

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over)/ Under	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance Recommend
00110 - BOARD OF SELECTMAN										
01-01-00-00110-10-50101	232,539.48	229,487.00	2,779.00	232,266.00	116,421.11	232,266.00	0.00	233,795.00	233,795.00	0.00
01-01-00-00110-10-50102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00110-10-50103	17,777.85	40,560.00	0.00	40,560.00	19,741.55	40,560.00	0.00	39,983.00	39,983.00	0.00
01-01-00-00110-10-50104	2,000.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00
01-01-00-00110-10-50110	100.00	100.00	0.00	100.00	100.00	100.00	0.00	100.00	100.00	0.00
01-01-00-00110-20-60221	6,027.40	5,000.00	0.00	5,000.00	779.31	3,000.00	2,000.00	6,000.00	6,000.00	0.00
01-01-00-00110-20-60222	1,971.50	10,423.00	0.00	10,423.00	1,641.00	10,423.00	0.00	10,329.00	10,329.00	0.00
01-01-00-00110-20-60234	934.36	1,600.00	0.00	1,600.00	369.35	1,000.00	600.00	1,200.00	1,200.00	0.00
01-01-00-00110-20-60250	11,466.30	10,150.00	0.00	10,150.00	3,882.67	6,610.00	3,540.00	4,785.00	4,785.00	0.00
01-01-00-00110-20-60271	0.00	500.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
01-01-00-00110-30-60341	4,609.87	2,930.00	0.00	2,930.00	1,489.00	2,930.00	0.00	3,000.00	3,000.00	0.00
DEPARTMENT TOTAL	277,426.76	302,750.00	2,779.00	305,529.00	144,423.99	298,889.00	6,640.00	299,192.00	299,192.00	0.00

TOWN OF ELLINGTON FIRST SELECTMAN'S OFFICE



To: Board of Selectmen Members
From: Lori Spielman, First Selectman *LS*
Subject: Potential Town Administrator Position
Date: February 16, 2021

As the Ad Hoc Government Study Committee finishes up the good work they are doing, and as we await their final report I am compelled to suggest that there is the possibility that the Town may wish to consider the addition of a Town Administrator position to the Exempt Salary staff. The First Selectman role would then be reduced to part-time, and would remain an elected position. With that in mind, I put forward this memorandum for your information for the near future, although this is not currently included in the FY2021-2022 budget submission.

In summary, this highly responsible position would work with the First Selectman in managing the affairs of the Town, overseeing the operations and services of the departments and providing executive leadership to Town government in conjunction with, and in the absence of, the First Selectman. The Town Administrator would oversee human resources, recruitment, labor relations, public works, social services, public safety, recreation, library services and other general government functions of the Town. The Town Administrator would participate in short-term and long-range planning for town services and departments and would participate in, along with the Finance Officer/Treasurer, the preparation of the general government budget, capital improvements budget and debt services budget. This is a short summary and is not inclusive of all of the responsibilities that would fall within the Town Administrator position.

The approximate cost to incorporate the Town Administrator role is as follows:

o Approximate costs for position	\$253,000
o Approximate annual reoccurring costs	\$245,000
▪ Salary and fringe	\$232,000
▪ Other misc.	\$ 13,000
o Approximate one-time costs	\$ 8,000
▪ Other misc.	\$ 8,000

(This salary information will be off-set by the reduction in the First Selectman's salary once the position transitions to part-time)

Potential Town Administrator Position
February 6, 2021
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As you know, I've been investigating the addition of a Town Administrator for several years, knowing that this consideration is being pressed by the growth of the Town. Having served as First Selectman since December 2015, it is apparent to me that the addition of a full-time Town Administrator, who has attained advanced education in public or business administration, will add the much-needed consistency and stability that the current system of government does not provide.

This memo is meant to serve as a placeholder for the possibility that the Town decides to move in this direction.

cc: T. Pignataro, Finance Officer/Treasurer

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

Object Nc	Description & Explanation(s)	FISCAL YEAR 2021-22	
		FY 2020-21 Revised	FY 2021-22
5101	FULL TIME PAYROLL	\$ 232,842	\$ 233,795
	First Selectman-Spielman	\$ 95,273	\$ 96,226
	Executive Asst/Human Resource Coordinator Cannella*	\$ 81,016	\$ 81,016
	Executive Asst/Website & Social Media Coord -Connor*	\$ 56,553	\$ 56,553
	Executive Secretary-Moved to Part Time Position 10/24/19	\$ -	\$ -
5103	PART TIME PAYROLL	\$ 42,843	\$ 39,983
	Executive Secretary-Einsiedel Hired 10/24/19*	\$ 39,983	\$ 39,983
	Recording Secretary	\$ 2,860	\$ -
	TOTAL SALARIES	\$ 275,685	\$ 273,778
5102	OVERTIME	\$ -	\$ -
5104	SEASONAL	\$ 2,000	\$ -
	Land Records Inspector		
	*Moved to Town Clerk Budget		
5110	OTHER BENEFITS	\$ 100	\$ 100
	Longevity: \$100 LC		
	*Salary adjustments are pending performance evaluations conducted in May 2021		
	TOTAL PAYROLL	\$ 277,785	\$ 273,878
6221	ADVERTISING-PRINTING-FORMS		\$ 6,000
	Legal Notices/ Help Wanted Ads		
6222	DUES & SUBSCRIPTIONS		\$ 10,329
	CCM Membership		\$ 8,113
	CCM Salary Survey		\$ 25
	CCM MERA Supplements		\$ 260
	COST		\$ 1,275
	ASCAP License		\$ 367
	CFBA Membership		\$ 70
	SHRM Membership		\$ 219

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

Object No	Description & Explanation(s)	FISCAL YEAR 2021-22
6234	<u>PROFESSIONAL DEVELOPMENT</u>	\$ 1,200
	Conferences, meetings, seminars	
6250	<u>CONTRACTED SERVICES</u>	\$ 4,785
	Employee Recognition (7 Employees: \$775 gifts; \$0 replenish pins)	\$ 775
	Gifts - Retirements (0 @ \$90 each)	\$ -
	New Employee Physicals (18 @ \$125/\$190 each)	\$ 2,770
	DOT (8 @ \$105 each)	\$ 840
	Special Event Photos	\$ 400
	Transcription Services (2 Membership)	\$ -
	Union Agricultural Society, Inc-Four Town Fair Annual Contr	\$ -
6271	<u>REPAIRS & EQUIPMENT MAINT.</u>	\$ -
	Office Equipment	
6341	<u>OFFICE SUPPLIES</u>	\$ 3,000
	Include Minute Book & refreshments for recognition events	\$ 3,000
	Notary Fees and Equipment	\$ -
	TOTAL OFFICE BUDGET	<u>\$ 25,314</u>
	DEPARTMENT TOTAL	<u>\$ 299,192</u>

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over)\ Under	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance Recommend
00120 - BOARD OF FINANCE										
Part Time	1,950.00	1,750.00	0.00	1,750.00	510.00	1,810.00	(60.00)	1,820.00	1,820.00	0.00
Advertising Printing Forms	143.00	1,700.00	0.00	1,700.00	0.00	1,400.00	300.00	1,700.00	1,700.00	0.00
Professional Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contracted Services	8,484.75	8,200.00	0.00	8,200.00	6,186.00	8,200.00	0.00	8,200.00	8,200.00	0.00
Office Supplies	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	100.00	0.00
DEPARTMENT TOTAL	10,577.75	11,750.00	0.00	11,750.00	6,696.00	11,510.00	240.00	11,820.00	11,820.00	0.00

01-01-00-00120-10-50103
 01-01-00-00120-20-60221
 01-01-00-00120-20-60234
 01-01-00-00120-20-60250
 01-01-00-00120-30-60341

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22	
		<u>FY 2020-21</u> Revised	<u>FY 2021-22</u>
5103	<u>PART TIME PAYROLL</u> BOF Recording Secretary (\$130*14 Meetings)	\$ 1,750	\$ 1,820
	TOTAL PAYROLL	<u>\$ 1,750</u>	<u>\$ 1,820</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u> Publication of Legal Notices on the Budget Photography for Town Website		\$ 1,700
6234	<u>PROFESSIONAL DEVELOPMENT</u> Removed in FY 20-21 due to CCCM services		\$ -
6250	<u>CONTRACTED SERVICES</u> Printing of the Town Report		\$ 8,200
6341	<u>OFFICE SUPPLIES</u> Office supplies		\$ 100
	TOTAL OFFICE BUDGET		<u>\$ 10,000</u>
	DEPARTMENT TOTAL		<u>\$ 11,820</u>

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over/ Under	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance Recommend
	47,250.00	58,000.00	0.00	58,000.00	58,250.00	58,250.00	(250.00)	54,150.00	54,150.00	0.00
	47,250.00	58,000.00	0.00	58,000.00	58,250.00	58,250.00	(250.00)	54,150.00	54,150.00	0.00

00121 - AUDITORS

01-01-00-00121-20-60250 Contracted Services
DEPARTMENT TOTAL

**TOWN OF ELLINGTON
BUDGET REQUEST
121 AUDITORS**

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22
6250	<u>CONTRACTED SERVICES</u>	\$ 54,150
	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.	\$ 47,150
	*Reallocated BOE audit costs to BOE budget	
	Comprehensive Annual Financial Report	\$ 3,500
	Actuarial and Pension Service	\$ 3,500
	TOTAL OFFICE BUDGET	<u>\$ 54,150</u>
	DEPARTMENT TOTAL	<u>\$ 54,150</u>

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22
6250	CONTRACTED SERVICES 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"	\$ 1
	TOTAL OFFICE BUDGET	\$ 1
	DEPARTMENT TOTAL	\$ 1

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over/ Under)	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance Recommend
0130 - FINANCE OFFICER										
01-01-00-00130-10-50101	229,386.93	294,397.00	(7,735.00)	286,662.00	143,332.43	288,290.00	(1,628.00)	291,669.00	291,669.00	0.00
01-01-00-00130-10-50102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00130-10-50103	24,417.42	27,422.00	0.00	27,422.00	13,479.22	27,422.00	0.00	30,995.00	30,995.00	0.00
01-01-00-00130-10-50110	300.00	300.00	0.00	300.00	300.00	300.00	0.00	300.00	300.00	0.00
01-01-00-00130-20-60221	3,582.43	2,200.00	0.00	2,200.00	668.67	2,000.00	200.00	2,200.00	2,200.00	0.00
01-01-00-00130-20-60222	858.00	800.00	0.00	800.00	255.00	712.00	88.00	712.00	712.00	0.00
01-01-00-00130-20-60223	558.94	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	700.00	700.00	0.00
01-01-00-00130-20-60234	999.00	2,000.00	0.00	2,000.00	120.00	2,000.00	0.00	2,000.00	2,000.00	0.00
01-01-00-00130-20-60250	75,627.64	67,200.00	0.00	67,200.00	9,572.75	52,000.00	15,200.00	61,131.00	61,131.00	0.00
01-01-00-00130-30-60341	2,198.66	4,000.00	0.00	4,000.00	1,379.90	4,000.00	0.00	4,000.00	4,000.00	0.00
DEPARTMENT TOTAL	337,929.02	399,319.00	(7,735.00)	391,584.00	169,107.97	376,724.00	14,860.00	393,707.00	393,707.00	0.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22	
		FY 2020-21 Revised	FY 2021-22
5101	<u>FULL TIME PAYROLL</u>	\$ 289,915	\$ 291,669
	Finance Officer-Pignataro*	\$ 133,250	\$ 133,250
	Assistant Finance Officer/Deputy Treasurer-LaPlante*	\$ 92,874	\$ 92,874
	Accounting/Payroll Specialist-Moran	\$ 63,791	\$ 65,545
5103	<u>PART TIME PAYROLL</u>	\$ 30,165	\$ 30,995
	Administrative Assistant-Choiniere 20 hours per week	\$ 27,519	\$ 28,276
	Additional hours for special projects-100 hours (Budget Books, Capital Improvement Budget Books, record keeping for Capital Projects, etc.)	\$ 2,646	\$ 2,719
	*Salary is in negotiation		
	TOTAL SALARIES	<u>\$ 320,080</u>	<u>\$ 322,664</u>
5102	<u>OVERTIME</u>		\$ -
5110	<u>OTHER BENEFITS</u>		\$ 300
	Longevity-LaPlante \$150 Moran \$150		
	TOTAL PAYROLL		<u>\$ 322,964</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 2,200
	Legal Notices-Request for Proposal		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 712
	Memberships GFOA CCM and APA		
6223	<u>TRAVEL</u>		\$ 700
	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 2021-22
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>	\$ 61,131
	All computer accounting services-payroll, appropriation accounting, bonding disclosures requirements	
	Paylocity-Payroll, report writer, server payroll, growth in payroll, recording vacation, personal, sick time	\$ 22,000
	Budgetary accounting licenses, support (Keeping in for FY 20-21 due to implementation of new software, the potential costs to current vendor)	\$ 9,000
	Bond Issue continuing disclosure agreement	\$ 2,000
	Brinks-State Contract	\$ 1,800
	Tyler Technology SaaS Fee	\$ 26,331
6341	<u>OFFICE SUPPLIES</u>	\$ 4,000
	Office supplies for budget books, capital improvement budget books, computer supplies, laser printer supplies, envelopes, checks	
	TOTAL OFFICE BUDGET	<u>\$ 70,743</u>
	DEPARTMENT TOTAL	<u>\$ 393,707</u>

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over/)\ Under	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance	2021-22 Recommend
00131 - TAX ASSESSOR											
01-01-00-00131-10-50101	154,515.31	178,964.00	1,283.00	180,247.00	86,983.89	173,967.78	6,279.22	184,876.00	184,876.00	0.00	0.00
01-01-00-00131-10-50102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00131-10-50103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00131-10-50110	150.00	150.00	0.00	150.00	150.00	150.00	0.00	150.00	150.00	0.00	0.00
01-01-00-00131-20-60221	416.74	700.00	0.00	700.00	504.51	700.00	0.00	550.00	550.00	0.00	0.00
01-01-00-00131-20-60222	1,883.18	2,100.00	0.00	2,100.00	1,056.20	2,100.00	0.00	1,800.00	1,800.00	0.00	0.00
01-01-00-00131-20-60223	130.01	500.00	0.00	500.00	0.00	0.00	500.00	400.00	400.00	0.00	0.00
01-01-00-00131-20-60233	0.00	2,000.00	0.00	2,000.00	0.00	1,000.00	1,000.00	800.00	800.00	0.00	0.00
01-01-00-00131-20-60234	157.00	1,200.00	0.00	1,200.00	30.00	500.00	700.00	500.00	500.00	0.00	0.00
01-01-00-00131-20-60240	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00131-20-60250	8,850.00	22,200.00	0.00	22,200.00	16,550.00	22,200.00	0.00	21,750.00	21,750.00	0.00	0.00
01-01-00-00131-20-60251	250.00	250.00	0.00	250.00	250.00	250.00	0.00	250.00	250.00	0.00	0.00
01-01-00-00131-20-60259	4,030.00	6,200.00	0.00	6,200.00	0.00	6,200.00	0.00	4,500.00	4,500.00	0.00	0.00
01-01-00-00131-30-60341	996.27	1,300.00	0.00	1,300.00	1,298.51	1,300.00	0.00	1,300.00	1,300.00	0.00	0.00
01-01-00-00131-70-60765	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	171,378.51	215,564.00	1,283.00	216,847.00	106,823.11	208,367.78	8,479.22	216,876.00	216,876.00	0.00	0.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22	
		FY 2020-21 Revised	FY 2021-22
5101	FULL TIME PAYROLL	\$ 182,253	\$ 184,876
	Assessor-Bechard*	\$ 86,856	\$ 86,856
	Deputy Assessor-Plona	\$ 62,297	\$ 64,010
	Administrative Assmt Technician-Cycenas	\$ 33,100	\$ 34,010
5103	PART TIME PAYROLL	\$ -	\$ -
	*Salaries are in negotiations for FY		
	TOTAL SALARIES	\$ 182,253	\$ 184,876
5103	EXTRA HOURS		\$ -
5102	OVERTIME		\$ -
5110	OTHER BENEFITS		\$ 150
	Longevity pay per Union Contract Bechard		
	TOTAL PAYROLL		\$ 185,026
6221	ADVERTISING-PRINTING-FORMS		\$ 550
	Legal Notices, Personal Property forms		
6222	DUES & SUBSCRIPTIONS		\$ 1,800
	Pricing guides, Professional memberships		
6223	TRAVEL		\$ 400
	Mileage reimbursement		
6233	EDUCATION		\$ 800
	UCONN - Assessor's School Classes & Workshops for recertification		

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22
6234	<u>PROFESSIONAL DEVELOPMENT</u>	\$ 500
	QDS/CAMA/GIS educational conferences/training;	\$ 500
	IAAO,NRAAO,CAAO meetings & seminars	
6240	<u>TELEPHONE</u>	\$ -
6250	<u>CONTRACTED SERVICES</u>	\$ 21,750
	Administrative software license, support and maintenance	\$ 9,300
	CAMA software license, support, maintenance and web hosting	\$ 7,450
	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>	\$ 4,500
	Maintenance - Parcel maps for GIS/GEOTMS	\$ 4,500
6341	<u>OFFICE SUPPLIES</u>	\$ 1,300
	Printer toner, misc. supplies	
6765	<u>OFFICE EQUIPMENT</u>	\$ -
	TOTAL OFFICE BUDGET	<u>\$ 31,850</u>
	DEPARTMENT TOTAL	<u>\$ 216,876</u>

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

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0132 - TAX COLLECTOR										
01-01-00-00132-10-50101	126,891.20	136,780.00	2,149.00	138,929.00	69,467.11	138,929.00	0.00	140,331.00	140,331.00	0.00
01-01-00-00132-10-50102	0.00	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	1,000.00	1,000.00	0.00
01-01-00-00132-10-50103	16,393.77	18,637.00	0.00	18,637.00	3,492.48	15,000.00	3,637.00	18,637.00	18,637.00	0.00
01-01-00-00132-10-50110	150.00	250.00	0.00	250.00	250.00	250.00	0.00	250.00	250.00	0.00
01-01-00-00132-20-60221	769.69	1,000.00	0.00	1,000.00	736.64	1,200.00	(200.00)	1,200.00	1,200.00	0.00
01-01-00-00132-20-60222	145.00	120.00	0.00	120.00	20.00	120.00	0.00	150.00	150.00	0.00
01-01-00-00132-20-60223	72.15	900.00	0.00	900.00	99.58	900.00	0.00	500.00	500.00	0.00
01-01-00-00132-20-60232	312.00	460.00	0.00	460.00	312.00	460.00	0.00	460.00	460.00	0.00
01-01-00-00132-20-60234	127.00	750.00	0.00	750.00	105.00	750.00	0.00	500.00	500.00	0.00
01-01-00-00132-20-60250	20,732.61	17,805.00	0.00	17,805.00	17,408.01	20,000.00	(2,195.00)	19,231.00	19,231.00	0.00
01-01-00-00132-20-60251	250.00	250.00	0.00	250.00	250.00	250.00	0.00	250.00	250.00	0.00
01-01-00-00132-20-60284	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00132-30-60341	2,762.68	5,000.00	0.00	5,000.00	2,013.44	5,000.00	0.00	5,000.00	5,000.00	0.00
DEPARTMENT TOTAL	168,606.10	183,952.00	2,149.00	186,101.00	94,154.26	182,859.00	3,242.00	187,508.00	187,509.00	0.00



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

Date: February 11, 2021

To: Board of Finance

From: Ann Marie Conti, Tax and Revenue Collector 

Subject: 2021-2022 Fiscal Year Budget

As requested by the Board of Finance, I am pleased to offer my proposed budget for the Tax Office for FY 2021-2022 showing a slight increase over last year's budget. The following line items have increased.

Line item 60221 Advertising Printing: In accordance with Connecticut State Statutes, legal notices are required to be published in a local newspaper. The Journal Inquirer has increased the printing fee.

Line item 60222 Dues & Subscriptions: State Association membership dues for the Tax and Deputy Tax Collector

Line item 60250 Contracted Services: The implementation of the Infinite Vision Financial Bridge Module and credit card reader installed at the front counter.

Thank you for your consideration.



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

Budget Letter 2021-22

Date	Letter #
1/20/2021	2020E3951

Name / Address

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

Contact	Leo DiNicola
Phone #	2037559034
Fax #	203-574-4360
e-mail	LEO@QDSBIZ
Cellphone #	203-910-2316

<u>Description of Services</u>	<u>Est Qty</u>	<u>Total</u>
Software Services		
Annual Software Support Fee - Revenue Collection Software	1	6,000.00
Annual Subscription Fee - QSearch - Tax Records Web Hosting Service	1	2,000.00
Annual Software Support Fee - Utility Billing Module (Sewer/Water Usage or Assessment)	1	2,700.00
Annual Hardware Maintenance Plan - Epson TMU675 validator (Serial # - JAUF016815(012))	2	450.00
(Serial # - JBDF010759(083))		
Disaster recovery as a service (DRaaS) is a cloud backup and restoration service	84	462.00
Printing Services		
Setup Charge	1	100.00
Jun - Printing and Processing RE Bills Including Banks	3,650	1,040.25
Jun - Printing and Processing MV Bills	8,700	2,479.50
Jun - Printing and Processing PP Bills	900	256.50
Sep - Printing and Processing Sewer Usage/Assessment Bills	3,300	940.50
Oct - Printing and Processing Sanitation Bills	5,050	1,439.25
Dec - Printing and Processing MVS Bills	2,000	570.00
Mar - Printing and Processing Sewer/ Usage/Assessment Bills	3,300	940.50
Jun - Printing and Processing Sewer Assessment Bills	75	25.00
Final Posted Ratebook per CT State Statutes	2 -3	550.00 825.00
Binding Final Posted Books	2 -3	150.00 225.00
Subtotal - CONTRACTED SERVICE		20,453.50

Grand Total 15,497.50 \$20,453.50

www.qds.biz

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

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #: _____

Enter Total based on options chosen



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

Budget Letter 2021-22

Date	Letter #
1/20/2021	2020E3952

Contact	Leo DiNicola
Phone #	2037589031
Fax #	203-574-4360
email	LEO@QDS.BIZ
Cellphone #	203-910-2316

Name / Address

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

<u>Description of Services</u>	<u>Est Qty</u>	<u>Total</u>
Mailing Services	1	75.00
Jun - CASI certify File	13,250	1,192.50
Jun - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills (RE, PP, MV)	1	300.00
Jun - QNest Processing Fee - QDS patented service	1	100.00
Jun - EZ-Track USPS Mail tracking system	13,250	463.75
Jun - #10 Mailing Envelopes 24# WW - 1 sided	13,250	463.75
Jun - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	13,250	5,406.00
Jun - 1st Class Postage - CASS Certified Rates (est) - 2% postal increase 1/1/2020	-1,900	-883.50
Savings attributable to using QNest Services		7,117.50
Subtotal JUNE		
SEWER BILLS - SEP	4	75.00
Sep - CASI certify File	3,300	297.00
Sep - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	3,300	115.50
Sep - #10 Mailing Envelopes 24# WW - 1 sided - min charge \$ 90.00	3,300	115.50
Sep - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	3,300	1,346.40
Sep - 1st Class Postage - CASS Certified Rates (est) - 2% postal increase 1/1/2020	3,300	1,949.40
Subtotal SEPTEMBER		
SANITATION BILLS - OCT.	4	75.00
Oct - CASI certify File	5,000	450.00
Oct - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	5,000	175.00
Oct - #10 Mailing Envelopes 24# WW - 1 sided - min charge \$ 90.00		

Grand Total

www.qds.biz

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

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

Enter Total based on options chosen

PO #:



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

Budget Letter 2021-22

Date	Letter #
1/20/2021	2020E3952

Name / Address

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

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

Description of Services	Est Qty	Total
Oct #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	5,000	175.00
Oct 1st Class Postage - CASS Certified Rates (est) - 2% postal increase 1/1/2020	5,000	2,040.00
Subtotal OCT		2,915.00
MVS BILLS - DECEMBER		
Dec - CASI certify File	1	75.00
Dec - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	2,000	180.00
Dec - EZ-Track USPS Mail tracking system	1	50.00
Dec - #10 Envelopes 24# WW - 1 sided - min charge \$ 90.00	2,000	90.00
Dec - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	2,000	90.00
Dec - 1st Class Postage* - CASS Certified Rates(est) - 2% postal increase 1/1/2020	2,000	816.00
Subtotal DEC		1,301.00
SEWER BILLS - MAY		
May - CASI certify File	1	75.00
May - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	3,300	297.00
May - #10 Mailing Envelopes 24# WW - 1 sided - min charge \$ 90.00	3,300	115.50
May - #9 Return Envelope (BRE) - 1 Sided - White Envelope - Black Ink - Min Charge \$ 90.00	3,300	115.50
May - 1st Class Postage - CASS Certified Rates (est) - 2% postal increase 1/1/2020	3,300	1,346.40
Subtotal MAY		1,949.40

Contracted Serv
20-60250 # 1972.50

Office Suppl.
30-60341 # 1107.50

General Postage
810-232 # 5338.50

Review the items need
Sign a

PO #:

Grand Total	\$8,418.50
Signature:	Ann Marie Conti
Name and Title:	Tax and Revenue Collector
Effective Date:	
Based on options chosen	



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

Budget Letter 2021-22

Date	Letter #
1/21/2021	2020E3971

Name / Address

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

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

Description of Services	Est Qty	Total
Annual Software Support Fee - Infinite Vision - Financial Bridge Module	1	500.00

www.gds.biz	Grand Total	\$500.00
	Customer Acceptance Signature: _____	
	Print Name and Title: _____	
	Customer Acceptance Date: _____	
PO #: _____	Enter Total based on options chosen	

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22	
		<u>FY 2020-21 Revised</u>	<u>FY 2021-22</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 138,934	\$ 140,331
	Tax Collector-Conti*	\$ 88,138	\$ 88,138
	Deputy Tax Collector-Varholak	\$ 50,796	\$ 52,193
5103	<u>PART TIME PAYROLL</u>	\$ 18,637	\$ 18,637
	Tax Clerk-Vacant		
	*salaries are in negotiations		
	TOTAL SALARIES	\$ 157,571	\$ 158,968
5102	<u>OVERTIME</u>		\$ 1,000
5110	<u>OTHER BENEFITS</u>		\$ 250
	As per union contract and personnel rules		
	TOTAL PAYROLL		\$ 160,218
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 1,200
	Legal Notices		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 150
	Memberships to professional organizations		
6223	<u>TRAVEL</u>		\$ 500
	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>		\$ 500
	To attend State Tax Collectors' Conferences, Connecticut Certified Municipal Association classes		

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

<u>Object No.</u>	<u>Description & Explanation(s)</u>	<u>FISCAL YEAR 2021-22</u>
6250	<u>CONTRACTED SERVICES</u>	\$ 19,231
	Annual charge for Quality Data Software and Support	\$ 9,412
	Printing and Processing Tax and Utility Bills	\$ 6,586
	Folding, stuffing and mailing the July & Jan tax bills	\$ 1,973
	Invoice Cloud-Online Bill Inquiry and Payment Service	\$ 1,260
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>	\$ -
	Collection agency option	
6341	<u>OFFICE SUPPLIES</u>	\$ 5,000
	Office supplies: toner for laser printers; envelopes; tax bills	
	TOTAL OFFICE BUDGET	<u>\$ 27,291</u>
	DEPARTMENT TOTAL	<u>\$ 187,509</u>

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over) Under	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance Recommend
00133 - BD OF ASSESSMENT APPEALS										
Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising Printing Forms	59.81	200.00	0.00	200.00	64.53	65.00	135.00	75.00	75.00	0.00
Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Development	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	0.00
Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	109.81	200.00	0.00	200.00	64.53	65.00	135.00	125.00	125.00	0.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22	
		FY 2020-21 Revised	FY 2021-22
5103	<u>PART TIME PAYROLL</u>	\$ -	\$ -
	TOTAL PAYROLL		<u>\$ -</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u> Legal Notices, BAA forms		\$ 75
6222	<u>DUES & SUBSCRIPTIONS</u>		
6234	<u>PROFESSIONAL DEVELOPMENT</u> Classes and workshops		\$ 50
6250	<u>CONTRACTED SERVICES</u>		\$ -
	TOTAL OFFICE BUDGET		<u>\$ 125</u>
	DEPARTMENT TOTAL		<u>\$ 125</u>

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over)\ Under	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance Recommend
01-01-00-00134-10-50103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00134-20-60250	0.00	1.00	0.00	1.00	0.00	0.00	1.00	1.00	1.00	0.00
DEPARTMENT TOTAL	0.00	1.00	0.00	1.00	0.00	0.00	1.00	1.00	1.00	0.00

0134 - INS.ADVISORY BD.

Part Time
Contracted Services

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22	
		<u>FY 2020-21</u> <u>Revised</u>	<u>FY 2021-22</u>
5103	<u>PART TIME PAYROLL</u>	\$0	\$0
	TOTAL PAYROLL		\$0
6250	<u>CONTRACTED SERVICES</u> Maintain account if studies/bids are required		\$1
	TOTAL OFFICE BUDGET		\$1
	DEPARTMENT TOTAL		\$1

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over/ Under)	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance Recommend
0140 - TOWN CLERK										
01-01-00-00140-10-50101	134,040.44	135,448.00	2,072.00	137,520.00	68,757.17	137,520.00	0.00	138,959.00	138,959.00	0.00
01-01-00-00140-10-50103	6,161.64	16,236.00	0.00	16,236.00	7,686.00	14,136.00	2,100.00	16,236.00	16,236.00	0.00
01-01-00-00140-10-50110	350.00	350.00	0.00	350.00	350.00	450.00	(100.00)	450.00	450.00	0.00
01-01-00-00140-20-60221	2,502.52	3,400.00	0.00	3,400.00	483.08	3,400.00	0.00	3,400.00	3,400.00	0.00
01-01-00-00140-20-60222	150.00	300.00	0.00	300.00	230.00	300.00	0.00	300.00	300.00	0.00
01-01-00-00140-20-60223	26.37	350.00	0.00	350.00	0.00	350.00	0.00	350.00	350.00	0.00
01-01-00-00140-20-60234	1,023.00	2,000.00	0.00	2,000.00	(260.00)	2,000.00	0.00	2,000.00	2,000.00	0.00
01-01-00-00140-20-60250	21,864.16	25,000.00	0.00	25,000.00	13,539.28	27,000.00	(2,000.00)	27,000.00	27,000.00	0.00
01-01-00-00140-20-60251	1,948.00	4,500.00	0.00	4,500.00	448.00	4,500.00	0.00	4,500.00	4,500.00	0.00
01-01-00-00140-20-60253	423.36	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00	0.00
01-01-00-00140-20-60254	1,258.00	1,750.00	0.00	1,750.00	340.00	1,750.00	0.00	1,750.00	1,750.00	0.00
01-01-00-00140-20-60262	1,605.12	5,000.00	0.00	5,000.00	4,136.94	5,000.00	0.00	5,000.00	5,000.00	0.00
01-01-00-00140-20-60271	135.00	500.00	0.00	500.00	147.50	500.00	0.00	500.00	500.00	0.00
01-01-00-00140-30-60341	1,450.78	1,500.00	0.00	1,500.00	1,504.02	1,500.00	0.00	1,500.00	1,500.00	0.00
01-01-00-00140-90-60900	5,600.00	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00	0.00
DEPARTMENT TOTAL	178,538.39	200,834.00	2,072.00	202,906.00	97,361.99	202,906.00	0.00	206,445.00	206,445.00	0.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22	
		FY 2020-21 Revised	FY 2021-22
5101	<u>FULL TIME PAYROLL</u>	\$ 137,514	\$ 138,959
	Town Clerk -McKeegan*	\$ 84,971	\$ 84,971
	Assistant Town Clerk-Hosey	\$ 52,543	\$ 53,988
5103	<u>PART TIME PAYROLL</u>	\$ 16,236	\$ 16,236
	Admin Clerk-Bolles*	\$ 16,236	\$ 16,236
	*Salary in negotiation		
	TOTAL SALARIES	\$ 153,750	\$ 155,195
5110	<u>OTHER BENEFITS</u>		\$ 450
	Longevity Pay/Union Contract		
	TOTAL PAYROLL		\$ 155,645
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 3,400
	Legal Notices, subscriptions		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 300
	State and County Memberships		
6223	<u>TRAVEL</u>		\$ 350
	Mileage reimbursement, when town car unavailable		
6234	<u>PROFESSIONAL DEVELOPMENT</u>		\$ 2,000
	State Conferences, County Meetings, Lodging, conferences fees, staff training		
6250	<u>CONTRACTED SERVICES</u>		\$ 27,000
	Indexing, Microfilming, land record book creation *Increase due to moving land record inspection from BOS budget to Town Clerk Budget		
6251	<u>STATE OF CONNECTICUT</u>		\$ 4,500
	Sportsman Licenses		

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22
6253	<u>VITAL STATISTICS</u> Payments to other towns for Vital Records	\$ 500
6254	<u>STATE SURCHARGES</u> Payments to State of Connecticut for marriage licenses issued	\$ 1,750
6262	<u>CODIFICATION</u> Funding for updates and revenues to Town Code Book	\$ 5,000
6271	<u>EQUIPMENT REPAIRS</u> Office machine repairs	\$ 500
6341	<u>OFFICE SUPPLIES</u> General office supplies	\$ 1,500
6900	<u>TOWN-WIDE MAINTENANCE</u> Continued restoration of records in vault	\$ 4,000
	TOTAL OFFICE BUDGET	<u>\$ 50,800</u>
	DEPARTMENT TOTAL	<u>\$ 206,445</u>

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over)\ Under	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance Recommend
0150 - TOWN COUNSEL										
Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contracted Services	71,979.62	120,000.00	0.00	120,000.00	34,409.08	76,252.00	43,748.00	110,000.00	110,000.00	0.00
DEPARTMENT TOTAL	71,979.62	120,000.00	0.00	120,000.00	34,409.08	76,252.00	43,748.00	110,000.00	110,000.00	0.00

0150 - TOWN COUNSEL

01-01-00-00150-20-60222
01-01-00-00150-20-60250

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

Object No	Description & Explanation(s)	FISCAL YEAR 2021-22
6222	DUES & SUBSCRIPTIONS	\$ -
	Law journals	
6250	CONTRACTED SERVICES	\$ 110,000
	Legal matters including labor negotiations Labor Attorney usage will increase use of this account due to EVAC and Police Union Contracts up for renewal in 2022	
TOTAL OFFICE BUDGET		<u>\$ 110,000</u>
DEPARTMENT TOTAL		<u>\$ 110,000</u>

Town Counsel Expenditures

FY19-20	\$ 71,980	\$ 71,980	\$ 71,980
FY18-19	\$ 137,810	\$ 137,810	\$ 137,810
FY17-18	\$ 96,011	\$ 96,011	\$ 96,011
FY16-17	\$ 98,963	\$ 98,963	\$ 98,963
FY15-16	\$ 144,320	\$ 144,320	
FY14-15	\$ 128,071		
FY13-14	\$ 73,286		
FY12-13	\$ 128,241		
FY11-12	\$ 132,242		
FY10-11	\$ 66,756		
Total	<u>\$ 1,077,680</u>	<u>\$ 549,084</u>	<u>\$ 404,764</u>
Averages	Ten years	Five Years	Four Years
	\$ 107,768	\$ 109,817	\$ 101,191

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over) Under	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance Recommend
	7,352.80	7,353.00	0.00	7,353.00	3,676.40	7,353.00	0.00	7,508.00	7,508.00	0.00
	7,352.80	7,353.00	0.00	7,353.00	3,676.40	7,353.00	0.00	7,508.00	7,508.00	0.00

0155 - PROBATE COURT
Contracted Services
DEPARTMENT TOTAL

01-01-00-00155-20-60250

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

Object No	Description & Explanation(s)	FISCAL YEAR 2021-22
6250	CONTRACTED SERVICES	\$ 7,508
	Town's share for Probate Court (See attached St of CT Probate court Expense Schedule	
	TOTAL OFFICE BUDGET	\$ 7,508
	DEPARTMENT TOTAL	\$ 7,508

TOWN OF ELLINGTON
BUDGET REPORT 2021-22

	2019-20 Actuals	2020-21 Approved Budget	2020-21 Trans/ Addl Appr.	2020-21 Adjusted Approved Budget	2020-21 First Six Months Actual	2020-21 Estimated Total Actuals	2020-21 (Over/ Under)	2021-22 Budget Request	2021-22 Board of Selectmen	2021-22 Board of Finance Recommend
0170 - TOWN PLANNER										
01-01-00-00170-10-50101	222,903.87	226,306.00	2,481.00	228,787.00	114,393.80	228,787.00	0.00	232,282.00	232,282.00	0.00
01-01-00-00170-10-50102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00170-10-50103	90.00	1,000.00	0.00	1,000.00	0.00	500.00	500.00	1,000.00	1,000.00	0.00
01-01-00-00170-10-50110	300.00	300.00	0.00	300.00	300.00	300.00	0.00	400.00	400.00	0.00
01-01-00-00170-20-60221	500.00	500.00	0.00	500.00	0.00	250.00	250.00	500.00	500.00	0.00
01-01-00-00170-20-60222	1,023.00	1,200.00	0.00	1,200.00	707.00	1,050.00	150.00	1,050.00	1,050.00	0.00
01-01-00-00170-20-60223	228.66	2,000.00	0.00	2,000.00	0.00	500.00	1,500.00	1,500.00	1,500.00	0.00
01-01-00-00170-20-60233	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-00170-20-60234	470.00	2,000.00	0.00	2,000.00	150.00	500.00	1,500.00	1,300.00	1,300.00	0.00
01-01-00-00170-20-60250	9,308.25	11,000.00	0.00	11,000.00	107.15	10,000.00	1,000.00	4,000.00	4,000.00	0.00
01-01-00-00170-20-60271	0.00	300.00	0.00	300.00	0.00	0.00	300.00	0.00	0.00	0.00
01-01-00-00170-30-60341	2,182.48	3,500.00	0.00	3,500.00	1,263.49	3,500.00	0.00	2,500.00	2,500.00	0.00
01-01-00-00170-30-60346	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00
DEPARTMENT TOTAL	237,006.26	248,106.00	2,481.00	250,587.00	116,921.44	245,387.00	5,200.00	245,532.00	245,532.00	0.00

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

Object No.	Description & Explanation(s)	FISCAL YEAR 2021-22	
		FY 2020-21 Revised	FY 2021-22
50101	FULL TIME PAYROLL	\$ 228,787	\$ 232,282
	Town Planner-Houlihan*	\$ 101,697	\$ 101,697
	Assistant Planner/Zoning & Wetland Officer-Colonese	\$ 70,816	\$ 72,763
	Land Use Assistant-Galovich	\$ 56,274	\$ 57,822
	* Salary is in negotiation for FY 2021-22		
50103	PART TIME PAYROLL	\$ 1,000	\$ 1,000
	Office coverage, special projects, recording clerk services as needed		
	TOTAL SALARIES	\$ 229,787	\$ 233,282
50102	OVERTIME	\$ -	\$ -
50110	OTHER BENEFITS	\$ 300	\$ 400
	Longevity pay per contract & personnel rules		
	TOTAL PAYROLL	\$ 230,087	\$ 233,682
60221	ADVERTISING-PRINTING-FORMS		\$ 500
	Copies of various land use docs (regulations, maps, etc.)		
60222	DUES & SUBSCRIPTIONS		\$ 1,050
	Memberships to professional organizations		
60223	TRAVEL		\$ 1,500
	Mileage reimbursements / Travel costs		
60233	EDUCATION		\$ -
	Various pertaining to land use matters for staff		
60234	PROFESSIONAL DEVELOPMENT		\$ 1,300
	Attend state association meetings / Annual planning conference		
60250	CONTRACTED SERVICES		\$ 4,000
	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 2021-22
60271	REPAIRS & EQUIPMENT MAINT. Office equipment maintenance and repairs	\$ -
60341	OFFICE SUPPLIES For planning office and various land use commissions Reduced based on assumption of SurfacePro capital being approved	\$ 2,500
60346	TECHNICAL SUPPLIES Microphones to outfit meeting room	\$ 1,000
TOTAL OFFICE BUDGET		<u>\$ 11,850</u>
DEPARTMENT TOTAL		<u>\$ 245,532</u>