

Section 100:

**General
Government**

TOWN OF ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
00110 - BOARD OF SELECTMAN									
01-01-00-00110-10-50101 Full Time	213,194.84	258,799.00	6,394.00	265,193.00	117,986.12	253,446.00	11,747.00	273,802.00	273,802.00
01-01-00-00110-10-50102 Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00110-10-50103 Part Time	19,598.02	2,320.00	0.00	2,320.00	14,119.01	16,339.00	(14,019.00)	2,860.00	2,860.00
01-01-00-00110-10-50104 Seasonal	2,000.00	2,350.00	0.00	2,350.00	0.00	2,350.00	0.00	2,350.00	2,350.00
01-01-00-00110-10-50110 Other Benefits	350.00	350.00	0.00	350.00	350.00	350.00	0.00	350.00	350.00
01-01-00-00110-20-60221 Advertising Printing Forms	6,308.90	4,500.00	0.00	4,500.00	1,411.57	4,500.00	0.00	4,500.00	4,500.00
01-01-00-00110-20-60222 Dues & Subscriptions	9,544.50	10,116.00	0.00	10,116.00	9,481.50	10,116.00	0.00	10,050.00	10,050.00
01-01-00-00110-20-60233 Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00110-20-60234 Professional Development	1,906.31	1,800.00	0.00	1,800.00	511.75	1,800.00	0.00	1,800.00	1,800.00
01-01-00-00110-20-60240 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00110-20-60250 Contracted Services	5,361.42	3,700.00	0.00	3,700.00	2,455.01	4,500.00	(800.00)	5,745.00	5,745.00
01-01-00-00110-20-60271 Repairs & Mnt Equipment	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
01-01-00-00110-30-60341 Office Supplies	4,026.94	2,500.00	0.00	2,500.00	810.35	2,500.00	0.00	2,500.00	2,500.00
01-01-00-00110-70-60765 Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	262,290.93	286,935.00	6,394.00	293,329.00	147,125.31	296,401.00	(3,072.00)	304,457.00	304,457.00

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

Object No	Description & Explanation(s)	FY 2017-18 Revised	FY 2018-19
5101	<u>FULL TIME PAYROLL</u>	\$ 270,365	\$ 273,802
	First Selectman-Spielman	\$ 85,933	\$ 89,370
	Executive Assistant/HR Coord-Sauve*	\$ 75,920	\$ 75,920
	Executive Ast/Website & Social Media Coord -Cannella* (promoted on 12/11/17)	\$ 65,534	\$ 65,534
	Executive Secretary- Connor*	\$ 42,978	\$ 42,978
5103	<u>PART TIME PAYROLL</u>	\$ 2,320	\$ 2,860
	Recording Secretary	\$ 2,320	\$ 2,860
	TOTAL SALARIES	\$ 272,685	\$ 276,662
5102	<u>OVERTIME</u>		\$ -
	NONE		
5104	<u>SEASONAL</u>	\$ 2,350	\$ 2,350
	Land Records Inspector		
5110	<u>OTHER BENEFITS</u>	\$ 350	\$ 350
	Longevity: \$250 MS; \$100 LC		
	*Salary adjustments are pending performance evaluations conducted in May 2018		
	BOS approved 1st Salary in Feb. 2018		
	TOTAL PAYROLL	\$ 275,385	\$ 279,362
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 4,500
	Legal Notices/ Help Wanted Ads		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 10,050
	CCM Membership		\$ 8,113
	CCM Salary Survey		\$ 25
	CCM MERA Supplements		\$ 260
	COST		\$ 1,025
	ASCAP License		\$ 348
	CFBA Membership		\$ 70
	SHRM Membership		\$ 209

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

Object No	Description & Explanation(s)	FISCAL YEAR 2018-19
6233	<u>EDUCATION</u>	\$ -
	Charged to Employee Education Account	
6234	<u>PROFESSIONAL DEVELOPMENT</u>	\$ 1,800
	Conferences, meetings, seminars	
6240	<u>TELEPHONE</u>	\$ -
	Charged to Miscellaneous Account	
6250	<u>CONTRACTED SERVICES</u>	\$ 5,745
	Employee Recognition (14 Employees: \$1,625 gifts; \$450 replenish pins)	\$ 2,075
	Miniature Clocks (4 @ \$100 each)	\$ 400
	New Employee Physicals (18 @ \$125 each)	\$ 2,250
	Special Event Photos	\$ 700
	Phillips Transcription Services (2 Membership)	\$ 320
6271	<u>REPAIRS & EQUIPMENT MAINT.</u>	\$ 500
	Office Equipment	
6341	<u>OFFICE SUPPLIES</u>	\$ 2,500
	Include Minute Book & refreshments for recognition events	\$ 2,370
	Notary Fees and Equipment	\$ 130
6765	<u>OFFICE EQUIPMENT</u>	\$ -
	TOTAL OFFICE BUDGET	<u>\$ 25,095</u>
	DEPARTMENT TOTAL	<u>\$ 304,457</u>

Nicholas J. DiCorleto, Jr.

From: KEVIN MALONEY <KMALONEY@CCM-CT.ORG>
Sent: Monday, January 29, 2018 10:47 AM
To: CCM Member Mayors, First Selectmen and Town/City Managers
Subject: Your CCM dues for next fiscal year



January 29, 2018

TO: CCM-Member Mayors, First Selectmen, and Town/City Managers

FROM Joe DeLong, CCM Executive Director
Ron Thomas, CCM Deputy Director

RE: CCM Dues for FY 2018-19

We can report that an "early reading" on CCM's expected budget for next fiscal year indicates members will (again) see **NO [0%] CCM DUES INCREASE FOR FY 2018-19**. The dues amount you are paying CCM for this fiscal year will, in all likelihood, remain the same for next fiscal year. CCM is taking this action to continue to be very sensitive to the fiscal challenges facing our towns and cities. **This also will mark the eighth year out of the last nine that CCM dues have not been increased.**

With the continuing severity of the State's fiscal conditions, now more than ever the power of our collective is of paramount importance. *Towns and cities must stick together under the CCM banner to present a unified message on behalf of Connecticut local governments.*

CCM's unparalleled services – from our top-flight, effective advocacy and invaluable research and information services, to our free training, energy savings, drug testing, labor relations, discount prescription drug program, grant finder service, bank card services, telecom cost reduction, and much more to come – ensure a return on your investment that far and away exceeds your CCM member dues.

On behalf of all of us at CCM, we look forward to working hard on your behalf in 2018 to protect the interests of your local government and your taxpayers. Thank you for your continued support.

Please contact Kevin Maloney, Director of Communications and Member Relations, at (203) 710-3486 or kmaloney@ccm-ct.org at any time with any questions or concerns.



LORI L. SPIELMAN
First Selectman

STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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ELLINGTON, CONNECTICUT 06029-0187

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JAMES M. PRICHARD
Deputy First Selectman

SARAH D. COOK
MELINDA M. FERRY
DAVID E. STAVENS
RONALD F. STOMBERG
JOHN W. TURNER

Monday, March 5, 2018
Town Hall Meeting Hall
Board of Selectman Special Meeting

MINUTES

SELECTMEN PRESENT: Lori Spielman, James Prichard, Ronald Stomberg, John Turner, Melinda Ferry, Sarah Cook

SELECTMEN ABSENT: David Stavens

OTHERS PRESENT: Nicolas J. DiCorleto, Jr., Finance Officer/Treasurer; Timothy Webb, Director of Public Works/WPCA Administrator; Lisa Houlihan, Town Planner; Sgt. Brian Santa, Resident State Troopers' Supervisor; Allan Lawrence, Fire Marshal; Robert Tedford, Director of Recreation; Joy Hollister, Human Services Director; Erin Graziani, Senior Center Director; Diane Lasher-Penti, Youth Services Director; LouAnn Cannella, Executive Assistant; Marie Sauve, Human Resources Coordinator; Gary Feldman, Sr., Chief, Ellington Volunteer Fire Department; Tess Grous

I. CALL TO ORDER

The Board of Selectman (BOS) meeting was called to order by First Selectman Spielman at 7:12 P.M.

II. CITIZENS' FORUM [Non-agenda items]: No citizens came forward.

III. NEW BUSINESS

A. CIRMA Budget Stabilization Program: 07/01/2018-19 through 07/01/2020-21

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO SIGN THE LETTER OF COMMITMENT FOR BUDGET STABILIZATION PROGRAM FOR LIABILITY-AUTOMOBILE-PROPERTY [LAP] COVERAGES, BETWEEN THE CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA), THE TOWN OF ELLINGTON AND ELLINGTON BOARD OF EDUCATION FOR THE POLICY PERIOD JULY 1, 2018 THROUGH JUNE 30, 2021.

B. School Resource Officers: Change status from part-time to full time

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO CHANGE THE STATUS OF THE TWO (2) SCHOOL RESOURCE OFFICERS (SROs) FROM PART-TIME TO FULL-TIME, EFFECTIVE MARCH 7, 2018. THE BOARD OF EDUCATION WILL FUND THE FULL AMOUNT OF SALARIES AND FRINGE BENEFITS FOR THE TWO FULL-TIME SROs.

Dr. Scott Nicol, Superintendent of Ellington Public Schools, thanked Ms. Spielman and Sgt. Santa for working so quickly on this to allocate resources and get this done. He greatly appreciates the partnership.

Tess Grous (12 Buff Cap Road) asked for clarification regarding the number of school resource officers there would be. Dr. Nicol stated that there will now be two full-time school resource officers working for the school system.

C. 2018-2019 Budget

The BOS reviewed the proposed 2018-2019 Budget (attached) and made the following comments:

Line 220—Economic Development Commission: Mr. Turner asked about the increase in the cost for the recording secretary, as the first six months did not reflect the same level of usage. Lisa Houlihan, Town Planner, responded that the increase is due to a combination of staffing changes and increase in rate of pay to make the position comparable to other recording secretary positions. Mr. Turner clarified that this is less expensive than having another full-time employee.

Line 270—Conservation Commission: Mr. Turner clarified that the recording secretary increase reflects the same reasoning as above.

Line 310—Ellington Volunteer Fire Department (EVFD): Mr. Turner noted that this year the building expense (including maintenance, gas, etc.) has been broken out into a separate category for facility comparison costs. Ms. Spielman said that she would like to have all of the Town buildings put into the separate category to compare costs. Mr. Turner and Ms. Spielman both commended the EVFD on their detailed presentation.

Line 320—Crystal Lake Fire Department: Mr. Turner questioned the increase in charge for custodian time. Mr. Webb, Director of Public Works/WPCA Administrator, said that Crystal Lake Fire Department (CLFD) is not using Adams & Adams for their custodial services. Mr. Turner said that the cost is \$1,700 more than what is paid for servicing at 29 Main Street. He would like to know what type of service, who is providing it, and clarification as to what the terms are.

Line 322—Emergency 911: Mr. Turner noted that the increase is due to a population increase. There are 155 additional residents in Town since last year. This increases the rate charged.

Line 330—Police: Mr. Turner noted that most of the change is in salary. Sgt. Santa, Resident State Troopers' Supervisor, responded that there is no contract yet, but they are assuming 3% salary increases. In addition, they are purchasing a radio system this year that is required.

Line 370—Ellington Volunteer Ambulance: Mr. Turner noted that the budget under full time employees is decreasing, but that under part time it is significantly excessive for the current year. Ms. Spielman responded that is due to the per diem employees. Mr. Turner asked if they are predicting less per diem usage next year.

Line 450—Sanitary Landfill: Mr. Webb recently received the rates from Materials Innovation and Recycling Authority (MIRA). He noted that the Town will receive a check for \$31,000 for the first distribution of the Mid-Connecticut Project Funds from MIRA. The tipping fees have increased by \$4 from \$58 to \$62 per ton. The new number is based on this, and there is a total increase of \$21,200.

Line 550—Cultural Arts: Mr. Tedford, Director of Recreation, noted that years ago there was an \$18,000 budget which was cut to zero due to difficult economic times. They are asking for a little bit of offset to maintain the six to eight concerts that they put on a year. Ms. Spielman said that these concerts get a huge turnout.

Line 610—Hall Memorial Library: Mr. Turner noted that there are some concerns that were brought forward to the Hall Memorial Library Board of Trustees (HML-BOT) regarding improvements that need to be worked on, and he is curious if the discussion has materialized into results. The items for discussion included salary, benefits, and custodial staff. Ms. Spielman said that she has not heard anything yet from the Director or from the HML-BOT. Ms. Spielman has requested that maintenance of all Town buildings be under the Department of Public Works. Ms. Spielman suggests having another meeting with the HML-BOT to find out what is going on. Mr. DiCorleto, Finance Officer/Treasurer, recommended passing the budget, since that there is still time to make changes before the Board of Finance (BOF) meets in April. Mr. Turner noted that they will keep the line item in there but they are looking for changes and hoping that it will be reflected in the budget. Mr. Turner wants to make sure the BOF is aware they have issues here.

Line 716—Cornerstone Foundation, Inc.: Joy Hollister, Director of Human Services, said that the Cornerstone Foundation reports how many people are served and changes are based upon that number.

Line 725—YWCA/SACS: Mr. Turner asked why there was a 100% increase, but fewer people being served. Ms. Hollister responded that they normally serve sixteen, but last year they served thirty. This is expected to continue to increase.

Line 740—Hockanum Valley Community Council: Mr. Turner noted that the first six months show only a third of the amount of money. He asked if this is due to a change in billing. Ms. Hollister responded that the State changed their billing.

Line 780—Welfare: Mr. Turner noted that the projected budget is high compared to the amount spent in the first six months. Ms. Hollister responded that this account would cover if someone in Town needs relocation, if there was a fire, or the unpredictable. She said it is very difficult to predict what might be needed.

Line 840—Arbor Commons-Human Services/Parks and Recreation: Mr. Webb noted that the handicap ramp out front needs to be rebuilt.

Line 860—Old Crystal Lake School House: Mr. Webb said that they must repaint the buildings. New windows already went in, the leaks in the foundation were fixed, and now the inside needs some work. The roof will be redone with some of the shingles obtained from an eviction.

Line 950—Insurance: Mr. Turner asked if it is too soon to negotiate. Mr. DiCorleto responded that no one knows what the insurance will be, so they are using 20% as a conservative number.

Line 1032/1033—Ad Hoc Ellington Beautification Committee/Ad Hoc Ellington Trails Committee: Mr. DiCorleto said that last year they did not set a budget as they were new committees. They are approximately at the same amount this year as they were last year.

Line 1065—Salary Adjustment: Mr. DiCorleto said that money was transferred out of various departments and into this category. It comes down to a 0% increase.

Line 1075—Town Communications: Ms. Spielman said that the Ellington Events magazine dropped the Town because the vendor was unable to secure enough advertisements to fund the publication. This dollar amount is being put in as a placeholder until Ms. Spielman determines what avenue to take to communicate with residents in light of the newsletter being discontinued. Mr. Turner noted that there needs to be a way to communicate with the public. Ms. Spielman said that there was a lot of good feedback on the printed newsletter. Mr. Turner said that the magazine communicated a level of knowledge and Town spirit that you don't get from reading the minutes or going online. Ms. Spielman said that all avenues are being explored at this time.

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO MAKE THE FOLLOWING ADJUSTMENTS TO THE BOARD OF SELECTMEN TOWN BUDGET FOR FISCAL YEAR 2018-2019: ACCOUNT NO. 450, SANITARY LANDFILL; FOR A NET CHANGE OF +\$21,200.

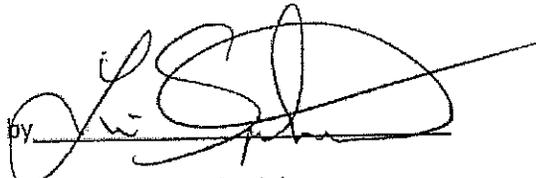
MOVED (TURNER) SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF FINANCE THE BOARD OF SELECTMEN TOWN BUDGET FOR FISCAL YEAR 2018-2019, AS APPROVED BY THE BOARD OF SELECTMEN, A GRAND TOTAL AMOUNT OF \$18,944,546.

IV. ADJOURNMENT

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 8:08 P.M.

Submitted by Meaghan Maguire

Meaghan Maguire

Approved by 

Lori Spielman

TOWN OF ELLINGTON													BOS Meeting			
BOARD OF SELECTMEN BUDGET													3/8/2018			
FISCAL YEAR 2018-19													2018-19			
DESCRIPTION	2016-17	2017-18	(A)		(B)		2016-19	2018-19	(B)-(A)		NOTES					
	ACTUALS	APPROVED BUDGET	TRANS/ADJ	ADJUSTED	2017-18	2017-18	BOS	BOARD OF	INCREASES	RECOMMEND						
			ADDTL	APPROVED	FIRST SIX	ESTIMATED	OVER/	BUDGET	APPROVED	BOARD OF		Dollar				
		APPR	BUDGET	MONTHS	ACTUALS	ACTUALS	UNDER	REQUEST	(REDUCTIONS)	SELECTM	Amount					
GENERAL GOVERNMENT																
110 BOARD OF SELECTMEN	282,291	286,935	6,394	293,329	147,125	286,401	(3,072)	304,457		304,457	11,128	3.78%	Various Accounts			
120 BOARD OF FINANCE	8,781	9,950	0	9,950	6,833	9,950	0	9,950		9,950	0	0.00%				
121 AUDITORS	44,000	45,000	0	45,000	15,000	45,000	0	45,750		45,750	750	1.67%	BOS Approved Contracted increase			
122 AUDITORS-SPECIAL PROJECTS	0	100	0	100	0	100	0	100		100	0	0.00%				
130 FINANCE OFFICER	380,639	340,873	5,150	350,023	182,931	350,023	0	352,457		352,457	2,434	0.70%				
131 TAX ASSESSOR	176,221	209,093	3,766	212,861	97,086	184,806	27,955	214,395		214,395	1,534	0.72%				
132 TAX COLLECTOR	183,373	171,392	3,786	175,178	93,475	175,178	0	177,338		177,338	2,160	1.23%	Contracted-Software for collection, printing and mailing bills			
133 BD. OF ASSESSMENT APPEALS	100	400	0	400	66	400	0	400		400	0	0.00%				
134 TRS. ADVISORY BD.	0	100	0	100	0	100	0	100		100	0	0.00%				
140 TOWN CLERK	176,715	190,124	4,047	194,171	84,509	194,171	0	195,957		195,957	1,786	0.92%				
150 TOWN COUNSEL	98,861	110,000	0	110,000	36,624	110,000	0	110,000		110,000	0	0.00%				
155 PROBATE COURT	7,353	7,353	0	7,353	5,675	7,353	0	7,353		7,353	0	0.00%				
170 TOWN PLANNER	209,930	227,717	4,285	232,002	105,286	232,002	0	232,735		232,735	733	0.32%				
TOTAL	1,480,367	1,599,037	31,430	1,630,467	754,254	1,505,584	24,883	1,650,992	0	1,650,992	20,525	1.28%				
BOARDS & AGENCIES																
210 REGISTRARS & ELECTORS	67,567	84,122	0	84,122	33,794	84,122	0	80,200		80,200	(3,922)	-4.66%	Various Accounts			
220 ECON. DEV. COMAL	4,140	5,800	0	5,800	2,015	5,800	0	5,800		5,800	1,000	20.00%	Recording Secretary increase			
230 PLANNING & ZONING	30,685	32,150	0	32,150	18,282	32,150	0	30,800		30,800	(1,530)	-4.82%	Recording Secretary and State of CT Surcharges			
235 DESIGN REVIEW BOARD	200	100	0	100	0	100	0	100		100	0	0.00%				
240 ZONING BD. OF APPEALS	7,150	5,100	0	5,100	1,992	5,500	(400)	6,000		6,000	500	17.65%	Recording Secretary and State of CT Surcharges			
245 SHARED SERVICES COMMISSION	0	100	0	100	0	100	0	100		100	0	0.00%				
250 PERM. BLDG. COMAL	625	1,750	0	1,750	0	1,750	0	1,750		1,750	0	0.00%				
255 ETHICS COMMISSION	425	1,170	0	1,170	85	1,170	0	1,170		1,170	0	0.00%				
260 INLAND WETLAND AGENCY	5,046	6,100	0	6,100	3,328	6,100	0	5,600		5,600	(500)	-8.20%	Professional Development & SI of CT Surcharges			
265 FLOOD & EROSION CONTROL BOARD	0	100	0	100	0	100	0	100		100	0	0.00%				
270 CONSERVATION COMAL	2,616	2,500	0	2,500	485	2,500	0	3,500		3,500	1,000	40.00%	Recording Secretary increase			
280 WPCA	0	1	0	1	0	1	0	1		1	0	0.00%				
TOTAL	118,435	138,193	0	138,193	59,980	138,593	(400)	135,121	0	135,121	(3,072)	-2.22%				
PUBLIC SAFETY																
310 CENTER FIRE DEPT	256,808	264,760	0	264,760	180,228	275,910	(11,150)	289,140		289,140	(55,620)	-21.01%	Building Expenses moved to 838/839			
320 CRYSTAL LAKE FIRE DEPT	108,531	81,452	0	81,452	24,036	85,328	(4,176)	83,644		83,644	(17,508)	-21.57%	Building Expenses moved to 837			
321 PUBLIC FIRE PROTECTION	350,430	351,266	0	351,266	148,461	358,167	(6,899)	357,378		357,378	6,110	1.74%	Rate Increase			
322 EMERGENCY 911	47,973	48,332	0	48,332	47,720	48,332	0	48,598		48,598	263	0.54%				
330 POLICE	1,180,294	1,366,470	0	1,366,470	185,112	1,378,093	(11,623)	1,412,741		1,412,741	46,271	3.35%	Res Troopers, Union Increase and Radio Purchases			
331 POLICE SPECIAL DUTY	43,216	20,000	0	20,000	25,743	36,000	(16,000)	20,000		20,000	0	0.00%				
333 POLICE DRUG ABUSE RESIST ED	1,077	1,500	0	1,500	443	1,500	0	1,500		1,500	0	0.00%				
340 ANIMAL CONTROL OFFICER	97,868	103,319	0	103,318	53,728	117,502	(14,184)	103,506		103,506	188	0.18%	Building expenses moved to 842			
350 EMERGENCY MANAGEMENT	53,494	53,540	1,750	55,290	24,829	55,290	0	55,040		55,040	(250)	-0.45%				
360 BUILDING DEPT	141,425	146,581	3,308	151,889	72,452	154,629	(2,640)	154,781		154,781	2,792	1.84%	Accela Contracted Services & Union Increase			
370 E. VOLUNTEER AMBULANCE	287,307	266,189	9,728	275,927	174,818	345,517	(69,650)	288,350		288,350	(7,377)	-2.75%	Increased Part Time, Moved Building expenses to 136			
375 EMERGENCY SERV INCENTIVE PGM	145,644	157,047	0	157,047	31,628	158,000	1,047	157,047		157,047	0	0.00%				

BUDSEL 18-19 table only/BUDSEL18-19/3/5/2018/141

TOWN OF ELLINGTON													BOE Meeting		
BOARD OF SELECTMEN BUDGET													3/5/2018		
FISCAL YEAR 2018-19															
(A)													(B)		
DESCRIPTION	2016-17	2017-18	2017-18	2017-18	2017-18	2017-18	2017-18	2017-18	2018-19	2018-19	2018-19	2018-19	(B)-(A)		
	ACTUALS	APPROVED	TRANSF	ADJUSTED	FIRST SIX	ESTIMATED	(OVER)	BUDGET	APPROVED	BOARD OF	SELECTM	Dollar	NOTES		
		BUDGET		MONTHS	MONTHS	TOTAL	UNDER	REQUEST	(REDUCTIONS)	SELECTM			Amount		
				APPR	BUDGET	ACTUALS	ACTUALS		INCREASES	RECOMMEND					
376 ADHOC EMERGENCY SERVICES COMM	125	35	0	35	0	125	(90)	200		200	185	471.43%	Part Time Payroll		
380 PUBLIC SAFETY	0	100	0	100	0	100	0	100		100	0	0.00%			
385 PUBLIC SAFETY ADMINISTRATION	0	0	0	0	0	0	0	94,950		94,950	94,950	#DIV/0!	New Department Pending Charter Revision		
391 FIRE MARSHAL	164,792	174,894	3,412	178,306	74,631	176,570	1,736	179,651		179,651	1,346	0.75%			
TOTAL	2,889,126	3,037,296	16,198	3,055,494	863,849	3,191,123	(135,629)	3,126,623	0	3,126,623	71,129	2.33%			
PUBLIC WORKS															
410 GENERAL TOWN ROADS	1,780,180	1,943,977	4,934	1,948,911	927,874	1,999,211	(50,300)	2,001,973		2,001,973	53,062	2.72%	Union Increases		
415 NEW EQUIPMENT	10,569	10,000	0	10,000	580	10,000	0	10,000		10,000	0	0.00%			
420 EQUIP. MAINT.	215,161	228,100	0	228,100	59,708	228,100	0	228,100		228,100	0	0.00%			
425 TOWN GARAGE MAINTENANCE	67,385	74,000	0	74,000	23,062	74,000	0	74,000		74,000	0	0.00%			
430 STREET SIGNS	17,155	17,500	0	17,500	655	17,500	0	17,500		17,500	0	0.00%			
435 GROUNDS MAINTENANCE-BOE/PARKS	304,770	110,000	0	110,000	64,175	110,000	0	112,000		112,000	2,000	1.82%	Add'l Service Crystal Lake School Fields		
438 TOWN ROAD AID-WINTER	266,815	260,000	0	260,000	1,054	290,000	(30,000)	270,000		270,000	10,000	3.85%	Replace reduction in funding from previous FY		
440 TOWN ROAD AID-MATERIALS	298,123	275,000	0	275,000	209,921	275,000	0	285,000		285,000	10,000	3.64%	Replace reduction in funding from previous FY		
SUB-TOTAL	2,750,180	2,918,577	4,934	2,923,511	1,288,907	3,043,411	(80,300)	2,998,573	0	2,998,573	75,062	2.57%	Sub Total		
450 SANITARY LANDFILL	292,210	400,400	0	400,400	142,889	400,400	0	400,400	21,200	421,600	21,200	5.29%			
451 NON-SOLID/BULKY WASTE CURB	0	0	0	0	0	0	0	0		0	0	#DIV/0!	Paid by Trash Fee		
455 SANITARY RECYCLING	341,632	377,200	0	377,200	143,292	377,200	0	377,200		377,200	0	0.00%			
456 HOUSEHOLD HAZARDOUS WASTE	12,070	15,000	0	15,000	670	15,000	0	15,000		15,000	0	0.00%			
460 WPCA MAINTENANCE	95,789	116,016	0	116,016	41,993	116,711	(695)	116,016		116,016	0	0.00%			
470 STREET LIGHTING	121,844	97,235	0	97,235	36,268	97,235	0	97,235		97,235	0	0.00%			
480 ENGINEER & INSPECTIONS	137,045	125,000	0	125,000	10,491	125,000	0	125,000		125,000	0	0.00%			
TOTAL	3,751,770	4,049,428	4,934	4,054,362	1,662,511	4,135,357	(80,995)	4,129,424	21,200	4,150,624	96,282	2.37%			
RECREATION															
540 PARKS & RECREATION	428,510	452,427	5,227	457,654	228,063	456,631	1,023	462,146		462,146	4,492	0.98%			
550 CULTURAL ARTS	0	100	0	100	0	100	0	1,000		1,000	900	900.00%	Partially Offset Summer Concert Series		
550 INTERAGENCY AFTER SCHOOL PGM	12,498	12,500	0	12,500	723	12,500	0	12,500		12,500	0	0.00%			
585 CRYSTAL LAKE WATER MONITOR	40,000	25,000	0	25,000	21,200	25,000	0	25,000		25,000	0	0.00%			
TOTAL	481,008	490,027	5,227	495,254	249,985	494,231	1,023	500,646	0	500,646	5,392	1.09%			
LIBRARY															
610 HALL MEMORIAL LIBRARY	697,624	620,710	0	620,710	313,160	633,608	(12,790)	631,667		631,667	11,157	1.60%	Full Time/Part Time Payroll		
TOTAL	697,624	620,710	0	620,710	313,160	633,608	(12,790)	631,667	0	631,667	11,157	1.60%			
HUMAN SERVICES COMMISSION															
710 PUBLIC HEALTH NURSING	2,064	3,500	0	3,500	744	2,100	1,400	2,100		2,100	(1,400)	-40.00%	Based on spending level trend		
714 NOTRE DAME BIG BROTHERS BIG SISTERS	500	500	0	500	500	500	0	500		500	0	0.00%			
716 CORNERSTONE FOUNDATION IRC	600	1,000	0	1,000	1,000	1,000	0	1,500		1,500	500	50.00%	Increase due to service provide Ellington		
726 CONN LEGAL SERVICES	2,200	2,200	0	2,200	2,200	2,200	0	2,200		2,200	0	0.00%			
726 YWCA/SACS	800	1,500	0	1,500	1,000	1,000	0	2,000		2,000	1,000	100.00%	Increase due to service provide Ellington		
726 NO REG MENTAL HEALTH BOARD	1,092	1,092	0	1,092	1,092	1,092	0	1,092		1,092	0	0.00%			
731 KIDSAFE CT	1,000	1,500	0	1,500	1,500	1,500	0	1,500		1,500	0	0.00%			

BUDSEL 18-19 (table only)/BUDSEL18-19/3/5/2018/4/2

TOWN OF ELLINGTON														
BOARD OF SELECTMEN BUDGET														
FISCAL YEAR 2018-19														
DESCRIPTION	2016-17 ACTUALS	2017-18 APPROVED BUDGET	(A)				(B)				BOS Meeting		NOTES	
			2017-18 TRANS/ ADDTL	2017-18 ADJUSTED APPROVED	2017-18 FIRST SIX MONTHS ACTUALS	2017-18 ESTIMATED TOTAL	2018-19 GOVERN UNDER	2018-19 BUDGET REQUEST	2016-18 BOS APPROVED (REDUCTIONS)	2018-19 BOARD OF SELECTM RECOMMEND	(B)-(A)			
			APPR	BUDGET	ACTUALS	TOTAL	UNDER	REQUEST	INCREASES	RECOMMEND	Dollar Amount	%		
740 HOCKANUM VALLEY COMMUNITY COUNCIL	32,798	35,000	0	35,000	11,752	35,000	0	35,000	0	35,000	35,000	0	0.00%	
741 FOOD PANTRY	1,846	1,000	0	1,000	0	1,000	0	1,000	0	1,000	1,000	0	0.00%	
742 FUEL UTILITY BANK	237	1,500	0	1,500	2,881	4,000	(2,500)	1,500	0	1,500	1,500	0	0.00%	
744 YOUTH ENRICHMENT	13,223	24,000	0	24,000	5,450	24,000	0	0	0	0	(24,000)	-100.00%	Moved to 745	
745 YOUTH ACTIVITY PROGRAMS	61,862	66,811	0	66,811	24,754	66,811	0	90,811	0	90,811	90,811	24,000	35.92%	Increase due to 744 expenditures being moved
746 HARTFORD INTERVAL HOUSE	2,800	2,500	0	2,500	2,500	2,500	0	2,500	0	2,500	2,500	0	0.00%	
760 HUMAN SERVICES	226,828	277,061	2,510	279,571	128,366	279,571	0	201,887	0	201,887	281,887	2,510	0.83%	
SUB-TOTAL	348,970	418,664	2,510	421,174	183,719	422,274	(1,100)	423,590	0	423,590	423,590	2,418	0.57%	
770 NO. CENTRAL HEALTH DISTRICT	73,763	74,328	0	74,328	37,164	74,328	0	75,052	0	75,052	75,052	724	0.97%	
780 WELFARE	3,454	16,000	0	16,000	1,850	16,000	0	16,000	0	16,000	16,000	0	0.00%	
780 MUNICIPAL AGENT	2,500	2,500	0	2,500	187	2,500	0	2,500	0	2,500	2,500	0	0.00%	
795 SENIOR CENTER	203,005	254,920	0	254,920	101,791	226,757	28,163	258,288	0	258,288	258,288	3,378	1.33%	F/TPT Payroll & Contracted Services
TOTAL	633,691	786,412	2,510	788,922	324,531	741,869	27,863	775,440	0	775,440	775,440	6,518	0.85%	
TOWN PROPERTIES														
810 TOWN HALL	482,636	480,372	0	480,372	184,050	491,092	(9,720)	486,372	0	486,372	480,372	25,000	4.34%	Repairs & Maintenance Building/Telephone
820 CENTER CEMETERY	3,700	3,700	0	3,700	3,700	3,700	0	3,700	0	3,700	3,700	0	0.00%	
835 HALL MEMORIAL LIBRARY BUILDING	154,056	153,775	0	153,775	87,553	155,996	(2,221)	154,350	0	154,350	154,350	575	0.37%	
835 EVAC BUILDING	0	0	0	0	0	0	0	0	0	0	32,250	32,250	#DIV/0!	Moved from 370 EVAC Budget
837 CRYSTAL LAKE FIRE BUILDING	0	0	0	0	0	0	0	0	0	0	20,500	20,500	#DIV/0!	Moved from 320 CLFD Budget
838 CENTER FIRE BUILDING-MAIN STREET	0	0	0	0	0	0	0	0	0	0	34,108	34,108	#DIV/0!	Moved from 310 EVFD Budget
839 CENTER FIRE BUILDING-6 NUTMEG DRIVE	0	0	0	0	0	0	0	0	0	0	24,300	24,300	#DIV/0!	Moved from 310 EVFD Budget
840 ARBOR COMMONS-FUN SERV/PARKS RECR	20,810	22,350	0	22,350	11,038	26,380	(4,000)	27,350	0	27,350	27,350	5,000	22.37%	Repairs & Maintenance Building
841 ARBOR COMMONS-POLICE	13,179	20,550	0	20,550	6,330	20,550	0	20,550	0	20,550	20,550	0	0.00%	
842 ANIMAL CONTROL FACILITY	0	0	0	0	0	0	0	0	0	0	2,000	2,000	#DIV/0!	Moved from 340 Animal Control Budget
845 SENIOR CENTER BUILDING	76,721	76,608	0	76,608	35,720	77,968	(1,350)	80,608	0	80,608	80,608	4,000	5.22%	Electricity
850 PINNEY HOUSE	1,317	1,500	0	1,500	983	1,500	0	1,500	0	1,500	1,500	0	0.00%	
860 OLD CRYSTAL LAKE SCHOOL HOUSE	7,657	15,200	0	15,200	2,275	16,200	(1,000)	16,200	0	16,200	16,200	1,000	6.58%	Repairs & Maintenance Building
TOTAL	786,686	754,055	0	754,055	311,049	793,346	(9,291)	897,780	0	897,780	897,780	143,725	19.06%	
DEBT SERVICE														
910 DEBT REDEMPTION-PRINCIPAL	2,091,595	2,461,904	0	2,461,904	1,519,022	2,359,030	122,874	2,370,290	0	2,370,290	2,370,290	(111,614)	-4.50%	
920 DEBT REDEMPTION-INTEREST	765,582	837,345	0	837,345	595,886	716,326	118,019	673,957	0	673,957	673,957	(163,388)	-19.51%	
TOTAL	2,857,177	3,319,249	0	3,319,249	1,884,918	3,077,356	241,893	3,044,247	0	3,044,247	3,044,247	(275,002)	-8.29%	
FIXED CHARGES														
930 SOCIAL SECURITY	402,944	430,000	0	430,000	203,475	430,000	0	450,160	0	450,160	450,160	20,160	4.69%	
950 INSURANCE	2,301,729	2,434,453	0	2,434,453	1,058,093	2,434,453	0	2,763,629	0	2,763,629	2,763,629	329,176	13.52%	Health Insurance estimate for six months @20%
957 INSURANCE REIMB. & CLAIMS	662	7,500	0	7,500	0	7,500	0	7,500	0	7,500	7,500	0	0.00%	
952 INSURANCE PRIOR YEAR	0	5,000	0	5,000	0	5,000	0	5,000	0	5,000	5,000	0	0.00%	
960 SERVICE INSURANCE	101,000	101,000	0	101,000	101,000	101,000	0	107,681	0	107,681	107,681	6,681	6.61%	
TOTAL	2,806,535	2,977,962	0	2,977,962	1,362,568	2,977,962	0	3,333,970	0	3,333,970	3,333,970	356,008	11.95%	
MISCELLANEOUS														

BUDGET 18-19 table only/BUDSEL18-19/3/5/2018/43

TOWN OF ELLINGTON													
BOARD OF SELECTMEN BUDGET													
FISCAL YEAR 2018-19													
DESCRIPTION	2016-17	2017-18	(A)		(B)		BOS Meeting		BOS		(B)-(A)	NOTES	
	ACTUALS	APPROVED BUDGET	TRANSF. APPR	ADJUSTED BUDGET	FIRST SIX MONTHS ACTUALS	ESTIMATED TOTAL ACTUALS	(OVER) UNDER	BUDGET REQUEST	APPROVED (REDUCTIONS) INCREASES	BOARD OF SELECTM RECOMMEND			Dollar Amount
1030 CONTINGENCY FUND	200,000	600,000	0	600,000	0	400,000	200,000	200,000		200,000	(400,000)	-66.67%	Reduced by additional funding for FY 17-18
1031 CAPITAL RESERVE FUND	200,000	200,000	0	200,000	0	200,000	0	200,000		200,000	0	0.00%	
1020 ADHOC COUNCIL DEVELOP POSITIVE YC	6,409	10,000	0	10,000	918	10,000	0	10,000		10,000	0	0.00%	
1021 ERASE GRANT	4,121	3,907	0	3,907	1,037	3,907	0	3,907		3,907	0	0.00%	
1031 ADHOC PATRIOTIC COMMITTEE	2,110	4,700	0	4,700	600	4,700	0	4,700		4,700	0	0.00%	
1032 ADHOC ELLINGTON BEAUTIFICATION	2,197	0	0	0	0	2,200	(2,200)	2,200		2,200	2,200	#DIV/0!	
1033 ADHOC ELLINGTON TRAILS COMMITTEE	0	0	0	0	3,285	4,500	(4,500)	4,500		4,500	4,500	#DIV/0!	
1035 CHARTER REVISION COMMITTEE	583	4,000	0	4,000	4,083	5,000	(1,000)	4,200		4,200	200	5.00%	Office Supplies
1040 MISCELLANEOUS	1,336	2,000	0	2,000	74	2,000	0	2,000		2,000	0	0.00%	
1045 GASS-OPEN	100,000	100,000	0	100,000	0	100,000	0	100,000		100,000	0	0.00%	
1050 REFERENDUM/PRIMARIES	3,793	18,000	0	18,000	289	18,000	0	18,000		18,000	0	0.00%	
1060 BUILDING DEMOLITION/EVICTIONS	14,247	10,000	0	10,000	595	10,000	0	10,000		10,000	0	0.00%	
1065 SALARY ADJUSTMENT	203,576	64,500	(62,299)	2,201	0	0	2,201	68,089		68,089	65,888	2993.58%	Salary Adjustment
1067 EMPLOYEE EDUCATIONAL DEVELOPMENT	2,500	7,500	0	7,500	0	7,500	0	7,500		7,500	0	0.00%	
1075 TOWN COMMUNICATIONS	5,083	2,850	0	2,850	0	5,000	(2,150)	22,538		22,538	19,688	690.81%	Vendor discontinued service/postcards to notify residents
1080 TOWN WEB SITE	23,523	23,602	0	23,602	22,039	23,602	0	24,102		24,102	500	2.12%	Contracted Services-Certificate
1085 GRANT APPLICATIONS	698	2,000	0	2,000	0	2,000	0	2,000		2,000	0	0.00%	
1090 GIS	4,892	14,000	0	14,000	3,000	14,000	0	14,000		14,000	0	0.00%	
TOTAL	777,348	1,067,959	(62,299)	1,004,760	38,420	812,400	192,351	697,236	0	697,236	(307,524)	-30.61%	
GENERAL GOVT GRAND TOTAL	17,129,767	18,819,428	0	18,719,428	7,923,246	18,801,320	218,108	18,923,346	21,200	18,944,546	125,118	0.66%	
*FIRST SELECTMAN'S SALARY	83,430	85,933		85,933	42,966	85,933	0	89,370		89,370	3,437	4.00%	
451 NON-SOLID/BULKY WASTE CURB	604,989	615,000	0	615,000	254,790	615,000	0	615,000		615,000	0	0.00%	

BUOSEL 18-19 table only/BUOSEL18-19/3/5/2014/4

TOWN OF ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen	
0120 - BOARD OF FINANCE										
01-01-00-0120-10-5103	Part Time	1,475.00	1,500.00	0.00	1,500.00	500.00	1,500.00	0.00	1,500.00	1,500.00
01-01-00-0120-20-6221	Advertising Printing Forms	1,133.28	3,750.00	0.00	3,750.00	0.00	2,167.00	1,583.00	3,750.00	5,333.00
01-01-00-0120-20-6234	Professional Development	150.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	100.00
01-01-00-0120-20-6250	Contracted Services	6,022.38	4,500.00	0.00	4,500.00	6,133.00	6,133.00	(1,633.00)	4,500.00	2,867.00
01-01-00-0120-30-6341	Office Supplies	0.00	100.00	0.00	100.00	0.00	50.00	50.00	100.00	150.00
	DEPARTMENT TOTAL	8,780.66	9,950.00	0.00	9,950.00	6,633.00	9,950.00	0.00	9,950.00	9,950.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2018-19	
		<u>FY 2017-18</u> <u>Revised</u>	<u>FY 2018-19</u>
5103	<u>PART TIME PAYROLL</u> BOF Recording Secretary	\$ 1,500	\$ 1,500
	TOTAL PAYROLL	<u>\$ 1,500</u>	<u>\$ 1,500</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u> Publication of Legal Notices on the Budget		\$ 3,750
6234	<u>PROFESSIONAL DEVELOPMENT</u> Conferences, meetings, seminars		\$ 100
6250	<u>CONTRACTED SERVICES</u> Printing of the Town Report		\$ 4,500
6341	<u>OFFICE SUPPLIES</u> Office supplies		\$ 100
	TOTAL OFFICE BUDGET		<u>\$ 8,450</u>
	DEPARTMENT TOTAL		<u>\$ 9,950</u>

TOWN OF ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
0121 - AUDITORS									
01-01-00-0121-20-6250 Contracted Services	44,000.00	45,000.00	0.00	45,000.00	15,000.00	45,000.00	0.00	45,750.00	45,750.00
DEPARTMENT TOTAL	44,000.00	45,000.00	0.00	45,000.00	15,000.00	45,000.00	0.00	45,750.00	45,750.00

**TOWN OF ELLINGTON
BUDGET REQUEST
121 AUDITORS**

<u>Object No.</u>	<u>Description & Explanation(s)</u>	<u>FISCAL YEAR 2018-19</u>
6250	<u>CONTRACTED SERVICES</u>	\$ 45,750
	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.	
	TOTAL OFFICE BUDGET	<u>\$ 45,750</u>
	DEPARTMENT TOTAL	<u>\$ 45,750</u>



STATE OF CONNECTICUT - COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET - PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
www.ellington-ct.gov

ROBERT J. CLEMENTS
Chairman

DOUGLAS B. HARDING
MARK A. JOYSE
BARRY C. PINTO
JOHN P. RACHEK
MICHAEL D. VARNEY

Board of Finance Budget Deliberations April 16, 2015 Minutes

Board of Finance Members Present:

Robert Clements, Chairman, Douglas Harding, Mark Joyse,
Barry Pinto [7:40 p.m.], John Rachek, Michael Varney

Others Present:

N. DiCorleto, Finance Officer/Treasurer, M. Blanchette, First
Selectman; Ronald Stomberg, John Turner [8:30 p.m.], Tim Webb,
Public Works Director/WPCA Administrator; Al Lawrence, Fire
Marshal; Peter Hany, EVAC President; Stephen Cullinan,
Superintendent, Ellington Public Schools; Sgt. Patrick Sweeney,
Resident State Troopers' Office Supervisor; Gary Feldman, Sr.,
Chief, EVFD

I. Call to Order:

Chairman Robert Clements opened the deliberations at 7:37 p.m.

II. Award Contract For Audit Services:

Mr. DiCorleto noted that the Board of Finance (BOF) members received a copy of the bid tabulation sheet adding that the term of the bid parameters were the same as five years ago. He requested mandatory attendance at the pre-bid meeting. Two bids were submitted, one from the current auditing firm. Mr. DiCorleto recommended that the contract be awarded to Mahoney Sabol & Company, LLP. **[bid tab attached]**

MOVED (RACHEK), SECONDED (HARDING) AND PASSED UNANIMOUSLY BY THOSE PRESENT TO AWARD THE AUDIT SERVICES TO MAHONEY SABOL & COMPANY, LLP, GLASTONBURY, CT FOR A THREE YEAR PERIOD WITH THE OPTION FOR TWO ADDITIONAL YEARS. IT WILL COVER THE AUDIT YEARS 2015, 2016, 2017, 2018, 2019.

Mr. Pinto arrived at 7:40 p.m.

III. Budget Deliberations:

Mr. Clements said that this is the time to look at what could possibly be cut. He said it is a difficult problem because the Town has been fortunate in the last four to five years to be able to keep the mill increases low and this year there is a big leap. He asked the BOF

Date: April 16, 2015

To: The Board of Finance
Robert J. Clements, Chairman
Douglas Harding
Mark A. Joyse
Barry C. Pinto
John P. Rachek
Michael D. Varney

From: Nicholas J. DiCorleto, Jr., Finance Officer/Treasurer *NJD*

Re: Award of Audit Bid for Audit Services for Years 2015, 2016, 2017, 201~~8~~⁸, and 2019

We went out to bid for Audit Services for Fiscal Years 2015, 2016, 2017, 2018, and 2019.

This year, we requested a mandatory pre-bid meeting so the potential bidders were allowed to seek any additional information on our operations, or clarifications on the bid specifications.

Two firms attended the mandatory pre-bid meeting and submitted a bid for the Town Audit:

Mahoney Sabol & Company, LLP, Glastonbury, CT
O'Connor Davies LLP, Wethersfield, CT

Attached is the bid tabulation.

The low bidder on the audit is our present auditing firm-Mahoney Sabol & Company LLP.
The firm has provided excellent services over the years.

Therefore, I recommend that the following motion be approve:

TO AWARD THE AUDIT SERVICES TO MAHONEY SABOL & COMPANY LLP, GLASTONBURY, CT
FOR A THREE YEAR PERIOD WITH THE OPTION FOR TWO ADDITIONAL YEARS. IT WILL COVER
THE AUDIT YEARS 2015, 2016, 2017, 2018, 2019.

TOWN OF ELLINGTON
 AUDIT SERVICES FOR YEARS 2015, 2016, 2017, 2018, and 2019
 BID OPENING APRIL 15, 2015 @ 10:00 A.M.

Mahoney Sabol & Company LLP

	Audit Year 2014/15	Audit Year 2015/16	Audit Year 2016/17	Audit Year 2017/18	Audit Year 2018/19	Total
Glastonbury, CT						
Basic Fee for Complete Audit	\$ 44,000.00	\$ 44,000.00	\$ 45,000.00	\$ 45,750.00	\$ 46,500.00	
Out of Pocket Known Expenses, If Any	\$	\$	\$	\$	\$	
Total	\$ 44,000.00	\$ 44,000.00	\$ 45,000.00	\$ 45,750.00	\$ 46,500.00	\$ 225,250.00

Hourly Rates for Expanded Scope of Engagement										
Principal Accountant or Partner	\$	230	\$	235	\$	240	\$	245	\$	250
Manager	\$	130	\$	135	\$	140	\$	145	\$	150
Staff Accountant	\$	80	\$	85	\$	90	\$	95	\$	100

Attended the Mandatory pre-bid meeting yes

O'Connor Davies, LLP
Wethersfield, CT

	Audit Year 2014/15	Audit Year 2015/16	Audit Year 2016/17	Audit Year 2017/18	Audit Year 2018/19	Total
Basic Fee for Complete Audit	\$ 47,500.00	\$ 47,500.00	\$ 48,900.00	\$ 50,300.00	\$ 51,800.00	
Out of Pocket Known Expenses, If Any	\$	\$	\$	\$	\$	
Total	\$ 47,500.00	\$ 47,500.00	\$ 48,900.00	\$ 50,300.00	\$ 51,800.00	\$ 246,000.00

CAFR, if applicable	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 20,000.00
---------------------	-------------	-------------	-------------	-------------	-------------	--------------

Hourly Rates for Expanded Scope of Engagement					
Principal Accountant or Partner	\$	295			
Manager	\$	185			
Senior Accountants	\$	150			
Staff Accountants	\$	125			
Administrative Support	\$	75			

Made no reference if these rates are for future years

Attended the Mandatory pre-bid meeting yes

TOWN OF ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
0122 - AUDITORS-SPECIAL PROJECTS									
01-01-00-0122-20-6250 Contracted Services	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	100.00
DEPARTMENT TOTAL	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	100.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2018-19
6250	<u>CONTRACTED SERVICES</u> 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"	\$ 100
	TOTAL OFFICE BUDGET	<u>\$ 100</u>
	DEPARTMENT TOTAL	<u>\$ 100</u>

TOWN OF ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addi Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
0130 - FINANCE OFFICER									
01-01-00-00130-10-50101	266,402.93	267,969.00	9,150.00	277,119.00	138,559.08	277,119.00	0.00	278,738.00	278,738.00
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	22,389.37	25,300.00	0.00	25,300.00	11,511.77	25,300.00	0.00	25,969.00	25,969.00
01-01-00-00130-10-50110	650.00	650.00	0.00	650.00	650.00	650.00	0.00	700.00	700.00
01-01-00-00130-20-60221	256.56	300.00	0.00	300.00	0.00	300.00	0.00	300.00	300.00
01-01-00-00130-20-60222	754.00	704.00	0.00	704.00	620.00	754.00	(50.00)	800.00	800.00
01-01-00-00130-20-60223	161.89	1,000.00	0.00	1,000.00	0.00	950.00	50.00	1,000.00	1,000.00
01-01-00-00130-20-60233	0.00	750.00	0.00	750.00	0.00	750.00	0.00	750.00	750.00
01-01-00-00130-20-60234	250.00	2,000.00	0.00	2,000.00	509.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-00130-20-60250	35,079.90	37,000.00	0.00	37,000.00	10,142.59	37,000.00	0.00	37,000.00	37,000.00
01-01-00-00130-20-60271	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	200.00
01-01-00-00130-30-60341	4,694.19	5,000.00	0.00	5,000.00	938.66	5,000.00	0.00	5,000.00	5,000.00
DEPARTMENT TOTAL	330,638.84	340,873.00	9,150.00	350,023.00	162,931.10	350,023.00	0.00	352,457.00	352,457.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2018-19	
		<u>FY 2017-18 Revised</u>	<u>FY 2018-19</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 277,118	\$ 278,738
	Finance Officer-DiCorleto*	\$ 136,129	\$ 136,129
	Assistant Finance Officer/Deputy Treasurer-LaPlante*	\$ 82,185	\$ 82,185
	Accounting/Payroll Specialist-Moran	\$ 58,804	\$ 60,424
5103	<u>PART TIME PAYROLL</u>	\$ 25,274	\$ 25,969
	Administrative Assistant 20 hours per week	\$ 23,057	\$ 23,691
	Additional hours for special projects-100 hours (Budget Books, Capital Improvement Budget Books, record keeping for Capital Projects, etc.)	\$ 2,217	\$ 2,278
	*salary is in negotiation for FY 17-18		
	TOTAL SALARIES	<u>\$ 302,392</u>	<u>\$ 304,707</u>
5102	<u>OVERTIME</u>		\$ -
5110	<u>OTHER BENEFITS</u>		\$ 700
	Longevity		
	TOTAL PAYROLL		<u>\$ 305,407</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 300
	Legal Notices		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 800
	Memberships GFOA 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 2018-19
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>	\$ 37,000
	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
	Training on accounting system	\$ 5,000
	Budgetary accounting licenses, support	\$ 9,000
	Bond Issue continuing disclosure agreement	\$ 2,000
6271	<u>REPAIRS & EQUIPMENT MAINT.</u>	\$ 200
	Maintenance on various office equipment	
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	<u>\$ 47,050</u>
	DEPARTMENT TOTAL	<u>\$ 352,457</u>

TOWN OF ELLINGTON
ALL DEPARTMENTS
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
00131 - TAX ASSESSOR									
01-01-00-00131-10-50101	150,829.91	172,248.00	3,768.00	176,016.00	80,707.07	148,061.00	27,955.00	177,550.00	177,550.00
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	652.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00131-10-50110	100.00	150.00	0.00	150.00	150.00	150.00	0.00	150.00	150.00
01-01-00-00131-20-60221	316.99	700.00	0.00	700.00	237.44	700.00	0.00	700.00	700.00
01-01-00-00131-20-60222	1,324.20	2,195.00	0.00	2,195.00	849.20	2,195.00	0.00	2,195.00	2,195.00
01-01-00-00131-20-60223	499.98	500.00	0.00	500.00	141.56	500.00	0.00	500.00	500.00
01-01-00-00131-20-60233	850.00	2,000.00	0.00	2,000.00	95.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-00131-20-60234	968.99	1,200.00	0.00	1,200.00	269.00	1,200.00	0.00	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	16,810.00	22,350.00	0.00	22,350.00	14,270.00	22,350.00	0.00	22,350.00	22,350.00
01-01-00-00131-20-60251	250.00	250.00	0.00	250.00	0.00	250.00	0.00	250.00	250.00
01-01-00-00131-20-60269	4,300.00	6,200.00	0.00	6,200.00	0.00	6,200.00	0.00	6,200.00	6,200.00
01-01-00-00131-30-60341	1,320.03	1,300.00	0.00	1,300.00	367.15	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	178,222.90	209,093.00	3,768.00	212,861.00	97,086.42	184,906.00	27,955.00	214,395.00	214,395.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2018-19	
		FY 2017-18 Revised	FY 2018-19
5101	<u>FULL TIME PAYROLL</u>	\$ 176,016	\$ 177,550
	Assessor-Bechard*	\$ 79,124	\$ 79,124
	Deputy Assessor-Plona (Position change 12/25/17)	\$ 55,583	\$ 57,112
	Administrative Assessment Technician-Currently Vacant	\$ 41,309	\$ 41,314
5103	<u>PART TIME PAYROLL</u>	\$ -	\$ -
	*Salaries are in negotiations for FY 18-19		
	TOTAL SALARIES	<u>\$ 176,016</u>	<u>\$ 177,550</u>
5103	<u>EXTRA HOURS</u>		\$ -
5102	<u>OVERTIME</u>		\$ -
5110	<u>OTHER BENEFITS</u>		\$ 150
	Longevity pay per Union Contract		
	Bechard		
	TOTAL PAYROLL		<u>\$ 177,700</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 700
	Legal Notices, Personal Property forms		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 2,195
	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 2018-19
6234	<u>PROFESSIONAL DEVELOPMENT</u>	\$ 1,200
	Vision/GIS/CAMA educational conferences;	\$ 500
	IAAO,NRAAO,CAAO meetings & seminars	\$ 700
6240	<u>TELEPHONE</u>	\$ -
6250	<u>CONTRACTED SERVICES</u>	\$ 22,350
	Administrative software license, support and maintenance	\$ 8,900
	CAMA software license, support, maintenance and web hosting	\$ 8,450
	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>\$ 36,695</u>
	DEPARTMENT TOTAL	<u>\$ 214,395</u>

TOWN OF ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
0132 - TAX COLLECTOR									
01-01-00-00132-10-50101	121,044.50	122,526.00	3,786.00	126,312.00	63,155.69	126,312.00	0.00	127,604.00	127,604.00
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	13,042.63	17,181.00	0.00	17,181.00	9,713.77	17,181.00	0.00	17,659.00	17,659.00
01-01-00-00132-10-50110	250.00	150.00	0.00	150.00	150.00	150.00	0.00	150.00	150.00
01-01-00-00132-20-60221	859.41	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	636.44	900.00	0.00	900.00	142.31	900.00	0.00	900.00	900.00
01-01-00-00132-20-60232	106.00	460.00	0.00	460.00	310.00	460.00	0.00	460.00	460.00
01-01-00-00132-20-60234	613.00	750.00	0.00	750.00	263.00	750.00	0.00	750.00	750.00
01-01-00-00132-20-60250	22,702.43	20,955.00	0.00	20,955.00	16,868.64	20,955.00	0.00	21,345.00	21,345.00
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	100.00	0.00	100.00	100.00
01-01-00-00132-30-60341	3,773.44	5,000.00	0.00	5,000.00	2,205.02	5,000.00	0.00	5,000.00	5,000.00
DEPARTMENT TOTAL	163,372.85	171,392.00	3,786.00	175,178.00	93,475.08	175,178.00	0.00	177,338.00	177,338.00



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

Ann Marie Conti, CCMC
Tax and Revenue Collector

Heidi Tucker, Deputy Tax and Revenue Collector
Jacqueline Wagner, CCMC, Tax Clerk

Date: February 14, 2018

To: Board of Finance

From: Ann Marie Conti, Tax and Revenue Collector

Subject: 2018-2019 Fiscal Year Budget

As requested by the Board of Finance, I am pleased to offer my proposed budget for the Tax Office for FY 2018-2019 showing a slight increase over last year's budget.

BUDGET CHANGES

Increase

Line item 5101 Full Time Payroll: Wage increase based on Union contract negotiations

Line item 5103 Part Time Payroll: Wage increase based on Union contract negotiations.

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 REQUEST
132 TAX COLLECTOR**

Object No.	Description & Explanation(s)	FISCAL YEAR 2018-19	
		<u>FY 2017-18 Revised</u>	<u>FY 2018-19</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 126,311	\$ 127,604
	Tax Collector-Conti*	\$ 79,501	\$ 79,501
	Deputy Tax Collector-Tucker	\$ 46,810	\$ 48,103
5103	<u>PART TIME PAYROLL</u>	\$ 17,181	\$ 17,659
	Tax Clerk-Wagner doh 3/27/2017		
	*salaries are in negotiations for FY 2018-19		
	TOTAL SALARIES	<u>\$ 143,492</u>	<u>\$ 145,263</u>
5102	<u>OVERTIME</u>		\$ 2,000
5110	<u>OTHER BENEFITS</u>		\$ 150
	As per union contract and personnel rules		
	TOTAL PAYROLL		<u>\$ 147,413</u>
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 2018-19
6250	<u>CONTRACTED SERVICES</u>	\$ 21,345
	Annual charge for Quality Data Software and Support	\$ 10,125
	Printing and Processing Tax and Utility Bills	\$ 8,425
	Folding, stuffing and mailing the July & Jan tax bills	\$ 1,895
	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>\$ 29,925</u>
	DEPARTMENT TOTAL	<u>\$ 177,338</u>



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

Budget Letter 2018-19

Date	Letter #
2/12/2018	201606847

Name / Address

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

Contact	Leo DiNicola
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	leo@qds.biz
Cellphone #	203-910-2316

Description of Services

Est Qty

Total

Software Services		
Annual Software Support Fee - Revenue Collection Software	1	5,500.00
Annual Subscription Fee - QSearch - Tax Records Web Hosting Service	1	1,900.00
Annual Software Support Fee - Utility Billing Module (Sewer/Water Usage or Assessment)	1	2,500.00
Annual Hardware Maintenance Plan - Epson TMU675 validator	1	225.00
Printing Services		
Setup Charge	1	100.00
June 2018 - Printing and Processing RE Bills Including Banks	3,200	856.00
June 2018 - Printing and Processing MV Bills	9,500	2,541.25
June 2018 - Printing and Processing PP Bills	800	214.00
Sep 2018 - Printing and Processing Sewer Usage/Assessment Bills	3,200	856.00
Oct 2018 - Printing and Processing Sanitation Bills	5,000	1,337.50
Dec 2018 - Printing and Processing MVS Bills	2,200	588.50
Mar 2019 - Printing and Processing Sewer/ Usage/Assessment Bills	3,200	856.00
June 2019 - Printing and Processing Sewer Assessment Bills	75	25.00
Final Posted Ratebook per CT State Statutes	3	825.00
Binding Final Posted Books	3	225.00
Subtotal - CONTRACTED SERVICE		18,549.25

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

18,549.25

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 2018-19

Date	Letter #
2/12/2018	201606848

Name / Address

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

Contact	Leo DiNicola
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	leo@qds.biz
Cellphone #	203-910-2316

Description of Services

Description of Services	Est Qty	Total
June 2018 - CASI certify File	1	75.00
June 2018 - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills (RE, PP, MV)	13,500	1,113.75
June 2018 - QNest Processing Fee - QDS patented service that allows Nesting of 1 Real Estate and 1 Motor Vehicle Bills into 1 envelope - Potential 30%-40% reduction in RE bills mailed	1	300.00
June 2018 - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit - rate based on pieces processed	1	100.00
June 2018 - #10 Mailing Envelopes 24# WW - 1 sided	13,500	438.75
June 2018 - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	13,500	438.75
June 2018 - 1st Class Postage - CASS Certified Rates (est)	13,500	5,467.50
Subtotal JUNE 2018		7,933.75

~~SEWER BILLS - SEP 2018~~

Sep 2018 - CASI certify File	1	75.00
Sep 2018 - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	3,200	264.00
Sep 2018 - #10 Mailing Envelopes 24# WW - 1 sided - min charge \$ 90.00	3,200	104.00
Sep 2018 - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	3,200	104.00
Sep 2018 - 1st Class Postage - CASS Certified Rates	3,200	1,296.00
Subtotal		1,843.00

~~SANITATION BILLS - OCT 2018~~

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

7933.75

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 2018-19

Date	Letter #
2/12/2018	201606848

Name / Address

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

Contact	Leo DiNicola
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	leo@gds.biz
Cellphone #	203-910-2316

Description of Services

Est Qty

Total

Oct 2018 - CASI certify File	1	75.00
Oct 2018 - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post	5,000	412.50
Office for mailing Bills		
Oct 2018 - #10 Mailing Envelopes 24# WW - 1 sided - min charge \$ 90.00	5,000	162.50
Oct 2018 - #9 Return Envelope (BRE) - 1 Sided - White Envelope	5,000	162.50
Black Ink - Min Charge \$ 90.00		
Oct 2018 - 1st Class Postage - CASS Certified Rates	5,000	2,025.00
Subtotal		2,837.50

Dec 2018 - CASI certify File	1	75.00
Dec 2018 - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post	2,200	181.50
Office for mailing Bills		
Dec 2018 - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit - rate based on pieces processed	1	50.00
Dec 2018 - #10 Envelopes 24# WW - 1 sided - min charge \$ 90.00	2,200	90.00
Dec 2018 - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	2,200	90.00
Dec 2018 - 1st Class Postage* - CASS Certified Rates	2,200	891.00
Subtotal DEC 2018		1,377.50

SEWER BILLS - MAY 2019		
May 2019 - CASI certify File	1	75.00
May 2019 - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post	3,200	264.00
Office for mailing Bills		

www.gds.biz

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

Enter Total based on options chosen

1377.50

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 2018-19

Date	Letter #
2/12/2018	201606848

Name / Address

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

Contact	Leo DiNicola
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	leo@gds.biz
Cellphone #	203-910-2316

Description of Services

Description of Services	Est Qty	Total
May 2019 - #10 Mailing Envelopes 24# WW - 1 sided - min charge \$ 90.00	3,200	104.00
May 2019 - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	3,200	104.00
May 2019 - 1st Class Postage - CASS Certified Rates	3,200	1,296.00
Subtotal MAY 2019		1,843.00

Mailing services available for ALL Town Mailings - Delinquent Notices, Mayors Letters, other Departments - Please call for Pricing

WE WILL BEAT YOUR CURRENT VENDOR PRICING FOR MAILING SERVICES BY 5% (GUARANTEED) excluding Postage as that is a pass-through charge

www.gds.biz

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

Enter Total based on options chosen - 0 -

Customer Acceptance Signature: _____
 Print Name and Title: _____
 Customer Acceptance Date: _____
 Purchase Order # (if applicable): _____

TOWN OF ELLINGTON
ALL DEPARTMENTS
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
00133 - BD OF ASSESSMENT APPEALS									
01-01-00-00133-10-50103	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	67.68	200.00	0.00	200.00	200.00
01-01-00-00133-20-60222	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00133-20-60234	100.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	200.00
01-01-00-00133-20-60250	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	100.00	400.00	0.00	400.00	67.68	400.00	0.00	400.00	400.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2018-19	
		<u>FY 2017-18</u> <u>Revised</u>	<u>FY 2018-19</u>
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 ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
0134 - INS.ADVISORY BD.									
01-01-00-00134-10-50103 Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00134-20-60250 Contracted Services	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	100.00
DEPARTMENT TOTAL	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	100.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2018-19	
		<u>FY 2017-18</u> <u>Revised</u>	<u>FY 2018-19</u>
5103	<u>PART TIME PAYROLL</u>	\$0	\$0
	TOTAL PAYROLL		<u>\$0</u>
6250	<u>CONTRACTED SERVICES</u> Maintain account if studies/bids are required		\$100
	TOTAL OFFICE BUDGET		<u>\$100</u>
	DEPARTMENT TOTAL		<u>\$100</u>

TOWN OF ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen	
0140 - TOWN CLERK										
01-01-00-00140-10-50101	Full Time	120,227.61	119,386.00	4,047.00	123,433.00	59,598.44	123,433.00	0.00	126,421.00	126,421.00
01-01-00-00140-10-50102	Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00140-10-50103	Part Time	14,219.64	15,888.00	0.00	15,888.00	9,489.96	15,888.00	0.00	16,286.00	16,286.00
01-01-00-00140-10-50110	Other Benefits	0.00	350.00	0.00	350.00	350.00	350.00	0.00	350.00	350.00
01-01-00-00140-20-60221	Advertising Printing Forms	805.07	2,750.00	0.00	2,750.00	1,130.89	2,750.00	0.00	2,750.00	2,750.00
01-01-00-00140-20-60222	Dues & Subscriptions	420.00	300.00	0.00	300.00	40.00	300.00	0.00	300.00	300.00
01-01-00-00140-20-60223	Travel	343.13	350.00	0.00	350.00	222.02	350.00	0.00	350.00	350.00
01-01-00-00140-20-60234	Professional Development	1,704.36	2,000.00	0.00	2,000.00	770.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-00140-20-60250	Contracted Services	26,647.09	28,500.00	0.00	28,500.00	10,183.77	28,500.00	0.00	28,500.00	28,500.00
01-01-00-00140-20-60251	State of Connecticut	4,146.00	8,000.00	0.00	8,000.00	891.00	8,000.00	0.00	6,500.00	6,500.00
01-01-00-00140-20-60253	Vital Statistics	240.00	500.00	0.00	500.00	139.88	500.00	0.00	500.00	500.00
01-01-00-00140-20-60254	St of Ct Surcharges	684.00	1,000.00	0.00	1,000.00	285.00	1,000.00	0.00	1,000.00	1,000.00
01-01-00-00140-20-60255	Document Preservation Acct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00140-20-60262	Codification Town Laws/Reg	1,195.00	5,000.00	0.00	5,000.00	1,195.00	5,000.00	0.00	5,000.00	5,000.00
01-01-00-00140-20-60271	Repairs & Mnt Equipment	470.96	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
01-01-00-00140-30-60341	Office Supplies	1,609.76	1,600.00	0.00	1,600.00	212.86	1,600.00	0.00	1,500.00	1,500.00
01-01-00-00140-40-60765	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00140-70-60765	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00140-90-60900	Townwide Maintenance Prg	4,002.50	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00
DEPARTMENT TOTAL		176,715.12	190,124.00	4,047.00	194,171.00	84,508.82	194,171.00	0.00	195,957.00	195,957.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2018-19	
		FY 2017-18 Revised	FY 2018-19
5101	FULL TIME PAYROLL	\$ 125,092	\$ 126,421
	Town Clerk -McKeegan*	\$ 76,644	\$ 76,644
	Assistant Town Clerk-Hosey	\$ 48,448	\$ 49,777
5103	PART TIME PAYROLL	\$ 16,286	\$ 16,286
	Admin Clerk-LaRussa 15 hrs wk*	\$ 16,286	\$ 16,286
	*Salary in negotiation for FY 18-19		
	TOTAL SALARIES	\$ 141,378	\$ 142,707
5110	OTHER BENEFITS		\$ 350
	Longevity Pay/Union Contract		
	TOTAL PAYROLL		\$ 143,057
6221	ADVERTISING-PRINTING-FORMS		\$ 2,750
	Legal Notices, subscriptions		
6222	DUES & SUBSCRIPTIONS		\$ 300
	State and County Memberships		
6223	TRAVEL		\$ 350
	Mileage reimbursement, when town car unavailable		
6234	PROFESSIONAL DEVELOPMENT		\$ 2,000
	State Conferences, County Meetings, Lodging, conferences fees, staff training		
6250	CONTRACTED SERVICES		\$ 28,500
	Indexing, Microfilming, land record book creation		
6251	STATE OF CONNECTICUT		\$ 6,500
	Sportsman Licenses, revenue only item		

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2018-19
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	\$ 1,000
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>\$ 52,900</u>
	DEPARTMENT TOTAL	<u>\$ 195,957</u>

TOWN OF ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
0150 - TOWN COUNSEL									
01-01-00-00150-20-60222		Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00150-20-60250		Contracted Services	98,962.61	110,000.00	0.00	110,000.00	36,624.00	110,000.00	110,000.00
		DEPARTMENT TOTAL	98,962.61	110,000.00	0.00	110,000.00	36,624.00	110,000.00	110,000.00

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

Object No	Description & Explanation(s)	FISCAL YEAR 2018-19
6222	<u>DUES & SUBSCRIPTIONS</u>	\$ -
	Law journals	
6250	<u>CONTRACTED SERVICES</u>	\$ 110,000
	Legal matters including labor negotiations	
TOTAL OFFICE BUDGET		<u>\$ 110,000</u>
DEPARTMENT TOTAL		<u>\$ 110,000</u>

Town Counsel Expenditures

FY16-17	\$ 98,963	\$ 98,963	\$ 98,963
FY15-16	\$ 144,320	\$ 144,320	\$ 144,320
FY14-15	\$ 128,071	\$ 128,071	\$ 128,071
FY13-14	\$ 73,286	\$ 73,286	\$ 73,286
FY12-13	\$ 128,241	\$ 128,241	
FY11-12	\$ 132,242		
FY10-11	\$ 66,756		
FY09-10	\$ 105,425		
FY08-09	\$ 180,380		
Less Raymond Lawsuit	\$ (50,000)		
FY07-08	\$ 122,405		
Total	<u>\$ 1,130,089</u>	<u>\$ 572,881</u>	<u>\$ 444,640</u>
Averages	Ten years	Five Years	Four Years
	\$ 113,009	\$ 114,576	\$ 111,160

TOWN OF ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
01-01-00-00155-20-60250									
0155 - PROBATE COURT									
Contracted Services	7,352.80	7,353.00	0.00	7,353.00	5,514.60	7,353.00	0.00	7,353.00	7,353.00
DEPARTMENT TOTAL	7,352.80	7,353.00	0.00	7,353.00	5,514.60	7,353.00	0.00	7,353.00	7,353.00

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

<u>Object No</u>	<u>Description & Explanation(s)</u>	<u>FISCAL YEAR 2018-19</u>
6250	<u>CONTRACTED SERVICES</u> Town's share for Probate Court	\$ 7,353
	TOTAL OFFICE BUDGET	<u>\$ 7,353</u>
	DEPARTMENT TOTAL	<u>\$ 7,353</u>

State of Connecticut
Probate Court
District of Ellington
Town of Ellington and Vernon
O. James Purnell, III, Presiding Judge

Mailing Address:
P.O. Box 268
Rockville, CT 06066
Phone (860)872-0519
jpurnell@vernon-ct.gov

Memorial Building
14 Park Place
Rockville, CT 06066
Fax (860)870-5140

February 14, 2018

Town of Ellington
P.O. Box 187
Ellington, CT 06029

Re: Expenses-Fiscal Year 2018-2019

1 st Quarter Fiscal Year 2018-2019	Jul 2018	\$1838.20
2 nd Quarter Fiscal Year 2018-2019	Oct 2018	\$1838.20
3 rd Quarter Fiscal Year 2018-2019	Jan 2019	\$1838.20
4 th Quarter Fiscal Year 2018-2019	Apr 2019	\$1838.20

Total = \$7,352.80

$\$7,352.80 / 4 \text{ Quarters} = \$1,838.20 / \text{Quarterly Payment}$

Requested by Judge O. James Purnell, III



O. James Purnell, III

TOWN OF ELLINGTON
BUDGET REPORT 2018-19

	2016-17 Actuals	2017-18 Approved Budget	2017-18 Trans/ Addl Appr.	2017-18 Adjusted Approved Budget	2017-18 First Six Months Actual	2017-18 Estimated Total Actuals	2017-18 (Over)\ Under	2018-19 Budget Request	2018-19 Board of Selectmen
0170 - TOWN PLANNER									
01-01-00-00170-10-50101	194,098.84	202,867.00	4,285.00	207,152.00	103,572.72	207,152.00	0.00	210,385.00	210,385.00
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	701.78	1,600.00	0.00	1,600.00	0.00	1,600.00	0.00	1,000.00	1,000.00
01-01-00-00170-10-50110	250.00	250.00	0.00	250.00	250.00	250.00	0.00	250.00	250.00
01-01-00-00170-20-60221	730.50	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
01-01-00-00170-20-60222	703.00	1,000.00	0.00	1,000.00	737.00	1,000.00	0.00	1,100.00	1,100.00
01-01-00-00170-20-60223	510.16	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-00170-20-60233	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	0.00	0.00
01-01-00-00170-20-60234	1,185.62	2,000.00	0.00	2,000.00	95.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-00170-20-60250	9,774.62	11,000.00	0.00	11,000.00	0.00	11,000.00	0.00	11,000.00	11,000.00
01-01-00-00170-20-60271	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
01-01-00-00170-20-60271	1,975.35	4,000.00	0.00	4,000.00	633.42	4,000.00	0.00	4,000.00	4,000.00
01-01-00-00170-30-60341	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	209,929.87	227,717.00	4,285.00	232,002.00	105,288.14	232,002.00	0.00	232,735.00	232,735.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2018-19	
		FY 2017-18 Revised	FY 2018-19
50101	FULL TIME PAYROLL	\$ 207,145	\$ 210,385
	Town Planner-Houlihan*	\$ 89,992	\$ 89,992
	Assistant Planner/Zoning & Wetland Officer-Colonese	\$ 65,283	\$ 67,085
	Land Use Assistant-Galovich	\$ 51,870	\$ 53,308
	* Salary is in negotiation for FY 2018-19		
50103	PART TIME PAYROLL	\$ 1,600	\$ 1,000
	Office coverage, special projects, recording clerk services as needed		
	TOTAL SALARIES	\$ 208,745	\$ 211,385
50102	OVERTIME	\$ -	\$ -
50110	OTHER BENEFITS		\$ 250
	Longevity pay per contract & personnel rules		
	TOTAL PAYROLL		\$ 211,635
60221	ADVERTISING-PRINTING-FORMS		\$ 500
	Copies of various land use docs (regulations, maps, etc.)		
60222	DUES & SUBSCRIPTIONS		\$ 1,100
	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 2018-19
60271	<u>REPAIRS & EQUIPMENT MAINT.</u> Office equipment maintenance and repairs	\$ 500
60341	<u>OFFICE SUPPLIES</u> For planning office and various land use commissions	\$ 4,000
60346	<u>TECHNICAL SUPPLIES</u> N/A	\$ -
TOTAL OFFICE BUDGET		<u>\$ 21,100</u>
DEPARTMENT TOTAL		<u>\$ 232,735</u>