Update/written report with updating public process as required per statute)~~
					~~Project No: (N/A)~~
					~~Responsible Person: (Planning and Zoning Administrator)~~
		this is removed since it is included elsewhere in the annual budget			~~Category: (study)~~
					~~Priority 1-5: (4)~~
					~~Useful life: (10 years)~~
					~~Justification: (Requirement per statutes)~~
					~~Expenditure Schedule: (2019 - $20,000.00; 2020 - $60,000.00)~~
					~~Funding Source: (Town Funds)~~

Capital Projects (Five Year Plan - Land Use Group)

6	Planning Dept	Ordinances	$60,000.00	19-20	(Steep Slope Protection, Hillside Protection, Tree Clearing Protection, Viewshed Protection, Stormwater/Water Quality Protection)
					Project No: (N/A)
					Responsible Person: (Planning and Zoning Administrator)
					Category: (Regulation writing)
					Priority 1-5: (4)
					Useful life: (10 years)
					Justification: (needed to address recommendations in the POCD)
					Expenditure Schedule: (19-20 - $60,000.00)
					Funding Source: (Town Funds; excess POCD funds??)

Monroe Parks and Recreation

Wolfe Park · Chalk Hill · Masuk Pool · Lake Zoar

Parks & Recreation Commission
Tony Scott, Chairman
Andy Csire
Angelo Lisi
Tino Modaffari
Pat Tomchik
Terry Rooney
Brenda Schultz
Dawn Barbierri

Office location
Chalk Hill School
375 Fan Hill Road
Monroe, CT 06468
203.452.2806
parksandrec@monroect.org

Mailing Address
Town of Monroe
Parks and Recreation
Department
7 Fan Hill Road
Monroe, CT 06468

First Selectman
Steve Vavrek

Director of Parks and Recreation
Frank Cooper

Capital Projects Funding Request

Project Title	Priority Ranking	Est.Cost
• **Wolfe Park bandshell**	2	50,000

The Wolfe Park Concert area is an under-utilized feature of the park. The construction of a small, roofed bandshell would enhance this portion of the park and establish the area as a desirable concert/performing arts venue.

• **Tennis Court reconstruction** – 4 courts	1	~~450,000~~ 250,000

Playing surfaces and fencing has failed. Footings on the fence posts have erupted and many supports are beyond repair. The surfaces have been patched several times in recent years and require a complete overhaul. Middle fencing has severe fissures and may now constitute a hazardous condition for players of all calibers. This facility is host to the Masuk High School tennis teams and is the site of the league championships.

• **Reconstruction of stonewalls concert area**	3	22,000

Re-creation of the historic nature of the park. Stone walls have fallen into disrepair and are seen now as obstacles on the part of park users and enthusiasts instead of a site amenity. The walls are a backdrop to the concert area and visual and physical barrier between adjacent competing sites.

• **Park maintenance headquarters**	1	250,000

Currently the maintenance headquarters is housed in the lower level of the pool complex. The area is a "choke point" in the park as it lies directly in line with pathways that patrons use to access the tennis courts, baseball field and football field as well as the pool. Heavy machinery is driven through the area and must compete with patrons eager to get to their desired venue. Inside, the headquarters shares space with the pool pump house which has chemicals and exhaust fans to maintain proper air ventilation. New, safe and segregated space is required and could be established in what is now the overflow parking lot.

• **Equipment/Material storage bays**	2	~~75,000~~ 35,000

Roofed storage bays for housing field maintenance materials, snow removal equipment and any off-season supplies.

• **Resurfacing of main parking lot**	2	86,000

The main parking lot area has fallen in to disrepair due to water getting beneath the surface and causing heaving in numerous areas. The project would consist of milling the surface, resetting drains and paving the 2 acre facility.

CAPITAL PROJECTS:

The following is not an all inclusive list but represents items or projects for the Department to be considered for the next fiscal year.

Mobile Investigative Unit: The 1995 surplus ambulance converted about ten years ago to a mobile crime and serious accident investigative unit needs to be replaced. The vehicle is unreliable and often incapable of starting when needed, which requires the transfer of equipment to smaller vehicles for transport to scenes. This action becomes inefficient, time consuming and frustrating to personnel. Even when the vehicle has made it to an investigation scene, officers have encountered malfunctioning lighting systems, which have inhibited the investigative tasks. Repeated attempts to identify and repair the vehicle have been ineffective. The advanced training of personnel as motor vehicle collision reconstruction experts and crime scene evidence collectors requires that they be provided with a vehicle suitable to perform the important role expected and demanded of these police professionals. The cost to acquire a van specifically designed as a mobile investigative unit is approximately $125,000 to $135,000.

Individual Body Camera Systems: Body worn camera systems for police officers in the field is fast becoming an industry standard to preserve and document events from the perspective of the individual officer contemporaneous with the incident. Recordings from individual body camera systems will assist in the protection of the officer from frivolous, false or otherwise baseless complaints, saving the Town and its liability carrier from expensive litigation costs. Also, the public's protection from police misconduct is enhanced when police behavior is electronically monitored and supervisors are able to address inappropriate actions preserved by the recordings. The recordings are useful with the identification of performance deficiencies and the need for remedial training or procedural changes. An expenditure of approximately $55,000 will provide enough units for each officer and enough data storage capacity to retain the information for a sufficient time for later use in any subsequent civil or criminal proceedings.

Police Vehicles Carport: An open carport structure of approximately 1,600 square feet to cover police vehicle parking spaces at the existing parking area protects the expensive, sensitive electronics within the vehicle passenger compartment from severe weather events and continuous direct exposure to sun. The Town's Planning and Zoning Commission approved such a canopy in 2013, and the cost of constructing the design would be in a range of $75,000 (+/-).

In coming fiscal years, the 40 conducted electronic weapons (currently Tasers) and at least ten electronic citation (e-Ticket) systems in patrol vehicles will have reached the

Appendix B: Public Works Capital Equipment Plan

CAPITAL EQUIPMENT REPLACEMENT SCHEDULE

Current Year: **2015 / 2016**

Dept.	Year #1 Replacement:		2016 / 2017	
	Truck #	Year	Replacement Value	Comments
DPW	Backhoe	1995	$145,000	24-MON Case 590L
DPW	Explorer		$33,000	Director vehicle - Deputy to take current F150
DPW	Sweeper	2002	$245,000	Truck Style to replace 58
DPW	52	2000	$190,000	6-wheeler
DPW	41	1992	$190,000	6-wheeler
DPW	56	2002	$80,000	F-450 Crew Leader truck ,roller trailer,plowing-diesel
DPW		1996	$75,000	Chipper
DPW	52	2000	$190,000	6-wheel dump
DPW	Curb Mach.	1992	$15,000	Curb Machine
DPW	Mower	1997	$140,000	Tractor & Tiger Mower
DPW	Ford	2002	$26,000	Road Inspector Ford Ranger
DPW	Rotary		$15,000	Truck lifts - for Mason dumps 15000/18000lb lift
			$1,344,000	

Appendix B: Public Works Capital Equipment Plan

CAPITAL EQUIPMENT REPLACEMENT SCHEDULE

Dept.	Year #2 Replacement:		2017 / 2018	
	Truck #	Year	Replacement Value	Comments
DPW	Skid Steer		$80,000	High Flow
DPW	Excavator		$200,000	
DPW	37	1998	$190,000	6-wheeler
DPW	36	1988	$180,000	Stetco Crane truck
DPW	Sweeper	2008	$195,000	59-MON Sweeper- Pelican
DPW	**New Bucket Truck**		$245,000	**New Piece of Equipment**
DPW	Loader 755	1977	$160,000	John Deere Track loader used at dump
DPW				
			$970,000	

Dept.	Year #3 Replacement:		2018 / 2019	
	Truck #	Year	Replacement Value	Comments
DPW	51	2002	$200,000	6-wheeler
DPW	54	2005	$210,000	6-wheeler; box sander
DPW	28	2005	$220,000	L-90 Volvo Loader
DPW	57	1998	$30,000	Sign van
DPW		1999	$35,000	185 air compressor
DPW				
DPW				
			$695,000	

Appendix B: Public Works Capital Equipment Plan

CAPITAL EQUIPMENT REPLACEMENT SCHEDULE

Dept.	Year #4 Replacement:		2019 / 2020	
	Truck #	Year	Replacement Value	Comments
DPW	90		$200,000	6-wheeler
DPW	35		$210,000	6-wheeler with box sander
DPW	69		$200,000	6- wheel dump
DPW	Grader	1986	$150,000	
DPW	Trailer	2005	$45,000	20-T Eagle Beaver trailer
DPW				
DPW				
DPW				
			$805,000	

Dept.	Year #5 Replacement:		2020 / 2021	
	Truck #	Year	Replacement Value	Comments
DPW	42	2010	$95,000	4-wheel drive Pickup f-350 with plow and spreader
DPW	50	2001	$75,000	Mechanics Truck, compressor, welder, plow/sander
DPW	74	2005	$240,000	10-Wheeler
			$410,000	

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Appendix C: Public Works Capital Project Plan 2016-2017

5 - YEAR CAPITAL PROJECT PLAN

NOTE This Plan is under Review and Compilation by Finanace into an all inclusive Plan

Dept./Facility	Year #1 Replacement:	2016 / 2017	
	Capital Project	Project Cost Est.	Comments
DPW	Convert Town Facilities to Natural Gas	$100,000	Conversion to Natural Gas at Town Hall, Chalk Hill
DPW	Road Resurfacing	$1,200,000	Road program
DPW	Town Hall HVAC Replacement	$1,200,000	Quote from Architect (add 7% increase & year)
DPW	Highway Garage Facility Study	$50,000	Environmental Stormwater Permit Upgrades
DPW	Stepney VFD#2 Roof Replacement	$250,000	Roof over 30 years old and in very poor condition*
DPW	Stevenson VFD#2 Roof Replacement	$250,000	Roof over 30 years old and in very poor condition*
DPW	Install Doors on Annex	$150,000	Enclose Annex building to better protect Highway equipment
DPW	Fire Dept Mill & Pave & Drainage at Step1	$60,700	Parking lot and drainage in very poor condition
DPW	Fire Dept Mill & Pave at Stepney Sta 2	$45,008	Pavement in poor condition
DPW	Fire Dept Mill & Pave at Monroe Sta.1	$46,200	Pavement in poor condition
DPW	Fire Dept Mill & Pave at Monroe Sta.2	$42,212	Pavement in poor condition
DPW	Fire Dept Mill & Pave at Stevenson Sta 1	$22,040	Pavement in poor condition
DPW	Fire Dept Mill & Pave at Stevenson Sta 2	$42,930	Pavement in poor condition
DPW	UST at Chalk Hill - dependant on use	$130,000	Quote from Engineer/contractor (Fuss and O'Neill)
DPW	Chalk Hill Septic Distribution Chamber	$20,000	D-Chamber concrete spalling
		$3,609,090	

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Appendix C: Public Works Capital Project Plan 2016-2017

5 - YEAR CAPITAL PROJECT PLAN

NOTE **This Plan is under Review and Compilation by Finanace into an all inclusive Plan**

Dept./Facility	Year #2 Replacement:	2017	2018
	Capital Project	Project Cost Est.	Comments
DPW	Road Resurfacing	$1,100,000	Road program
DPW	Salt Storage Facility	$160,000	Town must comply with CTDEEP Stormwater Regulations
DPW	Town Facility Repairs	$85,000	Repair/Paint Bldg doors, Gazebo roof, Senior Center, Library
DPW	Town Hall Paving and Sidewalks	$500,000	Initial estimate; final est. dependent upon site renovation plan
DPW	Culvert Rehabilitation	$80,000	Hammertown Road
		$1,925,000	

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Appendix C: Public Works Capital Project Plan 2016-2017

5 - YEAR CAPITAL PROJECT PLAN

NOTE **This Plan is under Review and Compilation by Finanace into an all inclusive Plan**

Dept./Facility	Year #3 Replacement:	2018 / 2019	
	Capital Project	Project Cost Est.	Comments
DPW	Road Resurfacing	$1,000,000	Road program
DPW	Drainage Inventory Mapping	$60,000	Last updated 1984
DPW	New Highway Garage Facility	$1,500,000	Proposed with public/private partnership
		$2,560,000	

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Appendix C: Public Works Capital Project Plan 2016-2017

5 - YEAR CAPITAL PROJECT PLAN

NOTE **This Plan is under Review and Compilation by Finanace into an all Inclusive Plan**

Dept./Facility	Year #4 Replacement:	2019 / 2020	
	Capital Project	Project Cost Est.	Comments
DPW	Road Resurfacing	$1,000,000	Road program
DPW	Highway Garage & Office Roof Replacement	$500,000	Dependant on public/private partnership
		$1,500,000	

Appendix C: Public Works Capital Project Plan 2016-2017

5 - YEAR CAPITAL PROJECT PLAN

NOTE This Plan is under Review and Compilation by Finanace into an all inclusive Plan

Dept./Facility	Year #5 Replacement: 2020 // 2021		
	Capital Project	Project Cost Est.	Comments
DPW	Road Resurfacing	$800,000	Road program
		$800,000	

SOCIAL 606 SERVICES

Capital / Operational Items

1. A portable generator to protect perishable food during power outages at the Food Pantry. The staff has been able to safeguard the food during the past several storms, but during all situations, the Pantry was not at capacity. A future event with perishables at full capacity could result in large losses of food. During a prolonged power outage, it would be reasonable to have the Pantry open to assist the Town's residents in obtaining food. Currently, the Pantry has to remain closed when it is out of power. A portable generator can be relocated to another town location when the power is restored at the Pantry. The estimated cost to purchase a generator and have the appropriate electrical work done is $18,000.

2. Painting of the exterior and interior of the Senior Center.

3. Increase the size of the Senior Center parking lot which would accommodate the shortage of parking spaces during peak times at the Center. The additional parking spaces will also be advantageous for Wolfe Park events which use the Senior Center lot. A preliminary estimate of enlarging the current Senior Center parking lot is $365,000. Construction cost, which includes the necessary septic alterations to support pavement, would be $320,000 and engineering cost would be approximately $45,000.

Current Cost Savings

Replaced two older freezers and added a new double door refrigerator at the Food Pantry with more energy efficient models. The double door refrigerator and one of the freezers were obtained through grant monies and volunteer donation of a used newer freezer.

Potential Cost Savings

Currently the Dial-A-Ride transportation service utilizes a 20 passenger service bus and a car. The service bus is used for fixed rides for shopping two days a week with multiple passengers, but often the bus only has one or two passengers. This is not an economical use of the vehicle. The purchase of a van or an additional car would result in less wear and tear and gasoline usage and increase the longevity of the bus. The two daily drivers would alternate vehicles depending on the need.

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

TOWN CLERK

Town Clerk's Office

PROGRAM DESCRIPTION
2016-2017

December 7, 2015

1. Land Records. Maintains, preserves, indexes and scans documents; indexes and maintains survey maps; provides for security storage of Land Records; restores volumes as necessary; issues certified copies on request. The office is preparing to accept electronic recordings in accordance with newly adopted state regulations; we are awaiting more information on the implementation process from both the State and our Vendor. Prepares monthly historic preservation and community investment reports and for State of Connecticut.

2. Records Management. Repository for official Town records and minutes and meeting schedules of Boards and Commissions; issues certified copies on request. Freedom of Information Resource Person Participates in records management program in concert with the Material Retention/Disposal. Goals include creation of Archives, initiation of scanning project and administration of State retention/destruction schedules.

3. Public Service. Provides information and conducts research for the public and all levels of government; administers oaths; registers voters and maintains permanent index of every person who registers; issues voter ID cards; notarizes documents; sells game licenses and maintains accounting therefor; sells dog licenses; prepares, files and indexes Trade Name Certificates; files and indexes Veterans' discharge papers; distributes Code of Ethics to new officials and personnel and maintains record thereof. Sells DEEP licenses and prepares and submits monthly reports to State.

4. Voting. (Referenda, Town Meetings, caucuses, primaries and elections). Provides for Statutory compliance in all respects, including ballot preparation, printing of machine supplies and absentee ballots and legal advertising; issues absentee ballots and maintains accounting therefor; prepares final reports and publishes results. Clerk of the Town Meeting.

5. Vital Statistics. Maintains records of births, deaths, marriages and burials; issues Marriage Licenses, Birth Certificates, Death Certificates and burial and cremation permits; provides certified copies to qualified persons on request. Receives updates and maintains Sexton Reports for all Town Cemeteries. Prepares monthly and quarterly reports for the State.

6. Printing. Maintains record of Code Book distribution; publishes new and revised Ordinances; arranges for printing of Code Book supplements; distributes supplements; prepares annual billings. Maintains the Town Code and Charter online in a searchable format for the public.

Town Clerk's Office

BASIC BUDGET LINE ITEM JUSTIFICATION
2016-2017

Line Item #	Description	2013-14	2014-15	2015-16	2016-17
150001	Administration-Town Clerk	$55,169	$56,735	$56,735	
150003	Salary Other (2)	$76,527	$79,106	$79,106	
150005	Salaries PT	$ 5,000	$ 5,000	$11,040	$ 5,000
153385	Office Expense	$ 9,000	$ 9,000	$10,250	$11,000
153595	Voting	$ 5,000	$ 5,000	$ 5,000	$ 6,500
150300	Land Records	$26,000	$27,000	$27,000	$27,000
150305	Vital Statistics	$ 2,000	$ 2,000	$ 2,000	$ 2,000
153440	Printing	$ 2,850	$ 3,700	$ 3,700	$ 3,700
153145	Equipment	$ 1,000	$ 1,000	$ 1,000	$ 1,500
Totals		$182,546	$188,541	$195,831	$

SCHEDULE A

Line Items No.: 150005 Salaries PT
No change requested from previous year's budget.

Line Item No.: 153385 Office Expense
This account includes maintenance contracts on various mechanical devises for this office: time and date stamp, volume and page stamp, document number stamp, cash register, and typewriters. Postage: postage rates have been increasing at a rapid rate and the office does a heavy volume of mail: State Statutes require we return all documents received for recording. Historically there have been approximately 5,000 recordings per year and most are several pages, many are dozens of pages each. Postage is also used for Voting, the mailing of absentee applications and absentee ballots. Legal notices, professional association dues and education are all in this line item. This account also covers the cost of yearly dues for the CT Town Clerks Association, the New England Clerks Association and the International Clerks Association. There are County quarterly meetings with mandatory attendance. This includes the cost of two conferences in which attendance is required per State Statute. Also covered is continuing education for Town Clerk certification. Additional dollars have been to this account to cover the addition of the dog licensing module to our existing Xerox (ACS) land records system.

Line Item No.: 153595 Voting
This account is increased due to the presidential primary and presidential elections. This includes printing of additional absentee ballot applications, absentee ballots, legal ad notices and miscellaneous expenses.

Line Item No.: 150300 Land Records
No change requested from previous year's budget.

Line Item No.: 150305 Vital Statistics
No change requested from previous year's budget.

Line Item No.: 153440 Printing
This account covers the supplements to the Monroe Town Code, new ordinances, changes or additions to ordinances and codification as well as having the Town Code and Charter on line thru General Codes' e-360, office letterhead, envelope printing.

Line Item No.: 153145 Equipment
The office will be investigating an absentee ballot label maker which is connected to the CT Voting System. With a primary and presidential election this year, this product will help the office become more efficient and effective. The office would benefit from a small color printer and monitor. The product is hp Laser Pro 400 color Model M475dn which is connected directly to the staff computers.

The mission of the Monroe Town Clerk's Office is to provide the citizens of Monroe quality service in a courteous and efficient manner while conforming to State of Connecticut General Statutes, the Secretary of the State and the Monroe Town Charter.

The Town Clerk's Office Staff consists of three (3) full-time staff members: Town Clerk and two (2) assistants.

Prior to 1999, the Animal Control Department furnished an individual to the Town Clerk's Office to help with dog licensing during the month of June. Due to cuts in that department's budget this practice was eliminated and the Town Clerk's Office assumed all responsibilities. It was at that time the office found part time help was essential. The extra hours have allowed the Town Clerk's office to maintain the same quality of services that the office is known for. The office has been operating with the same number of staff for more than 35 years, while the population of the town has almost doubled and the workload of the office has substantially increased.

During the upcoming year the Town Clerk's office is preparing to move forward with newly adopted State regulations concerning eRecording services, which will be accepting paperless recordings and will happen within our land recording system. The Secretary of the State's Office will also be implementing a new program for Vital Statistics. There will be training involved in this new process for staff.

The office is continuing the process of putting the land records that have been scanned on line. Presently only records from 1994 forward have been scanned. Prior records are in print form in our vault as well as in storage offsite in microfilm version. The office would like to have the past 40 years of documents scanned so they could be viewed online. A typical land record search is 40 years; this is the reason for this number.

DEPARTMENT: TOWN CLERK

MISSION:

The Town Clerk's office the gateway to the community and serves as the central information point for the residents of Monroe. Land Records, Records Management, Public Services, Voting , Vital Statistics and Printing.

TOWN CLERK:	Dept 0040		14-15	15-16	16-17
1001-10-15101-0040-150001	Town Clerk-Administration		56,735	58,059	
		Total Admin:	56,735	58,059	-
1001-10-15101-0040-150003	Assitant Town Clerk II		39,153	39,153	
	Longevity		350	350	
	Leap Year		-	150	
	Assitant Town Clerk II		39,153	39,153	
	Longevity		450	450	
	Leap Year		-	150	
		Total Other:	79,106	79,405	-
1001-10-15101-0040-150005	Seasonal PT		5,000	5,000	
	Regular Part Time		-	-	
		Total PT:	5,000	5,000	-
		Total Town Clerk:	$ 140,841	$ 142,464	$ -
	Headcount-FT		3	3	
	Headcount-PT		1	1	

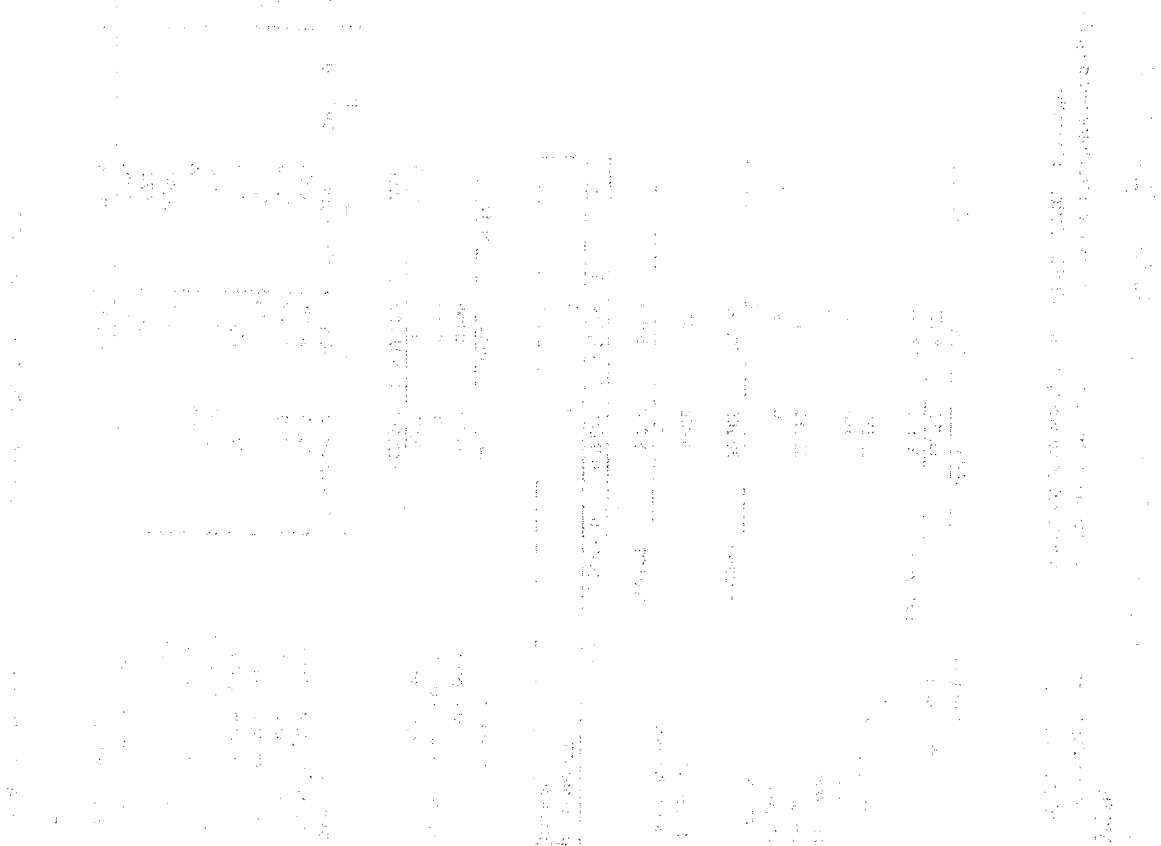
Hours/yr 15-16	Hrly Rate 15-16	$ Amount 15-16	Hours/yr 16-17	Hrly Rate 16-17	$ Amount 16-17
416.667	$ 12.00	$ 5,000	416.667	$ 12.00	$ 5,000

SALARY SUMMARY	14-15	15-16	16-17
TOWN CLERK SALARY ADMIN	56,735	58,059	
TOWN CLERK SALARY OTHER	79,106	79,405	
TOWN CLERK SALARIES PT	5,000	5,000	5,000
	$ 140,841	$ 142,464	$ 5,000

TOWN CLERK:	Dept 0040	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0040-150001	TOWN CLERK SALARY ADMIN	56,735	56,735	58,059		-		-	(58,059)	-100.00%
1001-10-15101-0040-150003	TOWN CLERK SALARY OTHER	79,106	81,618	79,405		-		-	(79,405)	-100.00%
1001-10-15101-0040-150005	TOWN CLERK SALARIES PT	5,000	2,685	5,000		-		-	(5,000)	-100.00%
1001-10-15101-0040-150300	TOWN CLERK LAND RECORDS	27,000	14,651	27,000		27,000		27,000	-	0.00%
1001-10-15101-0040-150305	TOWN CLERK VITAL STATISTICS	2,000	915	2,000		2,000		2,000	-	0.00%
1001-10-15101-0040-153145	TOWN CLERK EQUIP EXPENSE	1,000	-	1,000		1,500		1,500	500	50.00%
1001-10-15101-0040-153385	TOWN CLERK OFFICE EXPENSE	9,000	4,407	10,000		11,000		11,000	1,000	10.00%
1001-10-15101-0040-153440	TOWN CLERK PRINTING	3,700	1,437	3,700		3,700		3,700	-	0.00%
1001-10-15101-0040-153595	TOWN CLERK VOTING EXPENSE	5,000	2,183	5,000		6,500		6,500	1,500	30.00%
	TOTAL TOWN CLERK:	188,541	164,631	191,164	-	51,700	-	51,700	(139,464)	-72.96%

Explaination of Increases/Decreases:

Absentee Ballot Label Maker (primary/presidential election, etc); color printer/scanner HP Laser Pro 400 color Model M475 dn



Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

TAX COLLECTOR

Tax Collector's office

BASIC BUDGET LINE ITEM JUSTIFICATION 2016-2017

Line Item #	Description			Approved 2015-2016	Requested 2016-2017
001	Salary Administration			$ 58058	
003	Salary Other			$ 54450	
005	Salary Part Time			$ 14,000	
052	Office Expense			$ 40,000	$ 49,050
	• Postage	30,000@.38	= ($11,400)		
	• Postage (auditor)	7,000@.44	= ($ 3080)		
	• Mailing service		($5,000)		
	• Tax Bills and forms	30,000@.30	($ 9,000)		
	• Envelopes	30,000@.044	= ($ 1,320)		
	• Legal Inserts		($ 1,600)		
	• Legal Notices		($ 0,900)		
	• Rate Book printing		($ 3,000)		
	• Tax Bills printing		($ 5,000)		
	• Supplies		($ 3,000)		
	• Memberships & Schools		($ 2,750)		
	• Copies		($ 1,000)		
	• Mileage		($ 1,500)		
	• Credit card at counter		($ 500		
070	Lock Box			$0	$ 0
	•	25,000@.31=($6,200)			
072	Collection Delinquency (recovered from taxpayer)			$15,500	$ 20,500
				TOTAL Plus salaries	$ 70,550

Narrative of function:
The Tax Office is responsible for collecting the 82% of the town's operating budget. We interface with the public daily. We also maintain an up-to-date "Tax Information" web site and information on public access TV

- Collect current taxes
- Collect delinquent taxes
- Mail tax bills
- Mail Balance due and Delinquent Notices
- Mail Demands/Alias Tax Warrants
- Conduct Tax Sales
- Process Certificate of Corrections and transfers
- Keep track of escrow and delinquent accounts
- Keep track of bankruptcies
- Keep track of refunds
- Keep the ACH file current
- Keep the taxes paid and owed on the web site current
- Produce and file tax liens
- Interface with the collection agencies
- Interface with the state marshal
- Balance daily, monthly and yearly
- Work with auditors
- Other duties as mandated by state statutes

Current staffing:

- Tax Collector
- Deputy Tax Collector
- Seasonal clerk

New staffing:

- Permanent part time (1-5 five days a week)

Department Mission:

To serve the public in a courteous and efficient manner while providing the tax collection effort in conformance with applicable state statutes

Goals for 2016/2017

- Obtain Revenue goals set for this department
- Increase the collection rate on Motor Vehicles
- Maintain high expectations so as to help ensure our town's priorities are funded while cultivating a professionally friendly culture with all stakeholders

Cost savings enacted in last years budget

Removal of DMV unfunded mandate (cost $3,000)

List of potential savings for new budget

We are at bare bones

Five year cost and staffing

Staffing	Addition of Permanent part time
Cost	To reduce budget would be a lost in service

METRICS

- Number of Transactions (tax bills)
  1. July **22,000**
  2. January **16,000**
  3. Other 10 months (5k/mo) **50,000**

  Total ***88,000***

- Number of Phone Calls (30/day average) ***6,000***
- Data updating (20/day average) ***4,000***
- Web-base updating (50k/mo average) ***600,000***
- Third party updating (30k/mo average) ***360,000***

I can only estimate the trending. I would say we are increasing 5%/year, every year. "Small percentage, large number." The main issue is our staff has been reduced by 33%. We are maxed out!

Without the new staffing there may be a reduction in service

DEPARTMENT: TAX COLLECTOR

MISSION:

To serve the public in a courteous and efficent manner while providing the tax collection effort in conformance with applicable state statutes.

TAX COLLECTOR:	Dept 0050	14-15	15-16	16-17	Hours/yr 15-16	Hrly Rate 15-16	$ Amount 15-16	Hours/yr 16-17	Hrly Rate 16-17	$ Amount 16-17
1001-10-15101-0050-150001	Tax Collector-Administration	56,735	58,059							
	Total Admin:	56,735	58,059	-						
1001-10-15101-0050-150003	Certified Municipal Collector	-	54,000							
	Tax Collector Assistant	39,153	-							
	Longevity	225	225							
	Overtime	500	225							
	Leap Year	-	-							
	Total Other:	39,878	54,450	-						
1001-10-15101-0050-150005	Seasonal Hourly (as required Jul-Jan)	14,000	12,080		863	$ 14.00	$ 12,080	863	$ 14.00	$ 12,080
1001-10-15101-0050-150005	Seasonal Hourly (as required Jul-Jan)	-	1,920		160	$ 12.00	$ 1,920	160	$ 12.00	$ 1,920
	Total Part Time:	14,000	14,000	-						
	Total Tax Collector:	110,613	126,509	-						
	Headcount-FT	2	2							
	Headcount-PT	1	1							

Salaries Summary:	14-15	15-16	16-17
TAX COLL SALARY ADMIN	56,735	58,059	
TAX COLL SALARY OTHER	39,878	54,450	
TAX COLL SALARIES PT	14,000	14,000	
	110,613	126,509	-

TAX COLLECTOR:	Dept 0050	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0050-150001	TAX COLL SALARY ADMIN	56,735	56,735	58,059				-	(58,059)	-100.00%
1001-10-15101-0050-150003	TAX COLL SALARY OTHER	39,878	43,198	54,450				-	(54,450)	-100.00%
1001-10-15101-0050-150005	TAX COLL SALARIES PT	14,000	17,983	14,000				-	(14,000)	-100.00%
1001-10-15101-0050-150350	TAX COLL DELINQUENT	20,500	20,566	15,500		20,500		20,500	5,000	32.26%
1001-10-15101-0050-153145	TAX COLL EQUIP EXPENSE	-	-	-				-	-	
1001-10-15101-0050-153385	TAX COLLECTOR OFFICE EXP	45,300	31,574	40,050		49,050		49,050	9,000	22.47%
	TOTAL TAX COLLECTOR:	176,413	170,056	182,059	-	69,550	-	69,550	(112,509)	-61.80%

Explaination of Increases/Decreases:

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

SENIOR CENTER &

SOCIAL SERVICES

Monroe Community & Social Services

Budget 2016 – 2017

Community Services Mission Statement

To maintain and improve quality of life issues,
while promoting independence, through the provision of
pertinent resources, referrals and assistance
to all residents of Monroe.

Monroe Senior Center Mission Statement

Create opportunities for mindful aging through
physical activity, social engagement, creativity
and lifelong learning which impacts our entire community.

Department Narrative

The Monroe Community & Social Services Department is comprised of several distinct, but cohesive units which serve the people of Monroe.

Monroe Senior Center

The Senior Center's primary goal is to provide a balance of social, recreational, educational, wellness and financial programs to adults, age 55 and older. In addition, the Center strives to provide information, direct services and be a visible symbol of the community's concerns for the aging population. The Center offers counseling on Medicare/Medicaid, Prescription Drug Coverage, Health Insurance and Social Security issues. Information and assistance in obtaining Veteran's Benefits, Food Stamps and Energy Assistance are also offered. The Senior Center staff conducts Outreach visits to those in the Community who are homebound to ensure we reach all Town residents. The Senior Center became a designated "Aging and Disability Resource Center" (ADRC) in the fall of 2011. The ADRC is part of a nationwide movement for a single point of entry to provide seamless access to services and support.

The Center is open Monday through Friday from 8:30 am to 4:30 pm. In addition, the Center is open Wednesday evenings and Saturday mornings. Programs on Wednesday evenings and Saturdays provide an opportunity for our working members to engage in activities at the Center. We have offered a wide range of programming including exercise, support groups, financial, crafts and fun social experiences. This past summer we introduced outdoor evening concerts which proved very popular and will become a regular summertime offering.

Through the Senior Center, the Department of Community and Social Services offers transportation to residents who are age 60 and over and/or disabled. Transportation options include fixed routes and a Dial-a-Ride program. Funding is provided by the Town and various grants. A 20 passenger bus and a car are available 5 days per week, Monday through Friday. Rides within Monroe are $2.00 one-way or round trip and $4.00 one-way or round trip to Trumbull, Stratford and Bridgeport. The service is curb-to curb with limited assistance. Caregivers ride free. Medical appointments have priority over social or personal care destinations.

Monroe Food Pantry

The Food Pantry's goal is to serve the people in our Community who are struggling financially in a way which preserves their dignity by providing nutritious food and support. The Pantry empowers our families to become self-sufficient, as quickly as possible, without added stress. The Food Pantry also seeks to involve the Community in a way that teaches empathy, encourages respect and nurtures compassion.

Food Pantry vouchers redeemable at the Monroe Farmer's Market finished its third successful year. Families with children received $60.00 to spend during the season to purchase fresh food or vegetables. Families without children under 18 received $30.00. Funding was provided by the Coastal Fairfield County United Way.

Social Services

The Social Services Department maintains offices at Town Hall and provides assistance, information and referrals to Monroe families. The Department helps residents navigate the system to obtain Food Stamps, Medical Insurance, WIC, Day Care, Summer Camp Scholarships, Energy Assistance, Substance Abuse, Teen Programs and Mental Health.

Social Services coordinates two major community programs each year. Every summer, volunteers collect school supplies and backpacks for the "Back to School Buddies" program. The "Holiday Giving Tree" program encompasses the whole community to ensure our residents, who are struggling, receive gifts for their family.

The Monroe Counseling Service is dedicated to enhancing the quality of life of Monroe residents by providing individual and family consultations, assessments and referrals. Our goal is to eliminate the stigma of seeking assistance when issues seem insurmountable and the misconception that relief is unattainable. In addition to providing counseling, the Clinical Coordinator attends local and regional meetings to establish contacts and further reach out to the community concerning mental health services.

Project Warmth, the Town of Monroe's Fuel Bank, is administered by Community & Social Services. Project Warmth is available to families who have year round energy needs not covered by state, federal and non-profit programs or have exhausted their benefits. Project Warmth also takes into account families who have extenuating circumstances preventing them from obtaining help from other energy assistance programs.

The Friendship Fund, a designated Community & Social Services account, solicits donations from the Community to help pay for school supplies, summer activities, emergency housing and holiday giving.

Staff members have been trained in Mental Health First Aid, Suicide Prevention, CPR, Basic First Aid and Defibulator usage. In addition, the Department is involved with the Youth Commission, ADAM, Commission on Aging, TRIAD, RYASAP, Area Agency on Aging, Mental Health Organizations and participates in various community events including National Night Out and National Mental Wellness campaigns. Community & Social Services coordinates Evictions with the assistance of the Public Works Department and provides Outreach home visits on behalf of the Assessor's Office for various rebate programs. The Police Department utilizes the Department of Community & Social Services for assistance/referrals.

Goals for 2016 - 2017

- Continue the growth of Senior Center to provide appropriate and relevant programming.

- Continue the development of goals and objectives with the assistance of the Senior Center Strategic Planning Committee for future needs of the Center.

- Continue to reach out to Monroe residents and provide mental health services through the Monroe Counseling Service. The Community Services staff will continue to seek funding in order to re-establish a Youth Service Bureau in Monroe and assist the Police Department in the creation of a Juvenile Review Board.

- Obtain funding to renovate the Monroe Food Pantry to include the Social Services Department and the Center for Family Justice.

- Continued community awareness/fundraising for the Friendship Fund, Project Warmth and the Food Pantry.

- Broaden community awareness of the Department of Community and Social Services programs.

Current Staffing Levels

Director:
Barbara Yeager — Full Time

Social Services:

Social Services Coordinator:
Mary Ann Kalm, LMSW — Part Time / 25 hours per week

Mental Health Clinical Coordinator:
Deirdre Ekholdt, LCSW — Part Time / 19.5 hours per week

Food Pantry Coordinator:
Wendy Jolls — Part Time / 25 hours per week

Custodian:
Bob Scopoletti — Part Time / 2 hours per week

Senior Services:

Administrative Assistant:
Pat Martin — Full Time / 35 hours per week

Elderly Services Coordinator:
Kim Cassia — Part Time / 25 hours per week

Transportation Coordinator:
Betsy Kraushaar — Part Time / 19.5 hours per week/100% Grant Salary

Driver:
Rose Marie Syarto — Full Time / 35 hours per week

Driver:
John Delfino — Part Time / 2 days per week Grant Salary
1 day per week Town Salary

Driver:
Open — Part Time / 2 days per week Grant Salary

Custodian:
Bob Scopoletti — Part Time / 17.5 hours per week

Building Attendant:
Darrin Snihur — Part Time / 6 hours per week

Senior Services Budget – 2016/2017

080-150001	Salary – Administration	$54,325 $100 Longevity
0080-150003	Salary – Administrative Assistant *New job description & title,* *change to Supervisor's Union* *Salary increase to*	$37,929 $350 Longevity *$44,000*
0080-150003	Salary – Full Time Driver	$30,962
0080-150005	Salary – Elderly Services Coordinator $19.00 per hour/25 hours week *Increase hourly rate to $21.00*	$24,700 *$2,600*
0080-150005	*Office Assistant – New Position* *$16.50 per hour/19.5 hours per week*	*$16,731*
0080-150005	Building Attendant $9.60/$10.10 per hour/6 hours per week	$3,074
0080-150005	Salary – Custodian $11.44 per hour/17.5 hours week *Increase hourly rate to $15.00*	$10,410 *$3,240*
0080-150005	Salary – Driver $12.00 per hour/8 hours @ 52 weeks *Increase hourly rate to $15.00*	$4,992 *$1,248*
0080-150005	Salary – Part Time Employees Paid Time Off Coverage Driver/35 hours @ 6 weeks Custodian/17.5 hours @ 1 week *Increase in hourly salaries*	$2,721 *$691.50*

0080-153385	Office Expenses	$3,000	
0080-153390	Operating Expenses	$4,000	
0080-153580	Vehicle Expenses	$16,000	
0080-150500	Nutrition	$7,500	
0080-153565	Utilities	$30,000	
0080-153485	Repair & Maintenance	$5,000	
	Painting exterior of Senior Center	$21,800	*Estimate includes Pavilion*
	Enlarge Senior Center Parking Lot	$365,000	*Estimated*

Program Description

Senior Services 1001-10-15101-0000-0080

Iission Statement: Create opportunities for mindful aging through physical activity, social engagement, creativity and lifelong learning which impacts our entire community.

0080-150001 Administration: To manage and direct staff of salaried and volunteer workers necessary to maintain the on-going function of the Senior Center, initiate new programs, increase member usage and interact with local agencies and community. Additional responsibilities include overseeing Social Services, Mental Health and the Food Pantry staff.

0080-153580 Vehicle Expenses: To provide inexpensive transportation for the elderly and disabled residents of Monroe in order to maintain independence and quality of life.

0080-150500 Nutrition: To provide luncheons for social and educational purposes. Also provide refreshments for programs, coffee bar and kitchen supplies.

0080-153385 Office Expenses

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$2,452.95	$3,000	$3,000

Paper & Postage ($469.38); Office Supplies & Printing ($496.56); Cleaning Supplies & Paper Goods ($1,487.01)

0080-153390 Operating Expenses

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$3,419.24	$4,000	$4,000

Newsletter Postage ($2,742.87); Dues & Licensing Fees ($470.00); Misc ($206.37)

0080-153580 Vehicle Expenses

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$14,651.76	$13,500	$16,000

Fuel for Bus & Car ($12,218.44); Repairs & Maintenance ($2,231.37); Mileage ($201.95)

0080-150500 Nutrition

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$7,250.00	$7,500	$7,500

Luncheons & Refreshments ($4,913.51); Coffee Bar (1,783.30); Supplies ($553.19)

0080-153565 Utilities

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$27,915.21	$30,000	$30,000

Electric ($12,510.59); Alarm ($420); Garbage ($778.08); Water ($949.64); Propane ($12,632.38); Gallagher Pump ($400); CCM ($104.52); Fire Extinguishers ($120)

0080-153075 Contracted Services/Programming

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$4,969.63	$0	$0

Speakers ($1,200); Entertainment ($325.00); Instructors ($3,420); Program Supplies ($24.63)

0080-153485 **Repair & Maintenance**

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$3,514.52	$5,000	$5,000

Generator Repair ($266); Gas Fireplace Repair ($188.24); Edgerton Repair ($1,635); Lighting ($593.28); Electrical ($200); Pest Control ($50); Fire Extinguishers ($582)

Senior Services Budget Justification

Request a job reclassification from Administrative Assistant to Assistant Senior Center Director. This would necessitate a change from the Clerical Union to the Supervisors Union. The Assistant Senior Center Director responsibilities would include trip coordination, volunteer coordination, publicity, bookkeeping and meeting/workshop attendance. The Assistant Director would also directly supervise the Transportation Coordinator, the new Clerical & Building Attendant position, as well as the Custodian. In addition, the Assistant would become a Trainer for Qualified Food Operators necessary for sheltering volunteers.

Request for Community & Social Services Office Assistant. The employee would be responsible for many of the day to day clerical tasks currently done by the Director and the Administrative Assistant. In addition, the Office Assistant will be responsible for the Front Desk at the Senior Center. Duties would include bookkeeping, deposits, statistical assessment of programs and provide research for grants. The employee would provide additional office coverage when other personnel are not in the office.

The creation of an Office Assistant and Assistant Director would realign the work load for the Community and Social Services Director to create more time in the daily schedule to pursue the programming needs of the Center. The current level of daily tasks necessary to manage the Senior Center, Social Services and the Food Pantry substantially slows down the process of future growth necessary to deliver the best outcomes for the residents of Monroe. The Director will continue to research/write multiple grants, supervise staff located in multiple locations, implement new programming, attend evening/weekend functions, respond to Police Department referrals, in addition to raising money for several Community Funds.

Increase the Elderly Services Coordinator hourly rate from $19.00 per hour to $21.00. Monroe's population continues to age and Monroe residents are seeking options regarding their insurance, home care, housing and energy needs. The Elderly Services Coordinator provides counseling not only to residents, but their families and providers as well. Given the complexity of the issues facing our aging population and the amount of training required to be certified should result in the appropriate compensation.

Increase the hourly rate for the Part time Driver and the Custodian to $15.00. Neither position has had an increase in many years. In order to hire and retain qualified people requires an increase. The Driver is providing transportation to our most vulnerable residents and is required to attend special training programs for defensive driving and be certified in first aid. The Custodian is required to not only clean two buildings, but set up rooms for activities.

Social Services Budget – 2016/2017

710-150005	Salary – Social Services Coordinator $21.00 per hour/25 hours week *Increase hourly rate to $28.00*	$27,300 *$9,100*	
0710-150005	Salary – Mental Health Coordinator $28.00 per hour/19.5 hours week *Increase hourly rate to $30.00*	$28,392 *$2,028*	
0710-150005	Salary – Food Pantry Coordinator $19.00 per hour/25 hours week *Increase hourly rate to $21.00*	$24,700 *$2,600*	
0710-150005	Salary – Custodian $11.44 per hour/2 hours per week *Increase hourly rate to $15.00*	$1,190 *$370*	
0710-153385	Office Expenses	$2,350	*Increase of $600 for cell phone*
0710-153390	Operating Expenses	$1,000	
0710-153580	Vehicle Expenses	$1,500	
710-151820	Eviction/Ejections (Relief)	$3,000	
0710-153480	Utilities	$9,000	
0710-153485	Repair & Maintenance	$5,000	

Program Description

Social Services Department 1001-10-15109-0000-0710

Mission Statement: To provide resources, information, referrals and assistance in order to promote independence and to maintain and improve the quality of life for all Monroe residents.

0710-153385 Office Expenses

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$1,163.43	$1,750	$2,350

Paper ($24.00); Office Supplies & Printing ($777.34); Postage ($362.09)

0710-153390 Operating Expenses

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$639.99	$1,000	$1,000

Supplies ($111.70); Printing ($202.75); Fees ($120.00); Misc. ($205.54)

0710-153580 Vehicle Expenses

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$820	$1,500	$1,500

Mileage for Volunteer Drivers to CT Food Bank & to pick up food and supplies at area food stores

0710-151820 Eviction/Ejectment

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$0	$3,000	$3,000

0710-153480 Utilities

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$8,067.95	$9,000	$9,000

Electric ($3,140.81); Alarm ($324); Garbage ($1,019.95; Water ($200.58); Pest Control ($600); Oil ($2,782.61)

0710-153485 Repair & Maintenance

Expended 2014-2015	Approved 2015-2016	Requested 2016-2017
$703.93	$5,000	$5,000

Fire Extinguishers ($71.93); Edgerton ($632)

Social Services Budget Justification

Increase the Social Services Coordinator hourly rate from $21.00 per hour to $28.00. The current Social Services Coordinator is a Licensed Social Worker with a Masters Degree. The Coordinator works independently and handles complex issues facing the families of Monroe. In addition, the Social Services Coordinator supervises volunteers in two successful Social Services programs - Back to School Buddies and the Holiday Giving Tree. Both require an inordinate amount of time to implement and are done on a part time schedule. The Coordinator handles referrals from the Monroe Police Department and the School system. Monroe residents under 60 seeking options regarding their insurance, housing and energy needs are assisted by the Social Services Coordinator.

Increase the Mental Health Clinical Coordinator hourly rate from $28.00 per hour to $30.00. The current Clinical Coordinator is a Licensed Clinical Social Worker with a Masters Degree. The Coordinator works independently and handles complex mental health issues facing the families of Monroe. The Clinical Coordinator meets with residents in the office or an alternate location, if necessary, to render short term consultations, assessments and referral to enhance the quality of life of our Monroe residents.

Increase the Food Pantry Coordinator hourly rate from $19.00 per hour to $21.00. The Food Pantry Coordinator works independently and handles real life issues facing the families of Monroe. The Coordinator orders all the food needed for the Pantry, coordinates and supervises volunteers, maintains records for federal programs and offers comfort and hope for families who are facing financial hardship.

The Custodian hourly rate will increase to $15.00 per hour. The Custodian is same person from the Senior Center.

Request i-Phone for the Mental Health Clinical Coordinator. Due to the nature of the job, it is necessary to be available when not in the office. The cost to add the phone to the Town plan would be $50.00 per month.

Five Year Plan

Increase the number of hours the Senior Center is open during the evening/weekend

Create a Social Services facility that houses Social Services, Mental Health Counseling and Food Pantry in one location. Grant funding would be used for the majority of the cost, if not the entire amount.

Clinical Coordinator becomes a Full Time position.

Social Services Coordinator becomes a Full Time position

Elderly Services Position becomes a Full Time position

Food Pantry Coordinator becomes a Full Time position

Capital / Operational Items

1. A portable generator to protect perishable food during power outages at the Food Pantry. The staff has been able to safeguard the food during the past several storms, but during all situations, the Pantry was not at capacity. A ıture event with perishables at full capacity could result in large losses of food. During a prolonged power outage, ıt would be reasonable to have the Pantry open to assist the Town's residents in obtaining food. Currently, the Pantry has to remain closed when it is out of power. A portable generator can be relocated to another town location when the power is restored at the Pantry. The estimated cost to purchase a generator and have the appropriate electrical work done is $18,000.

2. Painting of the exterior and interior of the Senior Center.

3. Increase the size of the Senior Center parking lot which would accommodate the shortage of parking spaces during peak times at the Center. The additional parking spaces will also be advantageous for Wolfe Park events which use the Senior Center lot. A preliminary estimate of enlarging the current Senior Center parking lot is $365,000. Construction cost, which includes the necessary septic alterations to support pavement, would be $320,000 and engineering cost would be approximately $45,000.

Current Cost Savings

Replaced two older freezers and added a new double door refrigerator at the Food Pantry with more energy efficient models. The double door refrigerator and one of the freezers were obtained through grant monies and volunteer donation of a used newer freezer.

Potential Cost Savings

Currently the Dial-A-Ride transportation service utilizes a 20 passenger service bus and a car. The service bus is used for fixed rides for shopping two days a week with multiple passengers, but often the bus only has one or two passengers. This is not an economical use of the vehicle. The purchase of a van or an additional car would result in less wear and tear and gasoline usage and increase the longevity of the bus. The two daily drivers would alternate vehicles depending on the need.

Assistant Senior Center Director – Supervisor's Union

Immediate Supervisor: Director of Community & Social Services

Job Summary: Assist the Director in day to day operations of the Senior Center. Specifically responsible for the trip, volunteer and Masuk vocational programs coordination. Immediate Supervisor of the Transportation Coordinator, Front Desk, Custodian, Building Attendant and Senior Center Volunteers.

Duties and Responsibilities:
Supervisor Transportation Coordinator, Custodian, Building Attendant and Front Desk personnel

Trip Coordinator: Organize private charter and Senior Center trips. Responsibilities include correspondence, presentations, trip folders and payment.

Volunteer Coordinator: Responsibilities include volunteer recruitment, training, scheduling and supervision.

Masuk Vocation Program: Responsibilities include interaction with the School to Career Facilitator, scheduling of student volunteers, maintaining proper health codes and program evaluations.

Bookkeeping – Complete payment requisition forms for all Senior Center invoices and program instructor's fees; deposit program, luncheon, registration and vehicle transportation fees. Maintain Petty Cash income, expenses and monthly balance.

Assist Director with budget preparations

Provide referrals as necessary to the Elderly Services Coordinator

Oversee and coordinate Luncheon programs to maintain health code requirements. (Certified Food Operator)

Maintain membership database

Plan and disseminate Center publicity to local newspapers and web based calendar of events

Maintain senior center supplies

Maintain office equipment and schedule service as necessary

Prepare building maintenance work orders

Responsible for the Sunshine Club

Qualifications:
Education: High School Education minimum, College Degree or at least 3 years related experience

Outstanding organizational skills and computer literacy

Fluency in Excel, Word, good written and spoken English language and communication skills

Ability to work independently

Physical Demands:
While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger movements, handle or feel objects, or controls; and must be able to lift and/or moves up to 10 pounds.

Work Environment:
Work is generally performed while sitting or standing in an office environment

Full Time, 35 hours per week
Salary $44,000 per year

Senior Center Front Desk (Clerical)

Job Summary: Position requires person to oversee the Front Desk at the Senior Center from 9:00 am to 12:30 pm on Monday and Tuesday through Friday from 9:00 am to 1:00 pm. Work directly with members of the Senior Center and visitors to answer questions and assist in day to day services. In addition, the job requires clerical duties for the Senior Center and Social Services.

Duties and Responsibilities:
Greet people as they enter the Monroe Senior Center

Assist members and non-members with program information and registrations (luncheons, trips, membership and classes)

Prepare sign-in sheets, schedule program appointments, kitchen and program room set-up/ clean-up

Complete tax receipts for all donations

Complete Social Services purchase order requisitions, as directed, and process bills to ensure that they are completed and forwarded for billing.

Perform routine functions, including but not limited to, filing and record maintenance

Maintain coffee station and prepare refreshments as needed

Other duties as directed by Assistant Senior Center Director

Qualifications:
Outstanding organizational skills and computer literacy

Fluency in Excel, Word, good written and spoken English language and communication skills

Ability to work independently

Physical Demands:
While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger movements, handle or feel objects, or controls; and must be able to lift and/or moves up to 10 pounds.

Work Environment:
Work is generally performed while sitting or standing in an office environment

Part time, 19.5 hours per week
Salary $16.50 per hour
Annual Salary: $16,731.00

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

EDC

Monroe Economic
Development Commission

EDC Commission
Budget Request

Mission Statement

To promote planned, proactive investment in Monroe's economic future consistent with Monroe's community character, commitment to conservation and quality of life.

- Attract and retain quality businesses
- Increase local employment base
- Attract skilled workers
- Reduce tax burden on residential constituents through the expansion of commercial tax base.

Department Functions

Manage the Economic and Community Development activities of the Town

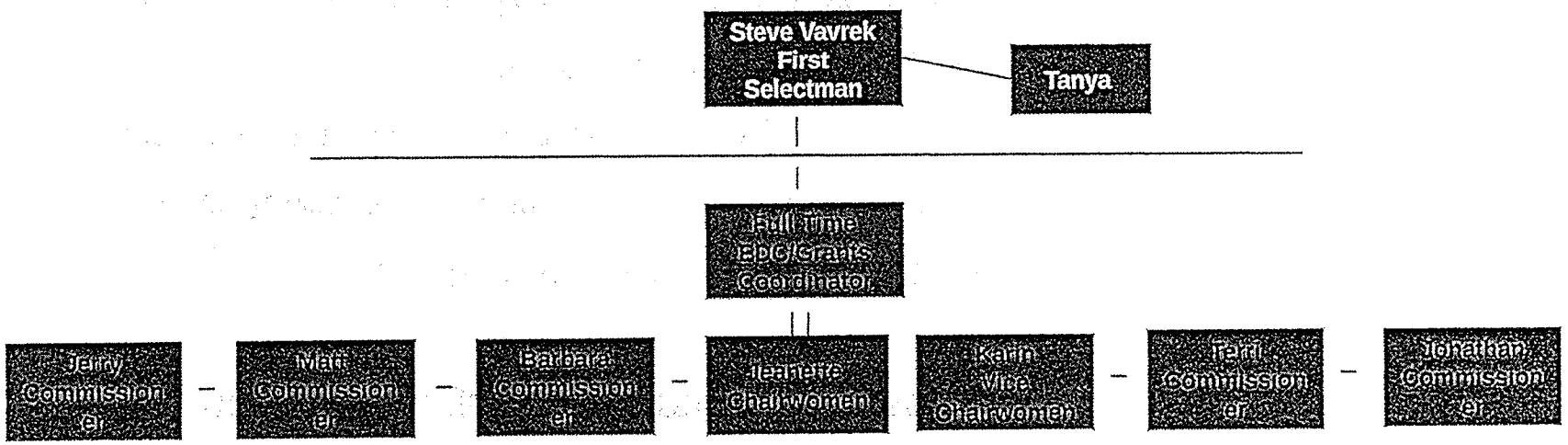
- Recruit NEW businesses
- **Network:** Actively reaching out and aligning with critical Groups (i.e. Regional Chambers, Connecticut Business Association, Area Developers and Commercial Brokers), heavily marketing value of relocating and incorporating in the Town of Monroe.
- **Business and Resident Education:** Hosting of multiple educational and marketing events across key constituent groups for recruiting purposes.
- **Tools and Collateral:** Update leaflets, flyers, brochures and video (i.e. photos, demos, enticements), highlighting the many advantages of both working and living in our community. Materials to be made available for use by multiple town departments and community resources.

Department Functions cont.

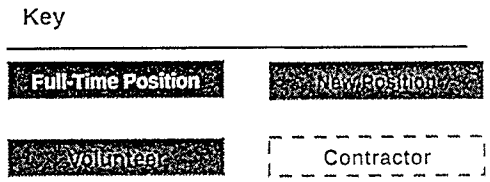
- Support and retain EXISTING businesses
- **Community Outreach:** Serve as the voice of our town's small businesses and aggressively marketing each directly to Monroe Households, stimulating local economy by keeping local dollars, local… (Shop, Dine, Work, Live Local)
- **Proactive Planning:** Support expansion and lease renewals of existing Monroe based businesses.

- Focus on Monroe's Strengths
- Coordinate Community Programs & Projects to drive local price and focus
- Monroe Means Business
- Tourism Activities
- Networking with Monroe's Community and Civic leaders to promote the value of Monroe.

Organizational chart (plan)



The Economic Development Committee consists of seven (7) members appointed by the First Selectman, each for a term of 3 years.



EDC/Grant Coordinator

A dedicated employee **responsible for commercial revenue generation.**

- ✓ Primary focus: business expansion and retention
- ✓ Secondary focus: grant procurement and administration

- Facilitate progress in the re-development of Pepper Street project
- Produce Town's promotional collateral, video and web-content
- Reduce Commercial and Industrial vacancy rate
- Coordinate and Manage community wide economic planning efforts
- Source and apply for applicable grant monies which support the activities of Town Planning, Land Use and Economic Development Departments.
- Upon grant award - manage any required grant requirements related to reporting, payments to vendors, etc.

Administrative Budget Breakdown (explanation)

Line Item	Description		Budget Request
	Develop materials/visuals	$	1,200.00
- town literature	Print (inquiry packet/brochure)	$	7,500.00
	Displays (3) – Town Hall, Chamber, etc	$	500.00
Networking	CT Business and Industry Association	$	700.00
[illegible] fees	CT Small Manufacturers Assoc	$	700.00
	Commercial Developers and Facilities Mgrs.	$	1,500.00
	Regional EDCs/Chambers	$	600.00
	Trade Ads (3 at $2100 each)	$	6,300.00
[illegible] Outreach	Newsletters (2 at $1650 each)	$	3,300.00
- marketing local businesses	E-blasts (10 at $250 each)	$	2,500.00
	Social Media (likes/followers)	$	2,500.00
	Signage (5 at $120)	$	600.00
[illegible] events	Monroe Means Business	$	8,500.00
- hosting	Broker and Facilities Mrgs. Open House	$	1,500.00
	Developer Night	$	5,000.00
	Small Business Affair	$	5,000.00
[illegible] expenses		$	1,450.00
TOTAL		$	49,350.00

EDC/Grant Coordinator Cost Breakdown

Line Item	Description	Budget Request
	$	71,000
Benefits*	$	17,750
TOTAL	$	88,750

*Burden rate assumed at 25%

Total EDC Budget Request

Line Item	Description	Budget Request
		$ 49,350
EDC/Grant Coordinator		$ 88,750
EDC TOTAL BUDGET		$ 138,100

EDC's goals for Fiscal Year

- Increase the value of the Town of Monroe's GRAND LIST through business growth! Target set is 2% increase over 2015-2016 business tax base.
- DOUBLE completion of new business applications executed fiscal year 2015-2016.
- TRIPLE value of grant dollars secured fiscal year 2015-2016.
- Stimulate local businesses - providing community focused access to local commerce by directly engaging Monroe's residents and business community.

The Economic Development Commission believes, based on our recommended budget for administrative tools and full time appointed EDC/Grants Coordinator, Monroe will financially benefit across all town departments resulting in a "self funded" EDC department with positioned to sustain long term financial growth.

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

HUMAN RESOURCES

Town of Monroe

CATHERINE LOMBARDI
Director

DEPARTMENT OF HUMAN RESOURCES
Town Hall
7 Fan Hill Road
Monroe, Connecticut 06468-1800
Phone: (203) 452-2808
Fax: (203) 452-5475
Email: clombardi@monroect.org

To: Stephen Vavrek, First Selectman

From: Cathy Lombardi, Human Resources Director

Date: December 9, 2015

Subject: Budget 2016/17

Attached is the proposed budget for the Human Resources/Risk Management Department. I have included: Goals/Accomplishments, well as a description of what is included in each line item.

Some of the line items do not have final numbers as we are still working on those with our insurance vendors. I am available for further discussion if necessary.

I would like to recommend a separate budget be prepared from the Safety Committee. Due to increases in the needs of this group, as well as future planning, they are not technically a part of the Human Resources Budget.

Goals 2016-2017

GOALS:

- Continue transitioning and streamlining our work processes to Munis, as well as our new website and intranet. This year we will move to on-line Performance Evaluation tracking
- Assess and develop training programs geared to all current staffing needs, such as Health Care Reform, Reducing Liability Costs to the Town, and other current employment trends which educate our staff and produce a better operating organization
- We continue to evaluate and educate employees regarding health insurance, and look at possible cost savings options
- Educate management and employees regarding health care reform and the impact on
- Costs, negotiations, and budgeting
- We will continue to work with the Board of Education to analyze health savings costs
- Implement more wellness programs to improve employee health thus maintaining a healthier workforce
- Continue our department trainings to improve performance and reduce any liabilities

RISK MANAGEMENT/SAFETY:

- We conducted 9 safety workshops and 120 employees attended them this fiscal year
- Conducted two onsite building reviews with recommendations for improvements
- Updated our Emergency Evacuation Plans
- Sub Committee continues review of incidents on a quarterly basis
- Annual Flu Clinic offered
- We will be offering Hepatitis vaccines to all staff that are at risk

STAFFING:

- **We implemented, staffed, and are operating a full service Town Health Department.** This included the hiring of 4 new positions (3 full time and 1 part time);conducted 47 interviews in the first 3 quarters.

ACCOMPLISHMENTS/COST SAVINGS:

- Eliminated the Town's Defined Benefit Pension Plan for the following unions: Clerical, Supervisor, and Public Works unions. This represents a significant Cost Savings long term for the Town
- Elimination of Defined Benefit Plan for all eligible new hires
- Completed for the first time on-line medical and dental benefits enrollment through MUNIS
- Town Wide Wellness Walking Program
- Enrollment of new health Plan – CIGNA resulting in a cost savings in our health insurance renewal of over 8%

5 YEAR PROJECTION:

Since last year, there has been a significant amount of work done on salary analysis for non union and part time personnel.

I am hopeful this year we can implement the 5 year plan for salary reviews and increases, which was proposed in last year's budget recommendations. Since unionized position salaries are negotiated by contract, this proposal includes non-union and part time staff. There has been a considerable amount of work done on the non-union pay plan, as well as developing a part time 3 tier wage scale. The value of these tools is paramount to maintaining key employees and remaining competitive in the job market.

Regular part time salaries need to be organized so that we are offering wages that reflect the education and skill set required for the position, as well as creating equity among employees. Part time employees are an integral part of Town Hall operations, we would not function at the level we do without them.

I have developed a "draft" of a 3-tierwage scale for part time employees. The tiers are based on job requirements which include but are not limited to the following: certification, licensure, education, and experience. I also reviewed (when possible) a full time employee wage for a similar position. Recognizing this change will require some time to implement, one way to accomplish this would be a 3 - 5 year salary plan to increase the hourly rates of regular part time staff to become comparable to full time position salaries (of important note, our part time staff do not carry a benefit package which represents a cost savings for the Town.)

HUMAN RESOURCE STAFFING:

I am recommending the part human resources assistant position be increased to full time. Our department work load continues to increase each year, as well as the responsibilities and requirements of the positions changing with technology, and changes in federal and state laws which require more time and attention. There has been a significant investment in training for this position with MUNIS, as well as transferring some of the payroll functions to Human Resources. With employee turnover and growth each function of human resources has increased.

This year alone we added 4 new positions(Pt. Time Office Assistant 1st Selectman's Office, Part Time Office Assistant in Building Department, Part time custodian/library, and full time Park Maintainer.) We conducted over 47 interviews. All of this requires a great deal of time and processing in order to advertise, recruit, screen, process, and onboard new staff, and now prepare all identification cards for new staff.

The addition of handling the volunteer fire fighter added responsibilities of vehicle tracking, clearance through the medical and required screening of PPD's and Hepatitis also adds to the time needed to focus on additional responsibilities added to the department.

The Affordable Care Act requires tracking and reporting which is now in effect and we will be reporting on this for the 2015 year.

LINE ITEM DESCRIPTION

Office Expense
1001-10-15101-0110-153385
Postage, FedEx, printing, office supplies, copies, and other office related expenditures

Personnel Administration
1001-10-15101-0110-153415
Recruitment expenses, general staff training programs, water cooler expenses, employee recognition programs and supplies, background checks for all hires, and any other human resource related employee expenses

Education
1001-10-15101-0110-150600
Provide funds for tuition reimbursement as stated in contracts, includes fees for renewal of licenses and certifications, as well as other contracted educational requirements or recommended certifications. Specific staff educational programs and career advancement programs, new certifications or renewals required for staff. A newly negotiated tuition program for the Clerical/Town Hall Union of $5,000 per year.

Pension
1001-10-15101-0110-153410
Funding of Town Pension Plan, ICMA/ ING, and MERS funding for employee pension contributions

Labor Relations
1001-10-15101-0110-150660
Contract negotiations, settlement of possible grievances and other personnel activities requiring legal services. Contracts: Clerical, Supervisors contracts, (re-openers f 2016/17) Police and Public Works unions have full contract negotiations scheduled for the 2016/17 year.

Police Disability
(Heart & Hypertension)
1001-10-15101-0110-153430
Legal costs specifically for police disability issues including heart and hypertension. Medical expenses related to outstanding heart and hypertension cases/settlements, including prescriptions, and specific medical expenses related to that diagnosis (i.e. physician visits, tests)

Insurance
Medical - $
LTD & Life, ADD - $
Dental - $
EAP - $
Liability Insurance ($643,861 BOE & Town)
Workers Compensation ($643,861),
Bonds/Officials
Insurance Deductible ($2,500)

Unemployment Compensation
The Town is self-insured for unemployment compensation; not anticipating any lay-offs.

Wage Adjustments
Supervisors and clerical union wages are pending re-opener negotiations are in effect for the 2016/17 year. Police and Highway contracts will be up for renewal on 6/30/16.

Equipment
Small equipment items, archival project of closed workers compensation and liability files. Purchase a department shredder to insure confidentiality within the human resources department. Implement an Employee Information Center. Annual summer Park and Recreational orientation supplies (ID lanyards and other required materials.)

Loss Control
Supplies for blood borne pathogen protection, random drug tests, hepatitis vaccinations, physicals for EMT's(exploring for this budget) and fire volunteers, TB testing for EMS, pre-employment physicals, and pre-employment screenings, flu shots for staff and volunteers, other medical preventative services for staff such as vaccinations for canine control officers, and kennel workers, public works employees, and park and recreation staff. Any extra medical expenses related to volunteer fire fighter clearances.

Americans with Disabilities Act
Provide equipment, materials, and upgrades of Town Hall as well as other facilities to comply with ADA requirements for staff and public. Costs for interpreter(s) as required.

Safety Committee – Recommend a separate budget for Safety/Risk Management
Training programs for staff and volunteers to reduce liability. Safety products and refills of materials for employees. Small corrective safety issues and/or projects can be completed using these funds. Provide any specialized programs required under recommendation of the committee. Defibrillator replacement(s) or purchase, and first aid kits, for Town hall facilities.
Items to be included in this budget:
Training - $500
Equipment - $2000 (Defibrillator, First Aid, supplies for first aid usage)
Building Repairs – Parking Lot, Lighting, Sidewalks – Town Hall

DEPARTMENT: HUMAN RESOURCES

MISSION:

To improve quality services and support to our staff in the following areas: employment, training, employe relations, labor relations, benefits, compensation and safety in order to enable our staff to better serve our residents.

HUMAN RESOURCES:	Dept 0110	14-15	15-16	16-17	Hours/yr 15-16	Hrly Rate 15-16	$ Amount 15-16	Hours/yr 16-17	Hrly Rate 16-17	$ Amount 16-17
1001-10-15101-0110-150001	Director of Human Resources-Admin	78,030	78,030							
	Total Admin:	78,030	78,030	-						
1001-10-15101-0110-150003	Clerk Typist Part Time	20,000	22,500		1,250	$ 18.00	$ 22,500	1,250	$ 18.00	$ 22,500
	Total Other:	20,000	22,500	-		$ 24.50		1,450.00		
1001-10-15101-0110-150620	HR Wage Adjustments	198,385	170,000							
1001-10-15101-0110-150650	HR FICA & Medicare ER Tax	675,782	707,147							
1001-10-15101-0110-153410	HR Pension	466,779	478,777							
	Total Wage Expense:	$ 1,340,946	$ 1,355,925	$ -						
	Total Human Resources:	1,438,976	1,456,455	-						
	Headcount-FT	1	1							
	Headcount-PT	1	1							

	14-15	15-16	16-17
HR SALARY ADMIN	78,030	78,030	
HR SALARY OTHER	20,000	22,500	
HR WAGE ADJUSTMENTS	198,385	170,000	
HR FICA & MEDICARE ER TAXES	675,782	707,147	
HR PENSION	466,779	478,777	
	1,438,976	1,456,455	-

HUMAN RESOURCES:	Dept 0110	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0110-150001	HR SALARY ADMIN	78,030	78,030	78,030				-	(78,030)	-100.00%
1001-10-15101-0110-150003	HR SALARY OTHER	20,000	16,208	22,500		49,000		49,000	26,500	117.78%
1001-10-15101-0110-150600	HR EDUCATION	9,500	7,632	11,500		12,000		12,000	500	4.35%
1001-10-15101-0110-150610	HR SAFETY COMMITTEE	600		1,000		3,000		3,000	2,000	200.00%
1001-10-15101-0110-150620	HR WAGE ADJUSTMENTS	-		170,000				-	(170,000)	-100.00%
1001-10-15101-0110-150630	HR INSURANCE	3,320,270	3,245,929	3,541,860				-	(3,541,860)	-100.00%
1001-10-15101-0110-150640	HR UNEMPLOYMENT COMPENSATION	15,000	1,283	8,000		5,000		5,000	(3,000)	-37.50%
1001-10-15101-0110-150650	HR FICA & MEDICARE ER TAXES	686,942	684,888	707,146				-	(707,146)	-100.00%
1001-10-15101-0110-150660	HR LABOR RELATIONS	55,000	114,516	70,000		70,000		70,000	-	0.00%
1001-10-15101-0110-150670	HR LEGAL DISABILITY	-		-				-	-	
1001-10-15101-0110-150680	HR AMERICAN DISABILITIES ACT	500		-		500		500	500	#DIV/0!
1001-10-15101-0110-150690	HR LOSS CONTROL	14,500	9,424	15,500		17,000		17,000	1,500	9.68%
1001-10-15101-0110-153145	HR EQUIPMENT	300	503	600		600		600	-	0.00%
1001-10-15101-0110-153385	HR OFFICE EXPENSE	1,800	1,175	1,800		1,200		#REF!	#REF!	#REF!
1001-10-15101-0110-153410	HR PENSION	466,779	463,350	478,777				-	(478,777)	-100.00%
	HR OPEB			30,000				-		
1001-10-15101-0110-153415	HR PERSONNEL ADMINISTRATION	5,700	1,318	5,700		5,700		5,700	-	0.00%
1001-10-15101-0110-153430	HR POLICE DISABILITY	63,000	57,400	50,000		57,400		57,400	7,400	14.80%
1001-10-15101-0110-153005	HR ADMINISTRATION CHARGEBACK	(5,000)	(4,870)	(5,000)				-	5,000	-100.00%
	TOTAL HUMAN RESOURCES:	4,732,921	4,676,786	5,187,413	-	221,400	-	#REF!	#REF!	#REF!

Explaination of Increases/Decreases:

LAP - 643,861
WC - 643,861

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION

FINANCE

DEPARTMENT: FINANCE

MISSION:

To provide timely and accurate financial information to all members of the Public, Town Departments and all Boards and Commissions in an effort to promote better decision making and fiscal resource management while maintaining a high level of compliance with Federal and State regulations, Generally Accepted Accounting Principles, and Government Accounting Standards.

FINANCE:	Dept 0125	15-16	16-17		Hours/yr 15-16	Hrly Rate 15-16	$ Amount 15-16	Hours/yr 16-17	Hrly Rate 16-17	$ Amount 16-17
1001-10-15101-0120-150001	Finance Director & Comptroller	102,658	102,910							
	Total Admin:	102,658	102,910							
1001-10-15101-0120-150003	Deputy Finance Director & Comptroller	82,000	84,050							
	Longevity	-	750							
	Payroll Clerk	40,381	44,086							
	Longevity	450	450							
	Leap Year	161	-							
	Accounts Payable Clerk	37,568	40,763	Upgrade 7-6 4 to 7-9 1						
	Longevity	100	100							
	Leap Year	141	-							
	Seasonal Audit/Year-End	16,500	16,500							
	Total Other:	177,301	186,699							
1001-10-15101-0120-150005	PT-Bookkeeper	18,252	20,280	Incr Rate	1,014	$ 18.00	$ 18,252	1,014	$ 20.00	$ 20,280
	PT-Staff Accountant	32,500	33,800	Incr Rate	1,300	$ 25.00	$ 32,500	1,300	$ 26.00	$ 33,800
	Total Part-Time:	50,752	54,080							
	Total Finance:	330,711	343,689							
	Headcount-FT	4	4							
	Headcount-PT	2	2							

	SALARY SUMMARY	15-16	16-17
	FINANCE SALARY ADMIN	102,658	102,910
	FINANCE SALARY OTHER	177,301	186,699
	FINANCE SALARY-PT	50,752	54,080
		330,711	343,689

FINANCE:	Dept 0125	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	15/16-16/17 %
1001-10-15101-0120- 150001	FINANCE SALARY ADMIN	157,826	102,658	50,200	102,910	-	102,910	252	0.25%
1001-10-15101-0120- 150003	FINANCE SALARY OTHER	173,008	177,301	82,151	186,699	-	186,699	9,398	5.30%
1001-10-15101-0120- 150005	FINANCE SALARY-PT	34,701	50,752	21,289	54,080	-	54,080	3,328	6.56%
1001-10-15101-0120-150700	FINANCE BANK EXPENSE	772	1,800	618	1,800	-	1,800	-	0.00%
1001-10-15101-0120-153005	FINANCE WMNR ADMIN CHGBK	(25,008)	(30,000)	(15,006)	(30,000)	-	(30,000)	-	0.00%
1001-10-15101-0120- 153385	FINANCE OFFICE EXPENSE	17,288	21,500	4,262	20,700	-	20,700	(800)	-3.72%
1001-10-15101-0120-153485	FINANCE R&M EQUIPMENT	-	-	-	-	-	-	-	
	TOTAL FINANCE:	358,586	324,011	143,514	336,189	-	336,189	12,178	3.76%

Explaination of Increases/Decreases:

150001 2.5% Non Union Wage increase and 15/16 wage adjustment allocation.

150003 2.5% Non Union Wage increase, 15/16 wage adjustment allocation and Contractual Union increases.

150005 Increase to PT hourly rates.

153385 Reduction due to 2017 MUNIS Conference location in Boston. Airfare not necessary. Office Supplies: Postage/Copier & Paper Exp / W2, 1099 and 1095 tax forms and envelopes for all Town EE's & Volunteers $7K, Publication of Budget $2K, Supplies to Print/Produce budget for Departments, First Selectman/Town Council/Board of Finance & Referendum(s) versions $2K, MUNIS Conference 2 people $3.5K, continuing MUNIS training for Payroll and Financials $6K.

APPENDIX A

COST PROPOSAL FOR AUDITING SERVICES

Name of firm: O'Connor Davies, LLP

Location of office staffing the audit: Wethersfield/Stamford

Professional audit staff assigned to Monroe (Number): 9

Certified professional audit staff assigned to Monroe (Number): 5

Connecticut municipal audit clients:
List fiscal year 2014 engagements for municipalities with population of 15,000 or higher.

1. New Canaan
2. New Fairfield
3. _____

Audit Fees for Year 1

Proposed Annual Audit Fee for the Town of Monroe: $ 56,000 (similar to 2014)
$1,500 (additional for CAFR)

Hourly rate in excess of fixed fee allowance or for audit services outside the scope of the annual audit: $ Varies by level - see attached

Hours provided for in above stated fees:

- Partner-in-charge and review partner: 65 hours
- Supervising manager: 100 hours
- Audit Staff: 380 hours

Audit Fees for Year 2

Proposed Annual Audit Fee for the Town of Monroe: $ 57,750 (similar to 2014)
$1,500 (additional for CAFR)

Hourly rate in excess of fixed fee allowance or for audit services outside the scope of the annual audit: $ Varies by level - see attached

Hours provided for in above stated fees:

- Partner-in-charge and review partner: 55 hours
- Supervising manager: 90 hours
- Audit Staff: 330 hours

APPENDIX A

Audit Fees for Year 3

Proposed Annual Audit Fee for the Town of Monroe: $ 60,000 (similar to 2014)
$1,500 (additional for CAFR)

Hourly rate in excess of fixed fee allowance or for audit services outside the scope of the annual audit: $ varies by level - see attached

Hours provided for in above stated fees: (These are the estimated hours for all future years)

Partner-in-charge and review partner	50 hours
Supervising manager	80 hours
Audit Staff	310 hours

O'Connor Davies, LLP
(Firm)

(Authorized Signature) (Title)

860-257-1870
(Telephone)

February 18, 2015
(Date)

O'CONNOR DAVIES

COPY

PKF

Audit Engagement Letter

July 1, 2015

Board of Finance
Town of Monroe, Connecticut
7 Fan Hill Road
Monroe, Connecticut 06468

This letter sets forth our understanding of the terms and objectives of our engagement, and the nature and scope of the services we will provide to the Town of Monroe, Connecticut ("the Entity").

Audit objectives

We will audit the Entity's statements of the governmental activities, each major fund and the aggregate remaining fund information and related notes to the financial statements, which collectively comprise the basic financial statements of the Entity as of and for the years ended June 30, 2015 and issue our report thereon as soon as reasonably possible after completion of our work.

Accounting principles generally accepted in the United States of America ("US GAAP") provide for certain required supplementary information ("RSI"), such as management's discussion and analysis to supplement the Entity's financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Entity's RSI in accordance with auditing standards generally accepted in the United States of America ("US GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by US GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Information
- Schedules of Funding Progress and Employer Contributions – Other Post-Employment Benefits
- Schedules of Changes in Net Pension Liability, Employer Contributions and Annual Money-Weighted Rate of Return – Pension Trust Funds

O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

We have also been engaged to report on supplementary information other than the RSI that accompanies the Entity's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with US GAAS and our auditors' report will provide an opinion on such information in relation to the financial statements as a whole:

- Combining and Individual Fund Financial Statements and Schedules
- Schedule of Expenditures of Federal and State Awards

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information.

- Introductory section of the Comprehensive Annual Financial Report
- Statistical section of the Comprehensive Annual Financial Report

The objective of an audit is the expression of an opinion on whether these financial statements are presented fairly, in all material respects, in conformity with US GAAP and to report on the fairness of the supplementary information referred to in the preceding paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

We will conduct the audit in accordance with US GAAS and the standards for financial audits contained in Government Auditing Standards ("GAGAS") issued by the Comptroller General of the United States, and will include tests of accounting records and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. The aforementioned standards require that we obtain reasonable, rather than absolute, assurance that the financial statements are free of material misstatement, whether caused by error or fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Entity's or to acts by management or employees acting on behalf of the Entity. Because the determination of abuse is subjective, GAGAS do not expect auditors to provide reasonable assurance of detecting abuse. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us even though the audit is properly planned and performed in accordance with US GAAS and GAGAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements and on those programs we have determined to be major programs (if applicable). However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets and any material abuse that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to GAGAS.

If our opinion on either the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion(s), we may decline to express an opinion or decline to issue a report as a result of the engagement.

In making our risk assessments, we consider internal control relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to GAGAS. An audit is also not designed to identify significant deficiencies or material weaknesses. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control and other internal control related matters relevant to the audit of the financial statements that we have identified during the audit, as required by US GAAS and GAGAS.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and (2) that the report is an integral part of an audit performed in accordance with GAGAS in considering internal control over financial reporting and compliance in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

We will also communicate with those charged with governance any (a) fraud involving senior management and other fraud that causes a material misstatement of the financial statements; (b) violations of laws or governmental regulations that come to our attention (unless they are clearly inconsequential); (c) disagreements with management and other serious difficulties encountered in performing the audit; and, (d) various matters related to the Entity's accounting policies and financial statements.

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise to be responsible and accountable for overseeing the acceptance and processing of such journal entries.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management's responsibilities

The financial statements and their fair presentation in accordance with US GAAP, including all informative disclosures, RSI and supplementary information, are the responsibility of the Entity's management. Management is also responsible for: (1) the selection and application of accounting policies; (2) the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge; (3) ensuring the Entity complies with the laws and regulations applicable to its activities; (4) making all financial records and related information available to us of which you are aware that is relevant to the preparation and fair presentation of the financial statements, as well as any additional information that we may request for the purpose of the audit; (5) providing us with unrestricted access to persons within the Entity from whom we determine it necessary to obtain audit evidence; and (6) adjusting the financial statements and supplementary information to correct material misstatements.

Management's responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the RSI and supplementary information in accordance with US GAAP; (2) you believe the RSI and supplementary information, including its form and content, is fairly presented in accordance with US GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the RSI and supplementary information.

In order to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements, management is responsible for establishing and maintaining effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities.
Management's responsibilities also include identifying any significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Entity received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring that the Entity complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the audit objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Entity is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

At the conclusion of the engagement, we will request from management written confirmation concerning representations made to us in connection with the audit. The representation letter, among other things, will confirm management's responsibility for: (1) the preparation of the financial statements in conformity with US GAAP, (2) the availability of financial records and related data, and (3) the completeness and availability of all minutes of board meetings. Management's representation letter will further confirm that: (1) the effects of any uncorrected misstatements aggregated by us during the engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (2) we have been informed of, or that there were no incidences of, fraud involving management or those employees who have significant roles in the Entity's internal control. You will also be required to acknowledge in the management representation letter, when applicable, our assistance with preparation of the financial statements and related schedules and RSI. We will place reliance on these representations in issuing our report.

In the event that we become obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, as a direct or indirect result of an intentional, knowing or reckless misrepresentation or provision to us of inaccurate or incomplete information by the Entity or, any elected official, member of management or employee thereof in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us against such obligations.

To the best of your knowledge, you are unaware of any facts which might impair our independence with respect to this engagement.

The financial statements are the property of the Entity and can be reproduced and distributed as management desires. However, you must notify us in advance and obtain our approval if you intend to make reference to our firm in a document that includes our auditors' report on the financial statements. Because our engagement does not contemplate the foregoing, there may be an additional fee in connection with our review of any such documents. In the event our auditor/client relationship has been terminated when the Entity seeks such consent, we will be under no obligation to grant such consent or approval.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We understand that your accounting department personnel will assist us to the extent practicable in completing the audit. They will provide us with detailed trial balances, supporting schedules, and other information we deem necessary. A list of these schedules and other items of information will be furnished to you before we begin the audit. The timely and accurate completion of this information is an essential condition to our completion of the audit and the issuance of the audit report.

We keep documents related to this engagement in accordance with our records retention policy and applicable regulations. However, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Management is responsible for management decisions and assuming all management responsibilities; for designating an individual with suitable skill, knowledge, and/or experience to oversee the non-attest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

If fraud is discovered in any Connecticut government, you are required to report this to the Office of Policy and Management. If you do not do so, we are required to make that report.

Non-reliance on Oral Advice

It is our policy to put all advice on which a client intends to rely in writing. We believe that is necessary to avoid confusion and to make clear the specific nature and limitations of our advice. You should not rely on any advice that has not been put in writing by our firm after a full supervisory review.

Electronic and other communication

During the course of the engagement, we may communicate with you or with Entity personnel via fax or e-mail. You should be aware that communication in those media may be unsafe to use and contains a risk of misdirection and/or interception by unintended third parties, or failed delivery or receipt. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail or other electronic transmissions, including any consequential, incidental, direct, indirect or special damages.

Access to working papers

During the course of this engagement, we will develop files of various documents, schedules and other related engagement information known as our working papers. As we are sure you can appreciate, these working papers may contain confidential information and our firm's proprietary data. You understand and agree that these working papers are, and will remain, our exclusive property. Except as discussed below, any requests for access to our working papers will be discussed with you before making them available to requesting parties:

(1) Our firm, as well as other accounting firms, participates in a peer review program covering our audit and accounting practices. This program requires that once every three years we subject our system of quality control to an examination by another accounting firm. As part of this process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected for review. If it is, the other firm is bound by professional standards to keep all information confidential.

(2) We may be requested to make certain working papers available to regulators pursuant to authority given to them by law, regulation or subpoena. Such regulators may include (i) a federal agency providing direct or indirect funding or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities; (ii) the American Institute of Certified Public Accountants; and (iii) the State Education Department. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to them. The regulator may intend, or decide, to distribute the photocopies or information contained therein to others, including other government agencies.

Initial audit engagements

In initial audit engagements, professional standards require that we perform specified procedures to obtain sufficient appropriate audit evidence regarding opening balances. In addition, prior to our acceptance of this engagement, we are required to contact the Entity's predecessor auditor, Mahoney Sabol & Company, LLP, and make specific and reasonable inquiries of the predecessor regarding matters that will assist us in determining our acceptance of this engagement. Accordingly, our acceptance of this engagement is predicated upon our discussion with the predecessor auditor. Furthermore, because this will be our initial audit of the Entity, our review of the predecessor auditor's prior-period working papers will be a necessary procedure that will assist in the planning of our engagement. You agree to authorize the predecessor auditor to respond fully to our inquiries and grant us access to their working papers. If the predecessor auditor requests that authorization in writing, you agree to comply with that request. The predecessor auditor may charge fees for their time expended in providing the required access, and any such fees will be your responsibility.

Fees and billing

The components of our fee are detailed below:

General Government	$ 32,000
Board of Education (including ED001)	20,000
Federal Single Audit, if applicable (threshold is increasing)	4,000
For similar services to the June 30, 2014 financial statements	$ 56,000
Preparation of a CAFR (New Service, 2014 was not a CAFR)	$ 1,500

The fee is based on anticipated cooperation from your personnel, audit condition of the books and records and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In accordance with our firm policies, work may be suspended if your account becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Our fees for these services are due and payable under the payment schedule which follows. Invoices for additional amounts that may be incurred for these and other services will be rendered as such work progresses and are payable upon presentation.

Payments will be due	Percentage
Upon completion of our audit planning work	25%
Upon completion of our audit field work	65%
Upon submission of the final report(s)	10%
	100%

Employment of firm partner or professional employee

Professional standards require that we perform certain additional procedures on current and previous engagements whenever a partner or professional employee leaves the firm and is subsequently employed by or is associated with a client. Accordingly, the Entity agrees it will compensate our firm for any additional costs incurred as a result of the Entity's employment of a partner or professional employee of our firm.

Liability

Any and all claims by the Entity arising under this engagement must be commenced by the Entity within one year following the date on which our firm delivered our report on the financial statements associated with this engagement, or the date the Entity is informed of the engagement's termination in the event our report is not delivered, for any reason.

You agree to indemnify our firm, its partners, principals and employees, to the fullest extent permitted by law for any expense, including compensation for our time at our standard billing rates and reimbursement for our out-of-pocket expenses and reasonable attorneys' fees, incurred in complying with or responding to any request (by subpoena or otherwise) for testimony, documents or other information concerning the Entity by any governmental agency or investigative body or by a party in any litigation or dispute other than litigation or disputes involving claims by the Entity against the firm. This indemnification will survive termination of this engagement.

Dispute resolution

Any claim or controversy ("dispute") arising out of or relating to this engagement, the services provided thereunder, or any other services provided by or on behalf of the firm or any of its subcontractors or agents to the Entity or at its request (including any dispute involving any person or entity for whose benefit the services in question are or were provided), shall first be submitted in good faith for mediation administered by the American Arbitration Association ("AAA") under its Mediation Rules. Each party shall bear its own costs in the mediation. Absent an agreement to the contrary, the fees and expenses of the mediator shall be shared equally by the parties.

If the dispute is not resolved by mediation, any proceedings arising out of and/or relating to this engagement shall be resolved by a judge trial without a jury and the right to a jury trial is waived, to the fullest extent permitted by applicable law.

Confirmation and other

Marcia L. Marien, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We expect to begin our audit near the end of your fiscal year and to issue our report no later than December 31st. In order to meet this deadline, we will need all information from the Town of Monroe, Connecticut by November 25th. If there are still outstanding items at this date, we will ask for a 30-day extension of time to file this report with the State of Connecticut. The reporting package must be submitted by December 31st, unless an extension is applied for by November 30th and agreed to in advance by the cognizant agency.

GAGAS require that we provide you with a copy of our most recent external peer review report, and any subsequent peer review reports received during the period of the contract. Our latest peer review report accompanies this letter.

We will provide copies of our reports to the Entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Our audit engagement for each year ends on delivery of our audit report covering that year. Requests for services other than those included in this engagement letter will be agreed upon separately.

We keep documents related to this engagement in accordance with our records retention policy and applicable regulations or for any additional period requested by the applicable cognizant agency. If we are aware that a federal and/or state awarding agency or the Entity is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. We do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

During the performance of this engagement, we will not discriminate with any vendor or employee. We will follow all federal, state and local laws and regulations, including Connecticut's Executive Order Number 3 with respect to nondiscrimination and 17 with respect to posting of job openings.

Additional Services Included in Attached Addendum:	Included?
Federal Single Audit	Yes
Connecticut Single Audit	Yes
ED001 and Related Forms	Yes

Prior to the commencement of our audit we may not know if an audit performed in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations is required. Consequently this letter includes our best estimate as of the date of this engagement letter.

All rights and obligations set forth herein shall become the rights and obligations of any successor firm to O'Connor Davies, LLP by way of merger, acquisition or otherwise.

If this letter correctly expresses your understanding of the terms of our engagement, including our respective responsibilities, please sign the enclosed copy where indicated and return it to us.

We are pleased to have this opportunity to serve you.

Very truly yours,

Marcia L. Marien, CPA
Partner

Enclosures

The services and terms described in the foregoing letter are in accordance with our requirements and are acceptable to us.

Town of Monroe, Connecticut

BY: _____

TITLE: _____

DATE: _____

O'Connor Davies, LLP, is a member firm of PKF International Limited, a network of legally independent firms. Neither the other member firms nor PKF International Limited are responsible or accept liability for the work or advice which O'Connor Davies, LLP provides to its clients.

* * *

DAVIE KAPLAN
Certified Public Accountants

System Review Report

May 15, 2014

To the Partners of O'Connor Davies, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of O'Connor Davies, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards;* audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations (Service Organizations Control (SOC) 1 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of O'Connor Davies, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies) or fail.* O'Connor Davies, LLP has received a peer review of *pass.*

Davie Kaplan, CPA, P.C.

Davie Kaplan, CPA, P.C.

Davie Kaplan, CPA, P.C.
1000 First Federal Plaza · Rochester, New York 14614
Tel: 585-454-4161 · Fax: 585-454-2573 · www.daviekaplan.com

Federal Single Audit Addendum

Schedule of Expenditures of Federal Awards

The Schedule of Expenditures of Federal Awards will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. GAAS, and our auditors' report will provide an opinion on such information in relation to the financial statements as a whole.

Audit of Major Program Compliance

Our audit of Town of Monroe, Connecticut's major federal award program(s) compliance will be made in accordance with the requirements of the Single Audit Act, as amended; and the provisions of U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and other procedures we consider necessary to enable us to express such an opinion and render the required reports.

An audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements and on those programs we have determined to be major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets and any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

The objective of our audit also includes reporting on internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the Government has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Circular A-133 Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Government's major programs. The purpose of these procedures will be to express an opinion on the Government's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133. As required by OMB Circular A-133, we will also perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to prevent or detect material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

Federal Single Audit Addendum – Continued

If our opinion on the Federal Single Audit compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion(s), we may decline to express an opinion or decline to issue a report as a result of the engagement.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

Management Responsibilities

Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your schedule of expenditures of federal awards and related notes. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. You are responsible for making all management decisions and performing all management functions relating to schedule of expenditures of federal awards and related notes, and for accepting full responsibility for such decisions.

Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You will also be required to acknowledge in the management representation letter our assistance with preparation of the schedule of expenditures of federal awards and that you have reviewed and approved the schedule of expenditures of federal awards and related notes prior to their issuance and have accepted responsibility for them. We will place reliance on these representations in issuing our report.

State Single Audit Addendum

Schedule of Expenditures of State Financial Assistance

The Schedule of Expenditures of State Financial Assistance will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. GAAS, and our auditors' report will provide an opinion on such information in relation to the financial statements as a whole.

Audit of Major Program Compliance

Our audit of Town of Monroe, Connecticut's major state award program(s) compliance will be made in accordance with the requirements of the Connecticut Single Audit Act, C.G.S Section 4-230 to 4-236; and other procedures we consider necessary to enable us to express such an opinion and render the required reports.

An audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements and on those programs we have determined to be major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets and any material abuse that comes to our attention. We will include such matters in the reports required for a State Single Audit. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

The objective of our audit also includes reporting on internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the State Single Audit.

The State Single Audit requires that we also plan and perform the audit to obtain reasonable assurance about whether the Government has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "Office of Policy and Management's Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Government's major programs. The purpose of these procedures will be to express an opinion on the Government's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the State Single Audit Act. As required by the State Single Audit Act, we will also perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to prevent or detect material noncompliance with compliance requirements applicable to each major state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the State Single Audit.

State Single Audit Addendum - Continued

If our opinion on the State Single Audit compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion(s), we may decline to express an opinion or decline to issue a report as a result of the engagement.

At the conclusion of the engagement, we will upload the reporting package with the Office of Policy and Management using the electronic audit report system (EARS) by the due date of the report plus any extensions. Obtaining extensions is discussed in the body of the engagement letter. We will also file a hard copy with the appropriate cognizant state agency, as required.

Management Responsibilities

Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the Schedule of Expenditures of State Financial Assistance in accordance with the requirements of the State Single Audit. As part of the audit, we will assist with preparation of your schedule of expenditures of state awards and related notes. You agree to include our report on the Schedule of Expenditures of State Financial Assistance in any document that contains, and indicates that we have reported on, the Schedule of Expenditures of State Financial Assistance. You also agree to include the audited financial statements with any presentation of the Schedule of Expenditures of State Financial Assistance that includes our report thereon. You are responsible for making all management decisions and performing all management functions relating to Schedule of Expenditures of State Financial Assistance and related notes, and for accepting full responsibility for such decisions.

Additionally, as required by the State Single Audit, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You will also be required to acknowledge in the management representation letter our assistance with preparation of the Schedule of Expenditures of State Financial Assistance and that you have reviewed and approved the Schedule of Expenditures of State Financial Assistance and related notes prior to their issuance and have accepted responsibility for them. We will place reliance on these representations in issuing our report.

ED001 and Related Forms Addendum

We will apply the agreed upon procedures specified in the Connecticut State Department of Education's (the "Department") Review Package for the June 30, 2015 school year grant applications: ED001 and related.

Engagement Objectives

Our engagement is solely to meet the requirements of the Department. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representations regarding the sufficiency of the procedures.

If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures do not constitute an audit, we will not express an opinion on the ED001 or related forms. In addition, we have no obligation to perform any procedures beyond those listed in the Department's Review Package for the year ended June 30, 2015.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the information and use of the Department and the Town of Monroe, Connecticut's Board of Education and should not be used by those who did not agree to the procedures and take responsibility for the sufficiency of the procedures for their purposes. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Our engagement cannot be open to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist.

Management Responsibilities

You are responsible for the presentation of the ED001 and related reports in accordance with the related instructions issued by the Department. You are responsible for assuming all management responsibilities and for overseeing the adjustments we might recommend as a result of our procedures. This responsibility includes designated an individual with the appropriate skills, knowledge and experience for overseeing our work, evaluating the adequacy and results of the services performed, and accepting responsibility for the results of such services.

DEPARTMENT: FINANCE

MISSION:

To provide timely and accurate financial information to all members of the Public, Town Departments and all Boards and Commissions in an effort to promote better decision making and fiscal resource management while maintaining a high level of compliance with Federal and State regulations, Generally Accepted Accounting Principles, and Government Accounting Standards.

FINANCE:	Dept 0125	15-16	16-17								
1001-10-15101-0120-150001	Finance Director & Comptroller	102,658	102,910								
	Total Admin:	102,658	102,910								
1001-10-15101-0120-150003	Deputy Finance Director & Comptroller	82,000	84,050								
	Longevity	-	750								
	Payroll Clerk	40,381	44,086								
	Longevity	450	450								
	Leap Year	161	-								
	Accounts Payable Clerk	37,568	40,763	Upgrade 7-6 4 to 7-9 1							
	Longevity	100	100								
	Leap Year	141	-								
	Seasonal Audit/Year-End	16,500	16,500								
	Total Other:	177,301	186,699		Hours/yr 15-16	Hrly Rate 15-16	$ Amount 15-16	Hours/yr 16-17	Hrly Rate 16-17	$ Amount 16-17	
1001-10-15101-0120-150005	PT-Bookkeeper	18,252	20,280	Incr Rate	1,014	$ 18.00	$ 18,252	1,014	$ 20.00	$ 20,280	
	PT-Staff Accountant	32,500	33,800	Incr Rate	1,300	$ 25.00	$ 32,500	1,300	$ 26.00	$ 33,800	
	Total Part-Time:	50,752	54,080								
	Total Finance:	330,711	343,689								
	Headcount-FT	4	4								
	Headcount-PT	2	2								

	SALARY SUMMARY	15-16	16-17
	FINANCE SALARY ADMIN	102,658	102,910
	FINANCE SALARY OTHER	177,301	186,699
	FINANCE SALARY-PT	50,752	54,080
		330,711	343,689

FINANCE:	Dept 0125	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 $ Change	%
1001-10-15101-0120- 150001	FINANCE SALARY ADMIN	157,826	102,658	50,200	102,910	-	102,910	252	0.25%
1001-10-15101-0120- 150003	FINANCE SALARY OTHER	173,008	177,301	82,151	186,699	-	186,699	9,398	5.30%
1001-10-15101-0120- 150005	FINANCE SALARY-PT	34,701	50,752	21,289	54,080	-	54,080	3,328	6.56%
1001-10-15101-0120-150700	FINANCE BANK EXPENSE	772	1,800	618	1,800	-	1,800	-	0.00%
1001-10-15101-0120-153005	FINANCE WMNR ADMIN CHGBK	(25,008)	(30,000)	(15,006)	(30,000)	-	(30,000)	-	0.00%
1001-10-15101-0120- 153385	FINANCE OFFICE EXPENSE	17,288	21,500	4,262	20,700	-	20,700	(800)	-3.72%
1001-10-15101-0120-153485	FINANCE R&M EQUIPMENT	-	-	-	-	-	-	-	
	TOTAL FINANCE:	358,586	324,011	143,514	336,189	-	336,189	12,178	3.76%

Explaination of Increases/Decreases:

150001 2.5% Non Union Wage increase and 15/16 wage adjustment allocation.

150003 2.5% Non Union Wage increase, 15/16 wage adjustment allocation and Contractual Union increases.

150005 Increase to PT hourly rates.

153385 Reduction due to 2017 MUNIS Conference location in Boston. Airfare not necessary. Office Supplies: Postage/Copier & Paper Exp / W2, 1099 and 1095 tax forms and envelopes for all Town EE's & Volunteers $7K, Publication of Budget $2K, Supplies to Print/Produce budget for Departments, First Selectman/Town Council/Board of Finance & Referendum(s) versions $2K, MUNIS Conference 2 people $3.5K, continuing MUNIS training for Payroll and Financials $6K.

APPENDIX A

COST PROPOSAL FOR AUDITING SERVICES

Name of firm: O'Connor Davies, LLP

Location of office staffing the audit: Wethersfield/Stamford

Professional audit staff assigned to Monroe (Number): 9

Certified professional audit staff assigned to Monroe (Number): 5

Connecticut municipal audit clients: List fiscal year 2014 engagements for municipalities with population of 15,000 or higher.

1. New Canaan
2. New Fairfield
3.

Audit Fees for Year 1

Proposed Annual Audit Fee for the Town of Monroe: $ 56,000 (similar to 2014)
$1,500 (additional for CAFR)

Hourly rate in excess of fixed fee allowance or for audit services outside the scope of the annual audit: $ Varies by level - see attached

Hours provided for in above stated fees:

Partner-in-charge and review partner	65 hours
Supervising manager	100 hours
Audit Staff	380 hours

Audit Fees for Year 2

Proposed Annual Audit Fee for the Town of Monroe: $ 57,750 (similar to 2014)
$1,500 (additional for CAFR)

Hourly rate in excess of fixed fee allowance or for audit services outside the scope of the annual audit: $ Varies by level - see attached

Hours provided for in above stated fees:

Partner-in-charge and review partner	55 hours
Supervising manager	90 hours
Audit Staff	330 hours

APPENDIX A

Audit Fees for Year 3

Proposed Annual Audit Fee for the Town of Monroe: $ 60,000 (similar to 2014)
$1,500 (additional for CAFR)

Hourly rate in excess of fixed fee allowance or for audit services outside the scope of the annual audit: $ varies by level - see attached

Hours provided for in above stated fees: (These are the estimated hours for all future years)

Partner-in-charge and review partner	50 hours
Supervising manager	80 hours
Audit Staff	310 hours

O'Connor Davies, LLP
(Firm)

(Authorized Signature) (Title)

860-257-1870
(Telephone)

February 18, 2015
(Date)

O'CONNOR DAVIES

COPY

PKF

Audit Engagement Letter

July 1, 2015

Board of Finance
Town of Monroe, Connecticut
7 Fan Hill Road
Monroe, Connecticut 06468

This letter sets forth our understanding of the terms and objectives of our engagement, and the nature and scope of the services we will provide to the Town of Monroe, Connecticut ("the Entity").

Audit objectives

We will audit the Entity's statements of the governmental activities, each major fund and the aggregate remaining fund information and related notes to the financial statements, which collectively comprise the basic financial statements of the Entity as of and for the years ended June 30, 2015 and issue our report thereon as soon as reasonably possible after completion of our work.

Accounting principles generally accepted in the United States of America ("US GAAP") provide for certain required supplementary information ("RSI"), such as management's discussion and analysis to supplement the Entity's financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Entity's RSI in accordance with auditing standards generally accepted in the United States of America ("US GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by US GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Information
- Schedules of Funding Progress and Employer Contributions – Other Post-Employment Benefits
- Schedules of Changes in Net Pension Liability, Employer Contributions and Annual Money-Weighted Rate of Return – Pension Trust Funds

O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

We have also been engaged to report on supplementary information other than the RSI that accompanies the Entity's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with US GAAS and our auditors' report will provide an opinion on such information in relation to the financial statements as a whole:

- Combining and Individual Fund Financial Statements and Schedules
- Schedule of Expenditures of Federal and State Awards

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information.

- Introductory section of the Comprehensive Annual Financial Report
- Statistical section of the Comprehensive Annual Financial Report

The objective of an audit is the expression of an opinion on whether these financial statements are presented fairly, in all material respects, in conformity with US GAAP and to report on the fairness of the supplementary information referred to in the preceding paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

We will conduct the audit in accordance with US GAAS and the standards for financial audits contained in Government Auditing Standards ("GAGAS") issued by the Comptroller General of the United States, and will include tests of accounting records and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. The aforementioned standards require that we obtain reasonable, rather than absolute, assurance that the financial statements are free of material misstatement, whether caused by error or fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Entity's or to acts by management or employees acting on behalf of the Entity. Because the determination of abuse is subjective, GAGAS do not expect auditors to provide reasonable assurance of detecting abuse. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us even though the audit is properly planned and performed in accordance with US GAAS and GAGAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements and on those programs we have determined to be major programs (if applicable). However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets and any material abuse that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to GAGAS.

If our opinion on either the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion(s), we may decline to express an opinion or decline to issue a report as a result of the engagement.

In making our risk assessments, we consider internal control relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to GAGAS. An audit is also not designed to identify significant deficiencies or material weaknesses. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control and other internal control related matters relevant to the audit of the financial statements that we have identified during the audit, as required by US GAAS and GAGAS.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and (2) that the report is an integral part of an audit performed in accordance with GAGAS in considering internal control over financial reporting and compliance in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

We will also communicate with those charged with governance any (a) fraud involving senior management and other fraud that causes a material misstatement of the financial statements; (b) violations of laws or governmental regulations that come to our attention (unless they are clearly inconsequential); (c) disagreements with management and other serious difficulties encountered in performing the audit; and, (d) various matters related to the Entity's accounting policies and financial statements.

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise to be responsible and accountable for overseeing the acceptance and processing of such journal entries.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management's responsibilities

The financial statements and their fair presentation in accordance with US GAAP, including all informative disclosures, RSI and supplementary information, are the responsibility of the Entity's management. Management is also responsible for: (1) the selection and application of accounting policies; (2) the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge; (3) ensuring the Entity complies with the laws and regulations applicable to its activities; (4) making all financial records and related information available to us of which you are aware that is relevant to the preparation and fair presentation of the financial statements, as well as any additional information that we may request for the purpose of the audit; (5) providing us with unrestricted access to persons within the Entity from whom we determine it necessary to obtain audit evidence; and (6) adjusting the financial statements and supplementary information to correct material misstatements.

Management's responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the RSI and supplementary information in accordance with US GAAP; (2) you believe the RSI and supplementary information, including its form and content, is fairly presented in accordance with US GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the RSI and supplementary information.

In order to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements, management is responsible for establishing and maintaining effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities.
Management's responsibilities also include identifying any significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Entity received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring that the Entity complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the audit objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Entity is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

At the conclusion of the engagement, we will request from management written confirmation concerning representations made to us in connection with the audit. The representation letter, among other things, will confirm management's responsibility for: (1) the preparation of the financial statements in conformity with US GAAP, (2) the availability of financial records and related data, and (3) the completeness and availability of all minutes of board meetings. Management's representation letter will further confirm that: (1) the effects of any uncorrected misstatements aggregated by us during the engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (2) we have been informed of, or that there were no incidences of, fraud involving management or those employees who have significant roles in the Entity's internal control. You will also be required to acknowledge in the management representation letter, when applicable, our assistance with preparation of the financial statements and related schedules and RSI. We will place reliance on these representations in issuing our report.

In the event that we become obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, as a direct or indirect result of an intentional, knowing or reckless misrepresentation or provision to us of inaccurate or incomplete information by the Entity or, any elected official, member of management or employee thereof in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us against such obligations.

To the best of your knowledge, you are unaware of any facts which might impair our independence with respect to this engagement.

The financial statements are the property of the Entity and can be reproduced and distributed as management desires. However, you must notify us in advance and obtain our approval if you intend to make reference to our firm in a document that includes our auditors' report on the financial statements. Because our engagement does not contemplate the foregoing, there may be an additional fee in connection with our review of any such documents. In the event our auditor/client relationship has been terminated when the Entity seeks such consent, we will be under no obligation to grant such consent or approval.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We understand that your accounting department personnel will assist us to the extent practicable in completing the audit. They will provide us with detailed trial balances, supporting schedules, and other information we deem necessary. A list of these schedules and other items of information will be furnished to you before we begin the audit. The timely and accurate completion of this information is an essential condition to our completion of the audit and the issuance of the audit report.

We keep documents related to this engagement in accordance with our records retention policy and applicable regulations. However, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Management is responsible for management decisions and assuming all management responsibilities; for designating an individual with suitable skill, knowledge, and/or experience to oversee the non-attest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

If fraud is discovered in any Connecticut government, you are required to report this to the Office of Policy and Management. If you do not do so, we are required to make that report.

Non-reliance on Oral Advice

It is our policy to put all advice on which a client intends to rely in writing. We believe that is necessary to avoid confusion and to make clear the specific nature and limitations of our advice. You should not rely on any advice that has not been put in writing by our firm after a full supervisory review.

Electronic and other communication

During the course of the engagement, we may communicate with you or with Entity personnel via fax or e-mail. You should be aware that communication in those media may be unsafe to use and contains a risk of misdirection and/or interception by unintended third parties, or failed delivery or receipt. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail or other electronic transmissions, including any consequential, incidental, direct, indirect or special damages.

Access to working papers

During the course of this engagement, we will develop files of various documents, schedules and other related engagement information known as our working papers. As we are sure you can appreciate, these working papers may contain confidential information and our firm's proprietary data. You understand and agree that these working papers are, and will remain, our exclusive property. Except as discussed below, any requests for access to our working papers will be discussed with you before making them available to requesting parties:

(1) Our firm, as well as other accounting firms, participates in a peer review program covering our audit and accounting practices. This program requires that once every three years we subject our system of quality control to an examination by another accounting firm. As part of this process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected for review. If it is, the other firm is bound by professional standards to keep all information confidential.

(2) We may be requested to make certain working papers available to regulators pursuant to authority given to them by law, regulation or subpoena. Such regulators may include (i) a federal agency providing direct or indirect funding or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities; (ii) the American Institute of Certified Public Accountants; and (iii) the State Education Department. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to them. The regulator may intend, or decide, to distribute the photocopies or information contained therein to others, including other government agencies.

Initial audit engagements

In initial audit engagements, professional standards require that we perform specified procedures to obtain sufficient appropriate audit evidence regarding opening balances. In addition, prior to our acceptance of this engagement, we are required to contact the Entity's predecessor auditor, Mahoney Sabol & Company, LLP, and make specific and reasonable inquiries of the predecessor regarding matters that will assist us in determining our acceptance of this engagement. Accordingly, our acceptance of this engagement is predicated upon our discussion with the predecessor auditor. Furthermore, because this will be our initial audit of the Entity, our review of the predecessor auditor's prior-period working papers will be a necessary procedure that will assist in the planning of our engagement. You agree to authorize the predecessor auditor to respond fully to our inquiries and grant us access to their working papers. If the predecessor auditor requests that authorization in writing, you agree to comply with that request. The predecessor auditor may charge fees for their time expended in providing the required access, and any such fees will be your responsibility.

Fees and billing

The components of our fee are detailed below:

General Government	$ 32,000
Board of Education (including ED001)	20,000
Federal Single Audit, if applicable (threshold is increasing)	4,000
For similar services to the June 30, 2014 financial statements	$ 56,000
Preparation of a CAFR (New Service, 2014 was not a CAFR)	$ 1,500

The fee is based on anticipated cooperation from your personnel, audit condition of the books and records and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In accordance with our firm policies, work may be suspended if your account becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Our fees for these services are due and payable under the payment schedule which follows. Invoices for additional amounts that may be incurred for these and other services will be rendered as such work progresses and are payable upon presentation.

Payments will be due	Percentage
Upon completion of our audit planning work	25%
Upon completion of our audit field work	65%
Upon submission of the final report(s)	10%
	100%

Employment of firm partner or professional employee

Professional standards require that we perform certain additional procedures on current and previous engagements whenever a partner or professional employee leaves the firm and is subsequently employed by or is associated with a client. Accordingly, the Entity agrees it will compensate our firm for any additional costs incurred as a result of the Entity's employment of a partner or professional employee of our firm.

Liability

Any and all claims by the Entity arising under this engagement must be commenced by the Entity within one year following the date on which our firm delivered our report on the financial statements associated with this engagement, or the date the Entity is informed of the engagement's termination in the event our report is not delivered, for any reason.

You agree to indemnify our firm, its partners, principals and employees, to the fullest extent permitted by law for any expense, including compensation for our time at our standard billing rates and reimbursement for our out-of-pocket expenses and reasonable attorneys' fees, incurred in complying with or responding to any request (by subpoena or otherwise) for testimony, documents or other information concerning the Entity by any governmental agency or investigative body or by a party in any litigation or dispute other than litigation or disputes involving claims by the Entity against the firm. This indemnification will survive termination of this engagement.

Dispute resolution

Any claim or controversy ("dispute") arising out of or relating to this engagement, the services provided thereunder, or any other services provided by or on behalf of the firm or any of its subcontractors or agents to the Entity or at its request (including any dispute involving any person or entity for whose benefit the services in question are or were provided), shall first be submitted in good faith for mediation administered by the American Arbitration Association ("AAA") under its Mediation Rules. Each party shall bear its own costs in the mediation. Absent an agreement to the contrary, the fees and expenses of the mediator shall be shared equally by the parties.

If the dispute is not resolved by mediation, any proceedings arising out of and/or relating to this engagement shall be resolved by a judge trial without a jury and the right to a jury trial is waived, to the fullest extent permitted by applicable law.

Confirmation and other

Marcia L. Marien, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We expect to begin our audit near the end of your fiscal year and to issue our report no later than December 31st. In order to meet this deadline, we will need all information from the Town of Monroe, Connecticut by November 25th. If there are still outstanding items at this date, we will ask for a 30-day extension of time to file this report with the State of Connecticut. The reporting package must be submitted by December 31st, unless an extension is applied for by November 30th and agreed to in advance by the cognizant agency.

GAGAS require that we provide you with a copy of our most recent external peer review report, and any subsequent peer review reports received during the period of the contract. Our latest peer review report accompanies this letter.

We will provide copies of our reports to the Entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Our audit engagement for each year ends on delivery of our audit report covering that year. Requests for services other than those included in this engagement letter will be agreed upon separately.

We keep documents related to this engagement in accordance with our records retention policy and applicable regulations or for any additional period requested by the applicable cognizant agency. If we are aware that a federal and/or state awarding agency or the Entity is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. We do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

During the performance of this engagement, we will not discriminate with any vendor or employee. We will follow all federal, state and local laws and regulations, including Connecticut's Executive Order Number 3 with respect to nondiscrimination and 17 with respect to posting of job openings.

Additional Services Included in Attached Addendum:	Included?
Federal Single Audit	Yes
Connecticut Single Audit	Yes
ED001 and Related Forms	Yes

Prior to the commencement of our audit we may not know if an audit performed in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations is required. Consequently this letter includes our best estimate as of the date of this engagement letter.

All rights and obligations set forth herein shall become the rights and obligations of any successor firm to O'Connor Davies, LLP by way of merger, acquisition or otherwise.

If this letter correctly expresses your understanding of the terms of our engagement, including our respective responsibilities, please sign the enclosed copy where indicated and return it to us.

We are pleased to have this opportunity to serve you.

Very truly yours,

Marcia L. Marien, CPA
Partner

Enclosures

The services and terms described in the foregoing letter are in accordance with our requirements and are acceptable to us.

Town of Monroe, Connecticut

BY: _____

TITLE: _____

DATE: _____

O'Connor Davies, LLP, is a member firm of PKF International Limited, a network of legally independent firms. Neither the other member firms nor PKF International Limited are responsible or accept liability for the work or advice which O'Connor Davies, LLP provides to its clients.

* * *

DAVIE KAPLAN
Certified Public Accountants

System Review Report

May 15, 2014

To the Partners of O'Connor Davies, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of O'Connor Davies, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards;* audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations (Service Organizations Control (SOC) 1 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of O'Connor Davies, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies) or fail.* O'Connor Davies, LLP has received a peer review of *pass.*

Davie Kaplan, CPA, P.C.

Davie Kaplan, CPA, P.C.

Davie Kaplan, CPA, P.C.
1000 First Federal Plaza · Rochester, New York 14614
Tel: 585-454-4161 · Fax: 585-454-2573 · www.daviekaplan.com

Federal Single Audit Addendum

Schedule of Expenditures of Federal Awards

The Schedule of Expenditures of Federal Awards will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. GAAS, and our auditors' report will provide an opinion on such information in relation to the financial statements as a whole.

Audit of Major Program Compliance

Our audit of Town of Monroe, Connecticut's major federal award program(s) compliance will be made in accordance with the requirements of the Single Audit Act, as amended; and the provisions of U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and other procedures we consider necessary to enable us to express such an opinion and render the required reports.

An audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements and on those programs we have determined to be major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets and any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

The objective of our audit also includes reporting on internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the Government has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Circular A-133 Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Government's major programs. The purpose of these procedures will be to express an opinion on the Government's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133. As required by OMB Circular A-133, we will also perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to prevent or detect material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

Federal Single Audit Addendum – Continued

If our opinion on the Federal Single Audit compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion(s), we may decline to express an opinion or decline to issue a report as a result of the engagement.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

Management Responsibilities

Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your schedule of expenditures of federal awards and related notes. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. You are responsible for making all management decisions and performing all management functions relating to schedule of expenditures of federal awards and related notes, and for accepting full responsibility for such decisions.

Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You will also be required to acknowledge in the management representation letter our assistance with preparation of the schedule of expenditures of federal awards and that you have reviewed and approved the schedule of expenditures of federal awards and related notes prior to their issuance and have accepted responsibility for them. We will place reliance on these representations in issuing our report.

State Single Audit Addendum

Schedule of Expenditures of State Financial Assistance

The Schedule of Expenditures of State Financial Assistance will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. GAAS, and our auditors' report will provide an opinion on such information in relation to the financial statements as a whole.

Audit of Major Program Compliance

Our audit of Town of Monroe, Connecticut's major state award program(s) compliance will be made in accordance with the requirements of the Connecticut Single Audit Act, C.G.S Section 4-230 to 4-236; and other procedures we consider necessary to enable us to express such an opinion and render the required reports.

An audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements and on those programs we have determined to be major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets and any material abuse that comes to our attention. We will include such matters in the reports required for a State Single Audit. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

The objective of our audit also includes reporting on internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the State Single Audit.

The State Single Audit requires that we also plan and perform the audit to obtain reasonable assurance about whether the Government has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "Office of Policy and Management's Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Government's major programs. The purpose of these procedures will be to express an opinion on the Government's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the State Single Audit Act. As required by the State Single Audit Act, we will also perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to prevent or detect material noncompliance with compliance requirements applicable to each major state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the State Single Audit.

State Single Audit Addendum - Continued

If our opinion on the State Single Audit compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion(s), we may decline to express an opinion or decline to issue a report as a result of the engagement.

At the conclusion of the engagement, we will upload the reporting package with the Office of Policy and Management using the electronic audit report system (EARS) by the due date of the report plus any extensions. Obtaining extensions is discussed in the body of the engagement letter. We will also file a hard copy with the appropriate cognizant state agency, as required.

Management Responsibilities

Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the Schedule of Expenditures of State Financial Assistance in accordance with the requirements of the State Single Audit. As part of the audit, we will assist with preparation of your schedule of expenditures of state awards and related notes. You agree to include our report on the Schedule of Expenditures of State Financial Assistance in any document that contains, and indicates that we have reported on, the Schedule of Expenditures of State Financial Assistance. You also agree to include the audited financial statements with any presentation of the Schedule of Expenditures of State Financial Assistance that includes our report thereon. You are responsible for making all management decisions and performing all management functions relating to Schedule of Expenditures of State Financial Assistance and related notes, and for accepting full responsibility for such decisions.

Additionally, as required by the State Single Audit, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You will also be required to acknowledge in the management representation letter our assistance with preparation of the Schedule of Expenditures of State Financial Assistance and that you have reviewed and approved the Schedule of Expenditures of State Financial Assistance and related notes prior to their issuance and have accepted responsibility for them. We will place reliance on these representations in issuing our report.

ED001 and Related Forms Addendum

We will apply the agreed upon procedures specified in the Connecticut State Department of Education's (the "Department") Review Package for the June 30, 2015 school year grant applications: ED001 and related.

Engagement Objectives

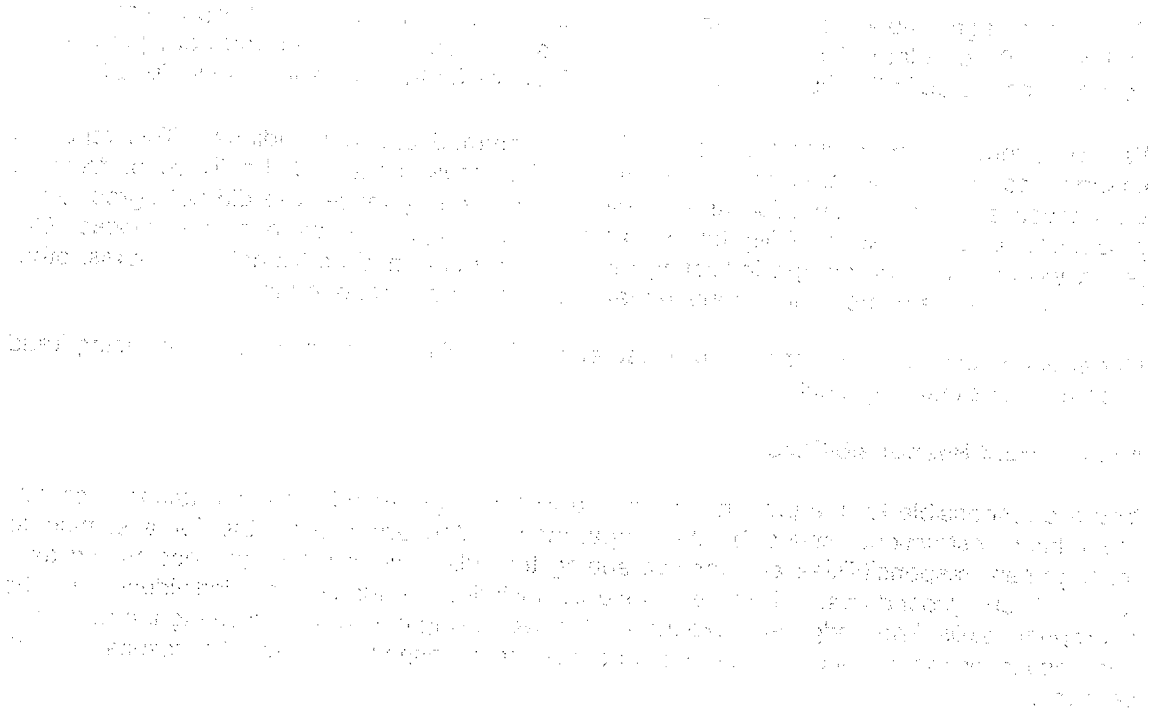
Our engagement is solely to meet the requirements of the Department. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representations regarding the sufficiency of the procedures.

If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures do not constitute an audit, we will not express an opinion on the ED001 or related forms. In addition, we have no obligation to perform any procedures beyond those listed in the Department's Review Package for the year ended June 30, 2015.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the information and use of the Department and the Town of Monroe, Connecticut's Board of Education and should not be used by those who did not agree to the procedures and take responsibility for the sufficiency of the procedures for their purposes. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Our engagement cannot be open to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist.

Management Responsibilities

You are responsible for the presentation of the ED001 and related reports in accordance with the related instructions issued by the Department. You are responsible for assuming all management responsibilities and for overseeing the adjustments we might recommend as a result of our procedures. This responsibility includes designated an individual with the appropriate skills, knowledge and experience for overseeing our work, evaluating the adequacy and results of the services performed, and accepting responsibility for the results of such services.