

Section 1000 – Miscellaneous:

Contingency Fund
Capital Reserve Fund
Ad Hoc Council for Developing Positive Youth Culture
Ad Hoc Patriotic Committee
Miscellaneous
GASB-OPEB
Referendum/Primaries
Building Demolition/Evictions
Salary Adjustment
Employee Educational Development
Town Communications
Town Website
Grant Applications
GIS

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request
1010 CONTINGENCY FUND								
01-10-00-1010-80-6850 Contingency Plan	150,000.00	175,000.00	0.00	175,000.00	0.00	175,000.00	0.00	175,000.00
DEPARTMENT TOTAL	150,000.00	175,000.00	0.00	175,000.00	0.00	175,000.00	0.00	175,000.00
1011 CAPITAL RESERVE FUND								
01-10-00-1011-80-6851 Capital Reserve Fund	148,633.00	175,000.00	0.00	175,000.00	0.00	175,000.00	0.00	175,000.00
DEPARTMENT TOTAL	148,633.00	175,000.00	0.00	175,000.00	0.00	175,000.00	0.00	175,000.00

GENERAL FUND-CAPITAL RESERVE FUND-HISTORY				Amount shown in Dollars	
TRANSFER CONTINGENCY FUND		102,354		102,354	FISCAL YEAR 1992-93
TRANSFER CONTINGENCY FUND		100,000			
ADD'TL TRANSFER		132,627	232,627	334,981	FISCAL YEAR 1993-94
BOF ACTION 8/09/94					
TRANSFER CONTINGENCY FUND		125,000			
COMMITMENT TO MOODY'S INV		100,000			
TRANSFER PROJECTED 94-95					
SURPLUS		132,627	357,627	692,608	FISCAL YEAR 1994-95
BOF ACTION 8/06/96					
TRANSFER CONTINGENCY FUND		125,000	125,000	817,608	FISCAL YEAR 1995-96
BOF ACTION 8/05/97					
TRANSFER CONTINGENCY FUND		125,000	125,000	942,608	FISCAL YEAR 1996-97
BOF ACTION 9/08/98					
TRANSFER CONTINGENCY FUND		125,000	125,000	1,067,608	FISCAL YEAR 1997-98
BOF ACTION 9/28/99					
TRANSFER CONTINGENCY FUND		125,000	125,000	1,192,608	FISCAL YEAR 1998-99
BOF ACTION 10/03/00					
TRANSFER CONTINGENCY FUND		125,000	125,000	1,317,608	FISCAL YEAR 1999-00
BOF ACTION 07/10/01					
TRANSFER CONTINGENCY FUND		125,000	125,000	1,442,608	FISCAL YEAR 2000-01
BOF ACTION 09/03/02					
TRANSFER CONTINGENCY FUND		125,000	125,000	1,567,608	FISCAL YEAR 2001-02
BOF ACTION 11/17/03					
TRANSFER CONTINGENCY FUND		125,000	125,000	1,692,608	FISCAL YEAR 2002-03
BOF ACTION 08/03/04					
TRANSFER CONTINGENCY FUND		125,000	125,000	1,817,608	FISCAL YEAR 2003-04
BOF ACTION 10/11/05					
TRANSFER CONTINGENCY FUND		125,000	125,000	1,942,608	FISCAL YEAR 2004-05
BOF ACTION 10/10/06					
TRANSFER CONTINGENCY FUND		125,000	125,000	2,067,608	FISCAL YEAR 2005-06
BOF ACTION 10/09/07					
TRANSFER CONTINGENCY FUND		147,000			
TRANSFER CAPITAL RESERVE FUND		91,538	238,538	2,306,146	FISCAL YEAR 2006-07
BOF ACTION 10/7/08					
TRANSFER CONTINGENCY FUND		150,000			
TRANSFER CAPITAL RESERVE FUND		91,538	241,538	2,547,684	FISCAL YEAR 2007-08
BOF ACTION 12/08/09					
1010-TRANSFER CONTINGENCY FUND		150,000			
1011-TRANSFER CAPITAL RESERVE FUND		148,633			
BOF MINUTES-12/04/07-INVESTMENT INCOME		25,062	323,695	2,871,379	FISCAL YEAR 2008-09
BOF MTG 11/09/10					
1010-TRANSFER CONTINGENCY FUND		150,000			
1011-TRANSFER CAPITAL RESERVE FUND		148,633			
BOF MINUTES-12/04/07-INVESTMENT INCOME		6,944	305,577	3,176,956	FISCAL YEAR 2009-10
BOF MTG 11/15/11					
1010-TRANSFER CONTINGENCY FUND		150,000			
1011-TRANSFER CAPITAL RESERVE FUND		148,633			
BOF MINUTES-12/04/07-INVESTMENT INCOME		4,428	303,061	3,480,017	FISCAL YEAR 2010-11
BOF MTG 02/12/13					
1010-TRANSFER CONTINGENCY FUND		150,000			
1011-TRANSFER CAPITAL RESERVE FUND		148,633			
BOF MINUTES-INVESTMENT INCOME		0	298,633	3,778,650	FISCAL YEAR 2011-12
Based on Approved Budget for Fiscal Year 2012- \$46,028,926, the Capital Reserve is 8.2% of the total expenditures. For FY2013, Approved Budget \$48,133,654 or 7.85%					

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1020 - AD HOC PREVENTION COUNCIL/DEVELOPING POSITIVE YOUTH CULTURE									
01-10-00-1020-10-5103 Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-00-1020-20-6250 Contracted Services	8,269.39	7,000.00	0.00	7,000.00	3,442.89	7,000.00	0.00	7,000.00	7,000.00
DEPARTMENT TOTAL	8,269.39	7,000.00	0.00	7,000.00	3,442.89	7,000.00	0.00	7,000.00	7,000.00

**TOWN OF ELLINGTON
BUDGET REQUEST
FISCAL YEAR: 2013-2014**

DEPARTMENT: HUMAN SERVICES COMMISSION / HUMAN SERVICES

OBJECT

NUMBER

EXPENDITURE EXPLANATION

1020 AD HOC PREVENTION COUNCIL/DEVELOPING POSITIVE YOUTH CULTURE \$7,000

The Drug Abuse Prevention Council (DAPC) underwent a name change in April 2012 to Ad Hoc Council for Developing Positive Youth Culture. The name change provides more focus on youth developing positive changes in the community, and school. DPYC has taken an active role in raising awareness of the consequences of underage drinking. DPYC has been active and is the lead organization for the schools and community in presenting programs and activities for youth and parents. DPYC, Youth Services and the Ellington School System collaborated to write a successful grant that has resulted in the hiring of a part-time prevention coordinator, subcontracted for an addiction counselor to be available to high school students and parents, and created a student led group whose main focus is on awareness and positive alternative activities. This group is Rise Above and has a parent led advisory group that meets monthly. It is requested that funding remain at its current level to fund the programs listed below that are not supplemented by grants.

EHS Fall all school assembly program	\$1,600.00
Leadership & motivational focus	

Peer mediation activities	\$1,000.00
EHS & Middle School	

Pre-Prom assembly & activities	\$1,500.00
--------------------------------	------------

PAWS-student leadership conference	\$2,500.00
EHS & Middle School	

ERASE Newsletters & Workshop	\$400.00
------------------------------	----------

Total:	\$7,000.00
---------------	-------------------

**TOWN OF ELLINGTON
BUDGET REQUEST**

1020 AD HOC PREVENTION COUNCIL/ DEVELOPING POSITIVE YOUTH CULTURE

Object No.	Description & Explanation (s)	FISCAL YEAR: 2013-2014
-------------------	--	-------------------------------

CONTRACTED SERVICES

\$7,000

Developing Positive Youth Culture is the new name for the Ad Hoc Prevention Council. The council takes an active role in raising awareness of the consequences of underage drinking. DPYC has been active and is the lead organization for the schools and community in presenting programs and activities for youth and their families.

DEPARTMENT TOTAL

\$7,000

**TOWN OF ELLINGTON
BUDGET REQUEST
FISCAL YEAR: 2013-2014**

DEPARTMENT: HUMAN SERVICES COMMISSION / HUMAN SERVICES

OBJECT

NUMBER

EXPENDITURE EXPLANATION

1020 AD HOC PREVENTION COUNCIL/DEVELOPING POSITIVE YOUTH CULTURE \$7,000

The Drug Abuse Prevention Council (DAPC) underwent a name change in April 2012 to Ad Hoc Council for Developing Positive Youth Culture. The name change provides more focus on youth developing positive changes in the community, and school. DPYC has taken an active role in raising awareness of the consequences of underage drinking. DPYC has been active and is the lead organization for the schools and community in presenting programs and activities for youth and parents. DPYC, Youth Services and the Ellington School System collaborated to write a successful grant that has resulted in the hiring of a part-time prevention coordinator, subcontracted for an addiction counselor to be available to high school students and parents, and created a student led group whose main focus is on awareness and positive alternative activities. This group is Rise Above and has a parent led advisory group that meets monthly. It is requested that funding remain at its current level to fund the programs listed below that are not supplemented by grants.

EHS Fall all school assembly program	\$1,600.00
Leadership & motivational focus	

Peer mediation activities	\$1,000.00
EHS & Middle School	

Pre-Prom assembly & activities	\$1,500.00
--------------------------------	------------

PAWS-student leadership conference	\$2,500.00
EHS & Middle School	

ERASE Newsletters & Workshop	\$400.00
------------------------------	----------

Total:	\$7,000.00
---------------	-------------------

**TOWN OF ELLINGTON
BUDGET REQUEST**

1020 AD HOC PREVENTION COUNCIL/ DEVELOPING POSITIVE YOUTH CULTURE

<u>Object No.</u>	<u>Description & Explanation (s)</u>	<u>FISCAL YEAR: 2013-2014</u>
-------------------	--	-------------------------------

CONTRACTED SERVICES

\$7,000

Developing Positive Youth Culture is the new name for the Ad Hoc Prevention Council. The council takes an active role in raising awareness of the consequences of underage drinking. DPYC has been active and is the lead organization for the schools and community in presenting programs and activities for youth and their families.

DEPARTMENT TOTAL

\$7,000

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request
1021 ERASE GRANT								
01-10-00-1021-10-5103 Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-00-1021-20-6250 Contracted Services	2,472.26	3,105.00	0.00	3,105.00	2,694.67	3,105.00	0.00	3,105.00
DEPARTMENT TOTAL	2,472.26	3,105.00	0.00	3,105.00	2,694.67	3,105.00	0.00	3,105.00

**TOWN OF ELLINGTON
BUDGET REQUEST
1021 ERASE GRANT**

Object No.	Description & Explanation(s)	FISCAL YEAR 2013-2014	
		<u>FY 2012-13</u> <u>Revised</u>	<u>FY 2013-14</u>
5103	<u>PART TIME PAYROLL</u>	\$0	\$0
TOTAL PAYROLL			\$0
6250	<u>CONTRACTED SERVICES</u>		\$3,105
	This is a yearly grant from the East of the River Action for Substance Abuse Elimination. This funding is used to help support RISE ABOVE Student Leadership Group. Some of the activities funded are media campaign, outreach to middle school, alternative (substance free) activities, and incentive for Rise Above members.		
TOTAL OFFICE BUDGET			\$3,105
DEPARTMENT TOTAL			\$3,105

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1031 - ADHOC PATRIOTIC COMMITTEE									
01-10-00-1031-10-5103 Part Time	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
01-10-00-1031-20-6250 Contracted Services	3,357.99	4,200.00	0.00	4,200.00	0.00	4,200.00	0.00	4,200.00	4,200.00
DEPARTMENT TOTAL	3,357.99	4,700.00	0.00	4,700.00	0.00	4,700.00	0.00	4,700.00	4,700.00

**TOWN OF ELLINGTON
BUDGET REQUEST
1031 ADHOC PATRIOTIC COMMITTEE**

Object No.	Description & Explanation(s)	FISCAL YEAR 2013-2014	
		<u>FY 2012-13 Revised</u>	<u>FY 2013-14</u>
5103	<u>PART TIME PAYROLL</u>	\$ -	\$ 500
	Secretarial Assistance		
	TOTAL PAYROLL		<u>\$ 500</u>
6250	<u>CONTRACTED SERVICES</u>		\$ 4,200
	Memorial Day Observance	\$ 1,700	
	Flag Burning Ceremony, Observance of 9-11	\$ 2,500	
	(10th Anniversary), Veterans' Day, Wreaths across America		
	TOTAL OFFICE BUDGET		<u>\$ 4,200</u>
	DEPARTMENT TOTAL		<u>\$ 4,700</u>

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1040 - MISCELLANEOUS									
01-10-00-1040-10-5101 Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-00-1040-10-5103 Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-00-1040-20-6250 Contracted Services	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00
DEPARTMENT TOTAL	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1045 - GASB-OPEB									
01-10-00-1045-20-6250 Contracted Services	100,000.00	100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	100,000.00	100,000.00
DEPARTMENT TOTAL	100,000.00	100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	100,000.00	100,000.00

Fund Balance Assigned-General Government for Post-Employment Benefits (OPEB)
Amount shown in Dollars

Moved in from Accrued Vacation/Sick Days	\$	283,774.25	\$	283,774.25	FISCAL YEAR 2005-06
BOF MTG-12/08/09	\$	100,000.00	\$	383,774.25	FISCAL YEAR 2008-09
BOF MTG 11/09/10	\$	100,000.00	\$	483,774.25	FISCAL YEAR 2009-10
BOF MTG -11/15/11	\$	100,000.00	\$	583,774.25	FISCAL YEAR 2010-11
BOF MTG -02/12/13	\$	100,000.00	\$	683,774.25	FISCAL YEAR 2011-12

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1050 - REFERENDUM									
01-10-00-1050-10-5103 Part Time	9,555.00	13,200.00	0.00	13,200.00	7,053.82	13,200.00	0.00	13,000.00	13,000.00
01-10-00-1050-20-6250 Contracted Services	5,005.88	4,800.00	0.00	4,800.00	2,335.45	4,800.00	0.00	5,000.00	5,000.00
DEPARTMENT TOTAL	14,560.88	18,000.00	0.00	18,000.00	9,389.27	18,000.00	0.00	18,000.00	18,000.00

Each Referendum/Primaries Cost \$5,000
Budget provides for three (3) Referendum/Primaries

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1060 - BUILDING DEMOLITION/EVICTION									
01-10-00-1060-20-6250 Contracted Services	43,866.34	10,000.00	0.00	10,000.00	0.00	39,888.00	(29,888.00)	10,000.00	10,000.00
DEPARTMENT TOTAL	43,866.34	10,000.00	0.00	10,000.00	0.00	39,888.00	(29,888.00)	10,000.00	10,000.00

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
01-10-00-1065-10-5130 27th Biweekly Pay Period	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-00-1065-10-5150 Salary Adjustment	14,724.00	143,250.00	0.00	143,250.00	0.00	143,250.00	0.00	126,840.00	126,840.00
01-10-00-1065-20-5150 Salary Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-10-00-1065-20-6250 Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	14,724.00	143,250.00	0.00	143,250.00	0.00	143,250.00	0.00	126,840.00	126,840.00

1065 - SALARY ADJUSTMENT

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1067 - EMPLOYEE EDUCATION DEVELOPMENT									
01-10-00-1067-20-6233 Employee Education Developm	3,164.00	7,500.00	0.00	7,500.00	0.00	7,500.00	0.00	7,500.00	7,500.00
DEPARTMENT TOTAL	3,164.00	7,500.00	0.00	7,500.00	0.00	7,500.00	0.00	7,500.00	7,500.00

Provides funding for Personnel Rules & Regulations, Section 7-6. Training and Development, addresses the reimbursement to employees who participant in Employee-Initiated Training, specifically college level courses.

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1075 - TOWN COMMUNICATIONS									
01-10-00-1075-20-6250 Contracted Services	16,207.72	16,400.00	0.00	16,400.00	8,403.16	17,000.00	(600.00)	18,628.00	18,628.00
DEPARTMENT TOTAL	16,207.72	16,400.00	0.00	16,400.00	8,403.16	17,000.00	(600.00)	18,628.00	18,628.00

**TOWN OF ELLINGTON
BUDGET REQUEST
1075 TOWN COMMUNICATIONS**

Object No.	Description & Explanation(s)	FISCAL YEAR 2013-2014
6250	CONTRACTED SERVICES	\$ 18,628
	Ellington Connection 4 Editions @ \$4,657/edition	
	Postage: \$1,221/edition; Printing: \$3,436/edition	
	DEPARTMENT TOTAL	\$ 18,628

Increase in printing due to increase in paper and ink costs;

Increase in postage - added households and postage rate increases

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1080 - TOWN WEB SITE									
01-10-00-1080-20-6250 Contracted Services	1,200.00	6,800.00	0.00	6,800.00	600.00	6,800.00	0.00	6,800.00	6,800.00
DEPARTMENT TOTAL	1,200.00	6,800.00	0.00	6,800.00	600.00	6,800.00	0.00	6,800.00	6,800.00

**TOWN OF ELLINGTON
BUDGET REQUEST
1080 TOWN WEBSITE**

Object No.	Description & Explanation(s)	FISCAL YEAR 2013-2014
6250	CONTRACTED SERVICES Hosting: \$1,800; Upgrades: \$5,000	\$ 6,800
DEPARTMENT TOTAL		<u>\$ 6,800</u>

Upgrades includes purchasing software to allow website users to complete forms on line;
add intranet feature for employee use: message board for notices, employee forms/documents/email

OK
mwb

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1085 - GRANT APPLICATIONS									
01-10-00-1085-20-6250 Contracted Services	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00
DEPARTMENT TOTAL	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1090 - GIS									
01-10-00-1090-20-6250 Contracted Services	1,700.00	15,000.00	0.00	15,000.00	0.00	15,000.00	0.00	15,000.00	15,000.00
DEPARTMENT TOTAL	1,700.00	15,000.00	0.00	15,000.00	0.00	15,000.00	0.00	15,000.00	15,000.00

**TOWN OF ELLINGTON
BUDGET REQUEST
1090 GIS**

Object No.	Description & Explanation(s)	FISCAL YEAR 2013-2014	
6250	CONTRACTED SERVICES	\$	15,000
	Create and update GIS data layers		
	Web Hosted GIS - App Geo		
	TOTAL OFFICE BUDGET	\$	15,000
	DEPARTMENT TOTAL	\$	15,000

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2013-2014

	2011-12 Actuals	2012-13 Approved Budget	2012-13 Trans/ Addl Appr.	2012-13 Adjusted Approved Budget	2012-13 First Six Months Actual	2012-13 Estimated Total Actuals	2012-13 (Over)\ Under	2013-14 Budget Request	2013-14 Board of Selectmen
1091 - GIS-Centric Permitting & Licensing Program									
01-10-00-1091-206250 Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,057.00	71,057.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,057.00	71,057.00

TOWN OF ELLINGTON

BUDGET REQUEST

1090 GIS-Centric Permitting & Licensing Program

Object No.	Description & Explanation(s)	FISCAL YEAR 2013-2014
------------	------------------------------	-----------------------

6250	CONTRACTED SERVICES	\$ 71,057
-------------	----------------------------	------------------

Capitol Regional E-Government Initiative (CREGI) was established through a 2008 grant project for IT Application Sharing and Development from the State of Connecticut Office of Policy and Management. The grant financed a pilot project for Regional Online Permitting that is now the CRCOG Regional Online Permitting System. Attached is that proposal.

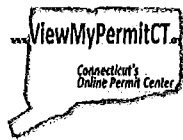
Software	\$	38,000
Training	\$	3,000
Annual Maintenance	\$	9,241
Import Existing Electronic Record Data	\$	12,000
ViewInspect-Tablet mobile inspection module	\$	7,600
Annual Maintenance and Support -ViewInspect	\$	1,216

TOTAL OFFICE BUDGET

\$71,057

DEPARTMENT TOTAL

\$71,057



Connecticut Regional e-Government Initiative Online Permitting System



Online System for Contractors and Property Owners

- Regional home page for town selection (www.viewmypermitct.org)
- Town home pages for contractor and homeowner registration/sign-in
- Apply and Pay for permits:
 - Building (Building, Mechanical, Electrical, Gas and Plumbing)
 - Wetlands restrictions, historic area designation and property setbacks all triggered by address entry
 - Select contractors from drop-down list of DCP-licensed contractors
 - Property setbacks, historical areas, and wetlands restrictions triggered by address
 - Ability to submit building plans, photos, etc. as attachments to application
 - On-line fee calculation and Pay Now via PayPal or Pay Later at Town Hall
 - System-generated Receipt for printing by Applicant
 - Automatic issuance of Simple Permits (e.g, roofing, siding)
 - Planning, Inland Wetlands and Zoning Permits (coming soon)
 - Road Opening and Trench Permits (coming soon)
- Check application approval or permit completion status
- Find existing permits by address or permit number
- Request inspections

Back-End System for Town Hall Users

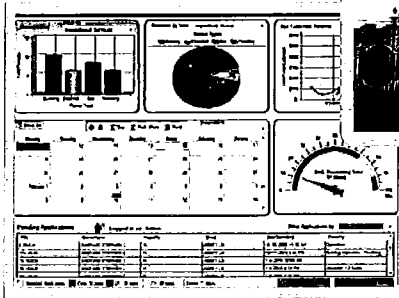
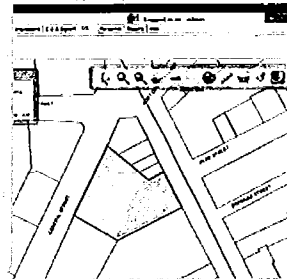
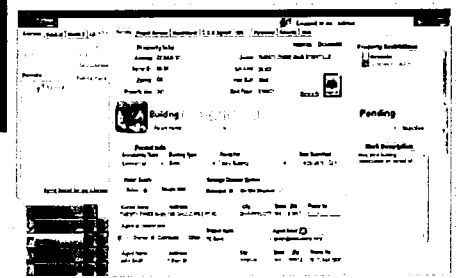
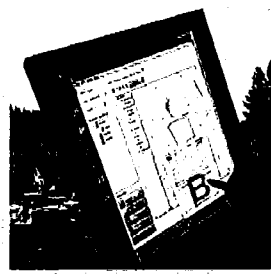
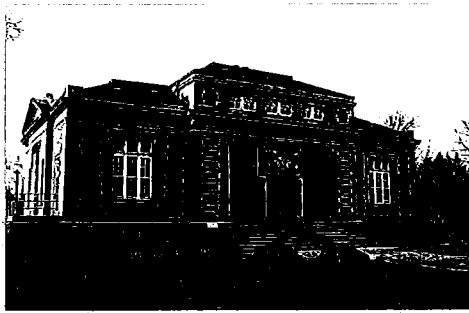
- Review and acceptance of online applications
- Permit entry for applications received over-the-counter
 - GIS views of property showing wetlands and historic area restrictions
 - Ability to view and mark-up plans submitted electronically
 - Ability to send marked-up plans and questions to applicants via email
- Recording/managing of plan review approvals, comments and restrictions
- System generation of Building Permits
- Schedule inspections
- Recording of inspection results following industry-standard checklists
- System generation of Certificates of Completion and Occupancy
- Robust Reporting Tool:
 - Permit Activity by department, permit type, date range, etc.
 - Cash reports of fee collection activity by collector and department
 - Inspection Activity reports by Inspector, Permit number, or department

Interested in Online Permitting for YOUR Community?

Contact Us Today!

Capitol Region Council of Governments
Municipal Services/Connecticut Regional e-Government Initiative

Pauline Yoder, Special Projects Manager
pyoder@crcog.org ♦ (860) 522-2217 ext. 245



 **ViewPermit**
Innovative permit management

March 4, 2013



Town of
Ellington, CT
GIS-Centric Permitting &
Licensing Program



Mr. Robert A. Phillips, AICP
Town Planner
Town of Ellington
57 Main Street
Ellington, CT 06029

March 4, 2013

Re: ViewPermit - GIS-Centric Permitting & Licensing Program
Connecticut Regional E-Government Initiative

Dear Mr. Phillips,

ViewPoint is pleased to submit this proposal to provide a comprehensive automated GIS-centric Permit Tracking System for the Town of Ellington. We will deploy ViewPermit, a powerful, enterprise-wide permit and license management system tailored to meet the unique needs and requirements of the Town.

At its core, ViewPermit provides a set of intelligent tools to guide permit and project workflow, and effectively manage time and resources. It will streamline and speed permit and project processes for the Town, while greatly improving interdepartmental communication and ensuring more timely, transparent, and accurate processing of permit and project applications for businesses and residents.

We are offering The Town of Ellington an enterprise town-wide site license at no additional cost. This will allow officials to make ViewPermit accessible to an unlimited number of users in all departments that participate in review and approving permits and projects, including those in external agencies. This will empower officials to dramatically increase service levels and efficiency for all stakeholders.

As you are aware, ViewPermit is currently deployed in the following communities in your region: City of New Haven, City of Milford, Town of East Hartford, Town of Manchester, Town of Newington, Town of Bolton, Town of Coventry, Town of Wethersfield, Town of Glastonbury, Town of Simsbury, Town of Tolland, Town of Madison, Town of Waterford, Town of North Haven, City of New Britain, Town of Southington, City of Meriden, and the Capitol Region Council of Governments (CRCOG).

We are confident that our solutions and project team will exceed your expectations as we address the goals and objectives that you and your colleagues have articulated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nasser Hajo'.

Nasser Hajo
Vice President



Contents

Executive Summary.....	4
Technical Approach.....	5
ViewPermit™ Functional Overview.....	6
ViewPermit Functions and Features	7
Advanced Features	8
Powerful Collaboration and Customer Service Tools.....	8
Seamless Permit Process Automation	8
Easy-To-Use Public Portal	8
Intuitive Workspace For Officials.....	9
Automated Municipal Tax Delinquency Notification	10
Fast and Accurate Forms Entry.....	10
Flexible Administrative Control.....	10
Automatically Triggered Reviews and Signoffs	10
Event-Driven Notification and Interdepartmental Communication.....	11
Dynamic Embedded GIS: Seamless Live Map Interface	11
Seamless Document Integration	12
Built-In Hearing/Notice Generation/Abutters List Tools.....	13
Code Enforcement	13
Dynamic Field/Remote Access	13
Built-In Inspection Checklists and Calendars	14
Robust Payment and Financial Support.....	14
Built-In Business Intelligence Reporting.....	14
Personalized Dashboard	15
Scalable Town-Wide Solution	16
Technical Requirements: System Architecture	17
Network Architecture	17
Hardware Requirements	18
Software Requirements.....	19
System Security Features	19
Data Conversion/Integration Plan.....	20
Maintenance and Support Plan	20
Support & Maintenance	20
Disaster Recovery & Backup.....	20
Installation and Training Plan	21
Project Schedule and Management Plan	21
Statement of Qualifications.....	22
About ViewPoint Government Solutions	22
Project Contact Information.....	22
Project Team for The Town of Ellington	24
Client References.....	25
Experience: Current ViewPermit Clients	26
Appendix A - ViewPermit Modules, Permit and License Types included in this proposal:.....	27
Optional ViewPermit Modules, Permit and License Types:.....	27
Appendix B - Cost Proposal	28
Appendix C ViewPermit Management & Implementation Plan.....	29



Executive Summary

ViewPermit, as an automated online permit tracking system, will strengthen efforts by the Town of Ellington to achieve its goals to streamline operations, improve efficiency, and promote community development and better customer service.

The Town of Ellington is seeking an automated Permit Tracking System to process all permits and licenses and to support the processing of all development related functions in the Town's Building, Planning, Zoning, Public Works, and Environmental Protection (Wetlands) departments.

The Town seeks to be able to issue, track, monitor and report on permit activity via a system that integrates with existing, go-forward systems including its Geographic Information System, property appraisal and assessors system and existing finance system as well as the integration of current and historical permitting records. The Town also seeks remote access, and an online interface for permit application and tracking as well as citizen response.



ViewPermit is uniquely positioned to provide The Town of Ellington with a flexible Town-wide GIS-Centric Permit Automation System, with proven current experience developing and deploying exactly this type of system.

ViewPermit was developed exclusively for use by government agencies to manage complex permit and license processes with the aid of dynamic links to GIS, property and financial data. ViewPermit is an advanced, comprehensive and proven multi-department, multi-agency GIS-centric license and permit management solution with leading-edge online and desktop functionality.

ViewPermit is a leap forward in permit management software design and utility. It has been selected by a growing number of communities of all sizes because of the productivity and efficiency that it delivers through its comprehensive toolkit.

ViewPermit is the perfect choice for a Permit Tracking System for The Town of Ellington because it is a scalable, fully automated system that provides complete application routing, tracking and review functionality. ViewPermit's easy-to-use online interface will provide instant access to the system for citizens, contractors and business.



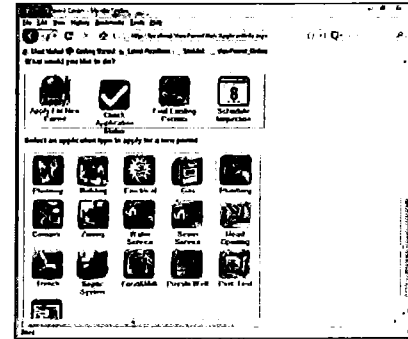


Technical Approach

In support of the goals of gaining efficiencies and minimizing costs, ViewPermit is designed with advanced database architecture and web tools, and maintains tremendous design flexibility and scalability. ViewPermit provides simple system administrative tools to allow system content to be easily changed or added to by authorized users (such as changing fees).

ViewPermit's software design employs a multi-tier architecture (n-Tier architecture):

1. Data Access Layer (DAL)
2. Business Object Layer (BOL)
3. Graphical User Interface (GUI)
4. .Net Layer (services to expose functionality to World Wide Web)



ViewPermit offers optional Cloud Hosting. The master data container of the application will be stored in the Cloud. The common functionality will be exposed through Web Services using .NET Services. Encryption and Decryption methods are utilized to store the sensitive data.

ViewPermit's proven Cloud Hosting solution eliminates or reduces many hardware and labor costs in the Information Technology environment, and also eliminates many administrative headaches while delivering maximum operational and user efficiencies.

ViewPermit supports a wide range of permitting and licensing agencies in Town government. It is designed to function as a Town-wide solution, with productivity and training benefits derived from all Town staff involved with permit or license review, approval and issuance using the same platform and workspace.

We are offering The Town of Ellington an enterprise site license at no additional cost. This will allow officials to make ViewPermit accessible to an unlimited number of users in all departments that participate in review and approving permits and projects.



All ViewPermit modules can be configured for online access, as different departments and agencies desire. Online access allows the ability to apply, pay for, and track permit and license activity through a pre-registered logon with 24/7 availability.

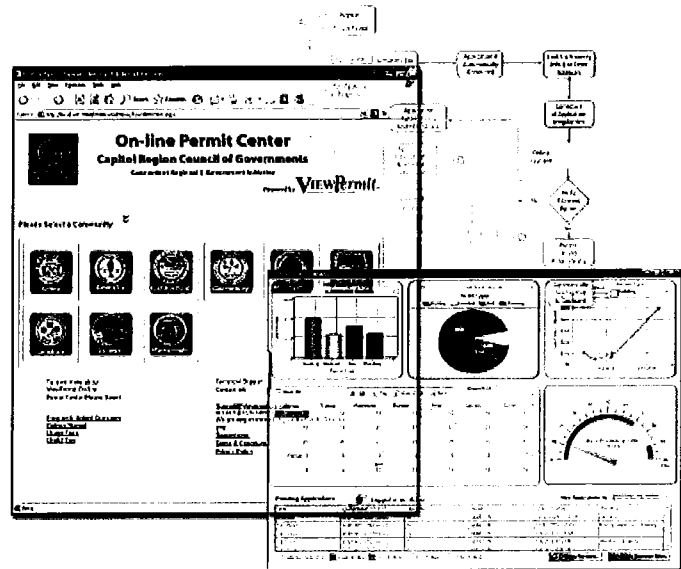


ViewPermit™ Functional Overview

ViewPermit™ is an advanced, comprehensive and proven multi-department, GIS-centric license and permit management solution with leading-edge online and desktop functionality. It is the perfect choice for permit and license management and tracking for The Town of Ellington. ViewPermit is a scalable, fully automated system that provides complete application routing, tracking and review functionality.

ViewPermit is business rule-driven, incorporates comprehensive multi-department input, review and communication tools, and utilizes an intuitive wizard-driven web portal that provides users the ability to apply and pay for permits and licenses, attach documents to applications, and track the status of applications, reviews, decisions, comments and approvals online 24/7. It will enable The Town of Ellington to maximize permit and license revenue by making application and renewal processes significantly more expedient, accurate and much less cumbersome.

ViewPermit provides extensive collaborative functionality, an extremely easy to use interface, and built-in comprehensive reporting and administrative tools. ViewPermit's embedded, Integrated GIS is powerful, yet easily accessible even to users with no GIS training to empower better decision-making and compliance. ViewPermit's advanced system design and network architecture deliver superior performance.



Designed for Town-wide management of nearly all permits and licenses, ViewPermit supports the permit and licensing needs for these departments: Community Development (Planning/Conservation/Zoning), Inspectional Services (Building/Electrical/Mechanical/Gas/Plumbing), Public Works, Engineering, Water & Sewer, Public Health, Fire, Municipal Clerk, Finance, and most other permit/license issuing agencies.

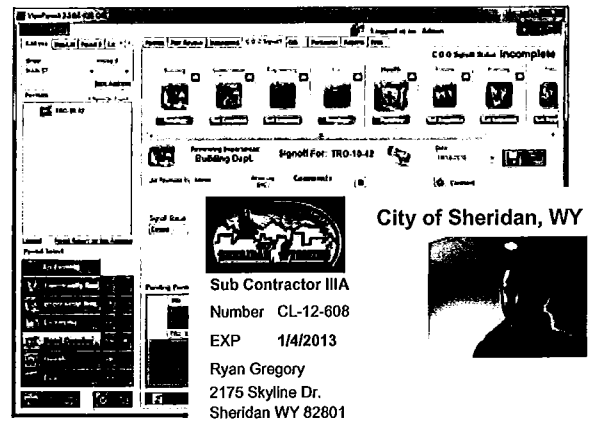
ViewPermit delivers significant ease of use advantages through its one-stop functional design. All actions involving applications, payments, renewals, department reviews, site inspections, signoffs, GIS, system administration and reporting are accessed directly within the ViewPermit workspace and are always just one click away. This design allows for maximum speed and flexibility for officials to access all related information about pending or previously issued permits and licenses without having to open and close separate modules or programs (with their attendant training needs).

ViewPermit manages requirements, routing, approval and renewal processes automatically, eliminating time-consuming manual tracking of key information and data input, manual forwarding of applications by applicants or municipal staff, and it minimizes the time and resources needed to finalize applications. ViewPermit aggregates fragmented data from



multiple sources such as property and land use databases, GIS data, business rules and codes/ordinances/laws, into one unified system that is integrated seamlessly for quick and easy access across all departments. By aggregating data from multiple sources, ViewPermit leverages existing investments in specialized databases and GIS. Additionally, ViewPermit supports seamless data sharing with financial systems for cash and financial account reporting, as well as other municipal databases.

ViewPermit provides uniform and consistent user interfaces and functionality across departments and functions, with embedded GIS and seamless links to financial and payment systems for maximum operational efficiency, intelligent decision-making, data accuracy, and legal compliance. Its functional design and system architecture ensure superior operational results with minimal IT support. ViewPermit leverages existing infrastructure investments in networks, servers, PCs, GIS and other enterprise solutions.



ViewPermit Functions and Features

- ☐ One-stop online and desktop permitting and licensing solution
- ☐ Multi-department web portal and database architecture
- ☐ Instantaneously evaluates permit applications for restrictions, proximities, compliances, tax status, and many other elements
- ☐ Role and Rule-based visual Workflow and Plan Review
- ☐ Ensures all users and officials are using current information
- ☐ Utilizes the web to accept and track applications and payments online
- ☐ Embedded, integrated GIS empowers decision-making
- ☐ Central database of projects, permits, licenses, contractors
- ☐ Supports unlimited permit/license types, each with unique fee structures
- ☐ Detailed Inspection Checklists ensure compliance and follow up
- ☐ Empowers inspectors with mobile, real-time software
- ☐ Shares information between departments, citizens and contractors
- ☐ Ensures accurate fee calculation, collection and reporting
- ☐ Integrates with financial and payment systems and property data
- ☐ Versatile and fast report generation built in
- ☐ Personalized dashboard for workload management and overview
- ☐ Cloud hosting option for speed, flexibility, security and reduced IT impact



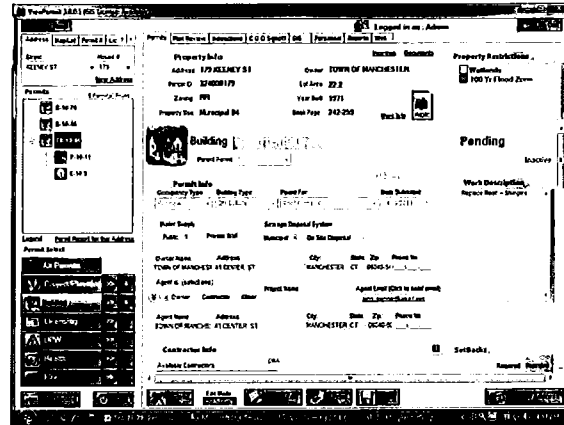
Advanced Features

Powerful Collaboration and Customer Service Tools

Citizen-centric ViewPermit will greatly enhance interdepartmental communication and collaboration, reduce errors, oversights and non-compliance, and dramatically improve customer service and access for citizens, contractors, developers, utilities, groups and organizations doing business with The Town of Ellington. Simple queries about the status of a permit can be answered easily within a few seconds.

Seamless Permit Process Automation

ViewPermit automates the entire permit process and drastically reduces the time to complete plan reviews through advanced collaboration, embedded GIS, integrated document linking, and built-in hearing scheduling features. It enables fast, efficient and accurate workflow and provides critical tools and guidance to ensure compliance with codes and deadlines. Its central database preserves important records and documentation related to permit issuance via one central workspace that is accessible to officials in many different departments, as well as to applicants.

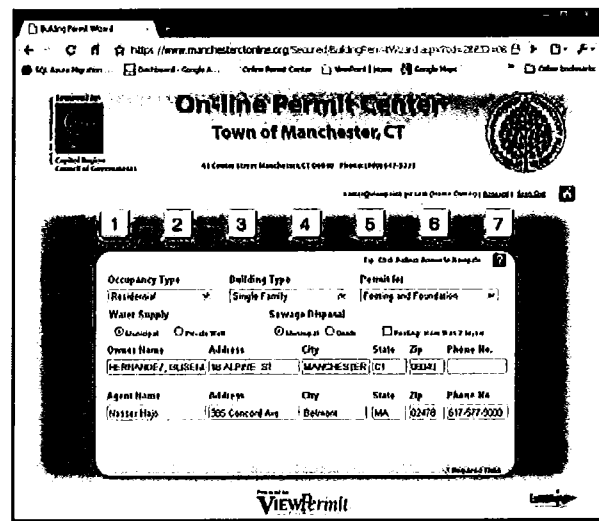


Seamless background linking with existing municipal information (such as Assessors database, GIS, bylaws, ordinances and the financial system) eliminates time-consuming manual research for property restrictions and adjacencies, instantly flags tax-delinquent properties, and reduces the time to evaluate, review and approve permit and license applications by as much as 80%.

ViewPermit supports an unlimited number of permit types within departments, and incorporates role and rule-based mechanisms to ensure security and trigger compliant workflow.

Administrators and managers have instant access to every permit application in the system and can easily run reports for all permit-related activity.

Easy-To-Use Public Portal



ViewPermit's online portal is web browser-based software that runs on all major browser programs such as Microsoft Internet Explorer, Mozilla Firefox, Apple Safari, or Google

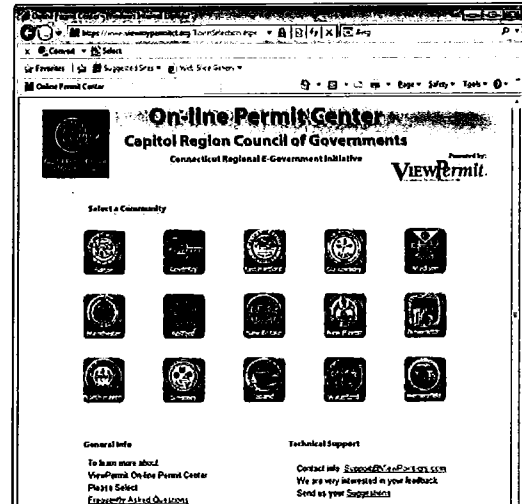
Town of Ellington, Connecticut
ViewPermit™ GIS-Centric Permit Tracking System



Chrome. ViewPermit is designed using Microsoft .Net framework utilizing the SQL Server enterprise database.

The ViewPermit online interface is designed for high usability by nonprofessional users. A built-in wizard and online help guide the application process; similarly, tracking projects and permits online is highly intuitive. ViewPermit's online portal will be integrated with The Town of Ellington's existing website.

Users will have the ability to apply and pay for permits and licenses, attach plans and documents, and track the status of applications, renewals, plan/project reviews, hearings, decisions, comments and signoffs. The online portal provides applicant-specific interfaces: one for businesses/developers/contractors and another for residents/homeowners. A payment API allows applicants to pay online without leaving The Town of Ellington website.



Online Permit Center

Town of Ellington, CT

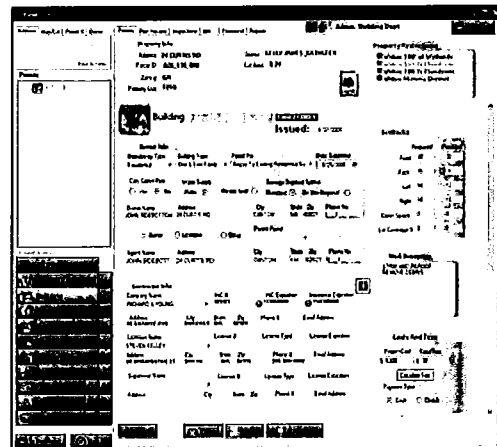
57 Main St, Ellington, CT 06029



Intuitive Workspace For Officials

ViewPermit has an intuitive interface that eliminates the need to navigate between multiple windows, modules or programs. It is designed to minimize typing and mouse clicks through intelligent tab indexing and drop-down menus. ViewPermit reduces redundant and unnecessary data entry by extracting and presenting property, owner, and contractor information into forms and drop-down lists via live links to external data.

Upon selection of Parcel ID, address, licensee, contractor (or other keys), ViewPermit displays all current and past permits and licenses for a property or licensee, as well as any linked documents. A navigation tree allows the user to view all permit history and identify parent-child relationships (project umbrella) between permits and projects (e.g. building, gas, electricity, fire, health, planning), or between licenses and licensees.





Automated Municipal Tax Delinquency Notification

A link to the financial system provides automated Tax Delinquency notification to alert officials to verify pending tax payments or property liens with the Tax Collector's office.

Fast and Accurate Forms Entry

Permit application data is pre-filled by links to official data or entered by clicking on pre-populated drop-down lists that the authorized users can control. For example, Occupancy Types and Building Types are populated automatically based on Land Use codes. Required setbacks are displayed instantly based on the Zoning classification of a property.

Minimal manual typing is required to complete an application, although there is ample room for open-ended descriptions and comments. With public online access enabled, pre-registered users fill in most required application data, eliminating even more steps for administrators. Many applications for common permit and license types can be completed in just a few seconds.



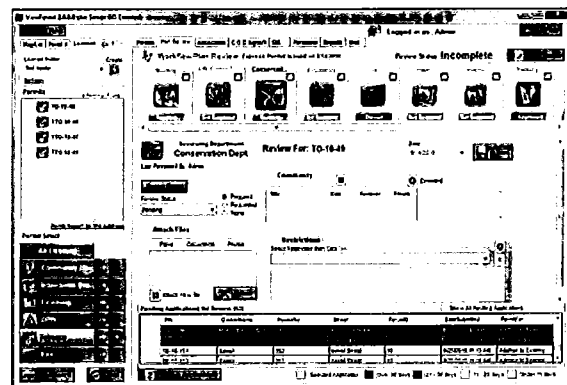
Flexible Administrative Control

During implementation, ViewPermit will be adapted to reflect the forms, receipts, applications, fee structures and plan review requirements specific to The Town of Ellington. ViewPermit is flexible and scalable to accommodate the changing needs of every department. ViewPermit will continually reflect changes in source data such as GIS, Assessors, Land Use, Planning, Finance, Zoning, etc.

Authorized users whose roles are such that they are granted access to the ViewPermit Database Relationship Manager can easily change configurable fields, drop-down menus, fee schedules, permit types, bylaw requirements, add and change users and logons, and change many other system settings. This interface is intuitive and non-technical.

Automatically Triggered Reviews and Signoffs

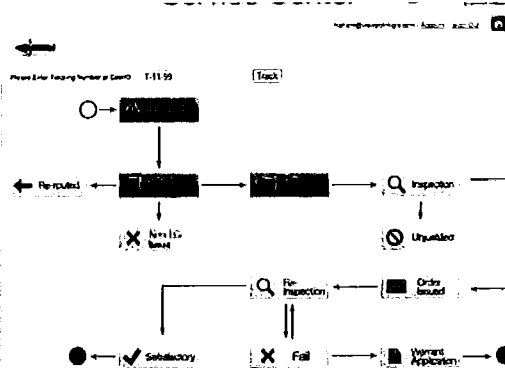
Approval by any relevant department can be required by configurable rules based on application type, property data, GIS, and other variables (and can also be manually requested) before a permit or license can be issued. Embedded spatially-enabled geoprocessing tools will trigger required reviews and signoffs based on proximity to environmentally sensitive areas such





as wetlands and FEMA flood zones, as well as to Historic districts, schools, religious institutions and other designated areas that may affect specific types of licenses or permits.

The review process is controlled by the department to which the application was originally submitted. Each department determines which other departments or agencies are required to review its applications for permits or licenses. This ensures that only relevant departments spend time reviewing applications. For each participating department, pre-populated lists of standard comments and code references can be accessed via a simple drop-down menu. These comments and references are maintainable by authorized users. Free-form comments are also supported, and these may be flagged for internal-only use. All comments entered are date and time-stamped for tracking and legal purposes.



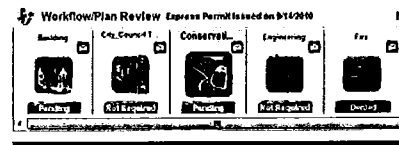
Any official involved in a plan/project/application review can instantly view any comments, feedback, restrictions, conditions, and approval status across all agencies involved in the process. Also, all attached documents, including plans, memos, decisions, photos, etc. are accessible for viewing by simply double-clicking on the desired document.

ViewPermit allows for conditional approvals with unlimited space to specify conditions. A locking mechanism prohibits the issuance of a permit for an application that requires plan review until the application is either approved or conditionally approved.

Event-Driven Notification and Interdepartmental Communication

The event-driven workflow inherent to ViewPermit follows the operational requirements of each department from start to finish. Plan/project/application review participants are alerted to all pending permits and licenses requiring their attention, and they can easily view all related details, documents and comments within the project review workspace.

Internal e-mail links directly within the review workspace encourage additional communication and collaboration surrounding reviews of specific projects and applications.



ViewPermit fosters concurrent plan/project review actions that can dramatically accelerate decision and approval time frames.

Dynamic Embedded GIS: Seamless Live Map Interface

ViewPermit will directly connect to The Town of Ellington's existing ESRI geographic information systems (GIS) and property databases to provide a dynamic spatial dimension to permit and license application management. ViewPermit's mapping component is powerful, yet easily accessible even to users with no GIS training. ViewPermit's integrated GIS interface instantly reflects any changes on the local enterprise GIS. In other words, ViewPermit's GIS will display parcel subdivisions, new development, ownership and zoning changes as they occur. Thematic maps and layouts of the embedded GIS interface can be modified by authorized staff.

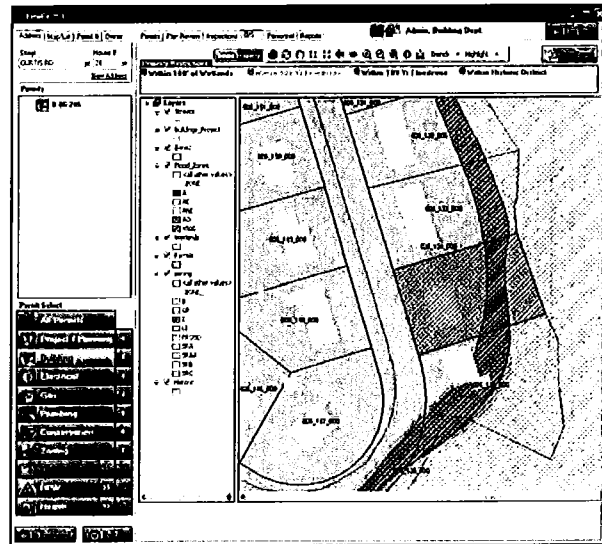


GIS map navigation tools are included to help Town officials identify and locate spatial features and permit or license activity in any given area. Key parcel information is consolidated and available to users through ViewPermit.

ViewPermit's spatial reporting mechanism will display permit and license data and activity on the embedded GIS map. This will help officials identify clusters of activity based on location.

ViewPermit GIS data layers such as parcels, building footprints, zoning, historic district, wards, sewer districts and color orthophotos can be activated or deactivated for intelligent decision-making to expedite inspections and reviews.

Using its live link to the Town's GIS, ViewPermit instantaneously flags property restrictions, wetlands, FEMA flood zones, historic districts, aquifer protection districts, and any other critical zones. Powerful onboard geoprocessing tools empower officials to enforce bylaws and regulations and ensure compliance, in an efficient, seamless fashion. Inspectors using remote devices to access ViewPermit from the field can utilize the embedded GIS to verify property details (such as measurements and adjacencies).

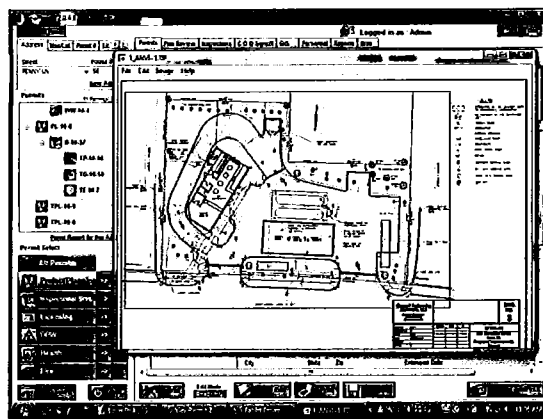


ViewPermit integrates easily with ESRI ArcGIS software using custom web mapping services for direct accessibility within the permit process. ViewPoint Government Solutions is an authorized ESRI Business Partner.

Seamless Document Integration

Any document accessible on The Town of Ellington computer network or uploaded online by an applicant can be associated with a specific permit application directly within the application workflow by simple drag-and-drop. This enables any authorized user in any department to access all documents related to an application or project, including plans, memos, decisions, photos, etc. Documents are accessible by simply double-clicking on the desired document.

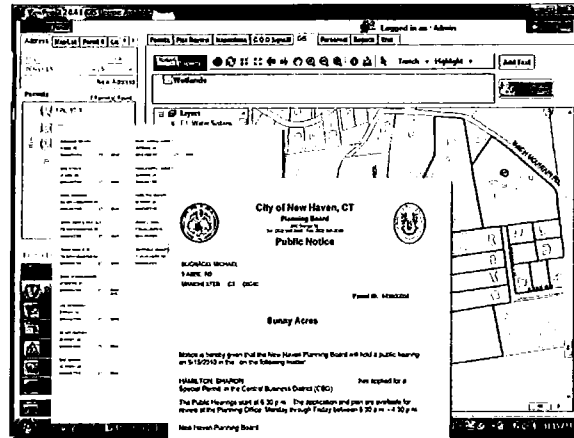
Documents remain in their original location in the network, and not in the ViewPermit database, to avoid duplication or version/synchronization issues. ViewPermit simply stores pointers (links) to the original documents within license and permit records. Changes to original documents are reflected instantly within ViewPermit. There is no limit on the number or type of documents attached to a project.





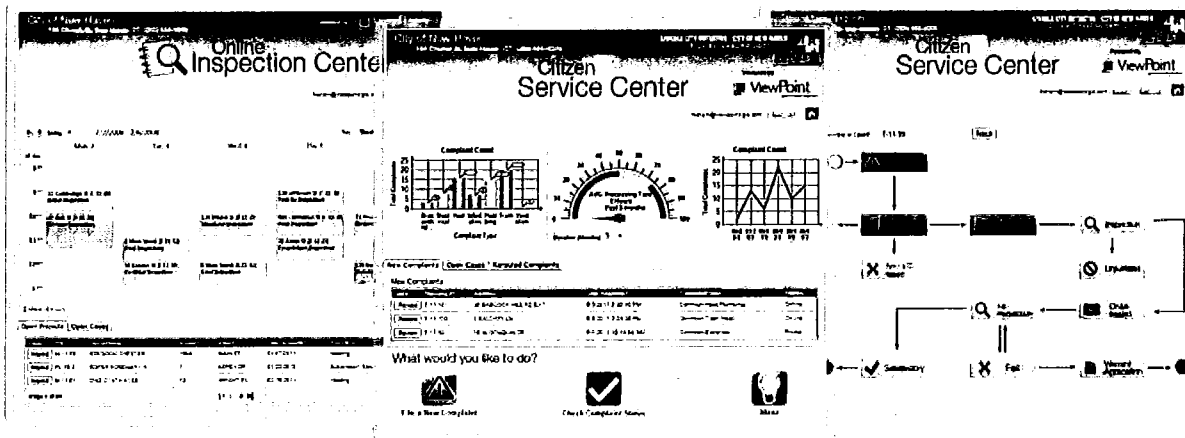
Built-in Hearing/Notice Generation/Abutters List Tools

These powerful tools provide rule-based notice and hearing deadlines, public notices, and GIS-based abutters lists (with automatically addressed official notices and mail labels). ViewPermit supports the creation of templates and data merging to generate custom documents such as public notices, or project-related communications.

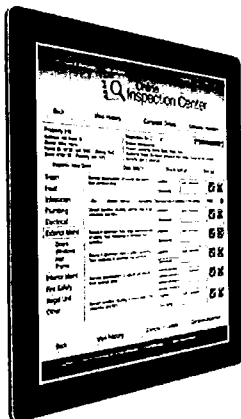


Code Enforcement

ViewPoint's new Code Enforcement module, ViewNforce, is fully web-based for mobility and cross-compatibility. ViewNforce allows for user-defined code, reporting, and case classification. The intuitive visual workflow allows users to see the entire history of a code enforcement case on one screen.



ViewNforce employs the same easy-to-read dashboard as ViewPermit, allowing a high-level look at all code enforcement actions. Users may print and email reports using a number of criteria.



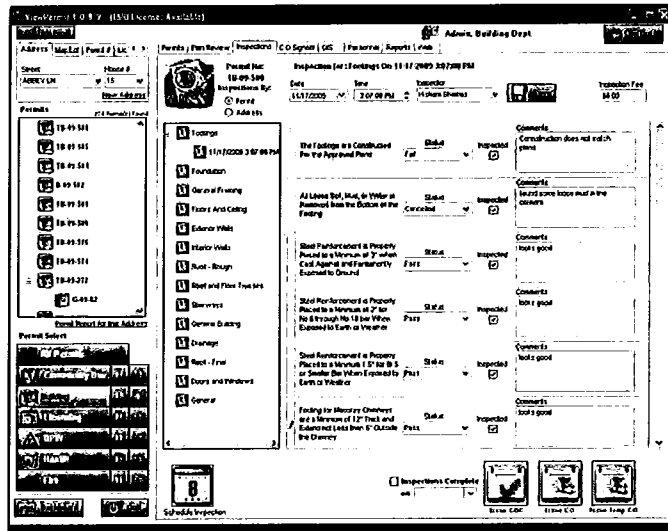
Dynamic Field/Remote Access

Field inspectors can be equipped with mobile devices for direct wireless real-time access to ViewPermit to support field inspections, visual verification of property data and adjacencies, and code compliance. Field users can also instantly verify if observed activity at any property is covered by a permit or license.

Remote deployment allows instant entry of inspections. As a result, inspections are completed more thoroughly, errors and omissions in record-

Built-In Inspection Checklists and Calendars

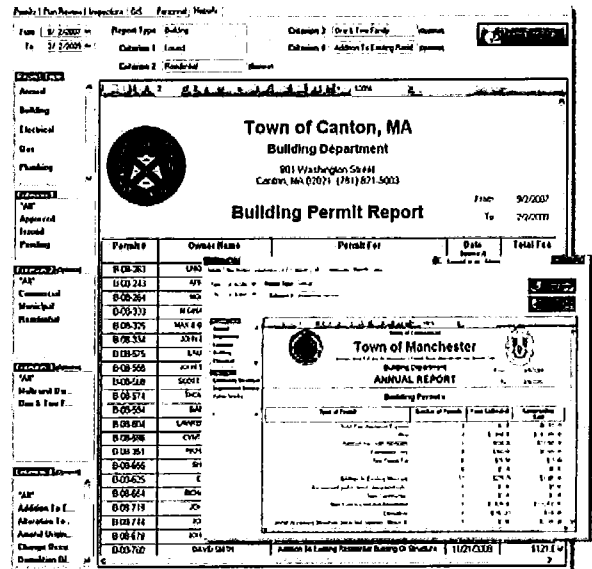
Inspection appointment calendars allow internal users to manage workload and external users to request appointments.



Configurable fee tables and payment transaction processing are integral to ViewPermit. Fees can be automatically calculated based on permit type, project type, business type, occupancy type, building type, construction cost, fixed fees, and many other variables. An unlimited number of permit types may be configured with Independent fee structures.

Multiple payment types, including online payments, as well as partial payments and refunds are all handled within the system. ViewPermit provides ad hoc cash reports exportable to the Town's financial platform. ViewPermit will instantly flag Tax Delinquent owners during the permitting and licensing processes.

ViewPermit delivers user-generated Business Intelligence solutions, and facilitates intra- and inter-department collaboration. ViewPermit consists of multidimensional data sets and database management tools allowing for comprehensive yet uncomplicated reporting. The built-in ViewPermit report wizard enables easy, instant generation of a wide range of standard, custom or ad hoc reports. ViewPermit reports can be easily exported in Excel and PDF formats with one

[illegible]



Scalable Town-Wide Solution

ViewPermit has the ability to meet the permitting and licensing needs of all of the following departments and functions in The Town of Ellington from a single platform:

Building/Inspectional Services

- ☐ Building
- ☐ Electrical
- ☐ Mechanical
- ☐ Plumbing
- ☐ Gas

Community Development

- ☐ Planning
- ☐ Zoning
- ☐ Conservation
- ☐ Special Projects

Public Works/Engineering

- ☐ Excavation/Trench
- ☐ Obstruction
- ☐ Curb Cut/Sidewalk
- ☐ Sewer Service
- ☐ Water Service
- ☐ Storm Drain Service

Fire/Public Safety

- ☐ Business Occupancy
- ☐ Flammable Material
- ☐ Fire Alarm System
- ☐ Fire Suppression
- ☐ Sprinkler system
- ☐ Storage Tank Removal

Licensing

- ☐ General License/DBA
- ☐ Business
- ☐ Alcohol
- ☐ Auto Body
- ☐ Dog
- ☐ Livery
- ☐ Special Police
- ☐ Second Hand
- ☐ Taxi
- ☐ Victualler
- ☐ Outdoor Seating
- ☐ Special Event
- ☐ Portable Sidewalk Sign

Public Health

- ☐ General Health License
- ☐ Animal Keeping
- ☐ Body Art and Piercing
- ☐ Day Camp
- ☐ Dumpster
- ☐ Food and Milk
- ☐ Frozen Dessert
- ☐ Hazardous Materials
- ☐ Perc Test
- ☐ Public Pool
- ☐ Private Well
- ☐ Septage Hauler
- ☐ On-Site Septic System
- ☐ Tanning Facility
- ☐ Tobacco
- ☐ Portable Toilet

and other issuing
departments/agencies

Modular architecture allows for additional functions to be configured and brought on line independently. ViewPermit has been designed with superior scalability to support a large user base as well as a large document base.



Technical Requirements: System Architecture

Network Architecture

ViewPermit offers Cloud data and software hosting:

1. ViewPermit Cloud Platform

ViewPermit employs a multi-tier architecture (n-Tier architecture) in software design:

1. Data Access Layer (DAL)
2. Business Object Layer (BOL)
3. Graphical User Interface (GUI)
4. .Net Layer (services to expose functionality to World Wide Web)

The master data container of the application will be stored in the Cloud or the Town-hosting facilities, depending on the option selected. The common functionality will be exposed through Web Services using .NET Services. Encryption and Decryption methods are utilized to store the sensitive data.

ViewPermit Cloud Hosting Platform

ViewPermit Cloud Hosting is proven cutting-edge technology that provides dynamically scalable and virtualized resources as a service over the Internet through Microsoft global datacenters. It enables a rich set of services for relational databases, reporting, analytics, and data synchronization with local servers as well as legacy systems via web services.

Benefits of utilizing Cloud Hosting:

- IT cost and resource savings: eliminates need to acquire, maintain and support servers, databases, upgrades, backup, disaster recovery, network bandwidth, etc.
- Access to database from any web-connected device
- Bullet-proof security
- Guaranteed uptime of 99.9%
- Unlimited number of concurrent users
- Data redundancy
- Instant scalability
- Fast performance

The intrinsic support for scale-out applications and scale-out data that cloud computing provides will handle much larger loads than conventional Web technologies.



Hardware Requirements

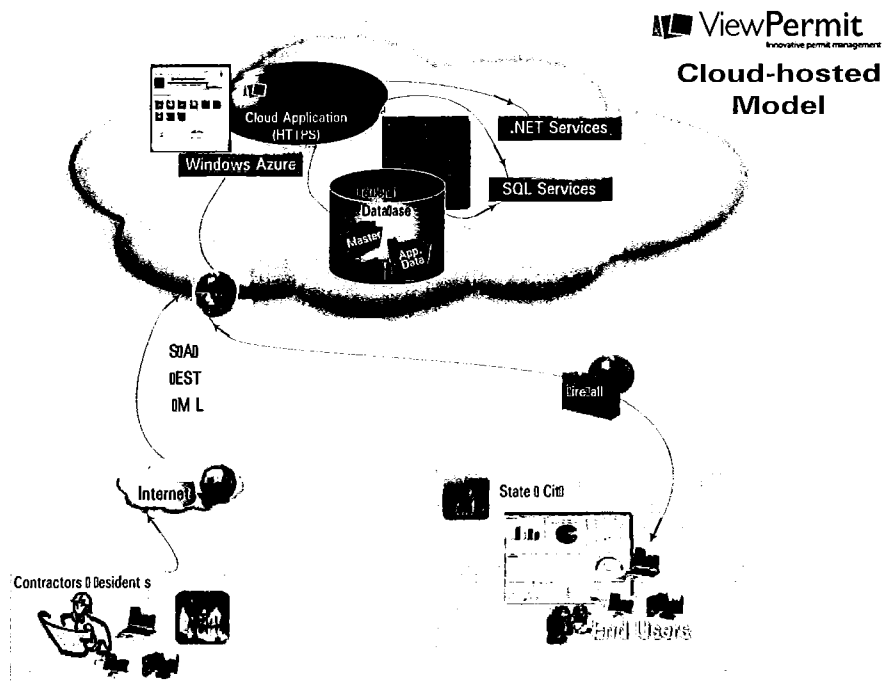
ViewPermit Cloud Platform:

Server Side:

No additional hardware required as the entire infrastructure is managed by Microsoft's global datacenters. This provides enterprise class service backed by a reliable service level agreement that guarantees successful processing of requests to add, update, read and delete data at least 99.9% of the time. It is supported by multiple redundant sites (providing redundant storage, power supply, and guaranteed web access).

Client Side:

- ❑ Windows Client PC with min. 1 GB of RAM, Pentium IV or later, min. 1.1 GHz or higher
- ❑ Windows XP, Windows Vista, or Windows 7 operating system
- ❑ Graphics: Microsoft OpenGL 1.1 (or compatible), or DirectX version 8.0 or later
- ❑ Graphics card with min. 32 MB of memory (for GIS)
- ❑ Internet Connectivity
- ❑ Client PC should be connected to the Local Domain
- ❑ Firewall on local network and computer must allow outgoing communication on TCP port 1433
- ❑ Microsoft .Net Framework 2.0





Software Requirements

ViewPermit Cloud Platform:

Server Side:

Windows Azure, SQL Azure, and Azure Fabric will be provided by ViewPoint and Microsoft.

Client Side:

Microsoft .Net Framework 3.5

Microsoft Report Viewer 2008 SP1 (Free software)

View permit application will be installed on Client PCs via ClickOnce deployment strategy

System Security Features

Password Encryption and encryption (hashing) is an integral component of ViewPermit's security mechanism. It is a requirement that all user names and passwords are encrypted prior to transport.

The ViewPermit back office application protects documents, user data, and transactions using Lightweight Directory Access Protocol (LDAP), Windows Active Directory (AD), and the ViewPermit security solution model. All financial data are transported via Hypertext Transfer Protocol Secure (HTTPS) and Transport Layer Security (TLS).

ViewPermit Cloud Platform Security:

The ViewPermit web application uses SSL certificates (HTTPS). All the settings and connection strings will be encrypted using Rijndael Symmetric Encryption algorithms.

Back Office Application Security:

The ViewPermit back office application is secured by a 2-layer authentication process:

- i. **LDAP using Active Directory Authentication:** Active Directory is a database based system that provides authentication, directory, policy, and other services in a Windows environment. LDAP is an application protocol for querying items in directory service providers like Active Directory (AD) .
- ii. **Role based Authentication:** In a role-based authentication software system, users/ departments are assigned one or more predefined roles. These roles then determine the user's privileges, the information they can see, areas they can access, and items they are able to change. Users in the database can be assigned roles in a variety of ways.



Data Conversion/Integration Plan

We have the proven ability to migrate existing electronic data into ViewPermit from legacy systems, MS Access, MS Excel, and many other data sources. Our team has extensive experience in the import and integration of legacy systems. Historical data related to permits and licenses will be assessed, quantified and imported on a case-by-case basis dependent on the source.

Maintenance and Support Plan

Support & Maintenance

Support & Maintenance provides clients with periodic ViewPermit software updates as well as technical support by phone, email or online via remote access Monday through Friday, 8 AM-5 PM EST. Support via our online customer support portal is available 24/7.

We will provide a high level of professional support through on-site training and utilization of desktop sharing software for training and troubleshooting. Because ease of use is designed into the software, ViewPermit does not require significant ongoing training when a train-the-trainer approach is employed.

In addition to on-site training and support, ViewPoint Government Solutions utilizes proven, effective remote systems (such as Citrix GoToAssist) to monitor, troubleshoot and support clients. In addition, we are an authorized business partner of both ESRI and Microsoft, and we regularly engage technical assistance from both organizations to augment our internal resources if necessary.

Disaster Recovery & Backup

ViewPermit Cloud Platform:

As part of its Cloud Computing services, Microsoft manages and maintains disaster recovery, network, load balancers, DNS, cooling, monitoring, availability, hardware maintenance, etc.



Installation and Training Plan

Installation

We will establish a unique Deployment Schedule for this project including training.

Training & Documentation

Upon final acceptance and prior to go live, the ViewPermit team will conduct hands-on on-site training using Town of Ellington data familiar to the trainees. The objective behind the training is to arm officials with the skills and know-how for both system administration and functional use. Supplementary training sessions may be scheduled at additional cost.

A replica of the ViewPermit database dedicated for training purposes (sandbox) will be used to provide trainees an interactive setting that simulates daily routines that they experience in their offices. There will be no need to conduct separate GIS system training. We will provide User and System Administration Manuals in both print and electronic formats.

Project Schedule and Management Plan

We will establish a unique Deployment Schedule and Project Management & Implementation Plan for this project. The schedule will include a kickoff meeting with all key stakeholders from all departments and agencies involved with the project, as well as key IT representatives, to outline project goals and objectives. We will establish a framework for making key decisions about the project design and the timetable.

We will subsequently meet with each department separately to analyze and catalogue its business processes, intake requirements, data requirements, forms, fee structures and internal/external interfaces. We will also conduct additional meetings to continue the configuration and deployment process as needed.

The Town of Ellington ViewPermit system will be configured to reflect the different business rules and bylaws of each department, as well as conform to their different output requirements.



Each department will have separate permit numbers, tracking paths, fee structures, inspection checklists and requirements, and printed output (such as receipts, notices, letters, permits, reports, etc.). Also, each department can select which departments and agencies to include in plan or project reviews for different permit types.

We will configure the software to automate business processes based on various triggers (data values, permit types, etc.). ViewPermit's built in report generator will be configured to automate standard reports, and it also provides users with a wide range of easily selectable variables to allow the creation of many different transactional and tracking reports on the fly.



Statement of Qualifications

About ViewPoint Government Solutions

ViewPoint Government Solutions, established in 1995, has extensive experience designing and implementing complex systems and solutions to address a variety of needs for municipalities, utilities and corporations. Collaboration on projects with municipal officials responsible for permitting functions in several different communities led to the development of ViewPermit in 2006. Hundreds of improvements and new functions have been incorporated to result in the current comprehensive configuration, which has attracted several major new clients. All software design and client support is performed by our staff in our headquarters office.

ViewPoint Government Solutions is focused on Geographic Information Systems (GIS)-based business process solutions for government. Our highly trained professionals have extensive experience solving the complex problems facing communities and government agencies today.

We develop cost-effective, time-saving solutions that enable our clients to access and manipulate many types of information quickly and efficiently, while increasing collaboration between municipal departments, improving data accuracy and compliance within processes, and enabling greater public access to information.

ViewPoint Government Solutions has earned a reputation for the highest level of commitment to our clients. We have built this reputation not only through a dynamic approach to problem-solving, but also through quick and effective response to clients' ongoing needs for solutions, support and training.

Project Contact Information

ViewPoint Government Solutions
385 Concord Avenue
Belmont, MA 02478
Phone: 617-577-9000
Fax: 617-577-9070
Tax ID: 04-328-5149

Contact: Nasser Hajo, Vice President/Project Manager
Phone: 617-577-9000 x105
E-Mail: nhajo@ViewGov.com



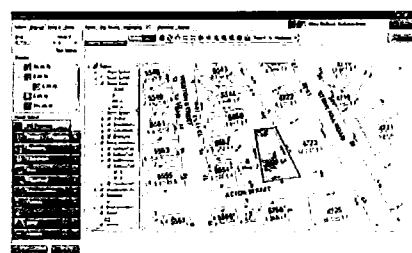
Recent client engagements

ViewPermit has been selected via extensive selection processes conducted by:

Capitol Region Council of Governments, Hartford, CT

Regional system open to all Connecticut municipalities.
(supports cities/towns ranging from pop. 5,000 to 123,000)

City of Worcester, MA (pop. 182,596)
City of New Haven, CT (pop. 123,330)
City of New Bedford, MA (pop. 91,365)
City of New Britain, CT (pop. 71,000) (contract award)
City of New Milford, MA (pop. 53,000)
City of E. Providence, RI (pop. 47,000)
City of Meriden, CT (pop. 41,000)
City of Salem, MA (pop. 41,000)
City of Fitchburg, MA (pop. 39,102)
Town of Andover, MA (pop. 31,250)
Town of Lexington, MA (pop. 30,000)
Town of Reading, MA (pop. 25,000)
Town of North Haven, CT (pop. 24,000)
Town of Waterford, CT (pop. 20,000)
Town of Madison, CT (pop. 18,000)



Client Comments

Mayor John DeStefano, City of New Haven, CT

"With [ViewPermit] the City will be able to provide user friendly access for permit applications and streamlined review, approval and issuance of permits... This change will save time, money and aggravation for all parties."

CRCOG Special Projects Coordinator Jocelyn Mathiasen, Hartford, CT

"The selection committee chose ViewPermit because of its online functionality, simple user interface, citywide approach to permit management, and the knowledge and flexibility of its project team."

Mayor Melody Currey, East Hartford, CT and Chair of CRCOG

"This program will save Connecticut businesses a significant amount of time and money, avoid wasted trips to Town Hall, and allow municipal staff to operate more efficiently."

Mayor James J. Fiorentini, City of Haverhill, MA

"With ViewPermit in place, we will enhance our reputation as a good place in which to do business..."

Mayor Lisa Wong, City of Fitchburg, MA

"It allows city government to operate more efficiently and effectively... In 15 minutes I can get all the information, instead of spending 15 minutes chasing down, maybe, one person on the project."

Building Official Doug Jourdan, Newington, CT

"It's excellent, especially the integrated GIS component... it expands our capabilities and reduces redundant paperwork."



Project Team for The Town of Ellington

ViewPoint Government Solutions relies on experienced staff to provide professional services to our clients. The Town of Ellington project team is comprised of the following professionals:

Project Principal: Kathryn Silver

Kathryn Silver has 20 years of experience in Project Management, Business and Financial Planning, Marketing and Client Relations, Work Flow, and Quality Assurance.

Education: Harvard University, Cambridge, MA

Current Position: President

Overall project direction and management. Supervision of project scheduling and progress.

Project Manager: Nasser Hajo

Nasser Hajo has 20 years of experience in civil and environmental engineering, and geographic information systems (GIS) projects. Mr. Hajo has provided services for both domestic and international clients.

Education: Northeastern University, Boston, MA, BS Civil Engineering

Current Position: Vice President, Technology

Overall responsibility for design, management and implementation of software solutions, Geographic Information Systems (GIS), Engineering, and SCADA including:

- ☐ Client needs assessment
- ☐ Product development and technical direction
- ☐ Project planning and implementation
- ☐ Quality control and assurance

Software Implementation and Technical Support: Mark Hengerle

Mark has 7 years of experience leading software implementation, training, and client support.

Education: University of Massachusetts, Dartmouth, MA, BS Management Information Systems

Responsible for implementation, integration, and customization of GIS projects, as well as programming, and documentation of permit management software.

Lead Software Developer: Hisham Shamas

Hisham Shamas has 6 years programming experience including ArcGIS, ArcObjects, SQL Server, database management, .Net and Visual Basic.

Education: University of Massachusetts, Boston, MA, BS Computer Science

Current Position: Lead Software Developer

Overall responsibility for all aspects of software development, workflow analysis, project coordination, quality control, and training.

GIS Analyst/Software Developer: Bassil Silver

Bassil Silver has five years of experience in developing GIS and SCADA systems for municipal projects.

Education: Northeastern University, Boston, MA, BS Computer Science major

Relevant Technical Background: ArcGIS, ArcObjects, SQL Server, database management,

Town of Ellington, Connecticut

ViewPermit™ GIS-Centric Permit Tracking System



.Net, Visual Basic

Current Position: GIS Analyst/Programmer

Responsible for implementation of GIS projects, as well as programming of permit management software.

.Net developer/Software Engineer: Puja Shakya

Puja Shakya has four years of combined experience in C#, VB.NET, ASP.NET, LINQ, Java, PL/SQL, UML, PHP, HTML, XHTML, XML, XPATH, XSLT, DTD, XQUERY, XSD, JavaScript, VB script, CSS

Databases: Oracle 8i/9i/11g, MS SQL Server 2005/2000/7, MS Access, MySQL

Web App Servers: IIS, Apache, Tomcat

EDUCATION: Post Graduate Curriculum with Specialization in Programming Languages

Maharishi University of Management, Fairfield, IA, MS in Computer Science

Kathmandu University, Nepal, BE in Computer Engineering

Client References

ViewPermit GIS-Centric Municipal Permit and License Management System is deployed in the representative communities shown below. Please feel free to contact any of them.

Jennifer Pugh
Deputy Chief Administrative Officer
City of New Haven, CT
(203) 946-7903
Email: JPugh@newhavenct.net

Pauline Yoder
Special Projects Manager
Capitol Region Council of Governments
Hartford, CT
Phone: (860) 522-2217 x-245
Email: pyoder@crcog.org

Jocelyn Mathiasen
Director, Department of Permitting & Land Use
City of Milford, CT
Phone: (203) 783-3374
Email: jmathiasen@ci.milford.ct.us

Douglas Jourdan
Building Official
Town of Newington, CT
(860) 665-8585
Email: DJourdan@NewingtonCT.Gov

Paul Vigneau
Assistant Commissioner
Department of Inspectional Services
Worcester, MA 01610
(508) 799-8472
vigneaup@worcesterma.gov

Trevor Bonilla
Director of Information Technology
City of Fitchburg, MA
(978) 345-1018
Email: tbonilla@ci.fitchburg.ma.us

Town of Ellington, Connecticut

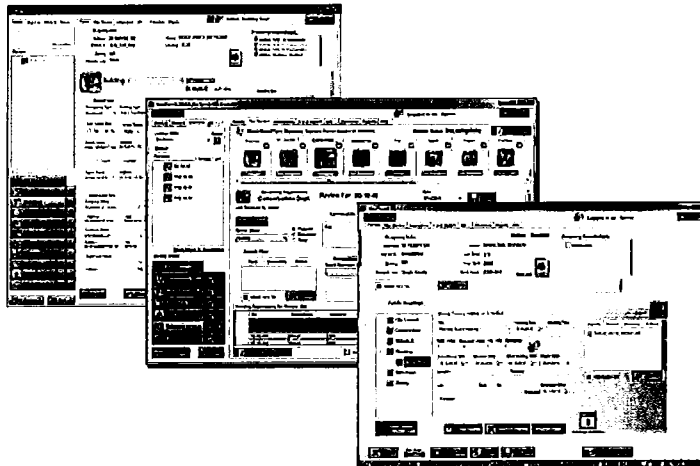
ViewPermit™ GIS-Centric Permit Tracking System



Experience: Current ViewPermit Clients

Capitol Region Council of Governments,
Hartford, CT (Regional Online Permitting System)

City of New Haven, CT
City of Milford, CT
City of Worcester, MA
City of Haverhill, MA
City of New Bedford, MA
City of Fitchburg, MA
Town of Belmont, MA
Town of Sudbury, MA
Town of Canton, MA
Town of Hanover, MA
Town of Wilbraham, MA
Town of East Hartford, CT
Town of Manchester, CT
Town of Newington, CT
Town of Bolton, CT
Town of Wethersfield, CT
Town of Glastonbury, CT
Town of Simsbury, CT
Town of Tolland, CT
Town of Coventry, CT
Town of Andover, MA
City of E. Providence, RI
Town of Reading, MA
Town of Waterford, CT
Town of North Haven, CT
Town of Madison, CT
City of New Britain, CT
Town of Southington, CT
City of Meriden, CT
City of Sheridan, WY
City of Salem, MA
Town of Lexington, MA
City of Peabody, MA





Appendix A - ViewPermit Modules, Permit and License Types included in this proposal:

- **Building/Inspectional Services**
 - Building
 - Electrical
 - Mechanical
 - Plumbing
 - Gas
- **Planning & Neighborhood Services**
 - Planning
 - Zoning
 - Inland Wetlands / Conservation
- **Public Works/Engineering**
 - Excavation/Trench
 - Curb Cut/Sidewalk
 - Sewer Service
 - Water Service
 - Obstruction
 - Storm Drain Service
 - Contractor License

Optional ViewPermit Modules, Permit and License Types:

- Public Health**
 - General Health License
 - Animal Keeping
 - Body Art and Piercing
 - Day Camp
 - Dumpster
 - Restaurant/Food and Milk
 - Frozen Dessert
 - Hairdresser
 - Hazardous Materials
 - Perc Test
 - Public Pool
 - Private Well
 - Septage Hauler
 - On-Site Septic System
 - Tanning Facility
 - Tobacco
- **Additional Permits / Licenses**
 - Dog
 - Taxi
 - Business
 - Outdoor Seating
 - Special Event
 - Alcohol
 - Portable Sidewalk Sign
 - Auto Body
 - Livery
 - Special Police
 - Victualler
 - General License
- **Fire/Public Safety**
 - Business Occupancy
 - Flammable Material
 - Fire Alarm System
 - General Fire
 - Fire Suppression
 - Sprinkler system
 - Storage Tank Removal



Appendix B - Cost Proposal

ViewPoint will furnish and deploy ViewPermit in the Town of Ellington as part of the Connecticut Regional E-Government Initiative sponsored by the Capitol Region Council of Governments (CRCOG) Regional Online Permitting System.

1. ViewPermit Cost and Deployment Detail

Description	Cost
I. One-time Fees:	
A. ViewPermit Software - Includes Town -wide license for included modules as outlined in Appendix A - Includes deployment and installation: ViewPoint will furnish and install a Town-wide site license of ViewPermit for unlimited users - Includes integration with Ellington's Assessors database, existing GIS system, and Financial system - Cloud Data/software Hosting: ViewPermit Cloud Platform	\$38,000
C. On-site hands-on specialized training (up to 20 trainees) / day	\$3,000
D. ViewPermit Online Module This interface will provide citizens, businesses, and contractors the tools to register and apply for permits, file complaints, pay required fees, check permit/plan review status, and receive automated notifications from Town officials. Requests for inspections can also be made using the online interface.	\$0 (included in item A)
II. Recurring Fees:	
A. Annual Maintenance and Support: Includes periodic ViewPermit software updates as well as technical support by phone, email or online via remote access Monday through Friday, 8:30AM-5PM EST. The cost of Maintenance and Support for FY13 (\$9,241) shall be prorated for the remainder of the first fiscal year after GoLive ("Go live" shall mean the date that the Town begins the use of any module within the ViewPermit software to accept applications or process permits). The cost of Maintenance and Support for FY14: \$10,166 The cost of Maintenance and Support for FY15: \$11,183	
III. Optional Services:	
A. Import Existing Electronic Record Data related to permitting from Legacy System: \$12,000 B. Additional training (train the trainers, Administrators, users) is available based on a rate of: \$3,000 per day C. ViewInspect: Tablet-friendly web-based mobile Inspections module: \$7,600 D. Annual Maintenance and Support for ViewInspect: \$1,216	

* No additional GIS licenses are required if the Town is utilizing a current ArcGIS Server web mapping services license that allows unlimited number of users to access the embedded GIS in ViewPermit. Otherwise, use of ViewPermit's embedded GIS requires an ESRI ArcGIS Engine runtime license (approx. \$400) on each computer that will utilize the GIS feature. The runtime license is purchased directly from ESRI. The runtime license is NOT required if the Town does not plan to use the GIS feature or already has an ArcGIS Desktop license on each computer that will utilize the GIS feature.



Appendix C ViewPermit Management & Implementation Plan

1. Management Overview

1.1 Implementation Approach

1.2 Points of Contact / Personnel

2. Project Tasks

2.1 Kick-off Meeting

2.2 Conceptual Design

2.2.1 Implementation Plan submittal

2.2.2 Approval & Signoff of Implementation Plan

2.2.3 Collection of Forms, Reports, Fee Structure, Rules and Zoning bylaws, User Names and Roles

2.2.4 Proposed Software Configuration Prepared by ViewPoint

2.2.5 Approval of Software Configuration and Signoff

2.3 Logical Design

2.3.1 Coordinate with IT Dept. to Establish Link to Existing Land Management / Assessors Data

2.3.2 Coordinate with IT Dept. to Establish Link to Existing GIS

2.3.3 Coordinate with IT / Finance dept. to Determine Link to Financial System

2.3.4 Coordinate with IT / Finance to determine Online Payment Services

2.4 Physical Design

2.4.1 Database Design and Schema

2.4.2 Implement Changes Based on Comments & Acceptance of Software Configuration

2.4.3 Integrate uniform on-line payment system

2.4.4 Inter and Intra-Department Workflow Determination

2.4.5 Land Management Database Integration

2.4.6 GIS Integration

2.5 Deployment

2.5.1 Initial Back Office Software Loaded

2.5.2 User Testing, Acceptance, & Sign off

2.5.3 Training

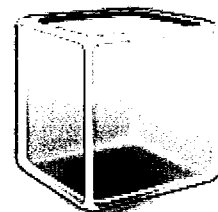
2.5.4 Web Portal Software Loaded

ViewPermit Kickoff Meeting Checklist

Providing the Town of Ellington with a checklist for the ViewPermit Kickoff Meeting.

1. List of User Names to be used by Departmental Users
2. Copy of Departmental Reports/Forms issued by customers (land use records, etc.)
3. Building
 - a. Planning
 - b. Mechanical
 - c. Civil
 - d. Copy of Copy Report of Occupancy
 - e. Copy of Temporary Certificate of Occupancy (if applicable)
 - f. Copy of Certificate of Inspection/Completion
4. List of Accounts for each permit type (providing your Account ID/Password)
5. Town of Ellington's Fee Schedule
6. Town of Ellington's Zoning Ordinance (MFG, 1975, 1977, 1978, etc.)
7. Building Services Department's (BSP) or Planning Department's (PD) list of existing properties (age, or starting at section 100)
8. List of all existing and proposed (submitted) Plans/Reports & CD (or other documents related to construction)
9. List of Departments that typically conduct Plans/Reports in your community (do not miss any)
10. Zoning
 - a. Engineering
 - b. Planning
 - c. Communications
 - d. Health
 - e. CD/CD
 - f. Town Council
 - g. Fire
 - h. Airport Authority
 - i. Other (if needed)
11. Does your Assessors Database contain a "Zoning" Classification Field? (If not, please add it to data)
12. Copy of Building, Planning, and/or other Reports that your Department generates and is permitting
13. Does your community need an on-line payment system? (If yes, provide it)
14. Does your community have an online GIS program?

Staging





2.6 Go Live



2.7 Post Production Signoff

3. Security

3.1 System Security Features

3.2 Disaster Recovery and Backup

4. Implementation Support

5. Viewpermit Rollout Strategy

