

TOWN OF ELLINGTON
BUDGET REPORT 2020-21

	2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)\ Under	2020-21 Budget Request	2020-21 Board of Selectmen
00110 - BOARD OF SELECTMAN									
01-01-00-00110-10-50101	269,723.04	285,393.00	(33,981.00)	251,412.00	113,210.73	226,712.00	24,700.00	229,487.00	229,487.00
01-01-00-00110-10-50102	0.00	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00
01-01-00-00110-10-50103	6,001.60	2,860.00	0.00	2,860.00	5,252.85	17,603.00	(14,743.00)	40,560.00	40,560.00
01-01-00-00110-10-50104	2,350.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-00110-10-50110	350.00	100.00	0.00	100.00	100.00	100.00	0.00	100.00	100.00
01-01-00-00110-20-60221	6,250.29	4,500.00	0.00	4,500.00	2,489.62	5,000.00	(500.00)	5,000.00	5,000.00
01-01-00-00110-20-60222	9,938.45	10,068.00	0.00	10,068.00	1,386.50	10,068.00	0.00	10,423.00	10,423.00
01-01-00-00110-20-60233	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00110-20-60234	954.56	1,800.00	0.00	1,800.00	835.36	1,500.00	300.00	1,600.00	1,600.00
01-01-00-00110-20-60240	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00110-20-60250	5,083.17	9,020.00	0.00	9,020.00	7,584.45	9,020.00	0.00	10,150.00	10,150.00
01-01-00-00110-20-60271	0.00	500.00	0.00	500.00	0.00	0.00	500.00	500.00	500.00
01-01-00-00110-30-60341	2,994.17	2,630.00	0.00	2,630.00	2,298.69	2,630.00	0.00	2,930.00	2,930.00
01-01-00-00110-70-60765	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	303,645.28	321,871.00	(33,981.00)	287,890.00	133,158.20	274,633.00	13,257.00	302,750.00	302,750.00

**TOWN OF ELLINGTON
BUDGET REQUEST
110 BOARD OF SELECTMAN**

Object Nc	Description & Explanation(s)	FISCAL YEAR 2020-21	
		FY 2019-20 Revised	FY 2020-21
5101	FULL TIME PAYROLL	\$ 271,839	\$ 229,487
	First Selectman-Spielman	\$ 92,498	\$ 95,273
	Executive Asst/Human Resource Coordinator Cannella*	\$ 79,040	\$ 79,040
	Executive Asst/Website & Social Media Coord -Connor*	\$ 55,174	\$ 55,174
	Executive Secretary-Moved to Part Time Position 10/24/19	\$ 45,127	\$ -
**	Administrator Potential New Position (2021-22) \$182,000		
5103	PART TIME PAYROLL	\$ 2,860	\$ 40,560
	Administrative Assistant-Recording Secretary-Einsiedel Hired 10/24/19*		\$ 40,560
	Recording Secretary	\$ 2,860	\$ -
	TOTAL SALARIES	\$ 274,699	\$ 270,047
5102	OVERTIME	\$ 3,000	\$ -
5104	SEASONAL	\$ 2,000	\$ 2,000
	Land Records Inspector (Move to COTTS System)		
5110	OTHER BENEFITS	\$ 100	\$ 100
	Longevity: \$100 LC		
	*Salary adjustments are pending performance evaluations conducted in May 2020		
	BOS approved 1st Salary in Feb. 2020		
	TOTAL PAYROLL	\$ 279,799	\$ 272,147
6221	ADVERTISING-PRINTING-FORMS		\$ 5,000
	Legal Notices/ Help Wanted Ads		
6222	DUES & SUBSCRIPTIONS		\$ 10,423
	CCM Membership		\$ 8,113
	CCM Salary Survey		\$ 25
	CCM MERA Supplements		\$ 260
	COST		\$ 1,275
	ASCAP License		\$ 380
	CFBA Membership		\$ 70
	SHRM Membership		\$ 220
	HRACC		\$ 80

**TOWN OF ELLINGTON
BUDGET REQUEST
110 BOARD OF SELECTMAN**

Object No	Description & Explanation(s)	FISCAL YEAR 2020-21
6233	EDUCATION Charged to Employee Education Account	\$ -
6234	PROFESSIONAL DEVELOPMENT Conferences, meetings, seminars	\$ 1,600
6240	TELEPHONE Charged to Miscellaneous Account	\$ -
6250	CONTRACTED SERVICES Employee Recognition (Employees: 9 = \$1,200 gifts; \$500 replenish pins) Frames for Milestones/Retirements (10 @ \$90 each) New Employee Physicals (22 @ \$125 each) Special Event Photos Transcription Services (2 Membership) Union Agricultural Society, Inc-Four Town Fair Annual Contr COTT Systems Land Records Audit	\$ 10,150 \$ 1,700 \$ 900 \$ 2,750 \$ 800 \$ - \$ 2,500 \$ 1,500
6271	REPAIRS & EQUIPMENT MAINT. Office Equipment	\$ 500
6341	OFFICE SUPPLIES Include Minute Book & refreshments for recognition events Notary Fees and Equipment	\$ 2,930 \$ 2,750 \$ 180
6765	OFFICE EQUIPMENT	\$ -
TOTAL OFFICE BUDGET		\$ 30,603
DEPARTMENT TOTAL		\$ 302,750

00120 - BOARD OF FINANCE

01-01-00-00120-10-50103	Part Time
01-01-00-00120-20-60221	Advertising Printing Forms
01-01-00-00120-20-60221	Professional Development
01-01-00-00120-20-60234	Contracted Services
01-01-00-00120-20-60250	Office Supplies
01-01-00-00120-30-60341	DEPARTMENT TOTAL

**TOWN OF ELLINGTON
BUDGET REQUEST
120 BOARD OF FINANCE**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21	
		<u>FY 2019-20 Revised</u>	<u>FY 2020-21</u>
5103	<u>PART TIME PAYROLL</u> BOF Recording Secretary (\$125*14 Meetings)	\$ 1,750	\$ 1,750
	TOTAL PAYROLL	<u>\$ 1,750</u>	<u>\$ 1,750</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u> Publication of Legal Notices on the Budget		\$ 1,700
6234	<u>PROFESSIONAL DEVELOPMENT</u> Conferences, meetings, seminars		\$ 100
6250	<u>CONTRACTED SERVICES</u> Printing of the Town Report		\$ 6,200
6341	<u>OFFICE SUPPLIES</u> Office supplies		\$ 100
	TOTAL OFFICE BUDGET		<u>\$ 8,100</u>
	DEPARTMENT TOTAL		<u>\$ 9,850</u>

Contracted Services
DEPARTMENT TOTAL

	2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)\ Under	2020-21 Budget Request	2020-21 Board of Selectmen
	58,000.00	46,500.00	0.00	46,500.00	750.00	46,500.00	0.00	46,500.00	46,500.00
	58,000.00	46,500.00	0.00	46,500.00	750.00	46,500.00	0.00	46,500.00	46,500.00

**TOWN OF ELLINGTON
BUDGET REQUEST
121 AUDITORS**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21
------------	------------------------------	---------------------

6250	<u>CONTRACTED SERVICES</u>	\$ 46,500
-------------	-----------------------------------	------------------

Appointment of auditors to audit the records and accounts of the town, including the Board of Education as provided in Chapter 111 of the General Statutes, as amended, and Town Charter Section 1005. Duties of the Board of Finance.

*Budgeted contractual amount FY2019-20, will award contract before budget deliberations

TOTAL OFFICE BUDGET	<u>\$ 46,500</u>
----------------------------	-------------------------

DEPARTMENT TOTAL	<u>\$ 46,500</u>
-------------------------	-------------------------

01-01-00-00122-20-60250

	2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)) Under	2020-21 Budget Request	2020-21 Board of Selectmen
00122 - AUDITORS-SPECIAL PROJECTS									
Contracted Services	0.00	100.00	0.00	100.00	0.00	0.00	100.00	100.00	100.00
DEPARTMENT TOTAL	0.00	100.00	0.00	100.00	0.00	0.00	100.00	100.00	100.00

**TOWN OF ELLINGTON
BUDGET REQUEST
122 AUDITORS - SPECIAL PROJECTS**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21
------------	------------------------------	---------------------

6250	CONTRACTED SERVICES	\$ 100
-------------	----------------------------	---------------

Town Charter Section 1005- Duties of the Board of Finance

"The Board of Finance shall also have the power to initiate and appropriate funds for special inquiries by said independent auditors of financial situations that, in the opinion of the Board of Finance, warrant the interim audit and/or gathering of specific information on any accounts, investments or funds operating under the control of employees, boards or agents of the Town of Ellington"

TOTAL OFFICE BUDGET	\$ 100
----------------------------	---------------

DEPARTMENT TOTAL	\$ 100
-------------------------	---------------

TOWN OF ELLINGTON
BUDGET REPORT 2020-21

	2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)\ Under	2020-21 Budget Request	2020-21 Board of Selectmen
0130 - FINANCE OFFICER									
01-01-00-00130-10-50101	206,085.34	259,765.00	32,930.00	292,695.00	133,915.10	237,189.10	55,505.90	294,397.00	294,397.00
01-01-00-00130-10-50102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00130-10-50103	24,778.52	25,970.00	715.00	26,685.00	12,226.64	24,454.00	2,231.00	27,422.00	27,422.00
01-01-00-00130-10-50110	700.00	300.00	0.00	300.00	300.00	300.00	0.00	300.00	300.00
01-01-00-00130-20-60221	2,154.81	2,200.00	0.00	2,200.00	909.77	2,200.00	0.00	2,200.00	2,200.00
01-01-00-00130-20-60222	620.00	800.00	0.00	800.00	450.00	800.00	0.00	800.00	800.00
01-01-00-00130-20-60223	126.57	1,000.00	0.00	1,000.00	523.86	1,000.00	0.00	1,000.00	1,000.00
01-01-00-00130-20-60233	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	750.00
01-01-00-00130-20-60234	2,342.00	2,000.00	0.00	2,000.00	249.00	3,000.00	(1,000.00)	2,000.00	2,000.00
01-01-00-00130-20-60250	29,058.12	33,800.00	0.00	33,800.00	11,815.44	86,000.00	(52,200.00)	67,200.00	67,200.00
01-01-00-00130-20-60271	0.00	200.00	0.00	200.00	0.00	0.00	200.00	0.00	0.00
01-01-00-00130-30-60341	6,113.49	5,000.00	0.00	5,000.00	808.51	5,000.00	0.00	5,000.00	5,000.00
DEPARTMENT TOTAL	271,978.85	331,035.00	33,645.00	364,680.00	161,198.32	359,943.10	4,736.90	401,069.00	401,069.00

**TOWN OF ELLINGTON
BUDGET REQUEST
130 FINANCE OFFICER**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21	
		<u>FY 2019-20 Revised</u>	<u>FY 2020-21</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 292,690	\$ 294,397
	Finance Officer-Vacant*	\$ 140,000	\$ 140,000
	Assistant Finance Officer/Deputy Treasurer-LaPlante*	\$ 90,609	\$ 90,609
	Accounting/Payroll Specialist-Moran	\$ 62,081	\$ 63,788
5103	<u>PART TIME PAYROLL</u>	\$ 26,688	\$ 27,422
	Administrative Assistant-Choiniere 20 hours per week	\$ 24,347	\$ 25,017
	Additional hours for special projects-100 hours (Budget Books, Capital Improvement Budget Books, record keeping for Capital Projects, etc.)	\$ 2,341	\$ 2,405
	*Salary is in negotiation for FY 20-21		
	TOTAL SALARIES	<u>\$ 319,378</u>	<u>\$ 321,819</u>
5102	<u>OVERTIME</u>		\$ -
5110	<u>OTHER BENEFITS</u>		\$ 300
	Longevity-LaPlante \$150 Moran \$150		
	TOTAL PAYROLL		<u>\$ 322,119</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 2,200
	Legal Notices-Request for Proposal		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 800
	Memberships GFOA CCM and APA		
6223	<u>TRAVEL</u>		\$ 1,000
	Mileage reimbursement for employees when a town vehicle is not available		

**TOWN OF ELLINGTON
BUDGET REQUEST
130 FINANCE OFFICER**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21
6233	<u>EDUCATION</u>	\$ 750
	For staff to attend courses sponsored by Government Finance Officers of Connecticut, computer training and other courses	
6234	<u>PROFESSIONAL DEVELOPMENT</u>	\$ 2,000
	To attend in State Conference on Municipal Accounting and risk management, Connecticut Chapter of CPA's Conference on Municipal Accounting, annual conference of Governmental Finance Officers Association of United States and Canada	
6250	<u>CONTRACTED SERVICES</u>	\$ 67,200
	All computer accounting services-payroll, appropriation accounting, bonding disclosures requirements	
	Paylocity-Payroll, report writer, server payroll, growth in payroll, recording vacation, personal, sick time	\$ 21,000
	Budgetary accounting licenses, support (Keeping in for FY 20-21 due to implementation of new software, the potential costs to current vendor)	\$ 9,000
	Bond Issue continuing disclosure agreement	\$ 2,000
	Brinks-State Contract	\$ 1,800
	Munis SaaS Fee	\$ 33,400
6271	<u>REPAIRS & EQUIPMENT MAINT.</u>	\$ -
	No Longer Necessary due to removal of type writer	
6341	<u>OFFICE SUPPLIES</u>	\$ 5,000
	Office supplies for budget books, capital improvement budget books, computer supplies, laser printer supplies, envelopes, checks	
TOTAL OFFICE BUDGET		\$ 78,950
DEPARTMENT TOTAL		\$ 401,069

Felicia LaPlante

From: Menard, Christine <christine.menard@tylertech.com>
Sent: Friday, November 22, 2019 12:16 PM
To: Felicia LaPlante
Subject: RE: Munis Inquiry
Attachments: Tyler Munis - 3 Year Cloud - SaaS Agreement Price Proposal.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Felicia,

I am attaching the Tyler Hosted (Cloud) price proposal for your review. Please feel free to call or email me with any questions.

In Summary (which can be found on page 2 of the attached) is as follows:

1. 1st year SaaS fee is = **\$33,398.00**
2. On Time Fees are = **\$62,960** (broken out as follows)
 - Implementation hours/Days = 296/37 (training) = \$47,360
 - Conversion Services = \$5,200
 - Project Management = \$6,400
 - VPN Device (required for Cloud services) = \$4,000
3. 3rd Party Hardware, Software and Services = **\$1,650**

to be placed
in Finance
Operating Budget
Capital

Year One TOTAL: \$98,008

Year two SaaS = \$33,398

Year 3 SaaS = \$33,398

THREE YEAR TOTAL = \$164,804

Estimated Travel = \$10,920.00 (not included in total above)

Christine Menard
Senior Account Executive
P: 800.772.2260 ext: 4440

www.tylertech.com

From: Felicia LaPlante <flaplante@ELLINGTON-CT.GOV>
Sent: Friday, November 22, 2019 9:42 AM
To: Menard, Christine <christine.menard@tylertech.com>
Subject: RE: Munis Inquiry

Christine,

Good Morning, I am just checking in on status of the quote, do you think we will still receive by the end of the day today?

Thank you

Felicia LaPlante

TOWN OF ELLINGTON
BUDGET REPORT 2020-21

	2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)\ Under	2020-21 Budget Request	2020-21 Board of Selectmen
00131 - TAX ASSESSOR									
01-01-00-00131-10-50101	170,306.47	172,406.00	4,064.00	176,470.00	72,124.66	157,829.00	18,641.00	178,964.00	178,964.00
01-01-00-00131-10-50102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00131-10-50103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00131-10-50110	150.00	150.00	0.00	150.00	150.00	150.00	0.00	150.00	150.00
01-01-00-00131-20-60221	408.99	700.00	0.00	700.00	416.74	700.00	0.00	700.00	700.00
01-01-00-00131-20-60222	1,639.20	2,195.00	0.00	2,195.00	1,074.20	2,195.00	0.00	2,100.00	2,100.00
01-01-00-00131-20-60223	494.54	500.00	0.00	500.00	65.42	500.00	0.00	500.00	500.00
01-01-00-00131-20-60233	930.00	2,000.00	0.00	2,000.00	0.00	1,000.00	1,000.00	2,000.00	2,000.00
01-01-00-00131-20-60234	232.00	1,200.00	0.00	1,200.00	112.00	300.00	900.00	1,200.00	1,200.00
01-01-00-00131-20-60240	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00131-20-60250	17,190.00	22,350.00	0.00	22,350.00	8,850.00	22,200.00	150.00	22,200.00	22,200.00
01-01-00-00131-20-60251	250.00	250.00	0.00	250.00	250.00	250.00	0.00	250.00	250.00
01-01-00-00131-20-60269	3,850.00	6,200.00	0.00	6,200.00	0.00	4,000.00	2,200.00	6,200.00	6,200.00
01-01-00-00131-30-60341	1,250.00	1,300.00	0.00	1,300.00	160.00	1,300.00	0.00	1,300.00	1,300.00
01-01-00-00131-70-60765	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	196,701.20	209,251.00	4,064.00	213,315.00	83,203.02	190,424.00	22,891.00	215,564.00	215,564.00

**TOWN OF ELLINGTON
BUDGET REQUEST
131 TAX ASSESSOR**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21	
		FY 2019-20 Revised	FY 2020-21
5101	<u>FULL TIME PAYROLL</u>	\$ 176,464	\$ 178,964
	Assessor-Bechard*	\$ 85,573	\$ 85,573
	Deputy Assessor-Plona	\$ 58,677	\$ 60,291
	Administrative Assmt Technician-Cycenas	\$ 32,214	\$ 33,100
5103	<u>PART TIME PAYROLL</u>	\$ -	\$ -
	*Salaries are in negotiations for FY 20-21		
	TOTAL SALARIES	\$ 176,464	\$ 178,964
5103	<u>EXTRA HOURS</u>		\$ -
5102	<u>OVERTIME</u>		\$ -
5110	<u>OTHER BENEFITS</u>		\$ 150
	Longevity pay per Union Contract		
	Bechard		
	TOTAL PAYROLL		\$ 179,114
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 700
	Legal Notices, Personal Property forms		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 2,100
	Pricing guides, Professional memberships		
6223	<u>TRAVEL</u>		\$ 500
	Mileage reimbursement		
6233	<u>EDUCATION</u>		\$ 2,000
	UConn - Assessor's School Classes &		\$ 600
	Workshops for recertification		\$ 1,400

**TOWN OF ELLINGTON
BUDGET REQUEST
131 TAX ASSESSOR**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21
6234	<u>PROFESSIONAL DEVELOPMENT</u>	\$ 1,200
	QDS/CAMA/GIS educational conferences/training;	\$ 500
	IAAO,NRAAO,CAAO meetings & seminars	\$ 700
6240	<u>TELEPHONE</u>	\$ -
6250	<u>CONTRACTED SERVICES</u>	\$ 22,200
	Administrative software license, support and maintenance	\$ 9,200
	CAMA software license, support, maintenance and web hosting	\$ 8,000
	Personal Property Audits 10 @\$500 each	\$ 5,000
6251	<u>STATE OF CONNECTICUT</u>	\$ 250
	State of CT DMV Direct Online Service-access to license and registration information	
6269	<u>MAPPING</u>	\$ 6,200
	Maintenance - Parcel maps for GIS/GEOTMS	\$ 4,500
	Maintenance -ESRI ArcGIS	\$ 1,700
6341	<u>OFFICE SUPPLIES</u>	\$ 1,300
	Printer toner, misc. supplies	
6765	<u>OFFICE EQUIPMENT</u>	\$ -
TOTAL OFFICE BUDGET		<u>\$ 36,450</u>
DEPARTMENT TOTAL		<u>\$ 215,564</u>



STATE OF CONNECTICUT • COUNTY OF TOLLAND • INCORPORATED 1786

TOWN OF ELLINGTON

TAX AND REVENUE COLLECTOR

55 MAIN STREET • P.O. BOX 158 • ELLINGTON, CONNECTICUT 06029-0158

TEL. 860-870-3113 FAX 860-870-3704 www.taxcollector@ellington-ct

Date: February 11, 2020

To: Board of Finance

From: Ann Marie Conti, Tax and Revenue Collector *AME*

Subject: 2020-2021 Fiscal Year Budget

As requested by the Board of Finance, I am pleased to offer my proposed budget for the Tax Office for FY 2020-2021 showing a slight decrease over last year's budget. This is due to allocating a portion of the annual software service fee for Sewer Use to the Water Pollution Control Authority budget.

BUDGET CHANGES

Line item 6250 Contracted Services: Software for the collection of tax and utilities; printing and mailing of tax and utility bills. Online bill inquiry and payment service.

Thank you for your consideration.

TOWN OF ELLINGTON
BUDGET REPORT 2020-21

	2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)\ Under	2020-21 Budget Request	2020-21 Board of Selectmen
0132 - TAX COLLECTOR									
01-01-00-00132-10-50101	120,548.66	130,784.00	4,631.00	135,415.00	59,181.48	126,912.00	8,503.00	136,780.00	136,780.00
01-01-00-00132-10-50102	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-00132-10-50103	22,457.68	17,649.00	486.00	18,135.00	10,498.88	18,137.00	(2.00)	18,637.00	18,637.00
01-01-00-00132-10-50110	150.00	150.00	0.00	150.00	150.00	150.00	0.00	250.00	250.00
01-01-00-00132-20-60221	769.69	1,000.00	0.00	1,000.00	396.65	1,000.00	0.00	1,000.00	1,000.00
01-01-00-00132-20-60222	95.00	120.00	0.00	120.00	20.00	120.00	0.00	120.00	120.00
01-01-00-00132-20-60223	504.80	900.00	0.00	900.00	72.15	500.00	400.00	900.00	900.00
01-01-00-00132-20-60232	262.00	460.00	0.00	460.00	112.00	460.00	0.00	460.00	460.00
01-01-00-00132-20-60234	161.00	750.00	0.00	750.00	42.00	750.00	0.00	750.00	750.00
01-01-00-00132-20-60250	19,338.80	22,072.00	0.00	22,072.00	18,171.73	22,072.00	0.00	17,805.00	17,805.00
01-01-00-00132-20-60251	250.00	250.00	0.00	250.00	250.00	250.00	0.00	250.00	250.00
01-01-00-00132-20-60284	0.00	100.00	0.00	100.00	0.00	0.00	100.00	100.00	100.00
01-01-00-00132-30-60341	4,118.54	5,000.00	0.00	5,000.00	2,199.52	5,000.00	0.00	5,000.00	5,000.00
DEPARTMENT TOTAL	168,656.17	181,235.00	5,117.00	186,352.00	91,094.41	177,351.00	9,001.00	184,052.00	184,052.00

**TOWN OF ELLINGTON
BUDGET REQUEST
132 TAX COLLECTOR**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21	
		<u>FY 2019-20 Revised</u>	<u>FY 2020-21</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 135,421	\$ 136,780
	Tax Collector-Conti*	\$ 85,989	\$ 85,989
	Deputy Tax Collector-Varholak	\$ 49,432	\$ 50,791
5103	<u>PART TIME PAYROLL</u>	\$ 18,138	\$ 18,637
	Tax Clerk-Wagner		
	*salaries are in negotiations for FY 2020-21		
	TOTAL SALARIES	\$ 153,559	\$ 155,417
5102	<u>OVERTIME</u>		\$ 2,000
5110	<u>OTHER BENEFITS</u>		\$ 250
	As per union contract and personnel rules		
	TOTAL PAYROLL		\$ 157,667
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 1,000
	Legal Notices		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 120
	Memberships to professional organizations		
6223	<u>TRAVEL</u>		\$ 900
	Mileage reimbursement for bank deposits, conferences		
6232	<u>POSTAGE</u>		\$ 460
	Rental of Post Office Box and for address updates		
6234	<u>PROFESSIONAL DEVELOPMENT</u>		\$ 750
	To attend State Tax Collectors' Conferences, Connecticut Certified Municipal Association classes		

**TOWN OF ELLINGTON
BUDGET REQUEST
132 TAX COLLECTOR**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21
6250	<u>CONTRACTED SERVICES</u>	\$ 17,805
	Annual charge for Quality Data Software and Support	\$ 8,537
	Printing and Processing Tax and Utility Bills	\$ 6,442
	Folding, stuffing and mailing the July & Jan tax bills	\$ 1,926
	Invoice Cloud-Online Bill Inquiry and Payment Service	\$ 900
6251	<u>STATE OF CONNECTICUT</u>	\$ 250
	State of CT DMV Direct Online Service-access to license and registration information	
6284	<u>COLLECTION SERVICE FEE</u>	\$ 100
	Collection agency option	
6341	<u>OFFICE SUPPLIES</u>	\$ 5,000
	Office supplies: toner for laser printers; envelopes; tax bills	
TOTAL OFFICE BUDGET		<u>\$ 26,385</u>
DEPARTMENT TOTAL		<u>\$ 184,052</u>



Quality Data Service, Inc.
121 Mattatuck Heights Rd
Waterbury, CT 06705

Budget Letter 2020-21

Date	Letter #
1/27/2020	2018E1945

Name / Address

Ellington Tax Collector
Town Hall
55 Main St.
Ellington, CT 06029

Contact	Leo DiNicola
Phone #	2037559031
Fax #	203-574-4360
e-mail	LEO@QDS.BIZ
Cellphone #	203-910-2316

Description of Services

Description of Services	Est Qty	Total
Jun - CASI certify File	1	75.00
Jun - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills (RE, PP, MV)	13,150	1,150.63
Jun - QNest Processing Fee - QDS patented service	1	300.00
Jun - EZ-Track USPS Mail tracking system	1	100.00
Jun - #10 Mailing Envelopes 24# WW - 1 sided	13,150	440.53
Jun - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	13,150	440.53
Jun - 1st Class Postage - CASS Certified Rates (est) - 2% postal increase 1/1/2020	13,150	5,365.20
Savings attributable to using QNest Services	-1,900	-883.50
Subtotal JUNE		6,988.39

SEWER BILLS - SEP

Sep - CASI certify File	1	75.00
Sep - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	3,200	280.00
Sep - #10 Mailing Envelopes 24# WW - 1 sided - min charge \$ 90.00	3,200	107.20
Sep - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	3,200	107.20
Sep - 1st Class Postage - CASS Certified Rates (est) - 2% postal increase 1/1/2020	3,200	1,305.60
Subtotal SEPT		1,875.00

SANITATION BILLS - OCT

Oct - CASI certify File	1	75.00
Oct - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	5,000	437.50
Oct - #10 Mailing Envelopes 24# WW - 1 sided - min charge \$ 90.00	5,000	167.50

www.qds.biz

Review this letter carefully - call if items need to be removed or added - Sign and return promptly

Enter Total based on options chosen

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

Purchase Order # (if applicable): _____



Quality Data Service, Inc.
121 Mattatuck Heights Rd
Waterbury, CT 06705

Budget Letter 2020-21

Date	Letter #
1/27/2020	2018E1945

Name / Address

Ellington Tax Collector
Town Hall
55 Main St.
Ellington, CT 06029

Contact	Leo DiNicola
Phone #	2037559031
Fax #	203-574-4360
e-mail	LEO@QDS.BIZ
Cellphone #	203-910-2316

Description of Services

	Est Qty	Total
Oct #9 Return Envelope (BRE) 1 Sided White Envelope Black Ink Min Charge \$ 90.00	5,000	167.50
Oct 1st Class Postage CASS Certified Rates (est) 2% postal increase 1/1/2020	5,000	2,040.00
Subtotal OCT		2,887.50
 MVS BILLS - DEC		
Dec - CASI certify File	1	75.00
Dec - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	2,000	175.00
Dec - EZ-Track USPS Mail tracking system	1	50.00
Dec - #10 Envelopes 24# WW - 1 sided - min charge \$ 90.00	2,000	90.00
Dec - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	2,000	90.00
Dec - 1st Class Postage* - CASS Certified Rates(est) - 2% postal increase 1/1/2020	2,000	816.00
Subtotal DEC		1,296.00
 SEWER BILLS - MAY		
May CASI certify File	1	75.00
May Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	3,200	280.00
May #10 Mailing Envelopes 24# WW 1 sided min charge \$ 90.00	3,200	105.60
May #9 Return Envelope (BRE) 1 Sided White Envelope Black Ink Min Charge \$ 90.00	3,200	105.60
May 1st Class Postage CASS Certified Rates (est) 2% postal increase 1/1/2020	3,200	1,305.60
Subtotal MAY		1,871.80

www.qds.biz

Review this letter carefully - call
if items need to be removed or
added - Sign and return
promptly

Enter Total based on options chosen

8,284.39

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

Purchase Order # (if applicable): _____



Quality Data Service, Inc.
121 Mattatuck Heights Rd
Waterbury, CT 06705

Budget Letter 2020-21

Date	Letter #
1/27/2020	2018E1944

Name / Address

Ellington Tax Collector
Town Hall
55 Main St.
Ellington, CT 06029

Contact	Leo DiNicola
Phone #	2037559031
Fax #	203-574-4360
e-mail	LEO@QDS.BIZ
Cellphone #	203-910-2316

Description of Services

Software Services

Annual Software Support Fee - Revenue Collection Software	1	5,850.00
Annual Subscription Fee - QSearch - Tax Records Web Hosting Service	1	2,000.00
Annual Software Support Fee - Utility Billing Module (Sewer/Water Usage or Assessment)	1	2,650.00
Annual Hardware Maintenance Plan - Epson TMU675 validator	1	225.00
Disaster recovery as a service (DRaaS) is a cloud backup and restoration service model that uses cloud resources to protect and data from disruption caused by disaster. It gives an organization a total system backup that allows for business continuity in the event of system failure. (DRaaS) is MANDATORY unless the Town can show that they written proof of a current Cloud backup service** for your office. (see enclosed flyer for more information)	84	462.00

Printing Services

Setup Charge	1	100.00
Jun - Printing and Processing RE Bills Including Banks	3,100	868.00
Jun - Printing and Processing MV Bills	9,150	2,562.00
Jun - Printing and Processing PP Bills	900	252.00
Sep - Printing and Processing Sewer Usage/Assessment Bills	3,250	910.00
Oct - Printing and Processing Sanitation Bills	5,000	1,400.00
Dec - Printing and Processing MVS Bills	2,000	560.00
Mar - Printing and Processing Sewer/ Usage/Assessment Bills	3,250	910.00
Jun - Printing and Processing Sewer Assessment Bills	75	25.00

Final Posted Ratebook per CT State Statutes

2 3 550.00 ~~925.00~~

www.qds.biz

Review this letter carefully - call if items need to be removed or added - Sign and return promptly

Enter Total based on options chosen

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

Purchase Order # (if applicable): _____



Quality Data Service, Inc.
121 Mattatuck Heights Rd
Waterbury, CT 06705

Budget Letter 2020-21

Date	Letter #
1/27/2020	2018E1944

Name / Address

Ellington Tax Collector
Town Hall
55 Main St.
Ellington, CT 06029

Contact	Leo DiNicola
Phone #	2037559031
Fax #	203-574-4360
e-mail	LEO@QDS.BIZ
Cellphone #	203-910-2316

Description of Services

Binding Final Posted Books

Subtotal - CONTRACTED SERVICE

Est Qty	Total
2 3	150.00 225.00
	19,824.00
	14,979.00

OPTIONAL ITEMS (Call for Pricing)

Financial Software Interface Module (Saas) - Call for Pricing

QTicket - Violation and Collection Module - Annual Rental (Saas) - Call for Pricing

Annual Subscription Fee - QSearch - Violation Tickets Web Hosting Service - Call for Pricing

New Utility Software Module (Saas) - Call for Pricing

Annual Subscription Fee - QSearch - Utility Billing Hosting Service - Call for Pricing

Printing and Processing Delinquent / Demand Notices - Call for Pricing

1	0.00
1	0.00
1	0.00
1	0.00
1	0.00
1	0.00

www.qds.biz

Review this letter carefully - call
if items need to be removed or
added - Sign and return
promptly

Enter Total based on options chosen

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

Purchase Order # (if applicable): _____

TOWN OF ELLINGTON
BUDGET REPORT 2020-21

	2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)\ Under	2020-21 Budget Request	2020-21 Board of Selectmen
00133 - BD OF ASSESSMENT APPEALS									
Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00133-10-50103	59.81	200.00	0.00	200.00	59.81	59.81	140.19	200.00	200.00
Advertising Printing Forms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00133-20-60221	0.00	200.00	0.00	200.00	0.00	0.00	200.00	200.00	200.00
Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00133-20-60222	0.00	200.00	0.00	200.00	0.00	0.00	200.00	200.00	200.00
Professional Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00133-20-60234	59.81	400.00	0.00	400.00	59.81	59.81	340.19	400.00	400.00
Contracted Services									
01-01-00-00133-20-60250									
DEPARTMENT TOTAL	59.81	400.00	0.00	400.00	59.81	59.81	340.19	400.00	400.00

**TOWN OF ELLINGTON
BUDGET REQUEST
133 BOARD OF ASSESSMENT APPEALS**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21	
		FY 2019-20 Revised	FY 2020-21
5103	<u>PART TIME PAYROLL</u>	\$ -	\$ -
	TOTAL PAYROLL		<u>\$ -</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u> Legal Notices, BAA forms		\$ 200
6222	<u>DUES & SUBSCRIPTIONS</u>		
6234	<u>PROFESSIONAL DEVELOPMENT</u> Classes and workshops		\$ 200
6250	<u>CONTRACTED SERVICES</u>		\$ -
	TOTAL OFFICE BUDGET		<u>\$ 400</u>
	DEPARTMENT TOTAL		<u>\$ 400</u>

TOWN OF WILMINGTON
BUDGET REPORT 2020-21

2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)\ Under	2020-21 Budget Request	2020-21 Board of Selectmen
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	100.00	0.00	100.00	0.00	0.00	100.00	100.00	100.00
0.00	100.00	0.00	100.00	0.00	0.00	100.00	100.00	100.00

0134 - INS.ADVISORY BD.

01-01-00-00134-10-50103 Part Time
01-01-00-00134-20-60250 Contracted Services
DEPARTMENT TOTAL

**TOWN OF ELLINGTON
BUDGET REQUEST
134 INSURANCE ADVISORY BOARD**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21	
		<u>FY 2019-20 Revised</u>	<u>FY 2020-21</u>
5103	<u>PART TIME PAYROLL</u>	\$0	\$0
	TOTAL PAYROLL		<u>\$0</u>
6250	<u>CONTRACTED SERVICES</u>		\$100
	Maintain account if studies/bids are required		
	TOTAL OFFICE BUDGET		<u>\$100</u>
	DEPARTMENT TOTAL		<u>\$100</u>

TOWN OF ELLINGTON
BUDGET REPORT 2020-21

	2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)/ Under	2020-21 Budget Request	2020-21 Board of Selectmen
0140 - TOWN CLERK									
01-01-00-00140-10-50101	122,675.51	129,487.00	4,558.00	134,045.00	67,020.23	134,049.00	(4.00)	135,447.41	135,447.41
01-01-00-00140-10-50102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00140-10-50103	10,886.88	16,286.00	448.00	16,734.00	5,905.64	11,986.00	4,748.00	16,286.00	16,286.00
01-01-00-00140-10-50110	350.00	350.00	0.00	350.00	350.00	350.00	0.00	350.00	350.00
01-01-00-00140-20-60221	3,623.13	3,400.00	0.00	3,400.00	1,074.90	3,400.00	0.00	3,400.00	3,400.00
01-01-00-00140-20-60222	310.00	300.00	0.00	300.00	150.00	300.00	0.00	300.00	300.00
01-01-00-00140-20-60223	229.79	350.00	0.00	350.00	26.37	230.00	120.00	350.00	350.00
01-01-00-00140-20-60234	1,220.00	2,000.00	0.00	2,000.00	735.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-00140-20-60250	26,998.90	28,000.00	0.00	28,000.00	10,416.81	28,000.00	0.00	28,000.00	28,000.00
01-01-00-00140-20-60251	3,847.00	6,500.00	0.00	6,500.00	518.00	4,000.00	2,500.00	6,500.00	6,500.00
01-01-00-00140-20-60253	84.00	500.00	0.00	500.00	192.90	500.00	0.00	500.00	500.00
01-01-00-00140-20-60254	1,020.00	1,750.00	0.00	1,750.00	782.00	1,500.00	150.00	1,750.00	1,750.00
01-01-00-00140-20-60255	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00140-20-60262	6,126.16	5,000.00	0.00	5,000.00	1,605.12	5,000.00	0.00	5,000.00	5,000.00
01-01-00-00140-20-60271	350.00	500.00	0.00	500.00	0.00	350.00	150.00	500.00	500.00
01-01-00-00140-30-60341	1,512.76	1,500.00	0.00	1,500.00	504.52	1,500.00	0.00	1,500.00	1,500.00
01-01-00-00140-70-60765	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00140-90-60900	185.00	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00
DEPARTMENT TOTAL	179,419.13	199,923.00	5,006.00	204,929.00	89,281.49	197,265.00	7,664.00	205,883.41	205,883.41

**TOWN OF ELLINGTON
BUDGET REQUEST
140 TOWN CLERK**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21	
		<u>FY 2019-20 Revised</u>	<u>FY 2020-21</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 134,041	\$ 135,447
	Town Clerk -McKeegan*	\$ 82,899	\$ 82,899
	Assistant Town Clerk-Hosey	\$ 51,142	\$ 52,548
5103	<u>PART TIME PAYROLL</u>	\$ 16,286	\$ 16,286
	Admin Clerk*Vacant	\$ 16,286	\$ 16,286
	*Salary in negotiation for FY 20-21		
	TOTAL SALARIES	<u>\$ 150,327</u>	<u>\$ 151,733</u>
5110	<u>OTHER BENEFITS</u>		\$ 350
	Longevity Pay/Union Contract		
	TOTAL PAYROLL		<u>\$ 152,083</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 3,400
	Legal Notices, subscriptions		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 300
	State and County Memberships		
6223	<u>TRAVEL</u>		\$ 350
	Mileage reimbursement, when town car unavailable		
6234	<u>PROFESSIONAL DEVELOPMENT</u>		\$ 2,000
	State Conferences, County Meetings, Lodging, conferences fees, staff training		
6250	<u>CONTRACTED SERVICES</u>		\$ 28,000
	Indexing, Microfilming, land record book creation		
6251	<u>STATE OF CONNECTICUT</u>		\$ 6,500
	Sportsman Licenses		

**TOWN OF ELLINGTON
BUDGET REQUEST
140 TOWN CLERK**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21
6253	<u>VITAL STATISTICS</u> Payments to other towns for Vital Records	\$ 500
6254	<u>STATE SURCHARGES</u> Payments to State of Connecticut for marriage licenses issued	\$ 1,750
6262	<u>CODIFICATION</u> Funding for updates and revenues to Town Code Book	\$ 5,000
6271	<u>EQUIPMENT REPAIRS</u> Office machine repairs	\$ 500
6341	<u>OFFICE SUPPLIES</u> General office supplies	\$ 1,500
6900	<u>TOWN-WIDE MAINTENANCE</u> Continued restoration of records in vault	\$ 4,000
TOTAL OFFICE BUDGET		<u>\$ 53,800</u>
DEPARTMENT TOTAL		<u>\$ 205,883</u>

TOWN OF ELLINGTON
BUDGET REPORT 2020-21

2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)\ Under	2020-21 Budget Request	2020-21 Board of Selectmen
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
137,809.63	110,000.00	0.00	110,000.00	26,260.25	110,000.00	0.00	120,000.00	120,000.00
137,809.63	110,000.00	0.00	110,000.00	26,260.25	110,000.00	0.00	120,000.00	120,000.00

0150 - TOWN COUNSEL

01-01-00-00150-20-60222 Dues & Subscriptions
01-01-00-00150-20-60250 Contracted Services
DEPARTMENT TOTAL

**TOWN OF ELLINGTON
BUDGET REQUEST
150 TOWN COUNSEL**

Object No	Description & Explanation(s)	FISCAL YEAR 2020-21
6222	DUES & SUBSCRIPTIONS	
	Law journals	\$ -
6250	CONTRACTED SERVICES	
	Legal matters including labor negotiations	\$ 120,000
TOTAL OFFICE BUDGET		\$ 120,000
DEPARTMENT TOTAL		\$ 120,000

Town Counsel Expenditures

FY18-19	\$ 137,810	\$ 137,810	\$ 137,810
FY17-18	\$ 96,011	\$ 96,011	\$ 96,011
FY16-17	\$ 98,963	\$ 98,963	\$ 98,963
FY15-16	\$ 144,320	\$ 144,320	\$ 144,320
FY14-15	\$ 128,071	\$ 128,071	
FY13-14	\$ 73,286		
FY12-13	\$ 128,241		
FY11-12	\$ 132,242		
FY10-11	\$ 66,756		
FY09-10	\$ 105,425		
Total	\$ 1,111,125	\$ 605,175	\$ 477,104
Averages	Ten years	Five Years	Four Years
	\$ 111,112	\$ 121,035	\$ 119,276

TOWN OF ELLINGTON
BUDGET REPORT 2020-21

	2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)\ Under	2020-21 Budget Request	2020-21 Board of Selectmen
	7,352.80	7,353.00	0.00	7,353.00	3,676.40	7,353.00	0.00	7,353.00	7,353.00
	7,352.80	7,353.00	0.00	7,353.00	3,676.40	7,353.00	0.00	7,353.00	7,353.00

0155 - PROBATE COURT
Contracted Services
DEPARTMENT TOTAL

01-01-00-00155-20-60250

**TOWN OF ELLINGTON
BUDGET REQUEST
155 PROBATE COURT**

Object No	Description & Explanation(s)	FISCAL YEAR 2020-21
6250	CONTRACTED SERVICES Town's share for Probate Court	\$ 7,353
	TOTAL OFFICE BUDGET	\$ 7,353
	DEPARTMENT TOTAL	\$ 7,353



State of Connecticut
Ellington Probate Court
Serving the Towns of Ellington & Vernon

Elisa H. Bartlett
Judge

14 Park Place/P.O. Box 268
Vernon, CT 06066
(860) 872-0519
Fax (860) 870-5140

January 23, 2020

Gail Moran
Finance Department
P.O. Box 187
Ellington, CT 060629

Re: Expenses-Fiscal Year 2020 - 2021

Dear Gail,

The Ellington Probate Court is requesting the same amount of funding as we did the previous fiscal year. We were able to reduce some fixed expenses but due to the large volume of back logged files, other expenses increased that offset the savings.

1 st Quarter Fiscal Year 2020-2021	Jul 2020	\$1838.20
2nd Quarter Fiscal Year 2020-2021	Oct 2019	\$1838.20
3rd Quarter Fiscal Year 2020-2021	Jan 2021	\$1838.20
4th Quarter Fiscal Year 2020-2021	Apr 2021	\$1838.20

Total = \$7,352.80

Please feel free to call the court if you have any questions.

Sincerely,

Elisa H. Bartlett
Judge

TOWN OF ELLINGTON
BUDGET REPORT 2020-21

	2018-19 Actuals	2019-20 Approved Budget	2019-20 Trans/ Addl Appr.	2019-20 Adjusted Approved Budget	2019-20 First Six Months Actual	2019-20 Estimated Total Actuals	2019-20 (Over)\ Under	2020-21 Budget Request	2020-21 Board of Selectmen
0170 - TOWN PLANNER									
01-01-00-00170-10-50101	209,052.02	214,868.00	8,036.00	222,904.00	111,451.91	222,927.00	(23.00)	226,306.00	226,306.00
01-01-00-00170-10-50102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00170-10-50103	900.00	1,000.00	0.00	1,000.00	90.00	90.00	910.00	1,000.00	1,000.00
01-01-00-00170-10-50110	250.00	300.00	0.00	300.00	300.00	300.00	0.00	300.00	300.00
01-01-00-00170-20-60221	0.00	500.00	0.00	500.00	500.00	500.00	0.00	500.00	500.00
01-01-00-00170-20-60222	930.75	1,100.00	0.00	1,100.00	748.00	1,000.00	100.00	1,200.00	1,200.00
01-01-00-00170-20-60223	1,911.76	2,000.00	0.00	2,000.00	29.12	2,000.00	0.00	2,000.00	2,000.00
01-01-00-00170-20-60233	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00170-20-60234	1,179.37	2,000.00	0.00	2,000.00	385.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-00170-20-60250	2,327.50	11,000.00	0.00	11,000.00	715.00	11,000.00	0.00	11,000.00	11,000.00
01-01-00-00170-20-60271	70.75	300.00	0.00	300.00	0.00	100.00	200.00	300.00	300.00
01-01-00-00170-30-60341	2,485.96	4,000.00	0.00	4,000.00	934.86	3,800.00	200.00	3,800.00	3,800.00
01-01-00-00170-30-60346	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	219,108.11	237,068.00	8,036.00	245,104.00	115,153.89	243,717.00	1,387.00	248,406.00	248,406.00

**TOWN OF ELLINGTON
BUDGET REQUEST
170 TOWN PLANNER**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21	
		FY 2019-20 Revised	FY 2020-21
50101	FULL TIME PAYROLL	\$ 222,905	\$ 226,306
	Town Planner-Houlihan*	\$ 99,217	\$ 99,217
	Assistant Planner/Zoning & Wetland Officer-Colonese	\$ 68,924	\$ 70,819
	Land Use Assistant-Galovich	\$ 54,764	\$ 56,270
	* Salary is in negotiation for FY 2020-21		
50103	PART TIME PAYROLL	\$ 1,000	\$ 1,000
	Office coverage, special projects, recording clerk services as needed		
	TOTAL SALARIES	\$ 223,905	\$ 227,306
50102	OVERTIME	\$ -	\$ -
50110	OTHER BENEFITS		\$ 300
	Longevity pay per contract & personnel rules		
	TOTAL PAYROLL		\$ 227,606
60221	ADVERTISING-PRINTING-FORMS		\$ 500
	Copies of various land use docs (regulations, maps, etc.)		
60222	DUES & SUBSCRIPTIONS		\$ 1,200
	Memberships to professional organizations		
60223	TRAVEL		\$ 2,000
	Mileage reimbursements / Travel costs		
60233	EDUCATION		\$ -
	Various pertaining to land use matters for staff		
60234	PROFESSIONAL DEVELOPMENT		\$ 2,000
	Attend state association meetings / Annual planning conference		
60250	CONTRACTED SERVICES		\$ 11,000
	Update maps, regulations, other special projects		
	Electronic permit/inspect software annual support, maintenance and hosting		
	(50% between Planning and Building)		

**TOWN OF ELLINGTON
BUDGET REQUEST
170 TOWN PLANNER**

Object No.	Description & Explanation(s)	FISCAL YEAR 2020-21
60271	REPAIRS & EQUIPMENT MAINT. Office equipment maintenance and repairs	\$ 300
60341	OFFICE SUPPLIES For planning office and various land use commissions	\$ 3,800
60346	TECHNICAL SUPPLIES N/A	\$ -
TOTAL OFFICE BUDGET		<u>\$ 20,800</u>
DEPARTMENT TOTAL		<u>\$ 248,406</u>