Town of East Haddam
Budget Requests for BOS Review 2/13/2021



Preliminary version

Last updated 02/13/21

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INTRODUCTION

Transmittal Letter

To follow is the information the Board of Selectmen anticipates reviewing at their February 13, 2021, budget workshop. The budgets that will be reviewed are the budget requests. The Board, as they work through the process anticipates making adjustments to the requests. Information for budget workshops, the budgets to be reviewed and any adjustments made will be available on the town's website
at: https://www.easthaddam.org/departments/FinanceDepartment/Budgets

This budget document was updated following the BOS meeting to adjust formatting and a few typographical errors.

DEPARTMENTS

Town Office Building

Donald Angersola and Linda Zemienieski
Dir. of Operations/1st Selectman Exec. Assist.

Current Town Office Building was vacated as of mid-February 2018. Operating expenses for the former Town Office Building in its current capacity are included in this budget. Operating expenses include telephone alarm lines, sewer use fees, heat, electricity, building maintenance and corresponding maintenance supply costs. The Town Office site reuse is currently being investigated.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- The Town is currently evaluating the village revitalization proposal submitted by Centerbridge Group.
- Repair of the back staircase has been completed for safety purposes.
- Building has been moderately maintained and heated until a final determination is made regarding use of the former Town Office site.

Fiscal Year 2021-2022 Major Service Level Goals

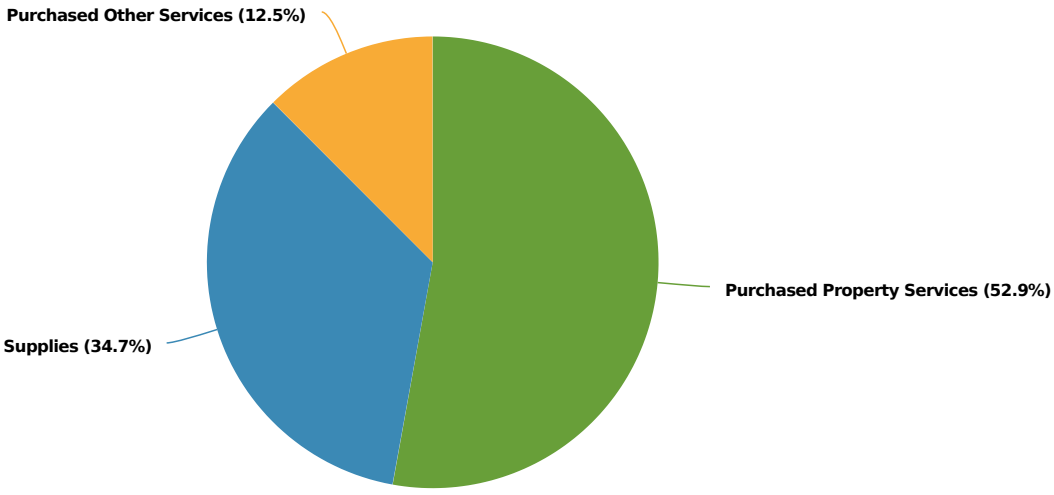
- Building will be moderately maintained and heated until a final determination is made regarding use of the former Town Office site.

Additional Budget Information

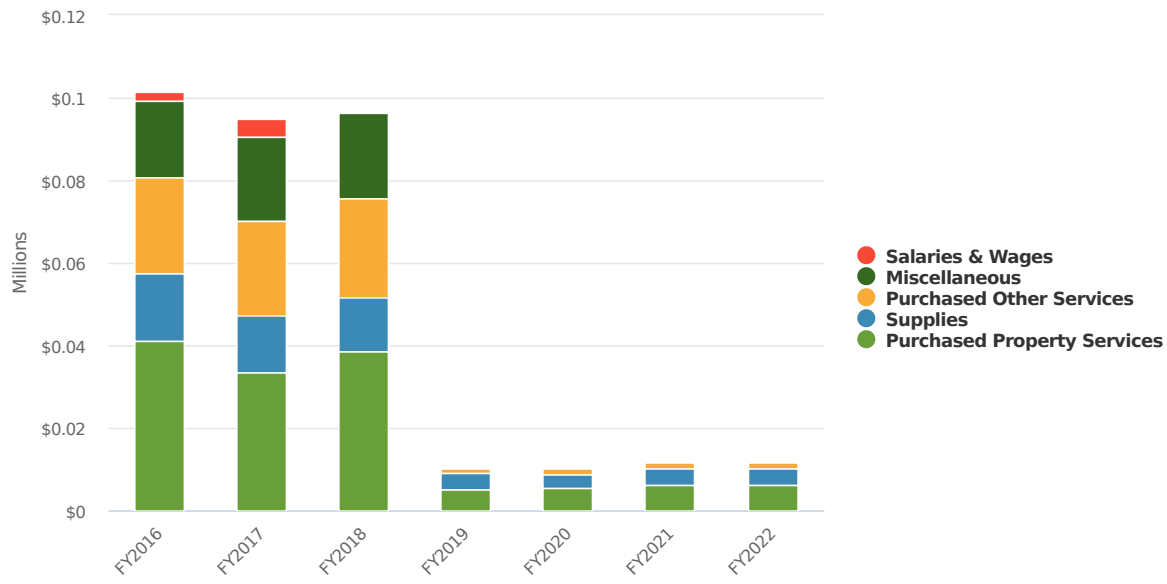
- Operating budget has remained flat.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Purchased Property Services					
General Government					
BUILDING MAINTENANCE	10541710-54301	$4,000.00	$4,000.00	$0.00	
WATER/SEWER	10541710-54411	$2,100.00	$2,100.00	$0.00	
Total General Government:		**$6,100.00**	**$6,100.00**	**$0.00**	
Total Purchased Property Services:		**$6,100.00**	**$6,100.00**	**$0.00**	
Purchased Other Services					
General Government					
TELEPHONE/CELL PHONE	10541710-55305	$1,440.00	$1,440.00	$0.00	
Total General Government:		**$1,440.00**	**$1,440.00**	**$0.00**	
Total Purchased Other Services:		**$1,440.00**	**$1,440.00**	**$0.00**	
Supplies					
General Government					
ELECTRICITY	10541710-56220	$1,000.00	$1,000.00	$0.00	
HEAT (FUEL OIL)	10541710-56270	$3,000.00	$3,000.00	$0.00	
Total General Government:		**$4,000.00**	**$4,000.00**	**$0.00**	
Total Supplies:		**$4,000.00**	**$4,000.00**	**$0.00**	

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Total Expense Objects:		**$11,540.00**	**$11,540.00**	**$0.00**	

Town Meeting Hall

Donald Angersola and Linda Zemienieski
Dir. of Operations/1st Selectman Exec. Assist.

Operating expenses for the old Town Hall, 492 Town Street. Operating expenses include, electricity, heat sources, building maintenance and corresponding supply costs.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- This building has been maintained to the best of our abilities.
- Replaced deceased Norway spruce tree.
- Replaced broken outdoor flagpole.

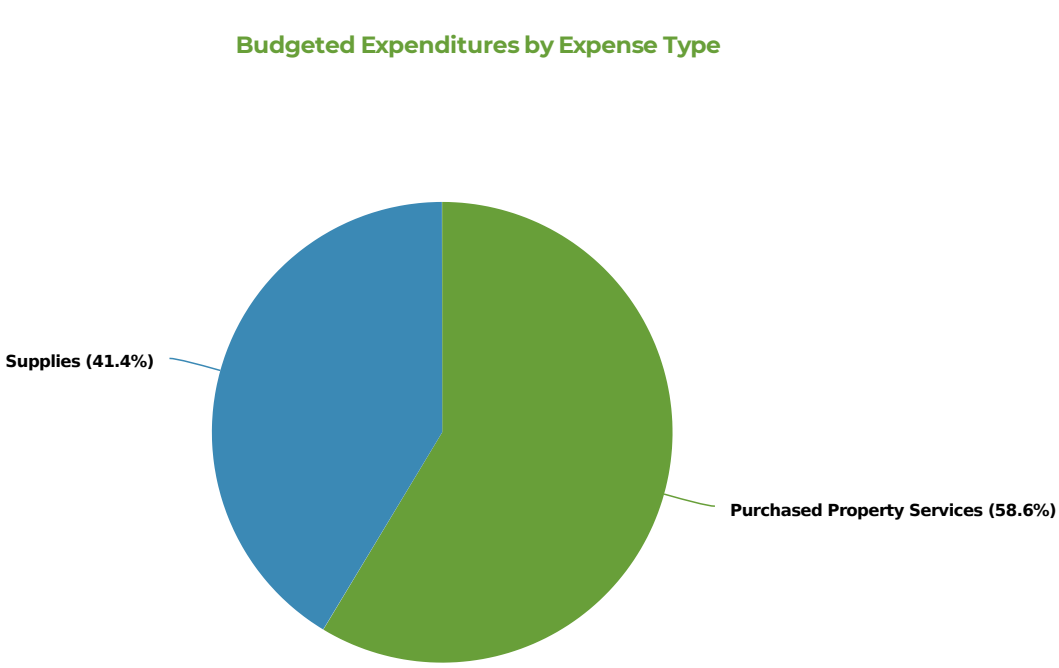
Fiscal Year 2021-2022 Major Service Level Goals

- To continue to maintain building for employees, boards and commissions and the public.
- Continue to provide regular maintenance and upkeep on this building.

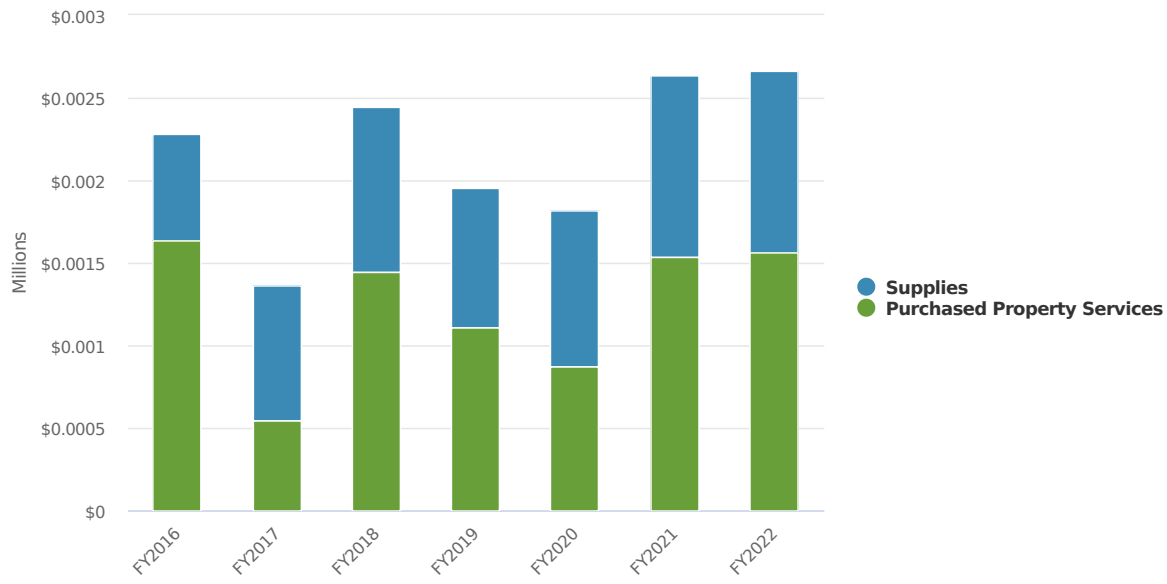
Additional Budget Information

- Budget increase due to increase in annual service for two propane heaters.
- Budget planning should commence to fund window replacement in four years.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Purchased Property Services					
General Government					
BUILDING MAINTENANCE	10541831-54301	$1,540.00	$1,560.00	$20.00	
Total General Government:		**$1,540.00**	**$1,560.00**	**$20.00**	
Total Purchased Property Services:		**$1,540.00**	**$1,560.00**	**$20.00**	
Supplies					
General Government					
ELECTRICITY	10541831-56220	$700.00	$700.00	$0.00	
BOTTLED GAS (PROPANE)	10541831-56230	$300.00	$300.00	$0.00	
OTHER SUPPLIES	10541831-56900	$100.00	$100.00	$0.00	
Total General Government:		**$1,100.00**	**$1,100.00**	**$0.00**	
Total Supplies:		**$1,100.00**	**$1,100.00**	**$0.00**	
Total Expense Objects:		**$2,640.00**	**$2,660.00**	**$20.00**	

River House/Annex

Donald Angersola and Linda Zemienieski
Dir. of Operations/1st Selectman Exec. Assist.

Operating expenses for the River House and Annex/Garage are included in the budget. Operating expenses include electricity, heat sources, building maintenance and corresponding supply costs.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Staff moved from site in February 2018.
- The Town is currently evaluating the village revitalization proposal submitted by Centerbridge Group.
- River House and Annex have been maintained for their current usage.

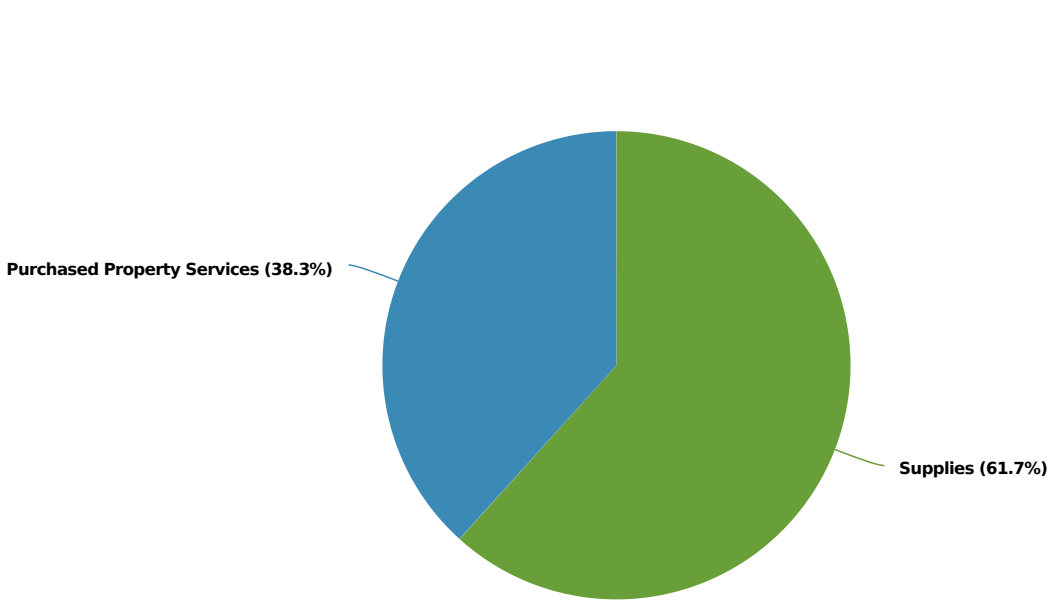
Fiscal Year 2021-2020 Major Service Level Goals

- Building will be moderately maintained and heated until a final determination is made regarding use of the former Town Office site.

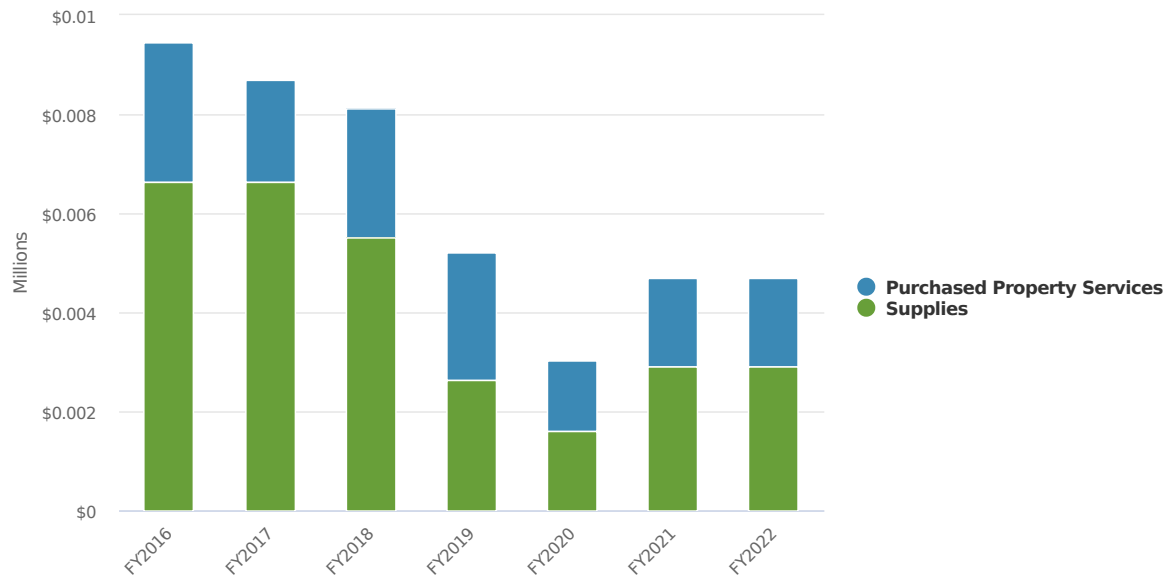
Additional Budget Information

- Operating budget has remained flat.
- Heat: The price of $2.50 per gallon was used for budgetary purposes for fiscal year 2021-2022. Usage estimate is 500 gallons.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Purchased Property Services					
General Government					
BUILDING MAINTENANCE	10541832-54301	$1,800.00	$1,800.00	$0.00	
Total General Government:		**$1,800.00**	**$1,800.00**	**$0.00**	
Total Purchased Property Services:		**$1,800.00**	**$1,800.00**	**$0.00**	
Supplies					
General Government					
ELECTRICITY	10541832-56220	$1,500.00	$1,500.00	$0.00	
HEAT (FUEL OIL)	10541832-56270	$1,200.00	$1,200.00	$0.00	
OTHER SUPPLIES	10541832-56900	$200.00	$200.00	$0.00	
Total General Government:		**$2,900.00**	**$2,900.00**	**$0.00**	
Total Supplies:		**$2,900.00**	**$2,900.00**	**$0.00**	
Total Expense Objects:		**$4,700.00**	**$4,700.00**	**$0.00**	

Grange Hall

Donald Angersola and Linda Zemienieski
Dir. of Operations/1st Selectman Exec. Assist.

Operating expenses for the Grange Hall, 488 Town Street, are included in this budget. Operating expenses include electricity, heat source, building maintenance and corresponding supply costs.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Continued to provide regular maintenance and upkeep on this building.
- Provided necessary building repairs to accommodate operation of East Haddam Food Bank.
- In partnership with Food Bank, installed generator to service eleven refrigerators/freezers and building during power outages.
- Replaced handrails on stairs.
- Conversion to LED throughout building to be completed in Spring 2021.
- Replaced men's room toilet.

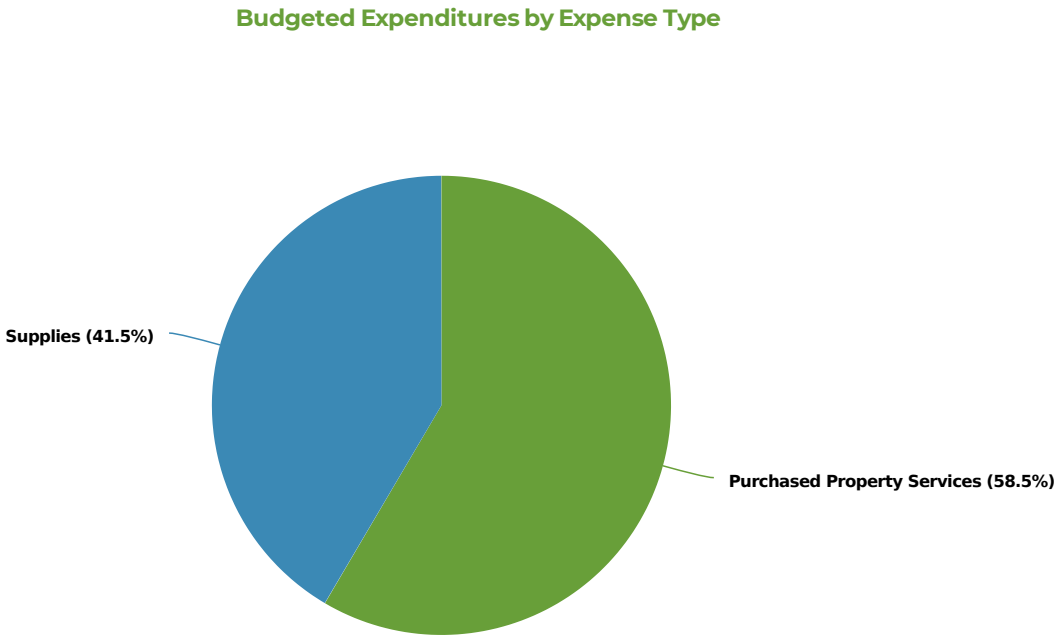
Fiscal Year 2021-2022 Major Service Level Goals

- Continue to provide regular maintenance and upkeep on this building.
- Contunue to assist Food Bank with building repairs as necessary.
- Replace handicap ramp handrails.
- Replace outdoor lighting.

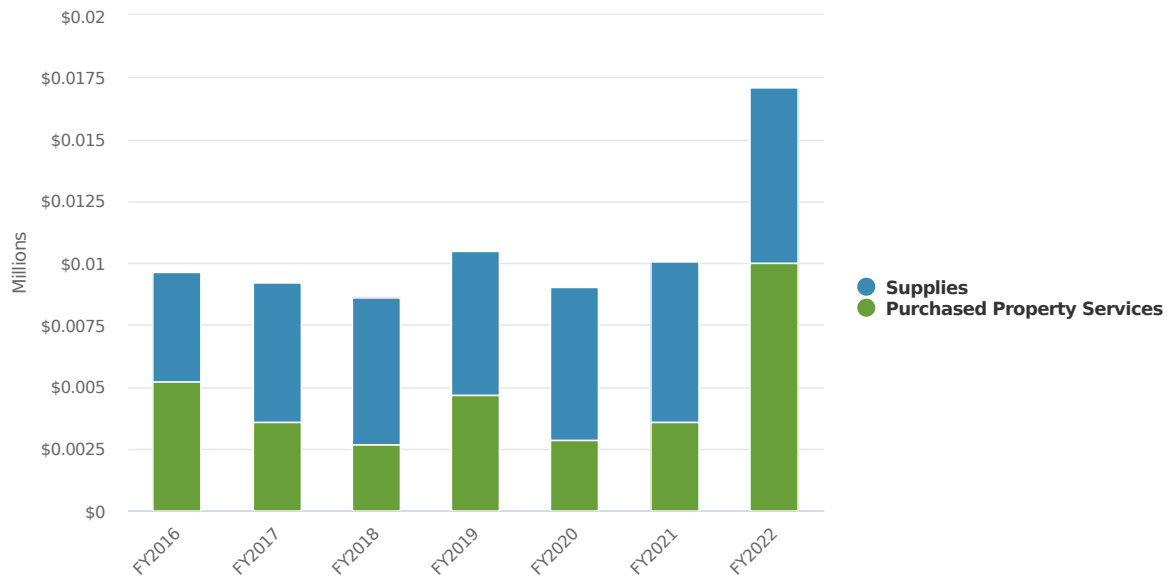
Additional Budget Information

- Heating based on 1,400 gallons per year.
- Operating budget has increase to fund handicapped ramp handrail and outdoor lighting replacements.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Purchased Property Services					
General Government					
BUILDING MAINTENANCE	10541833-54301	$3,550.00	$10,000.00	$6,450.00	
Total General Government:		**$3,550.00**	**$10,000.00**	**$6,450.00**	
Total Purchased Property Services:		**$3,550.00**	**$10,000.00**	**$6,450.00**	
Supplies					
General Government					
ELECTRICITY	10541833-56220	$3,000.00	$3,000.00	$0.00	
BOTTLED GAS (PROPANE)	10541833-56230		$600.00		
HEAT (FUEL OIL)	10541833-56270	$3,500.00	$3,500.00	$0.00	
Total General Government:		**$6,500.00**	**$7,100.00**	**$600.00**	
Total Supplies:		**$6,500.00**	**$7,100.00**	**$600.00**	
Total Expense Objects:		**$10,050.00**	**$17,100.00**	**$7,050.00**	

Millington School House

Donald Angersola and Linda Zemienieski
Dir. of Operations/1st Selectman Exec. Assist.

Operating expenses for the Millington School House are included under this budget. Operating expenses include electricity, building maintenance and corresponding supply costs.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Continued to provide regular maintenance and upkeep on this building.
- Removal and replacement of front porch decking and stair treads and risers to be completed in Spring 2021.

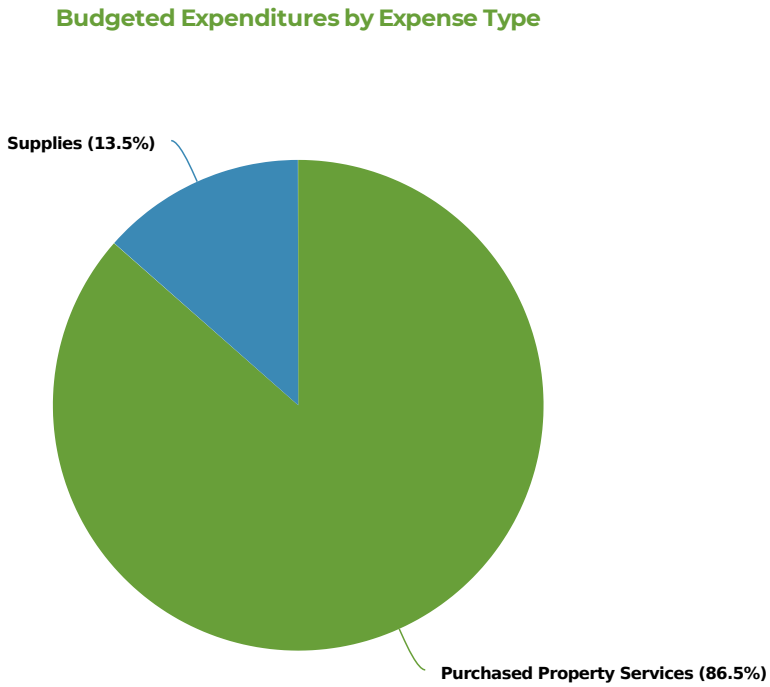
Fiscal Year 2021-2022 Major Service Level Goals

- Continue to provide regular maintenance and upkeep on this building.
- Repair and replacement of rotted areas of siding to be completed in Summer 2021.

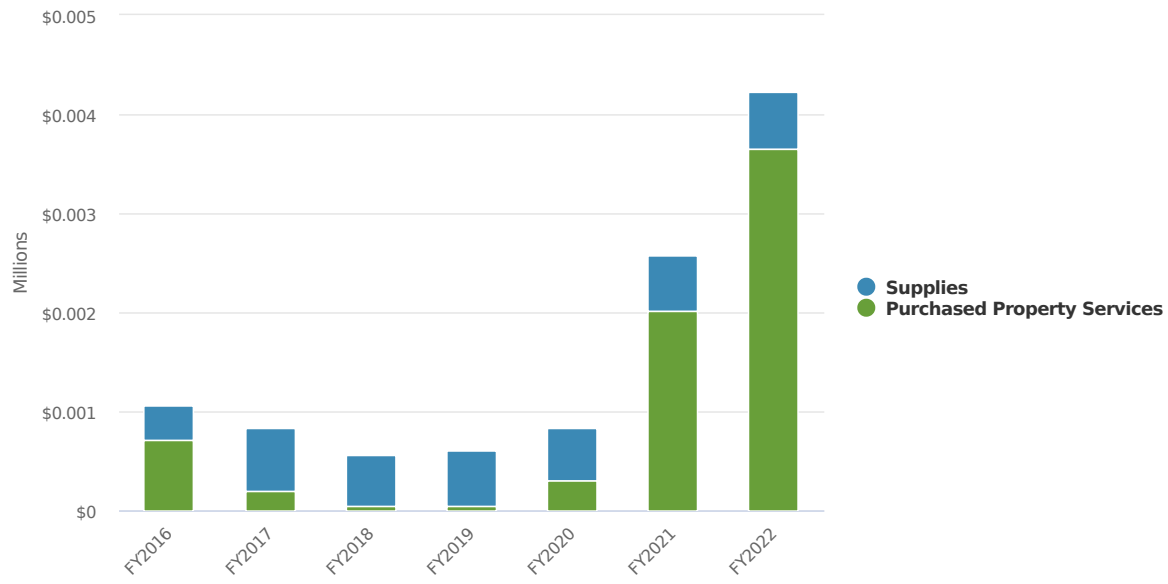
Additional Budget Information

- Operating budget has increased to fund repair and replacement of rotted areas of siding and broken flagpole.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Purchased Property Services					
General Government					
BUILDING MAINTENANCE	10541834-54301	$2,010.00	$3,650.00	$1,640.00	
Total General Government:		**$2,010.00**	**$3,650.00**	**$1,640.00**	
Total Purchased Property Services:		**$2,010.00**	**$3,650.00**	**$1,640.00**	
Supplies					
General Government					
ELECTRICITY	10541834-56220	$570.00	$570.00	$0.00	
Total General Government:		**$570.00**	**$570.00**	**$0.00**	
Total Supplies:		**$570.00**	**$570.00**	**$0.00**	
Total Expense Objects:		**$2,580.00**	**$4,220.00**	**$1,640.00**	

Municipal Office Complex/Central Services

Donald Angersola and Linda Zemienieski
Dir. of Operations/1st Selectman Exec. Assist.

Service Narrative:
Operating expenses for the Municipal Office Complex as a fully operational facility are included in this budget. Some expenses previously budgeted in Central Services/Town Office Building have been moved or merged into the Municipal Office Complex budget. Operating expenses include telephone, electricity, propane, building maintenance and corresponding supply costs, providing equipment and supplies for document and map copying, providing temporary help during employee absences (Supplemental Wages), postage, office supplies, gasoline, maintaining memberships to municipal organizations and publishing *East Haddam Events Magazine*.

Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Custodian	Hourly	30 hours per week	Non-Union
Custodian	Hourly	25 hours per week	Non-Union

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Established strong maintenance program to maintain the life of the building.
- Worked with Municipal Office Building Committee to complete final construction items.
- Worked on hosting more training workshops through outside agencies utilizing our technology equipped meeting rooms until these options were interrupted due to the coronavirus pandemic.
- Due to the coronavirus pandemic, we established virtual meeting options for the safety of our staff, boards, commissions and residents utilizing our technology equipped meeting rooms.
- Completed fencing project at the skate park so that it may be closed and locked at dusk, for maintenance or for safety reasons due to the coronavirus pandemic.

Fiscal Year 2021-2022 Major Service Level Goals

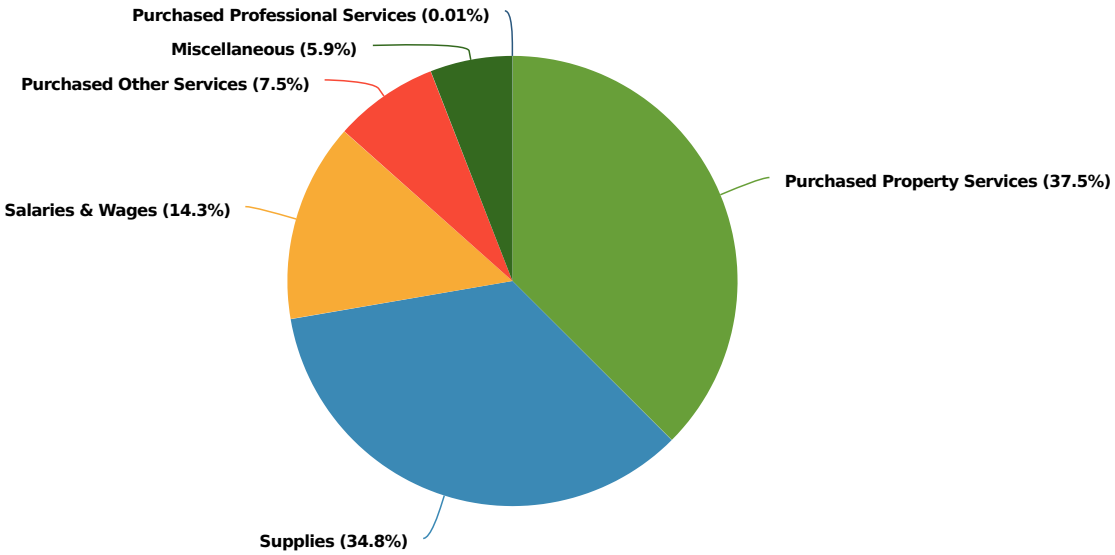
- Continue to provide a strong maintenance program to maintain the life of the building.
- Continue to work with Municipal Office Building Committee to complete final construction items such as tennis court.
- To monitor and continue to work on controlling utility costs.
- To implement construction of storage space in the basement.
- To provide additional meeting rooms with video conferencing technology.
- To provide upgraded security within the building by installing interior office door thumb turn locks.
- To continue communications with citizens and other towns in a professional and business-like manner.
- To continue to maintain memberships in municipal organizations.
- To continue to host training workshops for boards, commissions, committees and staff.

Additional Budget Information

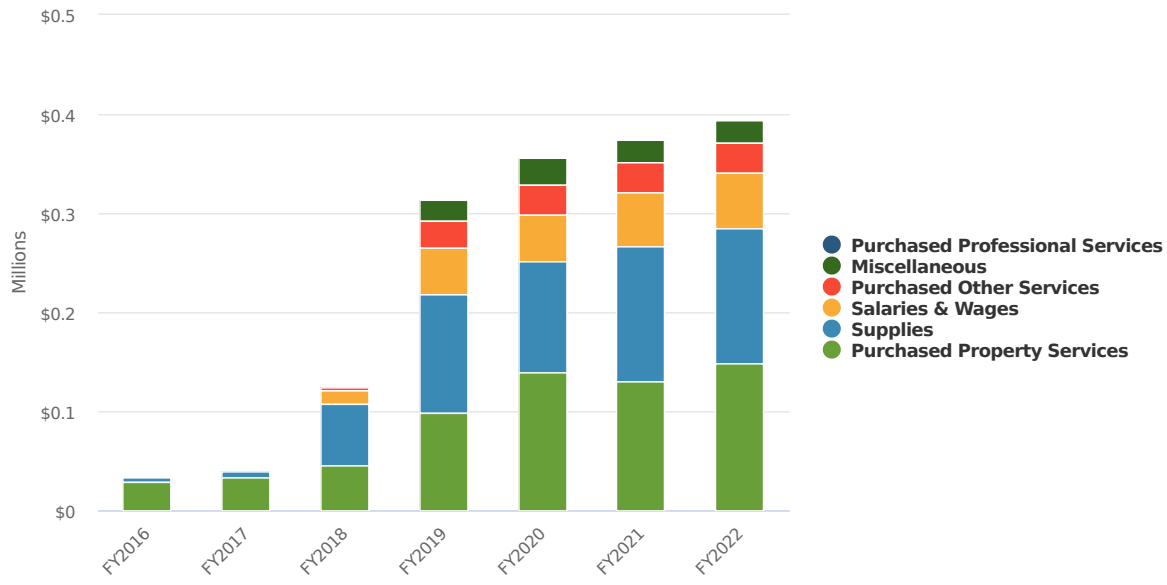
- Salaries: The clerical union contract will expire on June 30, 2021. A 2.75% placeholder has been put into the budget until the contract negotiation is completed. The clerical wage increase applies to non-union employees as well.
- Cleaning Services: This budget provides funding for all town buildings except daily cleaning of the Municipal Office Complex with contracted cleaning services. Stripping and waxing of Municipal Office Complex Park & Recreation corridor floors once per year is included in this budget line.
- Building Maintenance: All annual service contracts for the Municipal Office Complex and mandatory water testing fees for all buildings are included in this budget line. Additional maintenance funding has been included for gutter, drainage, and electrical (generator) repairs,
- Office Supplies: This budget Line provides funding for all duplicating supplies (all size copy paper and map copier paper rolls) for all town departments.
- Other Supplies: This budget line provides funding for all cleaning and maintenance items for all Town buildings.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Salaries & Wages					
General Government					

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
REGULAR EMPLOYEES	10541993-51510	$51,886.00	$53,768.00	$1,882.00	
OTHER WAGES	10541993-51590	$2,500.00	$2,500.00	$0.00	
Total General Government:		**$54,386.00**	**$56,268.00**	**$1,882.00**	
Total Salaries & Wages:		**$54,386.00**	**$56,268.00**	**$1,882.00**	
Purchased Professional Services					
General Government					
HISTORIAN EXPENSE	10541993-53930	$50.00	$50.00	$0.00	
Total General Government:		**$50.00**	**$50.00**	**$0.00**	
Total Purchased Professional Services:		**$50.00**	**$50.00**	**$0.00**	
Purchased Property Services					
General Government					
CLEANING SERVICES	10541993-54200	$35,500.00	$37,000.00	$1,500.00	
REPAIRS AND MAINTENANCE	10541993-54300	$18,545.00	$15,700.00	-$2,845.00	
BUILDING MAINTENANCE	10541993-54301	$48,250.00	$67,200.00	$18,950.00	
RENTALS (COPIERS/POSTAGE METER)	10541993-54400	$27,500.00	$27,900.00	$400.00	
Total General Government:		**$129,795.00**	**$147,800.00**	**$18,005.00**	
Total Purchased Property Services:		**$129,795.00**	**$147,800.00**	**$18,005.00**	
Purchased Other Services					
General Government					
POSTAGE/ENVELOPES	10541993-55301	$700.00	$700.00	$0.00	
TELEPHONE/CELLPHONE	10541993-55305	$28,685.00	$28,900.00	$215.00	
Total General Government:		**$29,385.00**	**$29,600.00**	**$215.00**	
Total Purchased Other Services:		**$29,385.00**	**$29,600.00**	**$215.00**	
Supplies					
General Government					
SUPPLIES	10541993-56010	$6,480.00	$6,480.00	$0.00	
ELECTRICITY	10541993-56220	$90,000.00	$90,000.00	$0.00	
BOTTLED GAS (PROPANE)	10541993-56230	$20,400.00	$20,400.00	$0.00	
GASOLINE	10541993-56260	$500.00	$400.00	-$100.00	
OTHER SUPPLIES	10541993-56900	$20,000.00	$20,000.00	$0.00	
Total General Government:		**$137,380.00**	**$137,280.00**	**-$100.00**	

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Total Supplies:		**$137,380.00**	**$137,280.00**	**-$100.00**	
Miscellaneous					
General Government					
DUES AND FEES	10541993-58100	$23,050.00	$23,278.00	$228.00	
Total General Government:		**$23,050.00**	**$23,278.00**	**$228.00**	
Total Miscellaneous:		**$23,050.00**	**$23,278.00**	**$228.00**	
Total Expense Objects:		**$374,046.00**	**$394,276.00**	**$20,230.00**	

Regional Probate Court #14

Jennifer Berkenstock
Probate Judge

In 2009, the Connecticut State Legislature enacted legislation that provided for the regionalization of Connecticut's Probate Court System. As a result of this legislation, East Haddam, East Hampton, Marlborough and Portland became part of a regional Probate Court effective January 1, 2011—Region #14 District Probate Court.

The Court is located in Marlborough at 9 Austin Drive, Suite 211. The Court is open Monday, Tuesday and Wednesday from 8:30 am to 4:30 pm, Thursday from 8:30 am to 5:00 pm and Friday from 8:30 am to 4:00 pm. The Court is staffed by Probate Judge Jennifer Berkenstock and three probate clerks.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Judge Berkenstock provided a well-run court that provided excellent service to the public.
- In order to reopen the Probate court to minimize the risk of COVID-19 transmission the Probate Court expanded their offices into a small additional space adjacent to the current court space.

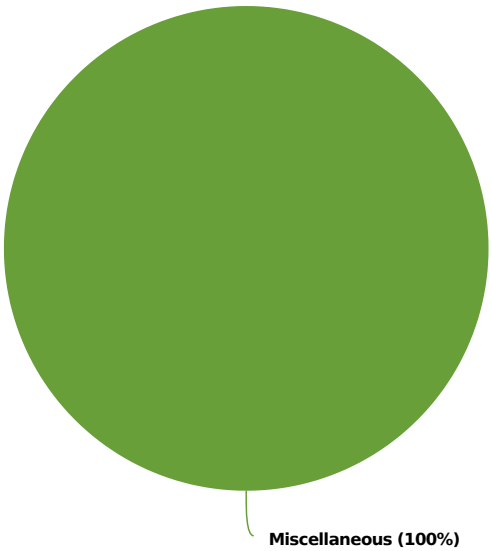
Fiscal Year 2021-2022 Major Service Level Goals

- Continue to support Judge Berkenstock in providing a well-run court that provides excellent service to the public.

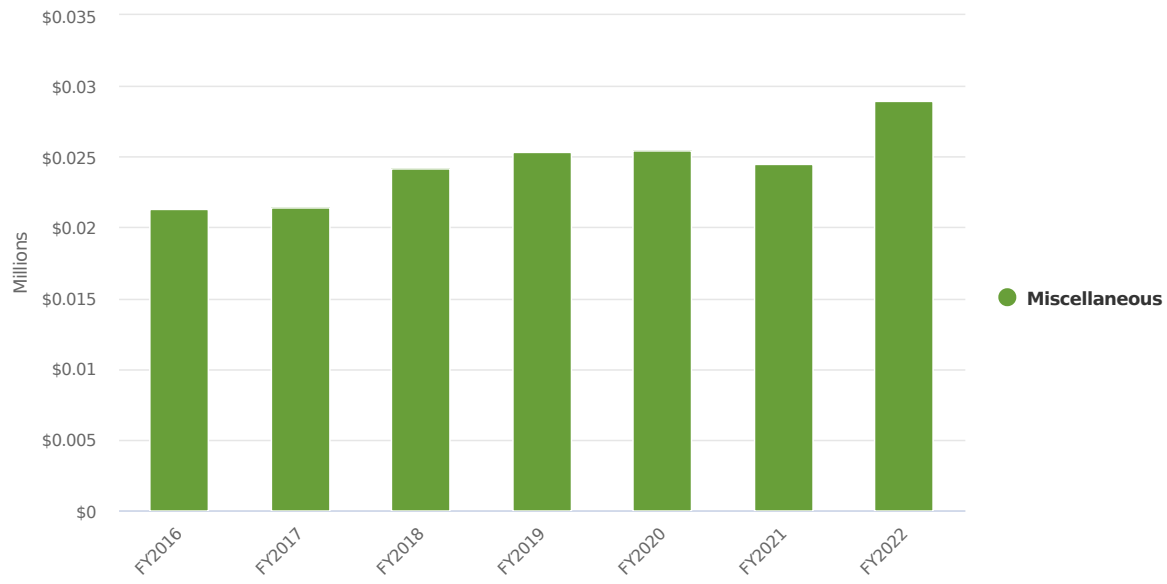
Additional Budget Information

- The Probate Court's expenses are allocated to each of the four towns based upon the residential Grand List provided by towns to the Office of Policy and Management. The entire Probate Court budget for 2021-2022 is $56,851. The allocation is as follows: East Haddam 25.51%, East Hampton 33.32%, Marlborough 17.12% and Portland 24.05%.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Miscellaneous					
General Government					
REGION #14 PROBATE COURT	10541610-58252	$12,232.00	$14,503.00	$2,271.00	
Total General Government:		**$12,232.00**	**$14,503.00**	**$2,271.00**	
Total Miscellaneous:		**$12,232.00**	**$14,503.00**	**$2,271.00**	
Total Expense Objects:		**$12,232.00**	**$14,503.00**	**$2,271.00**	

Selectmen

Robert R. Smith
First Selectman

Manages the business of the Selectmen's Office. Complies with town ordinances and State Statutes. Selectmen attend numerous meetings with Boards, Commissions, business owners and citizens to assist with town business and to keep the lines of communication open throughout all areas of the town. Maintains town website. Assists Finance Office in grants management. Oversees all departments and handles a variety of issues as they arise. Promotes economic development. Works closely with State General Assembly and lobbying groups (COST, CCM, LCRVMPO & RPO and LCRVCOG).

Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
First Selectman	Annually	n/a	Elected
Selectmen (2)	Annually	n/a	Elected
Executive Assistant	Salaried	40 hours per week	Non-Union
Recording Secretary	Hourly	140 hours annually	Non-Union

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Managed the business of the Selectmen's Office in an efficient and business-like manner.
- Complied with town ordinances and State Statutes and kept our citizens informed.
- Continued with improvements to website upgrade.
- Improved shared services initiative with the Boards of Finance and Education in the areas of finance, building maintenance and technology. Investigation of future opportunities are ongoing.
- Worked with other departments, boards and commissions to apply for and execute grants available and beneficial to the town.
- Issued Invitation to Bids, Requests for Proposals and Requests for Qualifications as required.

Fiscal Year 2021-2022 Major Service Level Goals

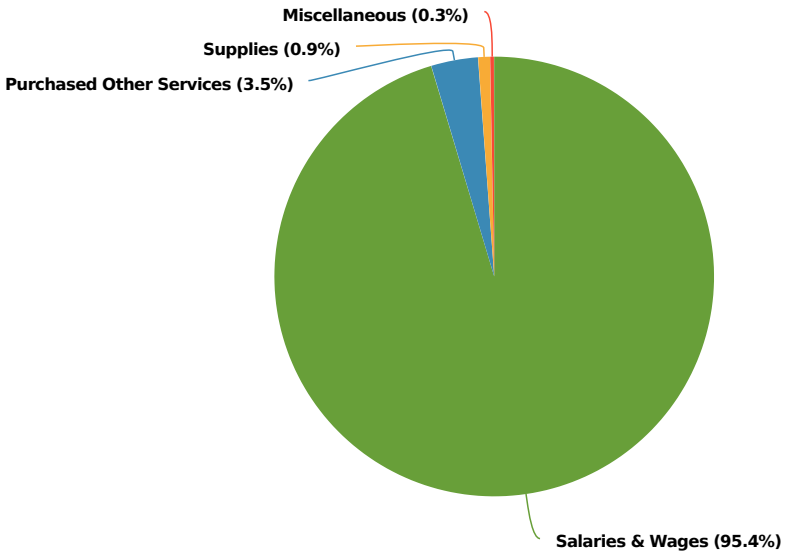
- To continue to provide excellent service and to be a user-friendly office to town residents and businesses.
- To continue to comply with the law and inform the public.
- To continue with associated training for website upgrade and improvements.
- Investigate future opportunities for regionalization and shared services.
- To continue to aggressively pursue grants available to East Haddam.
- Work with the East Haddam Village Revitalization Committee and all associated departments regarding reuse of the former Town Office site.

Additional Budget Information

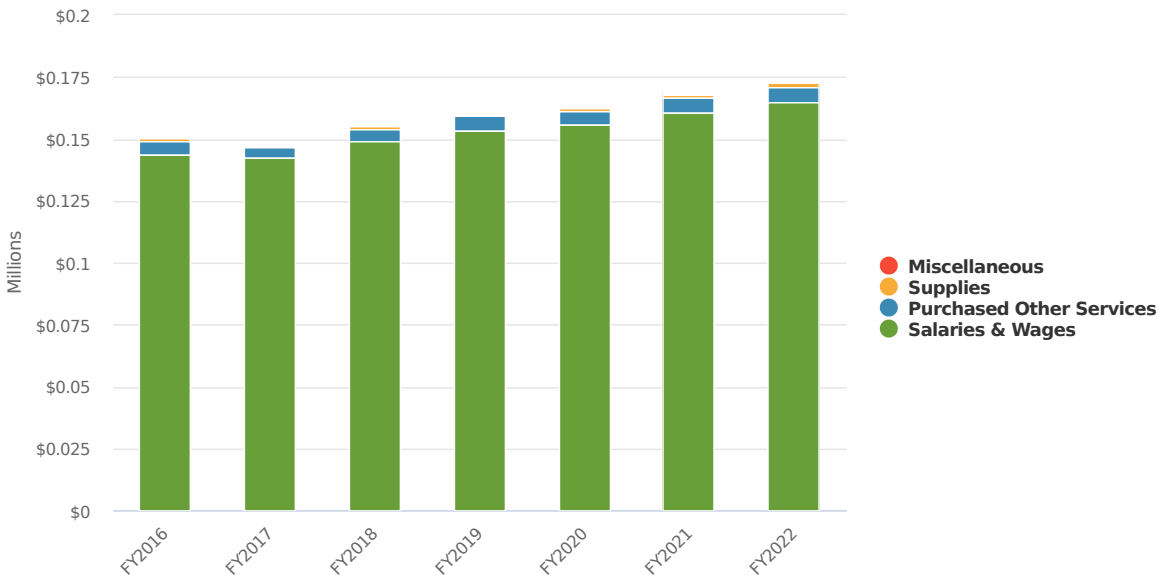
- Salaries: The clerical union contract will expire on June 30, 2021. A 2.75% placeholder has been put into the budget until the the contract negotiation is completed. The clerical wage increase applies to non-union employees as well.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Salaries & Wages					
General Government					

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
REGULAR EMPLOYEES	10541110-51510	$63,009.00	$64,742.00	$1,733.00	
CLERICAL (RECORDING SECRETARY)	10541110-51540	$2,901.00	$2,980.78	$79.78	
ELECTED OFFICIALS	10541110-51580	$94,648.00	$97,252.00	$2,604.00	
Total General Government:		**$160,558.00**	**$164,974.78**	**$4,416.78**	
Total Salaries & Wages:		**$160,558.00**	**$164,974.78**	**$4,416.78**	
Purchased Other Services					
General Government					
POSTAGE (ENVELOPES)	10541110-55301	$675.00	$675.00	$0.00	
TELEPHONE/CELL PHONE	10541110-55305	$1,200.00	$1,200.00	$0.00	
ADVERTISING/LEGAL NOTICES	10541110-55400	$2,000.00	$2,000.00	$0.00	
TRAVEL REIMBURSEMENT (MILEAGE)	10541110-55800	$2,100.00	$2,100.00	$0.00	
Total General Government:		**$5,975.00**	**$5,975.00**	**$0.00**	
Total Purchased Other Services:		**$5,975.00**	**$5,975.00**	**$0.00**	
Supplies					
General Government					
SUPPLIES	10541110-56010	$720.00	$720.00	$0.00	
OTHER SUPPLIES	10541110-56900	$800.00	$800.00	$0.00	
Total General Government:		**$1,520.00**	**$1,520.00**	**$0.00**	
Total Supplies:		**$1,520.00**	**$1,520.00**	**$0.00**	
Miscellaneous					
General Government					
CONFERENCE	10541110-58110	$500.00	$500.00	$0.00	
Total General Government:		**$500.00**	**$500.00**	**$0.00**	
Total Miscellaneous:		**$500.00**	**$500.00**	**$0.00**	
Total Expense Objects:		**$168,553.00**	**$172,969.78**	**$4,416.78**	

Insurance (Risk Management)

Linda Zemienieski/Dawn Snow
Executive Assistant to First Selectman/Finance Ass

To provide cost effective liability, auto and property coverage of all essential town operations. To provide cost effective workers' compensation insurance as required by law.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Maintained cost-effective coverage of all essential town operations. Continued with combined Board of Education and Town of East Haddam policies to obtain savings.
- Employees attended in-service training sessions. Safety Committee reviews all risk management incidents and plans course of action to avoid repeat offenses.
- On-line training opportunities were offered to staff and public safety volunteers through CIRMA's E-Learning Center. Various CIRMA webinars/whitepaper alerts were distributed to appropriate staff for review.

Fiscal Year 2021-2022 Major Service Level Goals

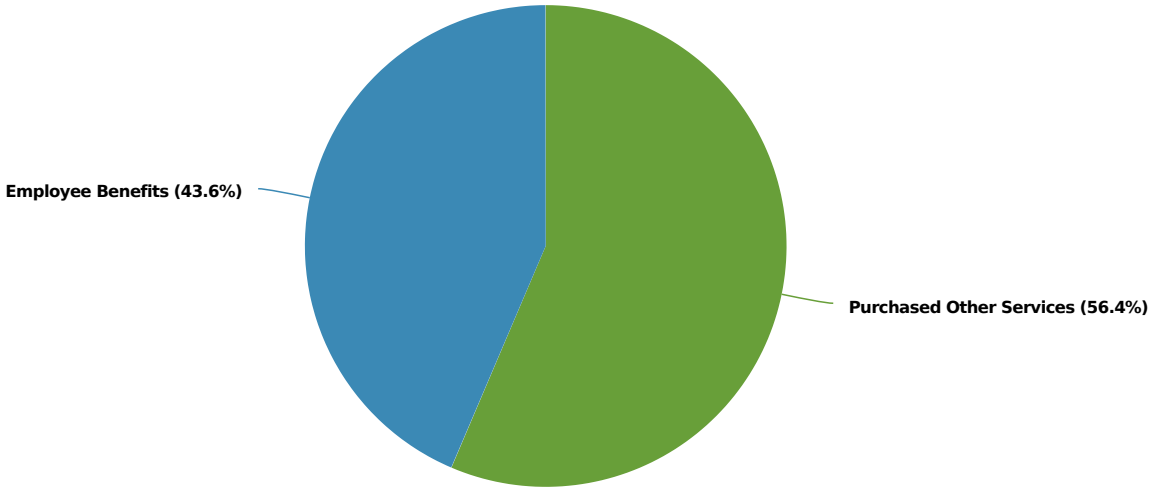
- Continue to work to obtain the best coverage for the best price.
- Continue to educate employees in risk management to reduce work-related injuries.
- Encourage employees to attend CIRMA training workshops.

Additional Budget Information

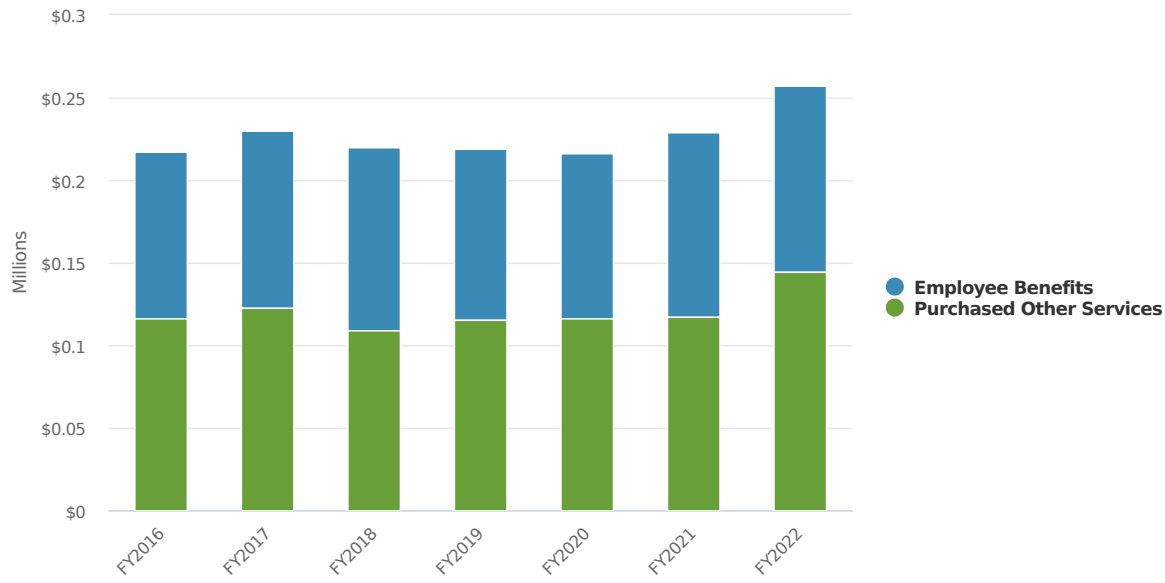
- Workers' Compensation: CIRMA has only provided preliminary budget indications at the present time. At this point we have included a 0% rate increase from last year's premium for exposure changes in addition to our standard payroll increase of 3%.
- Liability/Auto/Property: CIRMA has only provided preliminary budget indications at the present time. At this point we have included a 3% rate increase from last year's premium. 5% is added to account for endorsements and deductibles. The Town will be entering the third year of a three-year budget stabilization agreement of a 3% per year maximum rate increase.
- Surety Bonds: Surety bonds for the Tax Collector and Treasurer are included in liability insurance budget line.
- Cyber Security Policy: Although CIRMA has not been officially notified by AXA/XL, the carrier that provides the Pool's Master Cyber Program (which we have access to at no direct cost) they have made us aware that they anticipate a non renewal of this policy. CIRMA has been exploring alternative long-term, sustainable solutions to its members cyber needs. Given the current conditions they feel an individual cyber policy is the best solution for its members, as the Pool's Master Cyber Program will no longer be available and other master programs are not viable or stable. They have access to the cyber marketplace and the ability to place an individual cyber policy for their members. They are currently in the process of securing a quote for us. Funding for this added budget line is a placeholder until coverage is bound.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Employee Benefits					
General Government					

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
WORKERS' COMPENSATION	10541690-52310	$112,000.00	$112,000.00	$0.00	
Total General Government:		**$112,000.00**	**$112,000.00**	**$0.00**	
Total Employee Benefits:		**$112,000.00**	**$112,000.00**	**$0.00**	
Purchased Other Services					
General Government					
CYBER SECURITY POLICY	10541690		$20,000.00		
COMMERCIAL CRIME POLICY	10541690-55200	$1,000.00	$1,000.00	$0.00	
LIABILITY INSURANCES	10541690-55205	$116,000.00	$124,000.00	$8,000.00	
Total General Government:		**$117,000.00**	**$145,000.00**	**$28,000.00**	
Total Purchased Other Services:		**$117,000.00**	**$145,000.00**	**$28,000.00**	
Total Expense Objects:		**$229,000.00**	**$257,000.00**	**$28,000.00**	

Board of Finance

William DiCristofaro
Chairman

Service Narrative:
The Board of Finance consists of six elected members, and has complete charge of the town government's financial activities. Responsibilities include: preparing the budget; setting fiscal policy; appointment of auditor; setting the Mill Rate; oversight of auditing and accounting functions and preparation of the annual town report. The Board of Finance meets the second Monday of each month (except when the second Monday is a holiday) at the Municipal Office Complex.

Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Recording Secretary*	n/a	n/a	Non-Union

*Town Clerk serves as Recording Secretary. The town contributes $3,000 per year to the Clerk's Document Preservation fund in lieu of payment for Recording Secretary.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Continued the work of the subcommittees.
- Continued to provide transparent financial reporting for our citizens.
- Continued to produce the *Citizens' Guides to the Budget* to keep our citizens informed of the budget process and proposed budget.
- Continued implementing and reviewing Financial Policies.
- Continued to issue audited financial statements with unqualified audit opinions.
- Produced the Town's first Comprehensive Annual Financial Report (CAFR) to provide greater financial information to our citizens.
- Issued debt for the remainder of the four major capital projects, including a bond agency rating review. We sustained our AA+ rating. The Town refunded the USDA note and the 2010 open space/4-8 middle school bond realizing a savings of a combined cash flow savings of $2,625.037. The USDA loan prior interest rate was 3.625%. The refunded interest rate is 1.795%. This represents a net present value savings of $2,135,089 or 16.66%. The 2010 bond series prior interest rate was 3.515%. The refunded interest rate is 0.8061%. This represents a net present value savings of $266,343 or 13.15%

Fiscal Year 2021-2022 Major Service Level Goals

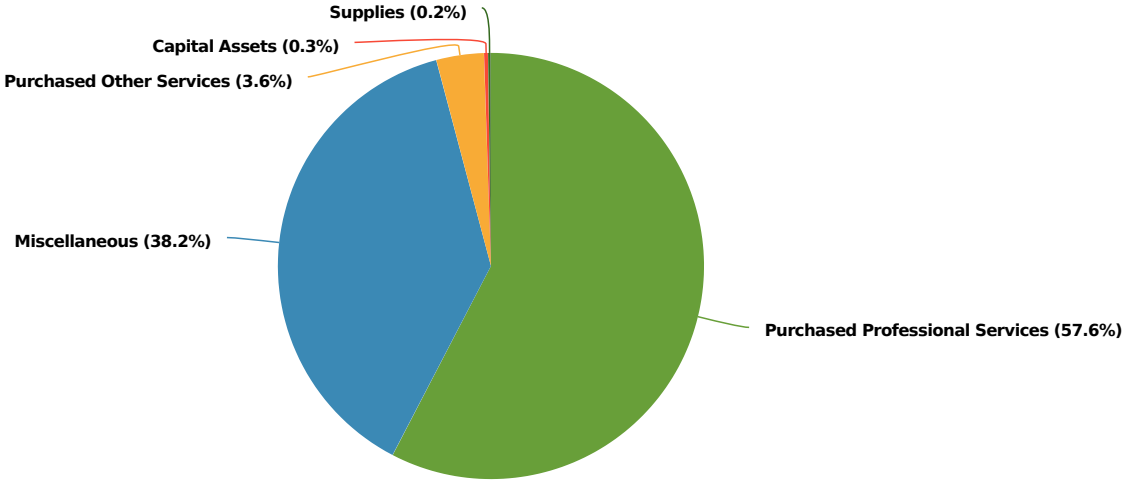
- To continue the work of the subcommittees.
- To continued to provide transparent financial reporting for our citizens.
- To continue to produce the *Citizens' Guides to the Budget* to keep our citizens informed of the budget process and proposed budget.
- To continue implementing and reviewing Financial Policies.
- To continue to issue audited financial statements with unqualified audit opinions.
- To produce the Town's second Comprehensive Annual Financial Report (CAFR) to provide greater financial information to our citizens.

Additional Budget Information

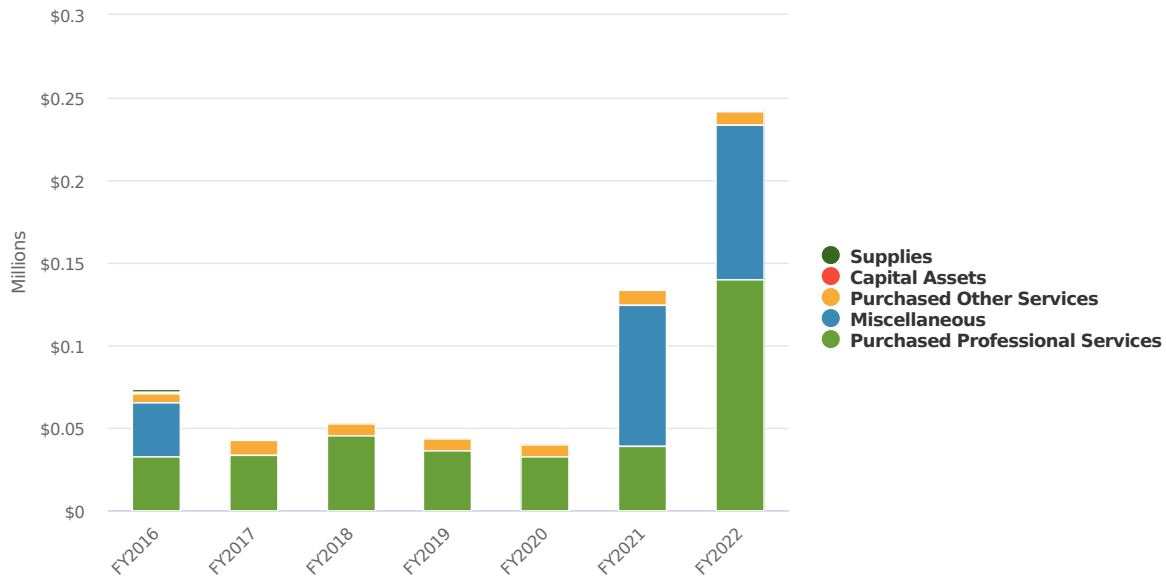
- The Board of Finance has a tentative placeholder in the budget of $100,000 for studies and legal costs associated with the proposal for the East Haddam Village.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Purchased Professional Services					
General Government					

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
PURCHASED PROFESSIONAL SERVICES	10541020-53010	$0.00	$100,000.00		
AUDITORS/GASB COMPLIANCE	10541020-53310	$39,460.00	$40,245.25	$785.25	
Total General Government:		**$39,460.00**	**$140,245.25**	**$100,785.25**	
Total Purchased Professional Services:		**$39,460.00**	**$140,245.25**	**$100,785.25**	
Purchased Other Services					
General Government					
POSTAGE (ENVELOPES)	10541020-55301	$500.00	$500.00	$0.00	
ADVERTISING/LEGAL NOTICES	10541020-55400	$3,800.00	$3,800.00	$0.00	
PRINTING AND BINDING	10541020-55500	$4,500.00	$4,500.00	$0.00	
Total General Government:		**$8,800.00**	**$8,800.00**	**$0.00**	
Total Purchased Other Services:		**$8,800.00**	**$8,800.00**	**$0.00**	
Supplies					
General Government					
SUPPLIES	10541020-56010	$500.00	$500.00	$0.00	
Total General Government:		**$500.00**	**$500.00**	**$0.00**	
Total Supplies:		**$500.00**	**$500.00**	**$0.00**	
Capital Assets					
General Government					
BOND DISCLOSURE FEES	10541020-57300	$750.00	$750.00	$0.00	
Total General Government:		**$750.00**	**$750.00**	**$0.00**	
Total Capital Assets:		**$750.00**	**$750.00**	**$0.00**	
Miscellaneous					
General Government					
CONTINGENCY FUND	10541020-58330	$82,200.00	$90,000.00	$7,800.00	
TRANSFER TO TOWN CLERK FUND (FOR CLERKING)	10541020-58910	$3,000.00	$3,000.00	$0.00	
Total General Government:		**$85,200.00**	**$93,000.00**	**$7,800.00**	
Total Miscellaneous:		**$85,200.00**	**$93,000.00**	**$7,800.00**	
Total Expense Objects:		**$134,710.00**	**$243,295.25**	**$108,585.25**	

Finance Office

Cynthia Varricchio
Finance Director

The Finance Office is responsible for the accounting and safekeeping of all funds for the town and the Board of Education. The major functions of the department include—accounting, accounts payable, budget preparation and implementation, debt management, town employee benefit administration, financial statement preparation—monthly and at year end to meet State and Federal reporting requirements; forecasting of general fund revenue and expenses, grant administration and oversight, town human resources and payroll processing.

Staffing Information

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Finance Director*	Salaried	40 hours per week	Non-Union
Finance Assistant	Hourly	40 hours per week	Union
Treasurer*	Elected	n/a	Elected
*Salary in Shared Services Budget			

Performance Measures

Description	2020-2021	2018-2019	2017-2018	2016-2017	2015-2016
# of Accounts Payable Checks Issued	2,202	2,186	2,147	2,104	2,320
# of Payroll Checks Issued	468	277	449	485	519
# of Payroll Check Advices Issued	1,850	1,977	1,639	1,661	1,612
Reconciled Tax Credit Card Payments		2,469	2,441	2,170	1,738
Reconciled Recreation Credit Card Payments	3,006	2,769	2,097	2,657	2,516

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Issued audited financial statements for the fiscal year ended June 30, 2020 with an unqualified audit opinion.
- Issued State grant audit report with no compliance or internal control findings. There was a finding with the Federal grant audit report identifying our need to have written policies with regard to procurements for Federal grants.
- Produced the Town's first Comprehensive Annual Financial Report (CAFR) to provide greater financial information to our citizens. Applied to the Government Financial Officers Association for their financial statement award program.
- To support the Board of Finance subcommittees.
- Issued debt for the remainder of the four major capital projects and refunded the 2010 bond and the USDA note realizing substantial savings for the Town.
- Participated in a bond agency rating review sustaining our rating of AA+ with an improvement to our Management score (see Debt Service budget for greater detail).
- To further implement the Cleargov software solution for the preparation of the Town's budget process to give greater access to our citizens in the budget process and budgetary details. To submit to the Government Financial Officers Association for their budget award program.
- To continue to provide support and administration of the numerous grants the Town and Board of Education have received for COVID-19 and the additional support required for FEMA grants for the 2018 storm damage, a new Quint fire apparatus and federal/state bridge grant programs.

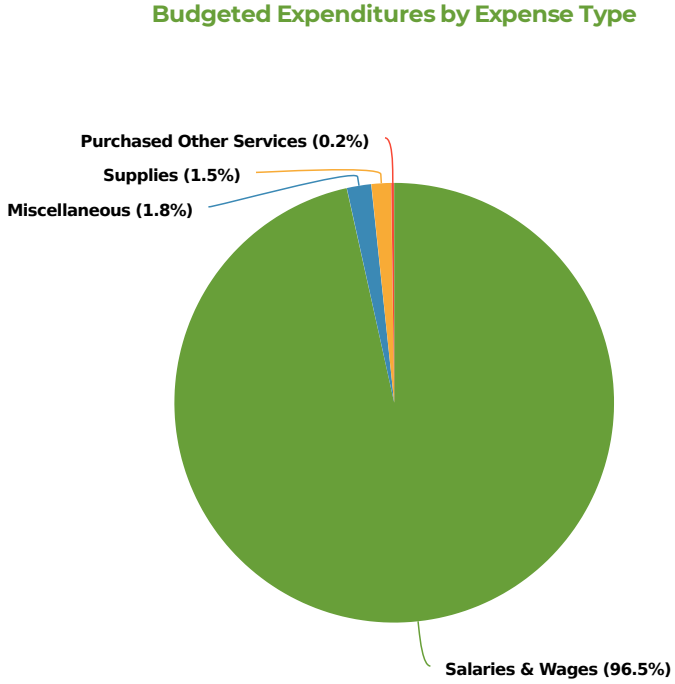
Fiscal Year 2021-2022 Major Service Level Goals

- To issue audited financial statements for the fiscal year ended June 30, 2021 with an unqualified audit opinion.
- To Issue the State grant audit report with no compliance or internal control findings. To issue the Federal grant audit report with no compliance or internal findings. And to complete written policies with regard to procurements for Federal grants.
- To produce the Town's second Comprehensive Annual Financial Report (CAFR) to our citizens and to acheive the Government Financial Officers Association financial statement award.
- To support the Board of Finance subcommittees.
- Implemented the Cleargov software solution for the preparation of the Town's budget process (using for development of the fiscal year 2022 budget). This solution will give greater access to our citizens in the budget process and budgetary details. The Cleargov solution is designed to present a budget using the Government Financial Officers Association budget award program. This award program upholds the best practices in budget presentation.
- Provided support and administration of the numerous grants the Town and Board of Education have received for COVID-19. Additional support provided for FEMA grants for the 2018 storm damage, a new Quint fire apparatus and federal/state bridge grant programs.

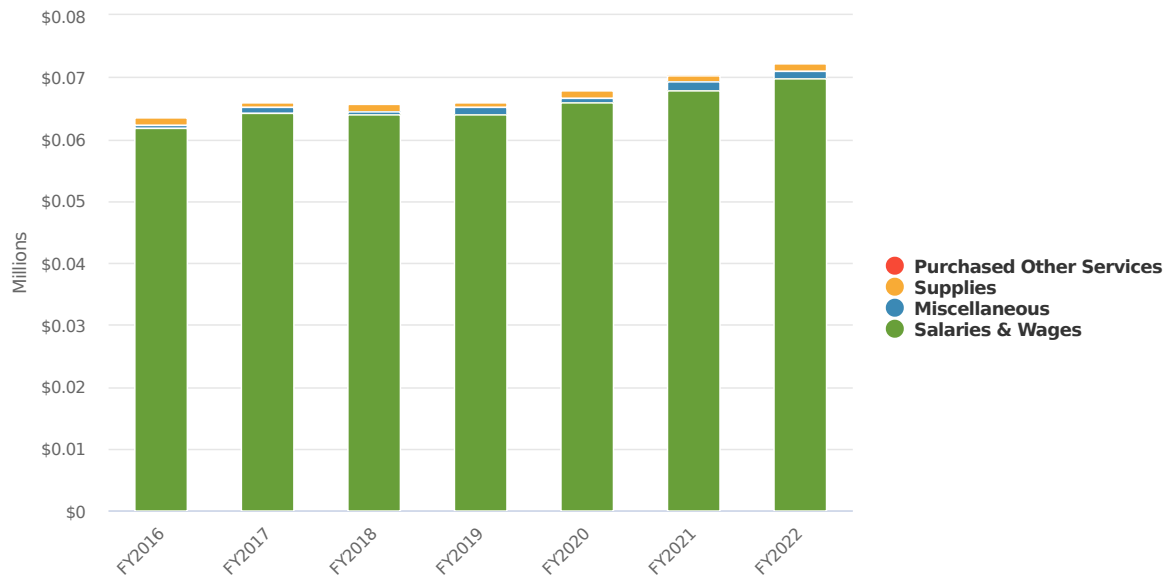
Additional Budget Information

Salaries: The clerical union contract will expire on June 30, 2021. A 2.75% placeholder has been put into the budget until the the contract negotiation is completed. The clerical wage increase applies to non-union employees as well.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Salaries & Wages					
General Government					
REGULAR EMPLOYEES	10541190-51510	$57,018.00	$58,586.00	$1,568.00	
OVERTIME	10541190-51530	$10,455.00	$10,742.51	$287.51	
OTHER WAGES (LONGEVITY)	10541190-51590	$475.00	$475.00	$0.00	
Total General Government:		**$67,948.00**	**$69,803.51**	**$1,855.51**	
Total Salaries & Wages:		**$67,948.00**	**$69,803.51**	**$1,855.51**	
Purchased Other Services					
General Government					
TRAVEL REIMBURSEMENT (MILEAGE)	10541190-55800	$150.00	$150.00	$0.00	
Total General Government:		**$150.00**	**$150.00**	**$0.00**	
Total Purchased Other Services:		**$150.00**	**$150.00**	**$0.00**	
Supplies					
General Government					
OFFICE SUPPLIES	10541190-56010	$1,050.00	$1,050.00	$0.00	
Total General Government:		**$1,050.00**	**$1,050.00**	**$0.00**	
Total Supplies:		**$1,050.00**	**$1,050.00**	**$0.00**	

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Miscellaneous					
General Government					
DUES AND FEES	10541190-58100	$300.00	$300.00	$0.00	
CONFERENCE	10541190-58110	$1,000.00	$1,000.00	$0.00	
Total General Government:		**$1,300.00**	**$1,300.00**	**$0.00**	
Total Miscellaneous:		**$1,300.00**	**$1,300.00**	**$0.00**	
Total Expense Objects:		**$70,448.00**	**$72,303.51**	**$1,855.51**	

Fire Marshal

Donald Angersola
Fire Marshal

To protect the town through fire protection, prevention education, water rescues, wires down, motor vehicle accidents and any other calls through the dispatch center. The Fire Marshal also inspects commercial business and residences.To protect the town through fire protection, prevention education, water rescues, wires down, motor vehicle accidents and any other calls through the dispatch center. The Fire Marshal also inspects commercial business and residences.

Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Fire Marshal	Hourly	1,000 hours annually	Non-Union
Deputy Fire Marshal (2)	Hourly	155 hours annually for all	Non-Union

Fiscal Year 2020-2021 Major Service Level Accomplishments

The office provided service for approx 200 open burn permits, conducted yearly liquor licenses inspections at local restaurants, investigated fires and performed fire prevention education.

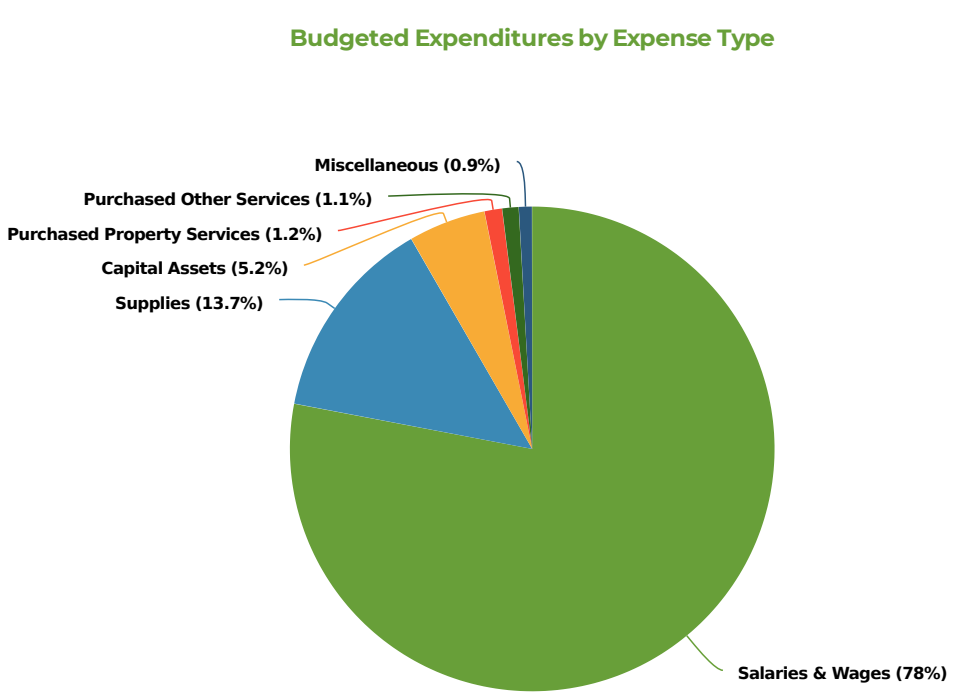
Fiscal Year 2021-2022 Major Service Level Goals

This office will continue providing public education, fire investigations, liquor license inspections for local restaurants and pubs, commercial buildings and multi family homes saftey inspections.
This office will also be attending additional education in fire investigation, juvenile fire setter 2 certification, commercial building inspection and in local legal statues.

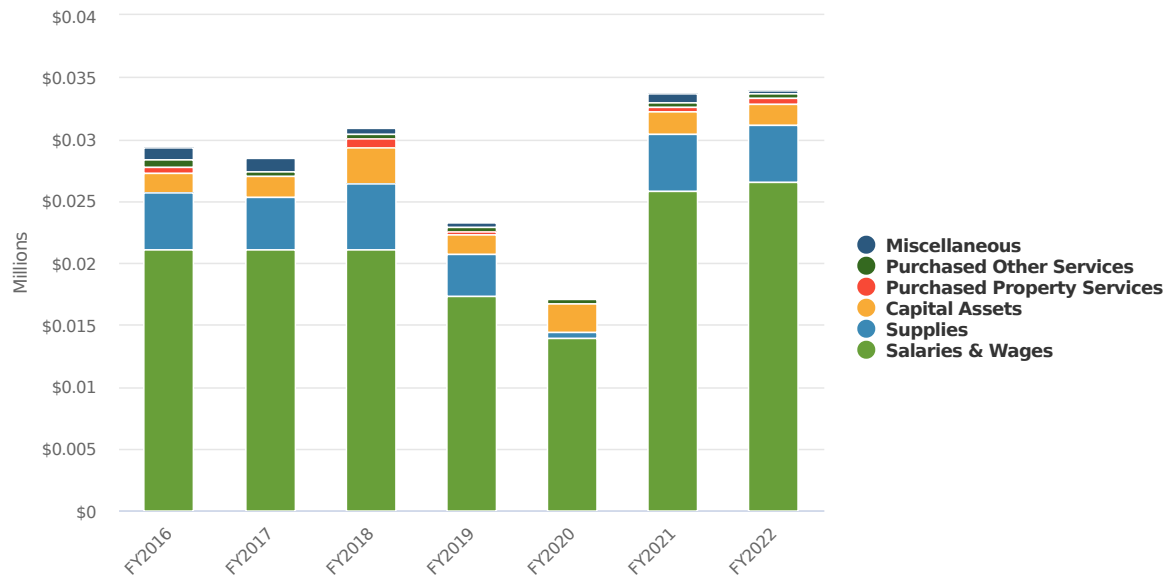
Additional Budget Information

- A request for one IPAD with cell service is included in this year's budget. The IPAD will be used for inspections and for fire investigations in the field.
- The cell service will be used to identify building owners, contact information, and email with CT courts and state police.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type

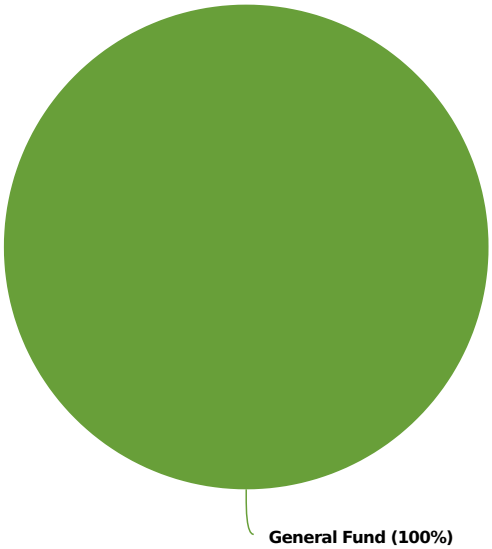


Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Salaries & Wages					
Public Safety					
REGULAR EMPLOYEES	10542190-51510	$25,782.00	$26,491.00	$709.00	
Total Public Safety:		**$25,782.00**	**$26,491.00**	**$709.00**	
Total Salaries & Wages:		**$25,782.00**	**$26,491.00**	**$709.00**	
Purchased Property Services					
Public Safety					
REPAIRS AND MAINTENANCE	10542190-54300	$400.00	$400.00	$0.00	
Total Public Safety:		**$400.00**	**$400.00**	**$0.00**	
Total Purchased Property Services:		**$400.00**	**$400.00**	**$0.00**	
Purchased Other Services					
Public Safety					
POSTAGE (ENVELOPES)	10542190-55301	$75.00	$75.00	$0.00	
TELEPHONE/CELL PHONE	10542190-55305	$300.00	$300.00	$0.00	
Total Public Safety:		**$375.00**	**$375.00**	**$0.00**	

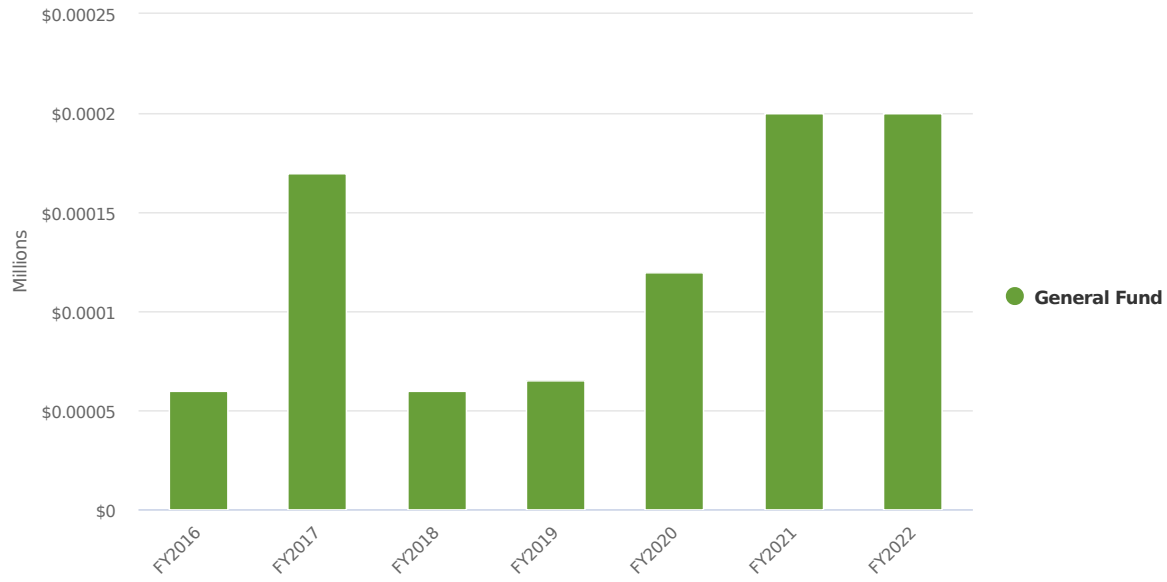
Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Total Purchased Other Services:		**$375.00**	**$375.00**	**$0.00**	
Supplies					
Public Safety					
GASOLINE/DIESEL	10542190-56260	$150.00	$150.00	$0.00	
BOOKS AND PERIODICALS (FIRE PREVENTION)	10542190-56400	$3,250.00	$3,250.00	$0.00	
OTHER SUPPLIES	10542190-56900	$1,250.00	$1,250.00	$0.00	
Total Public Safety:		**$4,650.00**	**$4,650.00**	**$0.00**	
Total Supplies:		**$4,650.00**	**$4,650.00**	**$0.00**	
Capital Assets					
Public Safety					
EQUIPMENT	10542190-57300	$1,750.00	$1,750.00	$0.00	
Total Public Safety:		**$1,750.00**	**$1,750.00**	**$0.00**	
Total Capital Assets:		**$1,750.00**	**$1,750.00**	**$0.00**	
Miscellaneous					
Public Safety					
DUES AND FEES	10542190-58100	$300.00	$300.00	$0.00	
CONFERENCE	10542190-58110	$500.00	$0.00	-$500.00	Conferences are available online and at no charge.
Total Public Safety:		**$800.00**	**$300.00**	**-$500.00**	
Total Miscellaneous:		**$800.00**	**$300.00**	**-$500.00**	
Total Expense Objects:		**$33,757.00**	**$33,966.00**	**$209.00**	

Revenue by Fund

2022 Revenue by Fund



Budgeted and Historical 2022 Revenue by Fund



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)	Notes
General Fund					
Local Revenues					
FIRE MARSHAL PERMIT FEES	10542-42000	$200.00	$200.00	0%	
Total Local Revenues:		**$200.00**	**$200.00**		

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)	Notes
Total General Fund:		**$200.00**	**$200.00**	**0%**	

Paramedic Services

Robert R. Smith
First Selectman

To provide paramedic services from Middlesex Hospital to East Haddam residents and visitors. Budget represents a $1 fee per resident for services.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Worked with Middlesex Hospital regarding paramedic services for our community. Initial goal of Middlesex Hospital was to increase contributions by $1 per capita each year for five years. Middlesex Hospital did not increase contributions for 2017-2018, 2018-2019, 2019-2020 and 2020-2021 and does not plan to increase for 2021-2022. Contribution will remain at $1 per person.

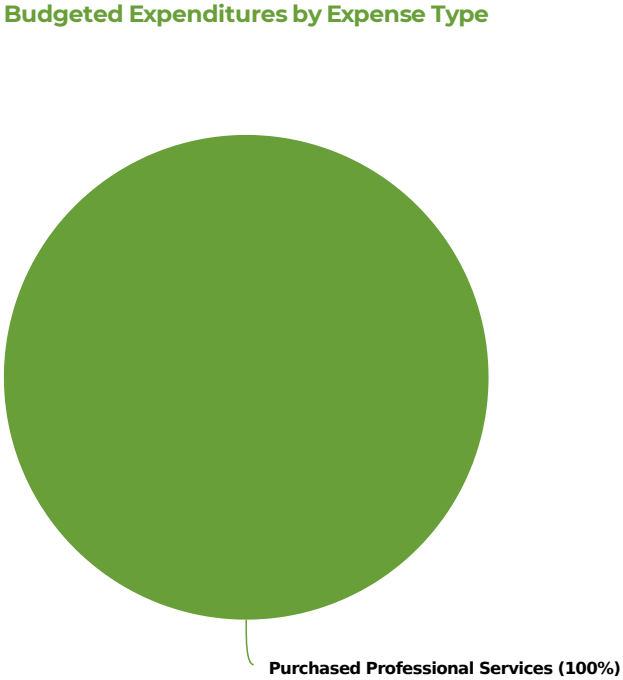
Fiscal Year 2021-2022 Major Service Level Goals

- Continue to work with Middlesex Hospital regarding paramedic services for our community. Work with other members of the RiverCOG to try to keep costs for this service from increasing.

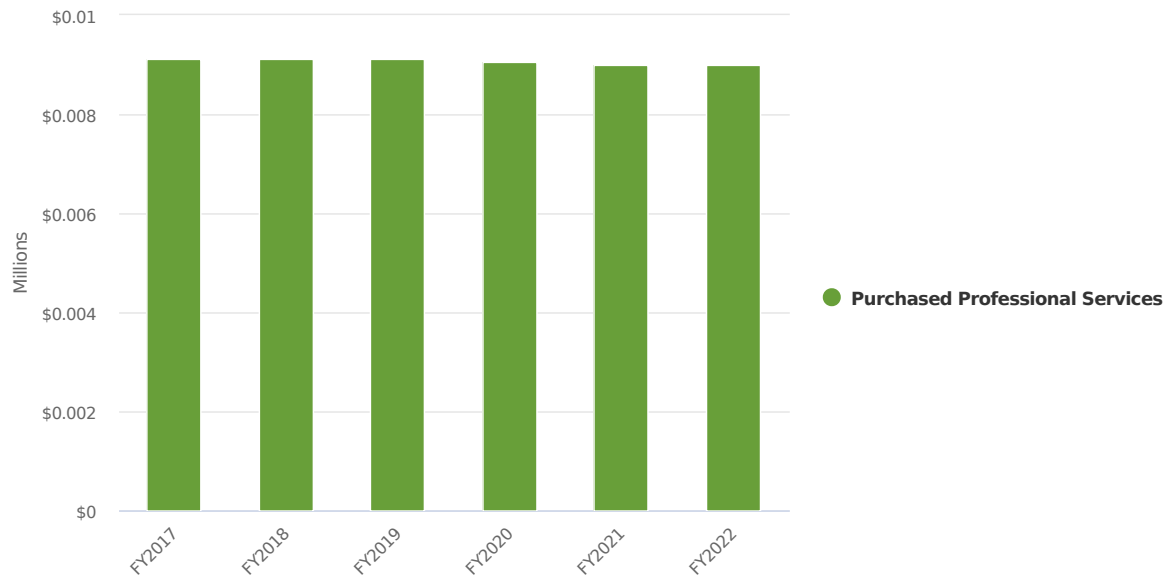
Additional Budget Information

- State budget cuts to hospitals impacts this contribution.
- Population counts come from the State Department of Health 2019 estimates.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Purchased Professional Services					
Public Safety					
MIDDLESEX HOSPITAL PARAMEDIC SERVICES	10542090-53010	$8,988.00	$8,997.00	$9.00	
Total Public Safety:		**$8,988.00**	**$8,997.00**	**$9.00**	
Total Purchased Professional Services:		**$8,988.00**	**$8,997.00**	**$9.00**	
Total Expense Objects:		**$8,988.00**	**$8,997.00**	**$9.00**	

Resident State Trooper

Linda Zemienieski
Executive Assistant to First Selectman

One Resident State Trooper oversees police services. Officer participates in community education and outreach programs and works with the schools. The Resident Trooper program provides vehicles, benefits and workers' compensation to trooper and provides the town with all the services of the barracks. The cost to the town is at 85%.

Staffing

Position	Status	Budgeted Hours	Elected/Union/ Non-Union
Resident State Trooper	Contracted	Per Contract with State	n/a

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Resident Trooper managed town police services including five full-time and three part-time officers.
- Participated in community education and outreach programs such as Neighborhood Watch, Party Patrol, Local Prevention Council, Crisis Communications Team and Juvenile Review Board.
- Worked with Town and School Officials in police officer assignments.
- Actively sought grants that were beneficial to the town.

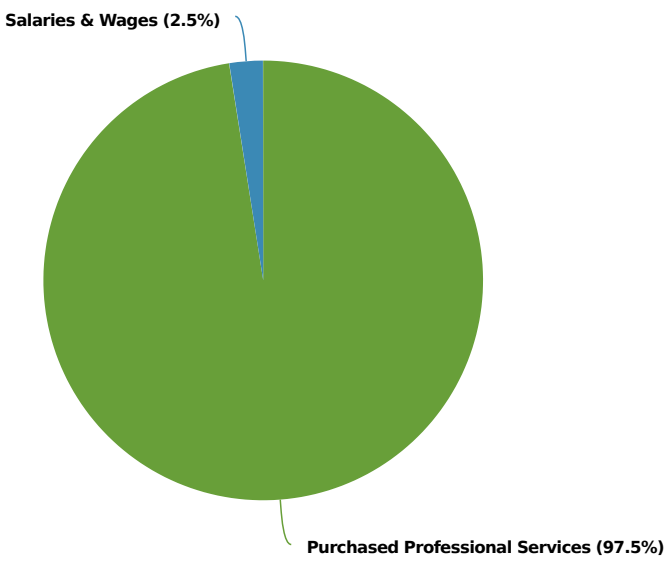
Fiscal Year 2021-2022 Major Service Level Goals

- To continue appropriate policing and public safety.
- To continue to seek grants to enhance police services.

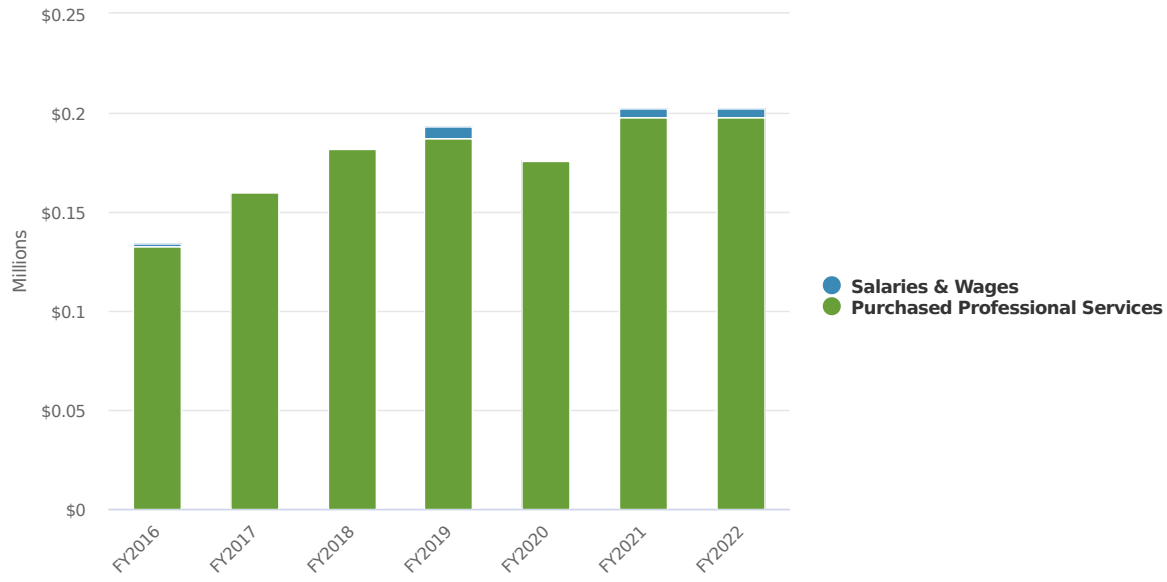
Additional Budget Information

- Resident Trooper cost projection at 100% = $232,408.
- Cost projection from the State of Connecticut for the 2021-2022 budget year has not been received. There is a possibility that the budget provided will be adjusted once projection is received.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Salaries & Wages					
Public Safety					
OVERTIME	10542020-51530	$5,000.00	$5,000.00	$0.00	
Total Public Safety:		**$5,000.00**	**$5,000.00**	**$0.00**	
Total Salaries & Wages:		**$5,000.00**	**$5,000.00**	**$0.00**	
Purchased Professional Services					
Public Safety					
RESIDENT TROOPER SERVICES	10542020-53530	$197,550.00	$197,550.00	$0.00	
Total Public Safety:		**$197,550.00**	**$197,550.00**	**$0.00**	
Total Purchased Professional Services:		**$197,550.00**	**$197,550.00**	**$0.00**	
Total Expense Objects:		**$202,550.00**	**$202,550.00**	**$0.00**	

Cemeteries

Donald Angersola and Linda Zemienieski
Dir. of Operations/1st Selectman Exec. Assist.

Responsibilities include providing upkeep and maintenance on all town-owned and managed cemeteries.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- With the grounds maintenance staff and equipment along with selected contracted services, the town cemeteries received a high quality of care. They received spring and fall clean ups and were mowed and kept up on a regular basis.
- Wall repair, gate maintenance and brush/tree removal is ongoing.

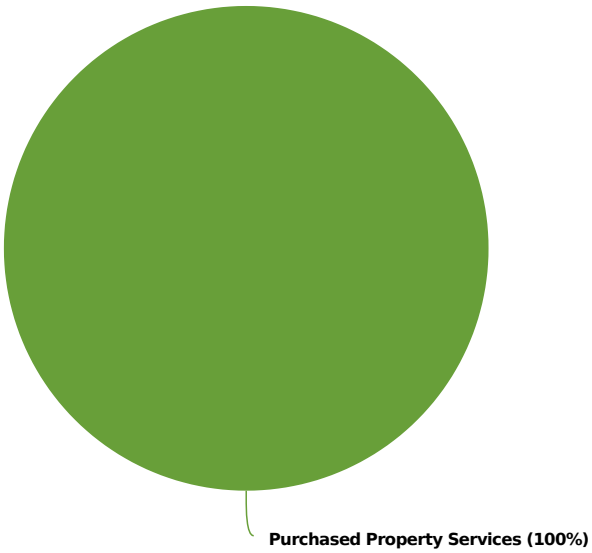
Fiscal Year 2021-2022 Major Service Level Goals

- To continue to promote community pride in its public spaces and respect for town history through appropriate maintenance.
- To continue gate replacement as necessary.
- To continue minor repair work to rock walls and brush/tree removal.

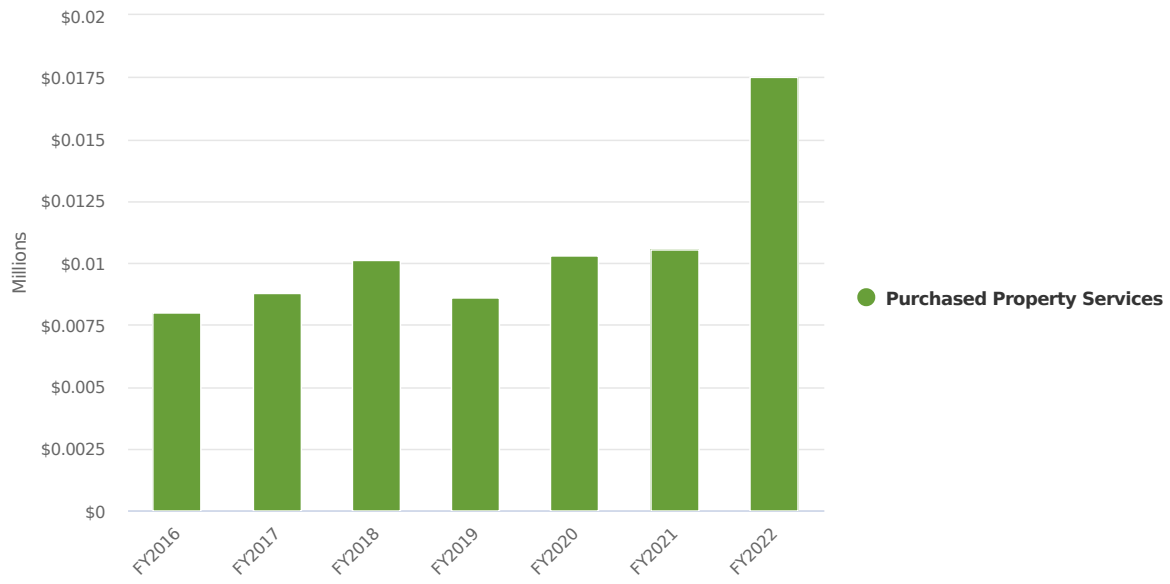
Additional Budget Information

- Maintenance funding of $5,000 is budgeted for ongoing cemetery maintenance. This amount will cover replacement materials for gates, stone walls, signs, necessary equipment rentals and/or contractor work outside the normal scope of mowing and clean up.
- This year's budget requests funding to have most all cemeteries maintained by contractors to allow the grounds maintenance staff to concentrate their efforts on all other town properties.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Purchased Property Services					
Health and Welfare					
LAWN CARE	10544350-54424	$10,550.00	$17,500.00	$6,950.00	All cemetery mowing and clean up (with the exception of 2nd Yard Cemetery) will be contracted out for 2021-2022.
Total Health and Welfare:		**$10,550.00**	**$17,500.00**	**$6,950.00**	
Total Purchased Property Services:		**$10,550.00**	**$17,500.00**	**$6,950.00**	
Total Expense Objects:		**$10,550.00**	**$17,500.00**	**$6,950.00**	

Chatham Health District

Linda Zemienieski
Executive Assistant to First Selectman

The Chatham Health District through its Board of Health and established By-Laws, serves the towns of Colchester, East Haddam, East Hampton, Hebron, Marlborough and Portland and provides public health programs in eight target service areas: Public Health, Statistics, Health Education, Nutritional Services, Maternal and Child Health Services, Communicable and Chronic Disease Control, Environmental Health, Community Nursing and Emergency Medical Services Planning/Emergency Response Planning. Fees for each town are based on a per capita rate.

Statistics

Annual Per Capita Rate				
2021-2022	**2020-2021**	**2019-2020**	**2018-2019**	**2017-2018**
$12.72	$12.48	$11.85	$11.42	$10.77

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Collaborated with the five other district member towns to administer an efficient and effective Health District.
- Provided one-third of the funding to service the Everbridge Notification System used for our emergency alerts and school notifications that is handled through the Chatham Health District.
- The Chatham Health District Director and staff provided many additional services to assist its member towns with navigating through the coronavirus pandemic.

Fiscal Year 2021-2022 Major Service Level Goals

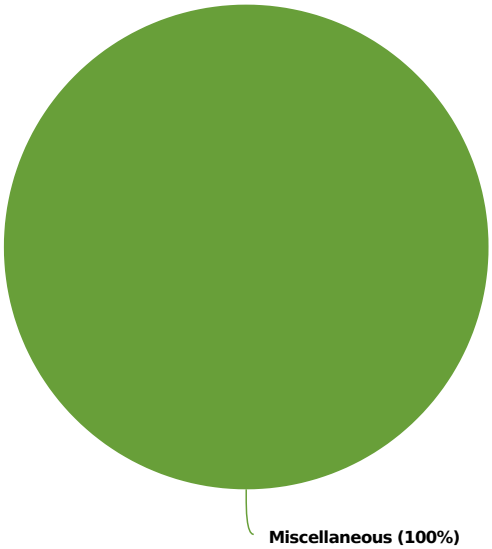
- To continue to collaborate with the five other district member towns to administer an efficient and effective Health District.
- To continue to provide one-third of the funding to service the Everbridge Notification System that is handled through the Chatham Health District.

Additional Budget Information

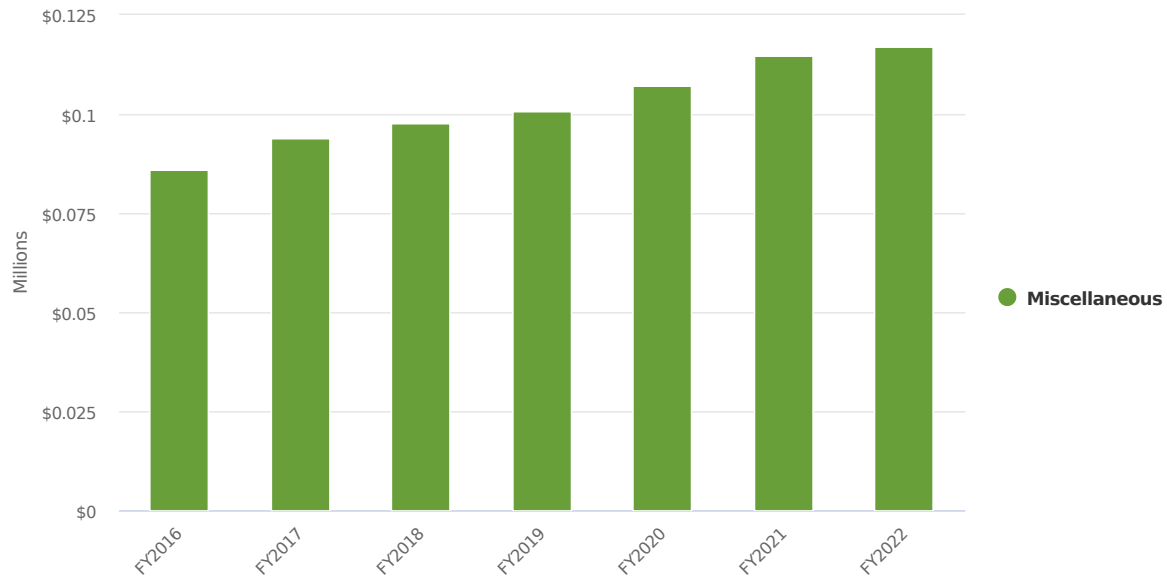
- Population counts come from the State Department of Health 2019 estimates.
- The Everbridge Notification System that is handled through the Chatham Health District can no longer be expensed from state health grant funding. The Health District noted that only two member towns utilized the system and was considering its elimination. East Haddam utilizes this notification system for our emergency alerts and school notifications. The Health District Board of Directors agreed to continue the program but established a shared cost for this expense between the two user towns and the Health District.
- The Chatham Health District has provided a draft budget only at this time. The Board of Directors will be voting on the final budget February 23, 2021. There is a possibility that the budget provided will be adjusted at that time.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Miscellaneous					
Health and Welfare					

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
CHATHAM HEALTH DISTRICT	10544030-58251	$112,171.00	$114,442.00	$2,271.00	
EVERBRIDGE SYSTEM	10544030-58820	$2,500.00	$2,500.00	$0.00	
Total Health and Welfare:		**$114,671.00**	**$116,942.00**	**$2,271.00**	
Total Miscellaneous:		**$114,671.00**	**$116,942.00**	**$2,271.00**	
Total Expense Objects:		**$114,671.00**	**$116,942.00**	**$2,271.00**	

Human Services

Linda Zemienieski
Executive Assistant to First Selectman

Responsibilities include providing some funding to human services agencies to help support citizens in need of medical, mental health, dental, meals, energy assistance and homeless services.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- Supported a number of human service agencies providing care and services to our citizens in ways that a small town like ours could otherwise not afford.

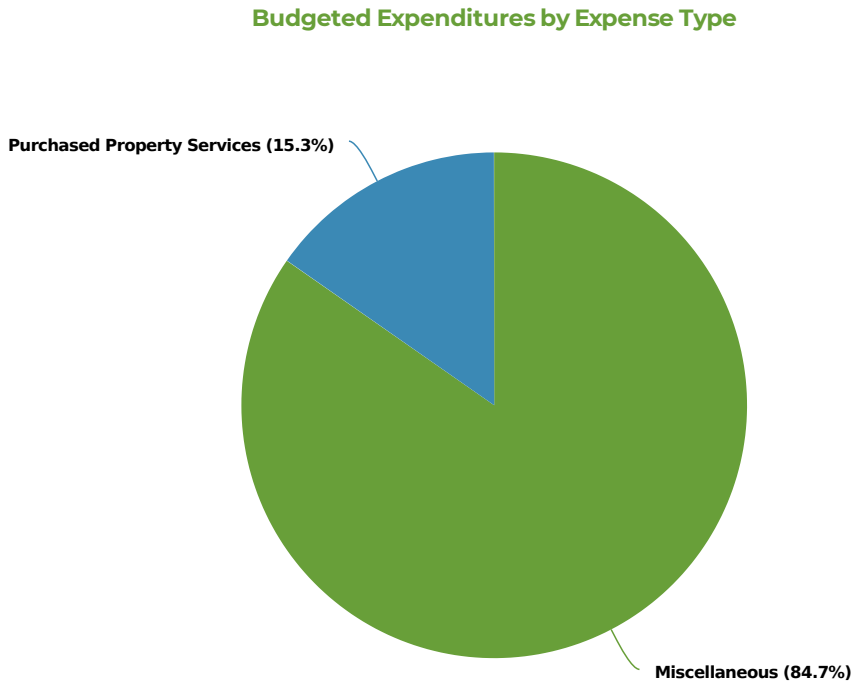
Fiscal Year 2021-2022 Major Service Level Goals

- To continue to service our citizens in ways of providing human services as needed.

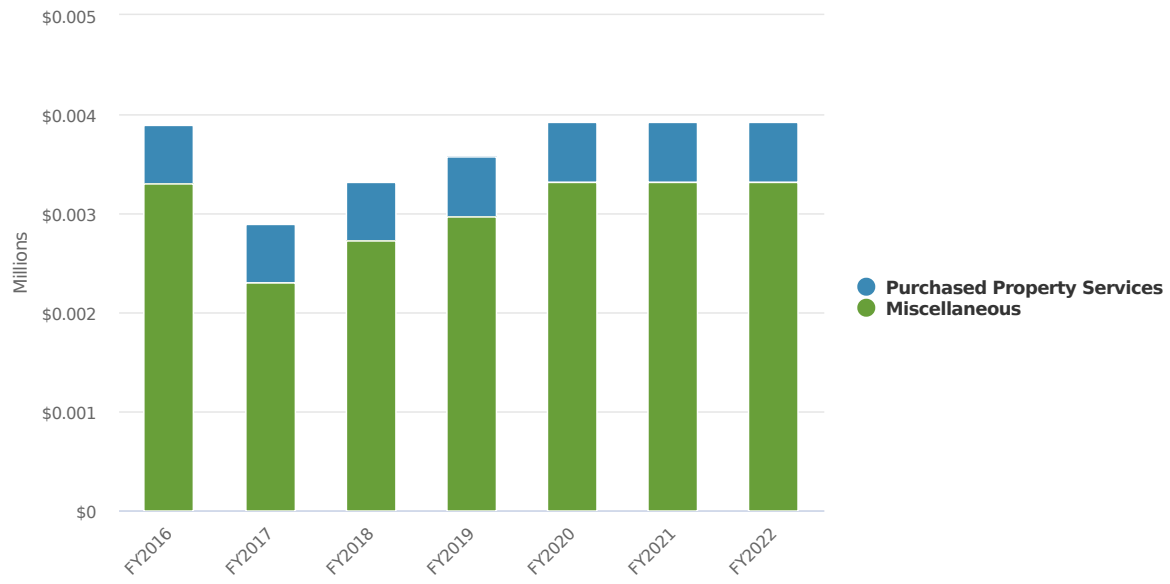
Additional Budget Information

- Parking Donation: With the move to the Municipal Office Complex, this item was not funded.
- Clothing Bank: Clothing Bank is undergoing review at the present time. Rental fee for the space at First Church is still included in budget but might require adjustment.

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Purchased Property Services					
Health and Welfare					
RENTALS (CLOTHING BANK)	10544330-54400	$600.00	$600.00	$0.00	
Total Health and Welfare:		**$600.00**	**$600.00**	**$0.00**	
Total Purchased Property Services:		**$600.00**	**$600.00**	**$0.00**	
Miscellaneous					
Health and Welfare					
REGION II MENTAL HEALTH	10544330-58851	$400.00	$400.00	$0.00	
THE EDDY CENTER	10544330-58852	$650.00	$650.00	$0.00	
MIDDLESEX COUNTY SUBSTANCE ABUSE	10544330-58853	$500.00	$500.00	$0.00	
COMMUNITY MENTAL HEALTH	10544330-58855	$420.00	$420.00	$0.00	
RUSHFORD CENTER	10544330-58857	$350.00	$350.00	$0.00	
SEXUAL ASSAULT CRISIS CENTER	10544330-58858	$250.00	$250.00	$0.00	
COMMUNITY HEALTH CENTER	10544330-58859	$250.00	$250.00	$0.00	
COMMUNITY RENEWAL TEAM	10544330-58860	$500.00	$500.00	$0.00	
Total Health and Welfare:		**$3,320.00**	**$3,320.00**	**$0.00**	

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Total Miscellaneous:		**$3,320.00**	**$3,320.00**	**$0.00**	
Total Expense Objects:		**$3,920.00**	**$3,920.00**	**$0.00**	

Town Greens, Grounds and Fields

Don Angersola & Linda Zemienieski
Dir. of Operations/1st Selectman Exec. Assist.

Responsibilities include:

- Mowing and maintaining the town greens and sidewalk areas.
- Replacement of flags on all buildings, greens and cemeteries.
- Providing electricity, lighting, flowers and wreaths for holiday observances.
- Maintenance of town fields.

Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Lead Ground Maintainer-FT	Hourly	40 hours weekly	Non-Union
Grounds Maintainer-PT	Hourly	24 hours weekly	Non-Union
Seasonal-PT (2)	Hourly	30 hours for 20 weeks each	Non-Union

Fiscal Year 2020-2021 Major Service Level Accomplishments

- With in-house grounds maintenance staff and equipment, the town greens, sidewalks and parks received a higher quality of care. All properties receive a minimum of spring and fall clean ups. Most grounds work is done on a more frequent basis than would otherwise be affordable with contracted service.
- Items were purchased and help was given to assist the Garden Club in maintaining this green.
- Replaced flags on all buildings and cemetery graves of firemen and veterans. Provided appropriate lighting of greens for holiday observances. Provided wreaths and geraniums for Memorial Day services.
- Resurfaced track at Heritage Park.

Fiscal Year 2021-2022 Major Service Level Goals

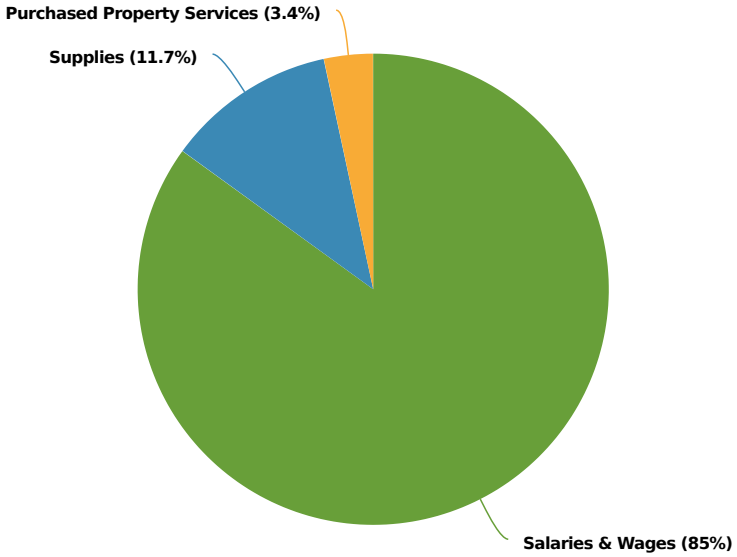
- Continue to provide high-quality lawn care on all town public spaces.
- Continue to assist the Garden Club in maintaining the Garden Club Green by purchasing mulch and other small maintenance items.
- Continue to promote community pride in public spaces and respect for town history through appropriate maintenance.
- Continue with established timeline in the capital budget for grounds maintenance vehicle and equipment replacement.

Additional Budget Information

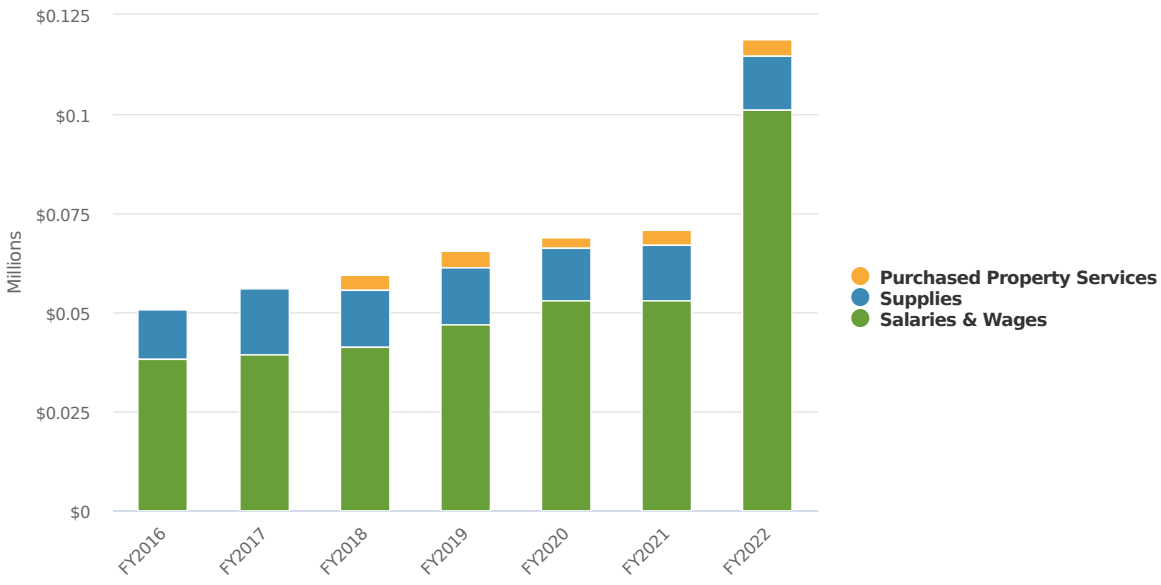
- Increased staffing from two part-time regular employees and one part-time seasonal employee to one full-time regular employee and one part-time regular employee and two part-time seasonal employees.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Salaries & Wages					

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Culture and Recreation					
REGULAR EMPLOYEES	10545120-51510	$43,064.00	$83,513.00	$40,449.00	Staffing changed to 1 Full-time Grounds Lead at $60,000 per year and 1 Part-time grounds staff for 24 hours per week at $18.84 per hour = $452.16 x 52 weeks - $23,512.32
PART TIME/SEASONAL EMPLOYEES	10545120-51520	$7,500.00	$15,000.00	$7,500.00	Seasonal staffing increased to two part-time seasonal employees.
OVERTIME	10545120-51530	$2,500.00	$2,500.00	$0.00	
Total Culture and Recreation:		**$53,064.00**	**$101,013.00**	**$47,949.00**	
Total Salaries & Wages:		**$53,064.00**	**$101,013.00**	**$47,949.00**	
Purchased Property Services					
Culture and Recreation					
REPAIRS AND MAINTENANCE	10545120-54300	$4,000.00	$4,000.00	$0.00	
Total Culture and Recreation:		**$4,000.00**	**$4,000.00**	**$0.00**	
Total Purchased Property Services:		**$4,000.00**	**$4,000.00**	**$0.00**	
Supplies					
Culture and Recreation					
ELECTRICITY	10545120-56220	$3,250.00	$3,250.00	$0.00	
GASOLINE/DIESEL	10545120-56260	$3,500.00	$3,500.00	$0.00	
OTHER SUPPLIES	10545120-56900	$7,100.00	$7,100.00	$0.00	
Total Culture and Recreation:		**$13,850.00**	**$13,850.00**	**$0.00**	
Total Supplies:		**$13,850.00**	**$13,850.00**	**$0.00**	
Total Expense Objects:		**$70,914.00**	**$118,863.00**	**$47,949.00**	

Debt Service

Cynthia Varricchio
Finance Director

Debt consists primarily of bonds (long-term debt), capital loan obligations (long-term debt), and bond anticipation notes (short-term debt). Bonds are issued to permanently finance general-purpose projects and school projects. Bond anticipation notes are used to provide temporary financing for projects. At the completion of the project long-term debt is issued. The Town created the Capital Projects Savings Fund to fund the debt service principal and interest payments for the projects approved at the referendum in 2015. The four approved projects were the Municipal Office Complex, firehouse improvements, elementary improvements and town-wide radios.

Fiscal Year 2020-2021 Major Service Level Accomplishments

- The Town refunded the USDA note and the 2010 open space/4-8 middle school bond realizing a savings of a combined cash flow savings of $2,625.037.
  - The USDA loan prior interest rate was 3.625%. The refunded interest rate is 1.795%. This represents a net present value savings of $2,135,089 or 16.66%.
  - The 2010 bond series prior interest rate was 3.515%. The refunded interest rate is 0.8061%. This represents a new present value savings of $266,343 or 13.15%
- The Town issued new bonds for the remainder of the Municipal Office Complex, the improvements to firehouses #1 and #2, elementary school renovations, and a town-wide radio project the net overall interest rate for the refunding and new debt was $1.795%.
- As part of the refunding and new issuance, the Town underwent a rating review with Standard and Poor's and maintained the AA+ rating. Standard and Poor's raised our Management score from Adequate to Strong due to the addition of financial policies. Standard and Poor's reduced our Budgetary Performance score from Strong to Adequate (an adjustment due to COVID-19) and reduced our Institutional Framework score from Very Strong to Strong (2017 action for all Connecticut municipalities).

Fiscal Year 2021-2022 Major Service Level Goals

- To continue to monitor the Town's debt obligations.
- To plan for future debt issuances for the approved elementary school envelope project as well as other proposed projects on the horizon.

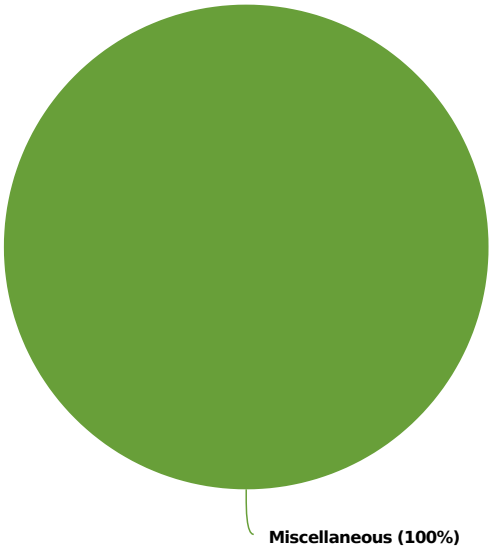
Additional Information

- The legal debt limitations in accordance with the Connecticut State Statute is seven (7) times the tax collection rate. The fiscal year 2020 tax collection is thousands was $26,729 resulting in a total debt limit for the Town of East Haddam at June 30, 2020, of $187 million. East Haddam's total bonded debt on June 30, 2020 was $23.4 million and on December 3, 2020 was $25,255,000. The Town's indebtedness does not exceed legal limitations.
  - Below are key ratios with regard to the Town's indebtedness for the proposed 2021-2022 budget in accordance with the adopted Board of Finance Debt Management Policy:

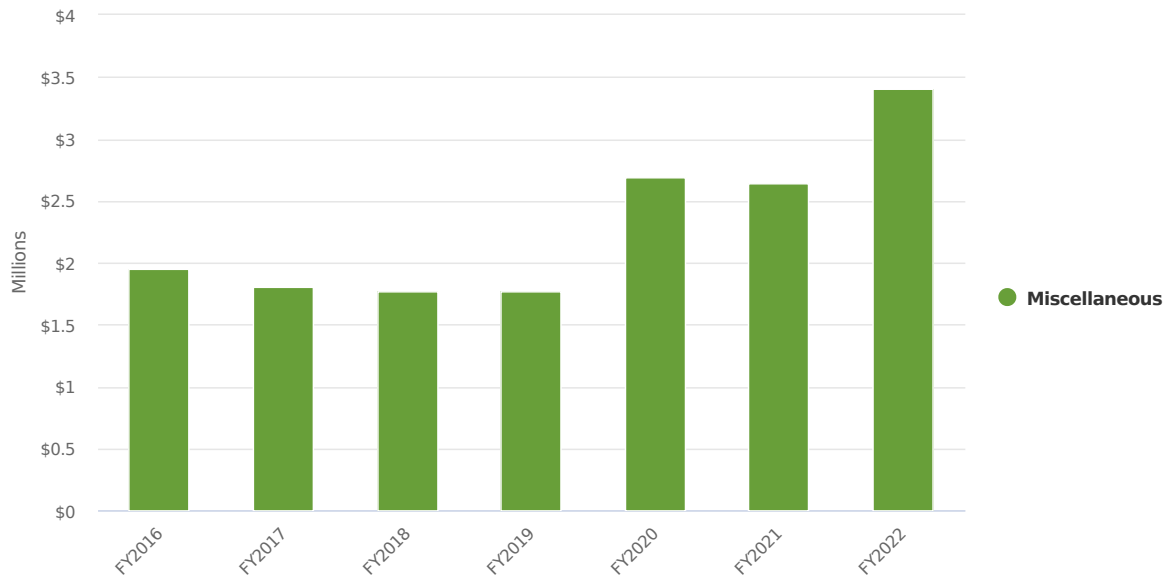
Debt per capita (population 8,988)	Recommended under $3,000	$2,810 on December 3, 2020
Debt to the full value of Grand List ($1,255,261,057)	Recommended under 3%	2% on December 3, 2020, as compared to the October 1, 2018, Grand List
Rate of the debt retirement	Recommended retirement of 50% of total debt in 10 years or less	69% based on December 3, 2020, refunding and debt issuance
Debt service to the proposed budget expenditures	A recommended ratio below 10%, ideally between 2% and 8%	To be determined once the proposed budget is completed

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
Expense Objects					
Miscellaneous					
Debt Service					

Name	Account ID	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted ($ Change)	Notes
REDEMPTION OF PRINCIPAL	10548990-58310	$1,360,000.00	$2,155,000.00	$795,000.00	
USDA REDEMPTION OF PRINCIPAL	10548990-58315	$499,048.00	$0.00	-$499,048.00	
INTEREST	10548990-58320	$298,704.00	$1,246,245.00	$947,541.00	
USDA INTEREST	10548990-58325	$482,629.00	$0.00	-$482,629.00	
Total Debt Service:		**$2,640,381.00**	**$3,401,245.00**	**$760,864.00**	
Total Miscellaneous:		**$2,640,381.00**	**$3,401,245.00**	**$760,864.00**	
Total Expense Objects:		**$2,640,381.00**	**$3,401,245.00**	**$760,864.00**	