

Town of Putnam



Mayor's Budget Presented to the
Board of Selectmen
Fiscal Year 2024 (July 1, 2023 – June 30, 2024)
February 6, 2023

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Section 1

Mayor's Message to Board of Selectmen

TOWN OF PUTNAM
FY 2024 RECOMMENDED BUDGET

Board of Selectmen

In accordance with the requirements of the Town Charter, I am herewith transmitting my recommended budget for the fiscal year commencing July 1, 2023 and ending June 30, 2024.

INTRODUCTION

This recommended budget was developed in the context of the following issues that may have future financial implications on this plan:

1. Based on the most recent Revaluation, the net Grand Taxable List of October 1, 2022 is \$768,949,314 which is an increase of \$12,036,052 and a 1.59% increase over last year's grand list. At the current fiscal year 2023 mill rate of 21.19, this Grand Taxable List would represent an increase of \$255,044.00 in property tax revenue.
2. A commitment to provide the core governmental services at levels expected by the public. This includes the various public works services of leaf collection, garbage collection, recycling collection, road maintenance and culvert cleaning. Our Town Hall departments are required to serve our population's local municipal needs and to stay in compliance with state and federal regulations. In addition, because of the economic and community impact from these services, we continue our commitment to maintaining our citizens' quality of life through recreation programs, cultural programs and the arts.
3. The Governor's proposed budget has not been released yet, our budget reflects the same overall grant funding from current year budgeted revenue.
4. Operationally, this budget reflects all Town salary, outside professional services, legal services, electrical, fuel, health and fringe benefits, property and liability insurances, water and wastewater costs, financing costs, maintenance, trash pickup and transportation, and other related expenses.

BUDGETARY GOALS AND OBJECTIVES

In formulating my recommended budget as reflected in the past by actions of the Boards of Selectmen and Finance and the citizens at the Annual Town Meetings and public forums, I am guided by the following goals and objectives:

1. Continued efficiency and cost-effectiveness in operation of our departments through improvements and enhancements of information technology tools.

2. Maintaining Putnam's central role as the regional center for economic, commercial, cultural, and governmental activities.
3. Appropriate maintenance requirements for the Town's new Municipal Complex, along with the Town's various equipment fleets, buildings and properties.

BUDGET HIGHLIGHTS

The following bullets summarize the more significant proposed changes for the standard costs of operation:

- Health Insurance – The insurance carrier is projecting a 15% increase in costs for next fiscal year. This is due to a history of large claims paid out in recent years. We continue to work with our broker and expect this number to become more competitive.
- Trash Services – Due to accounting transfers in fiscal year 2023, a portion of the cost for pickup and transportation of Municipal Solid Waste in FY23 was paid for outside of the operating budget. While the cost of trash pickup and transportation has increased for FY24, it is important to note that the budget shows the total, unlike FY23.
- Debt Service - Repayments for principal and interest for debt service. Due to the new Government Accounting Standards Board (GASB) requirements for lease payments, they are now recorded in our debt service as part of the general fund budget. The new lease payments included in this budget are for the prior year approval of one Freightliner truck and a street sweeper.
- Contingency/Reserve – Historically, this account is used for unforeseen emergencies. In the past we used the account to fund retirement sick-time payouts for long-term employees. Presently, after our initial budget preparation, we received information from NDDH asking for significant increases. We may have to request use of contingency to offset this increase.

BUDGET ASSUMPTIONS / REVENUES

The recommended budget is based upon the assumption that Putnam's state aid for FY 2024 reflects the State aid received in FY 2023.

In addition to State aid, the budget relies upon the receipt of various license and permit revenues, service charges, interest income, and interest penalties on delinquent taxes. The recommended amounts are consistent with projected actual revenues for the current year.

CONCLUSION

The recommended General Government budget is a balanced plan of operations for the Town of Putnam for the fiscal year. It is designed to continue existing services, and to allow for economic and tax base growth. This budget provides for the level of services that our residents deserve and allows the Town to meet its state and federal regulatory obligations. The budget also prioritizes maintaining recreational and public works efforts to support Putnam's economy.

In previous years we have made cuts to the General Government budget such as reduction in staff, and technology improvements. Any future cuts to the General Government budget will have to result in a cut in services. The cost of trash removal, electricity, diesel, etc. have had significant increases in the past year due to inflation. Because of these increases and without an increase in the mill rate, some services will no longer be affordable and will need to be cut. Some of these possible items are trash removal, brush, leaf and metal pickup.

I would like to recognize the work of our Town Administrator, Executive Assistant and Department Heads for their efforts in compiling the information necessary to put this budget together and as much as possible, hold the line on departmental spending. Most of all, I extend my thanks to the citizens of Putnam for their support and input.

We all look forward to continuing providing good services to the residents of Putnam, while continuing long-term improvements for future generations.

Respectfully Submitted,

Norman Seney
Mayor

Section 2

Expenditures

General Government & Bonded Indebtedness

Town of Putnam

FY 24 Mayor Budget - Expenditure

Fiscal Year: 2022-2023

☐ Print accounts with zero balance
 ☐ Round to whole dollars
 ☐ Account on new page
☐ Exclude inactive accounts with zero balance
 Definition: FY24 Mayors Budget

From Date: 1/1/2023

To Date: 1/31/2023

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.41.4109.51610.00000	Regular Employee - Mayor	\$285,908.93	\$294,069.17	\$168,456.73	\$307,530.74	\$307,530.74
1005.41.4109.51630.00000	Overtime - Mayor	\$2,403.25	\$3,750.00	\$107.70	\$3,750.00	\$3,750.00
1005.41.4109.51640.00000	Cell Phone Stipend	\$1,200.00	\$1,200.00	\$700.00	\$1,200.00	\$1,200.00
1005.41.4109.53010.00000	Purchased Prof. Services- Ma	\$21,944.54	\$8,500.00	\$2,310.00	\$26,500.00	\$8,500.00
1005.41.4109.55500.00000	Printing & Binding- Mayor	\$1,593.31	\$1,000.00	\$1,917.86	\$2,500.00	\$2,500.00
1005.41.4109.55800.00000	Travel - Mayor	\$5,200.29	\$5,000.00	\$2,481.35	\$5,000.00	\$5,000.00
1005.41.4109.56010.00000	Supplies- Mayor	\$4,601.11	\$3,000.00	\$898.64	\$3,000.00	\$3,000.00
1005.41.4109.58100.00000	Dues & Fees- Mayor	\$1,919.32	\$1,500.00	\$1,171.37	\$2,500.00	\$2,500.00
1005.41.4109.59010.00000	Meetings- Mayor	\$3,684.54	\$4,000.00	\$2,580.93	\$5,500.00	\$5,500.00
DEPARTMENT: Mayor - 4109		\$328,455.29	\$322,019.17	\$180,624.58	\$357,480.74	\$339,480.74
1005.41.4110.51610.00000	Regular Employees - HR/PR	\$57,741.09	\$65,826.00	\$37,976.40	\$69,117.30	\$69,117.30
1005.41.4110.53010.00000	Purch. Prof. Services - HR/PR	\$2,835.00	\$5,000.00	\$0.00	\$9,400.00	\$9,400.00
1005.41.4110.53200.00000	Prof. Ed. Services - HR/PR	\$490.86	\$2,500.00	\$1,181.28	\$2,500.00	\$2,500.00
1005.41.4110.56010.00000	Office Supplies- HR/PR	\$798.45	\$1,000.00	\$314.11	\$850.00	\$850.00
1005.41.4110.58100.00000	Dues & Fees - HR/PR	\$0.00	\$500.00	\$428.40	\$500.00	\$500.00
DEPARTMENT: HR/PR Department - 4110		\$61,865.40	\$74,826.00	\$39,900.19	\$82,367.30	\$82,367.30
1005.41.4117.51630.00000	Overtime Finance	\$551.57	\$1,500.00	\$215.40	\$1,200.00	\$1,200.00
1005.41.4117.53100.00000	Official/Admin Services - Fina	\$32,909.25	\$36,000.00	\$33,950.00	\$37,000.00	\$37,000.00
1005.41.4117.56010.00000	Office Supplies - Finance	\$306.23	\$0.00	\$0.00	\$0.00	\$0.00
DEPARTMENT: Board of Finance - 4117		\$33,767.05	\$37,500.00	\$34,165.40	\$38,200.00	\$38,200.00
1005.41.4131.51610.00000	Regular Employee - Assessor	\$103,312.34	\$120,915.75	\$50,772.13	\$131,274.19	\$131,274.19

Town of Putnam

FY 24 Mayor Budget - Expenditure

Fiscal Year: 2022-2023

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Definition: FY24 Mayors Budget

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.41.4131.53010.00000	Purch. Prof. Services-Assessor	\$0.00	\$23,000.00	\$27,261.10	\$24,800.00	\$24,800.00
1005.41.4131.53200.00000	Prof. Ed. Services -Assessor	\$0.00	\$1,100.00	\$0.00	\$2,000.00	\$2,000.00
1005.41.4131.55500.00000	Printing & Binding - Assessor	\$1,649.23	\$1,500.00	\$420.04	\$1,800.00	\$1,800.00
1005.41.4131.55800.00000	Travel - Assessor	\$182.65	\$200.00	\$0.00	\$300.00	\$300.00
1005.41.4131.56010.00000	Supplies - Assessor	\$1,035.76	\$1,000.00	\$182.23	\$1,000.00	\$1,000.00
1005.41.4131.58100.00000	Dues & Fees - Assessor	\$320.00	\$360.00	\$20.00	\$360.00	\$360.00
1005.41.4131.59010.00000	Meetings - Assessor	\$25.00	\$200.00	\$0.00	\$200.00	\$200.00
DEPARTMENT: Assessor - 4131		\$106,524.98	\$148,275.75	\$78,655.50	\$161,734.19	\$161,734.19
1005.41.4132.51620.00000	Part Time - Tax Review	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00
1005.41.4132.53200.00000	Prof. Ed. Services - Tax Review	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00
1005.41.4132.55500.00000	Printing & Binding - Tax Review	\$68.00	\$90.00	\$0.00	\$90.00	\$90.00
DEPARTMENT: Board of Tax Review - 4132		\$68.00	\$590.00	\$0.00	\$590.00	\$590.00
1005.41.4135.51610.00000	Regular Employee - Revenue	\$106,320.27	\$120,695.89	\$65,723.38	\$125,649.05	\$125,649.05
1005.41.4135.53100.00000	Official/Admin Serv. - Revenue	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00
1005.41.4135.53200.00000	Prof. Ed. Services - Revenue	\$500.00	\$600.00	\$0.00	\$600.00	\$600.00
1005.41.4135.54300.00000	Repairs & Maint. - Revenue	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00
1005.41.4135.55500.00000	Printing & Binding - Revenue	\$10,027.28	\$9,638.06	\$2,351.85	\$16,927.20	\$16,927.20
1005.41.4135.55800.00000	Travel - Revenue	\$540.96	\$1,650.00	\$690.00	\$1,650.00	\$1,650.00
1005.41.4135.56010.00000	Office Supplies - Revenue	\$270.38	\$750.00	\$260.89	\$500.00	\$500.00
1005.41.4135.58100.00000	Dues & Fees - Revenue	\$95.00	\$145.00	\$90.00	\$145.00	\$145.00
1005.41.4135.59010.00000	Meetings - Revenue	\$170.00	\$400.00	\$355.00	\$650.00	\$650.00
DEPARTMENT: Revenue Collector - 4135		\$118,173.89	\$134,328.95	\$69,471.12	\$146,321.25	\$146,321.25

Town of Putnam

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Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.41.4137.51610.00000	Regular Employee - Treasurer	\$160,327.86	\$168,854.12	\$85,342.13	\$160,966.39	\$160,966.39
1005.41.4137.53010.00000	Purch. Prof. Services - Treasu	\$35.00	\$250.00	\$0.00	\$12,000.00	\$12,000.00
1005.41.4137.53200.00000	Prof. Ed. Services - Treasurer	\$150.00	\$4,000.00	\$1,350.00	\$4,000.00	\$4,000.00
1005.41.4137.55800.00000	Travel - Treasurer	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00
1005.41.4137.56010.00000	Office Supplies - Treasurer	\$1,528.33	\$2,000.00	\$425.89	\$2,000.00	\$2,000.00
1005.41.4137.58100.00000	Dues & Fees - Treasurer	\$125.00	\$500.00	\$110.00	\$500.00	\$500.00
1005.41.4137.59010.00000	Meetings - Treasurer	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00
DEPARTMENT: Treasurer - 4137		\$162,166.19	\$176,304.12	\$87,228.02	\$180,166.39	\$180,166.39
1005.41.4139.53020.00000	Legal Services	\$49,053.50	\$60,000.00	\$14,415.56	\$70,000.00	\$70,000.00
1005.41.4139.55401.00000	Legal Notices	\$12,718.88	\$10,000.00	\$5,853.75	\$10,000.00	\$10,000.00
DEPARTMENT: Legal Counsel - 4139		\$61,772.38	\$70,000.00	\$20,269.31	\$80,000.00	\$80,000.00
1005.41.4141.52100.00000	Group Insurance	\$8,709.04	\$10,000.00	\$4,383.00	\$10,000.00	\$10,000.00
1005.41.4141.52200.00000	Employer Share SSI	\$222,573.43	\$235,000.00	\$132,371.12	\$250,000.00	\$250,000.00
1005.41.4141.52300.00000	Retirement Contributions	\$87,252.40	\$50,000.00	\$21,108.10	\$60,000.00	\$60,000.00
1005.41.4141.52400.00000	Employer HSA Contr.	\$37,125.00	\$40,000.00	\$33,833.33	\$40,000.00	\$40,000.00
1005.41.4141.52401.00000	Employee Insurance Buyout	\$42,250.00	\$45,000.00	\$25,000.00	\$57,000.00	\$57,000.00
1005.41.4141.52600.00000	Unemployment Compensation	\$10,024.87	\$30,000.00	\$5,116.00	\$30,000.00	\$30,000.00
1005.41.4141.52800.00000	Health Insurance	\$479,573.08	\$574,000.00	\$237,310.39	\$660,000.00	\$660,000.00
1005.41.4141.52850.00000	Employer Dental	\$9,271.90	\$13,000.00	\$4,869.48	\$13,000.00	\$13,000.00
DEPARTMENT: Fringe Benefits - 4141		\$896,779.72	\$997,000.00	\$463,991.42	\$1,120,000.00	\$1,120,000.00
1005.41.4143.53010.00000	Purch. Prof. Services - IT	\$66,682.55	\$80,000.00	\$29,586.66	\$60,000.00	\$60,000.00

Town of Putnam

FY 24 Mayor Budget - Expenditure

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Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.41.4143.57300.00000	Equipment - IT	\$2,975.50	\$1,000.00	\$751.54	\$5,000.00	\$5,000.00
1005.41.4143.57350.00000	Tech. Software - IT	\$60,079.34	\$30,000.00	\$23,234.66	\$5,000.00	\$5,000.00
DEPARTMENT: Info. Technology - 4143		\$129,737.39	\$111,000.00	\$53,572.86	\$70,000.00	\$70,000.00
1005.41.4147.51610.00000	Regular Employee - Town Cle	\$126,216.23	\$141,210.01	\$77,611.63	\$126,786.46	\$126,786.46
1005.41.4147.51630.00000	Overtime - Town Clerk	\$372.33	\$300.00	\$42.41	\$300.00	\$300.00
1005.41.4147.53200.00000	Prof. Ed. Services - Town Cle	\$228.83	\$300.00	\$0.00	\$600.00	\$600.00
1005.41.4147.53511.00000	Vital Stats Index & Record - T	\$1,903.90	\$1,400.00	\$894.34	\$1,400.00	\$1,400.00
1005.41.4147.53512.00000	Microfilm Land Records - Tow	\$18,163.91	\$23,000.00	\$10,085.25	\$23,000.00	\$23,000.00
1005.41.4147.53513.00000	Shredding -Town Clerk	\$371.25	\$350.00	\$210.00	\$420.00	\$420.00
1005.41.4147.53514.00000	Restoration of Records - Town	\$4,610.79	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
1005.41.4147.55800.00000	Travel -Town Clerk	\$56.18	\$200.00	\$0.00	\$350.00	\$350.00
1005.41.4147.56010.00000	Office Supplies - Town Clerk	\$928.21	\$1,250.00	\$1,162.97	\$1,250.00	\$1,250.00
1005.41.4147.58100.00000	Dues & Fees - Town Clerk	\$94.40	\$400.00	\$35.00	\$200.00	\$200.00
1005.41.4147.59010.00000	Meetings - Town Clerk	\$230.00	\$300.00	\$0.00	\$300.00	\$300.00
DEPARTMENT: Town Clerk - 4147		\$153,176.03	\$173,710.01	\$90,041.60	\$159,606.46	\$159,606.46
1005.41.4149.51620.00000	Part Time - Registrar	\$31,031.76	\$31,127.48	\$18,157.72	\$31,905.66	\$31,905.66
1005.41.4149.53200.00000	Prof. Ed. Services - Registrar	\$1,890.00	\$1,000.00	\$160.00	\$2,000.00	\$2,000.00
1005.41.4149.55800.00000	Travel - Registrar	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00
1005.41.4149.56010.00000	Supplies - Registrar	\$429.24	\$400.00	\$98.50	\$700.00	\$700.00
DEPARTMENT: Registrar of Voters - 4149		\$33,351.00	\$33,027.48	\$18,416.22	\$35,105.66	\$35,105.66
1005.41.4150.51610.00000	Land Use Agent	\$80,145.00	\$82,148.63	\$47,393.40	\$92,002.35	\$92,002.35

Town of Putnam

FY 24 Mayor Budget - Expenditure

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1005.41.4150.51630.00000	Overtime - Land Use Agent	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
1005.41.4150.53010.00000	Purch. Prof. Services - Land U	\$1,093.33	\$3,000.00	\$0.00	\$70,000.00	\$50,000.00
1005.41.4150.53200.00000	Prof. Ed. Services - Land Use	\$849.00	\$2,000.00	\$1,225.00	\$2,000.00	\$2,000.00
1005.41.4150.55500.00000	Printing & Binding - Land Use	\$26.59	\$0.00	\$0.00	\$0.00	\$0.00
1005.41.4150.56010.00000	Office Supplies -Land Use Ag	\$0.00	\$600.00	\$0.00	\$200.00	\$200.00
1005.41.4150.56011.00000	Safety Supplies - Land Use Ag	\$22.32	\$500.00	\$0.00	\$500.00	\$500.00
1005.41.4150.56400.00000	Books & Periodicals - Land Us	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
1005.41.4150.58100.00000	Dues & Fees - Land Use Ager	\$363.50	\$800.00	\$485.00	\$800.00	\$800.00
1005.41.4150.59010.00000	Meetings- Land Use Agent	\$596.17	\$1,000.00	\$85.08	\$1,000.00	\$1,000.00
DEPARTMENT: Land Use Agent - 4150		\$83,095.91	\$91,048.63	\$49,188.48	\$168,002.35	\$148,002.35
1005.41.4151.51630.00000	Overtime - Land Use Commis	\$2,293.20	\$3,000.00	\$1,858.04	\$3,500.00	\$3,500.00
1005.41.4151.53010.00000	Purch. Prof. Services - Land U	\$187.50	\$500.00	\$372.12	\$500.00	\$500.00
1005.41.4151.53200.00000	Prof. Ed. Services - Land Use	\$0.00	\$1,500.00	\$0.00	\$5,700.00	\$5,700.00
1005.41.4151.55401.00000	Legal Notices - Land Use Con	\$323.00	\$0.00	\$0.00	\$0.00	\$0.00
1005.41.4151.55500.00000	Printing & Binding - Land Use	\$85.08	\$500.00	\$41.65	\$250.00	\$250.00
1005.41.4151.56010.00000	Office Supplies - Land Use - C	\$305.79	\$0.00	\$0.00	\$400.00	\$400.00
1005.41.4151.56400.00000	Books & Periodicals - Land Us	\$110.00	\$200.00	\$0.00	\$200.00	\$200.00
1005.41.4151.58100.00000	Dues & Fees - Land Use Com	\$0.00	\$300.00	\$0.00	\$300.00	\$300.00
DEPARTMENT: Land Use Commission - 4151		\$3,304.57	\$6,000.00	\$2,271.81	\$10,850.00	\$10,850.00
1005.41.4152.51620.00000	Building Committee Recording	\$1,158.72	\$0.00	\$0.00	\$0.00	\$0.00
DEPARTMENT: Facilities Study - 4152		\$1,158.72	\$0.00	\$0.00	\$0.00	\$0.00

Town of Putnam

FY 24 Mayor Budget - Expenditure

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Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.41.4157.52700.00000	Workers' Compensation	\$125,227.22	\$140,000.00	\$112,685.42	\$170,000.00	\$170,000.00
1005.41.4157.55200.00000	Insurance Other Than Employ	\$140,675.63	\$140,000.00	\$88,456.72	\$130,000.00	\$130,000.00
DEPARTMENT: Insurance - 4157		\$265,902.85	\$280,000.00	\$201,142.14	\$300,000.00	\$300,000.00
1005.41.4161.54410.00000	Rental of Land/Bldg. - Probate	\$10,606.00	\$11,000.00	\$0.00	\$11,660.00	\$11,660.00
DEPARTMENT: Probate - 4161		\$10,606.00	\$11,000.00	\$0.00	\$11,660.00	\$11,660.00
1005.41.4172.53010.00000	Purch. Prof. Services - Redev	\$2,583.50	\$4,000.00	\$1,419.00	\$5,000.00	\$5,000.00
1005.41.4172.55400.00000	Advertising - Redev.	\$104.96	\$500.00	\$0.00	\$500.00	\$500.00
DEPARTMENT: Redevelopment - 4172		\$2,688.46	\$4,500.00	\$1,419.00	\$5,500.00	\$5,500.00
1005.41.4173.51610.00000	Regular Employee - Eco. Dev	\$123,177.89	\$126,138.01	\$96,092.64	\$106,120.45	\$106,120.45
1005.41.4173.51630.00000	Overtime - Eco. Dev.	\$0.00	\$240.00	\$0.00	\$1,100.00	\$1,100.00
1005.41.4173.51640.00000	Cell Phone Stipend	\$240.00	\$240.00	\$140.00	\$240.00	\$240.00
1005.41.4173.53010.00000	Purch. Prof. Services - Eco. D	\$3,169.47	\$5,000.00	\$314.50	\$7,000.00	\$7,000.00
1005.41.4173.53500.00000	Business Retention Services -	\$221.04	\$600.00	\$0.00	\$1,000.00	\$1,400.00
1005.41.4173.55400.00000	Advertising - Eco. Dev.	\$581.00	\$1,500.00	\$207.00	\$1,500.00	\$1,500.00
1005.41.4173.55500.00000	Printing & Binding - Eco. Dev.	\$7.99	\$200.00	\$78.40	\$0.00	\$0.00
1005.41.4173.55800.00000	Travel - Eco. Dev.	\$0.00	\$800.00	\$0.00	\$600.00	\$600.00
1005.41.4173.55900.00000	Interagency Purchased Servic	\$257.95	\$800.00	\$70.00	\$400.00	\$0.00
1005.41.4173.56010.00000	Office Supplies - Eco. Dev.	\$383.31	\$400.00	\$83.71	\$600.00	\$600.00
1005.41.4173.56400.00000	Books & Periodicals - Eco. De	\$8.99	\$0.00	\$0.00	\$0.00	\$0.00
1005.41.4173.58100.00000	Dues & Fees - Eco. Dev.	\$1,509.42	\$1,750.00	\$1,145.78	\$1,750.00	\$1,750.00
1005.41.4173.59010.00000	Meetings - Eco. Dev.	\$0.00	\$500.00	\$178.00	\$500.00	\$500.00
DEPARTMENT: Economic Development - 4173		\$129,557.06	\$138,168.01	\$98,310.03	\$120,810.45	\$120,810.45

Town of Putnam

FY 24 Mayor Budget - Expenditure

Fiscal Year: 2022-2023

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 Definition: FY24 Mayors Budget

From Date: 1/1/2023

To Date: 1/31/2023

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.41.4174.51630.00000	Overtime Art Council	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
1005.41.4174.56010.00000	Office Supplies - Art Council	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
DEPARTMENT: Art Council - 4174		\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
1005.41.4197.51620.00000	Part Time - Elections	\$11,292.50	\$10,000.00	\$14,400.00	\$17,500.00	\$15,000.00
1005.41.4197.53200.00000	Prof. Ed. Services - Elections	\$60.00	\$700.00	\$0.00	\$700.00	\$700.00
1005.41.4197.54300.00000	Repairs & Maint. - Elections	\$2,650.00	\$3,000.00	\$10.58	\$3,000.00	\$3,000.00
1005.41.4197.56010.00000	Supplies - Elections	\$6,383.28	\$6,000.00	\$5,345.42	\$7,500.00	\$7,500.00
1005.41.4197.56300.00000	Meals/Food - Elections	\$699.90	\$1,000.00	\$977.85	\$1,200.00	\$1,200.00
DEPARTMENT: Elections - 4197		\$21,085.68	\$20,700.00	\$20,733.85	\$29,900.00	\$27,400.00
1005.41.4198.54400.00000	Equipment Rental/Lease	\$1,359.66	\$4,000.00	\$1,395.14	\$2,500.00	\$2,500.00
1005.41.4198.55300.00000	Communications	\$14,023.08	\$12,000.00	\$7,102.86	\$18,000.00	\$16,000.00
1005.41.4198.55301.00000	Postage	\$14,503.94	\$20,000.00	\$12,513.09	\$20,000.00	\$15,000.00
1005.41.4198.55400.00000	Advertising	\$1,442.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00
1005.41.4198.56500.00000	Supplies - Technology Related	\$3,119.82	\$5,000.00	\$1,557.51	\$5,000.00	\$4,000.00
DEPARTMENT: Essential Services - 4198		\$34,448.50	\$44,000.00	\$22,568.60	\$48,500.00	\$37,500.00
1005.41.4199.53010.00000	Purchased Prof. Services - Elderly	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
DEPARTMENT: Municipal Agent to the Elderly - 4199		\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
1005.42.4213.51610.00000	Regular Employee - Building & Maintenance	\$141,317.41	\$144,899.73	\$82,570.78	\$150,686.63	\$150,686.63
1005.42.4213.53010.00000	Purchased Prof. Services - Building & Maintenance	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00
1005.42.4213.53300.00000	Other Prof./Tech Services IT	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00

Town of Putnam

FY 24 Mayor Budget - Expenditure

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 Definition: FY24 Mayors Budget

From Date: 1/1/2023

To Date: 1/31/2023

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.42.4213.55500.00000	Printing & Binding - Building C	\$241.68	\$700.00	\$0.00	\$700.00	\$700.00
1005.42.4213.56010.00000	Office Supplies - Bldg Official	\$386.10	\$500.00	\$338.38	\$500.00	\$500.00
1005.42.4213.56011.00000	Safety Supplies - Building Offi	\$484.00	\$800.00	\$291.46	\$800.00	\$800.00
1005.42.4213.56015.00000	Blight - Bldg Official	\$0.00	\$0.00	\$525.98	\$0.00	\$0.00
1005.42.4213.56400.00000	Books & Periodicals - Building	\$213.40	\$1,700.00	\$0.00	\$1,700.00	\$1,700.00
1005.42.4213.58100.00000	Dues & Fees - Building Officia	\$289.90	\$250.00	\$140.00	\$250.00	\$250.00
1005.42.4213.59010.00000	Meetings - Building Official	\$467.36	\$1,000.00	\$66.19	\$1,000.00	\$1,000.00
DEPARTMENT: Building Official - 4213		\$143,399.85	\$151,349.73	\$83,932.79	\$158,236.63	\$158,236.63
1005.42.4215.53010.00000	Purch. Prof. Services - Animal	\$29,575.35	\$0.00	\$0.00	\$0.00	\$0.00
DEPARTMENT: Animal Control - 4215		\$29,575.35	\$0.00	\$0.00	\$0.00	\$0.00
1005.42.4219.51620.00000	Part Time - Fire Marshal	\$71,513.28	\$73,321.80	\$21,342.06	\$66,762.38	\$66,762.38
1005.42.4219.51621.00000	On-Call Assistance	\$0.00	\$0.00	\$0.00	\$3,650.00	\$0.00
1005.42.4219.53010.00000	Purch. Prof. Services	\$0.00	\$0.00	\$0.00	\$1,400.00	\$1,400.00
1005.42.4219.53200.00000	Prof. Ed. Services - Fire Mars	\$873.94	\$1,000.00	\$216.10	\$1,000.00	\$1,000.00
1005.42.4219.54300.00000	Repairs & Maintenance - Fire	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00
1005.42.4219.55400.00000	Advertising - Fire Marshal	\$215.88	\$700.00	\$221.36	\$700.00	\$700.00
1005.42.4219.55800.00000	Travel - Fire Marshal	\$2,229.06	\$1,800.00	\$0.00	\$0.00	\$0.00
1005.42.4219.56010.00000	Office Supplies - Fire Marshal	\$417.21	\$600.00	\$244.97	\$600.00	\$600.00
1005.42.4219.56011.00000	Safety Supplies - Fire Marsha	\$282.80	\$800.00	\$135.42	\$800.00	\$800.00
1005.42.4219.56100.00000	General Supplies - Fire Marsh	\$359.50	\$500.00	\$186.19	\$500.00	\$500.00
1005.42.4219.56300.00000	Meals/Food - Fire Marshal	\$111.59	\$200.00	\$64.72	\$0.00	\$0.00
1005.42.4219.56400.00000	Books & Periodicals - Fire Ma	\$352.99	\$500.00	\$439.70	\$700.00	\$700.00

Town of Putnam

FY 24 Mayor Budget - Expenditure

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From Date: 1/1/2023

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Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.42.4219.56900.00000	Fire Marshall uniforms	\$349.45	\$500.00	\$710.55	\$700.00	\$700.00
1005.42.4219.57300.00000	Equipment - Fire Marshal	\$554.44	\$1,200.00	\$129.00	\$1,200.00	\$1,200.00
1005.42.4219.58100.00000	Dues & Fees - Fire Marshal	\$2,386.50	\$3,000.00	\$95.00	\$3,000.00	\$3,000.00
1005.42.4219.59010.00000	Meetings	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
DEPARTMENT: Fire Marshal - 4219		\$79,646.64	\$84,621.80	\$23,785.07	\$81,812.38	\$78,162.38
1005.42.4223.51620.00000	Part Time - Emerg.Mgmt.	\$15,744.68	\$16,041.54	\$9,283.09	\$16,442.58	\$16,442.58
1005.42.4223.53200.00000	Prof. Ed. Services	\$160.75	\$700.00	\$0.00	\$700.00	\$700.00
1005.42.4223.55800.00000	Travel - Emerg.Mgmt.	\$237.52	\$400.00	\$0.00	\$400.00	\$0.00
1005.42.4223.56010.00000	Supplies - Emerg.Mgmt.	\$313.26	\$2,400.00	\$1,513.55	\$2,400.00	\$2,400.00
1005.42.4223.56300.00000	Meals/Food	\$70.69	\$0.00	\$0.00	\$0.00	\$0.00
1005.42.4223.56900.00000	Uniforms	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
1005.42.4223.59010.00000	Meetings	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
DEPARTMENT: Emerg.Mgmt. - 4223		\$16,676.90	\$19,541.54	\$10,796.64	\$20,142.58	\$19,742.58
1005.43.4301.53010.00000	Purch. Prof. Services - Town	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
1005.43.4301.54301.00000	Bldg. Maint. - Purchased - Town	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
1005.43.4301.56100.00000	General Supplies - Town Ser	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
1005.43.4301.56110.00000	Bridge Inspections - Town Se	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00
1005.43.4301.56210.00000	Natural Gas - Town Service	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00
1005.43.4301.56220.00000	Electricity - Town Service	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
1005.43.4301.56260.00000	Gasoline - Town Service	\$0.00	\$0.00	\$0.00	\$150,000.00	\$100,000.00
1005.43.4301.56290.00000	Water/Sewer fees - Town Ser	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
DEPARTMENT: Town Services - 4301		\$0.00	\$0.00	\$0.00	\$241,000.00	\$191,000.00

Town of Putnam

FY 24 Mayor Budget - Expenditure

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Definition: FY24 Mayors Budget

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.43.4302.51610.00000	Regular Employees - Comple	\$85,919.40	\$103,039.56	\$58,558.16	\$103,194.79	\$103,194.79
1005.43.4302.51630.00000	Overtime - Complex Facilities	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
1005.43.4302.53010.00000	Purchased Prof. Services - Cc	\$41,871.12	\$50,000.00	\$29,542.77	\$48,100.00	\$48,100.00
1005.43.4302.54301.00000	Bldg Maint.- Purchased - Corr	\$13,792.22	\$40,000.00	\$5,364.83	\$15,000.00	\$15,000.00
1005.43.4302.56100.00000	General Supplies - Complex F	\$3,017.43	\$5,000.00	\$1,726.71	\$5,000.00	\$5,000.00
1005.43.4302.56110.00000	Bridge Inspections	\$77,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00
1005.43.4302.56112.00000	Storm Water Permit Maint	\$43,686.91	\$40,000.00	\$2,230.00	\$0.00	\$0.00
1005.43.4302.56210.00000	Natural Gas - Town Buildings	\$13,532.75	\$3,000.00	\$2,077.26	\$0.00	\$0.00
1005.43.4302.56220.00000	Electricity - Complex Facilities	\$63,368.15	\$85,000.00	\$32,652.22	\$72,000.00	\$72,000.00
1005.43.4302.56260.00000	Gasoline - Town Services	\$0.00	\$150,000.00	\$70,072.57	\$0.00	\$0.00
1005.43.4302.56290.00000	Water/Sewer fees - Complex I	\$8,460.87	\$10,000.00	\$4,833.07	\$10,000.00	\$10,000.00
1005.43.4302.56900.00000	Custodial Supplies - Complex	\$4,824.89	\$5,000.00	\$3,466.32	\$7,500.00	\$7,500.00
DEPARTMENT: Complex Facilities - 4302		\$355,473.74	\$531,039.56	\$210,523.91	\$263,794.79	\$263,794.79
1005.43.4303.51610.00000	Regular Employee - Highway	\$743,390.40	\$771,918.22	\$433,630.91	\$801,390.36	\$801,390.36
1005.43.4303.51630.00000	Overtime - Highway	\$57,928.28	\$65,000.00	\$26,128.24	\$70,000.00	\$70,000.00
1005.43.4303.51640.00000	Cell Phone Stipend - Highway	\$600.00	\$1,200.00	\$350.00	\$1,200.00	\$1,200.00
1005.43.4303.53010.00000	Purch. Prof. Services - Highwa	\$8,858.86	\$11,000.00	\$6,146.23	\$17,500.00	\$17,500.00
1005.43.4303.53200.00000	Prof. Ed. Services - Highway	\$3,175.26	\$3,500.00	\$737.20	\$3,500.00	\$3,500.00
1005.43.4303.53500.00000	Tech. Serv. - Highway	\$33,987.00	\$35,000.00	\$28,950.00	\$35,000.00	\$35,000.00
1005.43.4303.54103.00000	Snow Plowing/Sanding - Highr	\$147,894.26	\$100,000.00	\$41,122.52	\$150,000.00	\$100,000.00
1005.43.4303.54300.00000	Repairs & Maint. - Highway	\$125,045.80	\$80,000.00	\$69,937.08	\$100,000.00	\$100,000.00
1005.43.4303.54301.00000	Bldg. Maint. - Purch.- Highwa	\$7,353.02	\$7,000.00	\$1,751.53	\$7,000.00	\$7,000.00
1005.43.4303.55300.00000	Communications - Highway	\$4,469.34	\$4,000.00	\$2,311.61	\$4,000.00	\$4,000.00

Town of Putnam

FY 24 Mayor Budget - Expenditure

Fiscal Year: 2022-2023

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From Date: 1/1/2023

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Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.43.4303.56010.00000	Office Supplies - Highway	\$531.32	\$600.00	\$185.86	\$600.00	\$600.00
1005.43.4303.56100.00000	General Supplies - Highway	\$7,500.41	\$6,500.00	\$5,960.22	\$9,500.00	\$9,500.00
1005.43.4303.56220.00000	Electricity - Highway	\$7,070.49	\$9,000.00	\$2,844.08	\$11,000.00	\$11,000.00
1005.43.4303.56230.00000	Bottled Gas - Highway	\$12,951.16	\$9,000.00	\$3,581.72	\$12,000.00	\$12,000.00
1005.43.4303.56260.00000	Gasoline - Highway	\$157,123.45	\$0.00	\$0.00	\$0.00	\$0.00
1005.43.4303.56295.00000	Bituminous	\$52,490.89	\$125,000.00	\$93,628.73	\$155,000.00	\$130,000.00
1005.43.4303.56300.00000	Meals/Food - Highway	\$928.34	\$2,000.00	\$750.00	\$2,000.00	\$2,000.00
1005.43.4303.56900.00000	Custodial Supplies - Highway	\$767.87	\$1,300.00	\$448.03	\$1,300.00	\$1,300.00
1005.43.4303.56901.00000	Hand Tools - Highway	\$2,500.52	\$2,500.00	\$1,377.00	\$3,000.00	\$3,000.00
1005.43.4303.58100.00000	Dues & Fees Highway	\$250.00	\$500.00	\$327.50	\$500.00	\$500.00
DEPARTMENT: Highway - 4303		\$1,374,816.67	\$1,235,018.22	\$720,168.46	\$1,384,490.36	\$1,309,490.36
1005.43.4317.53010.00000	Purch. Prof. Services - Refuse	\$43,460.89	\$50,000.00	\$12,519.71	\$60,000.00	\$60,000.00
1005.43.4317.54101.00000	Refuse Removal	\$453,543.54	\$353,000.00	\$203,658.35	\$491,000.00	\$491,000.00
DEPARTMENT: Waste Collection - 4317		\$497,004.43	\$403,000.00	\$216,178.06	\$551,000.00	\$551,000.00
1005.44.4417.51620.00000	OT - Aging	\$0.00	\$1,500.00	\$0.00	\$1,250.00	\$1,250.00
1005.44.4417.53010.00000	Purch. Prof. Services - Aging	\$1,680.00	\$2,000.00	\$1,394.00	\$3,000.00	\$3,000.00
1005.44.4417.55400.00000	Advertising - Aging	\$1,288.00	\$1,000.00	\$72.00	\$700.00	\$700.00
1005.44.4417.55500.00000	Printing & Binding - Aging	\$546.80	\$1,000.00	\$0.00	\$500.00	\$500.00
1005.44.4417.55800.00000	Transportation - Aging	\$757.89	\$1,000.00	\$890.12	\$1,750.00	\$1,750.00
1005.44.4417.56010.00000	Office Supplies - Aging	\$540.86	\$500.00	\$0.00	\$300.00	\$300.00
1005.44.4417.56100.00000	General Supplies - Aging	\$3,898.52	\$3,000.00	\$1,683.75	\$4,000.00	\$4,000.00
DEPARTMENT: Coucil on Aging - 4417		\$8,712.07	\$10,000.00	\$4,039.87	\$11,500.00	\$11,500.00

Town of Putnam

FY 24 Mayor Budget - Expenditure

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1005.44.4421.51620.00000	Part Time - Veteran's	\$4,453.64	\$5,399.40	\$3,149.72	\$5,534.38	\$5,534.38
1005.44.4421.55800.00000	Travel - Veterans	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
1005.44.4421.56010.00000	Office Supplies - Veterans	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
DEPARTMENT: Veteran's Services - 4421		\$4,453.64	\$5,399.40	\$3,149.72	\$6,034.38	\$6,034.38
1005.44.4499.58250.10000	United Soc. & Mental Health	\$6,708.80	\$6,641.28	\$6,641.28	\$6,641.28	\$6,641.28
1005.44.4499.58250.10010	Holiday Observance	\$5,389.51	\$0.00	\$0.00	\$0.00	\$0.00
1005.44.4499.58250.10015	E. CT Conservation Dist.	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
1005.44.4499.58250.10020	NE CT Transit Dist.	\$16,430.75	\$22,471.65	\$16,133.25	\$16,500.00	\$16,500.00
1005.44.4499.58250.10030	TEEG Juv. Review Bd	\$3,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
1005.44.4499.58250.10035	Performing Arts Ctr	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
1005.44.4499.58250.10040	NE CT Council of Gov.	\$10,327.90	\$10,140.90	\$10,140.90	\$10,140.90	\$10,140.90
1005.44.4499.58250.10050	CT Council of Muni.	\$6,161.00	\$6,161.00	\$6,161.00	\$6,161.00	\$6,161.00
1005.44.4499.58250.10060	Transit Dist. Elderly/Disabled	\$4,786.15	\$4,788.25	\$4,726.55	\$4,788.25	\$4,788.25
1005.44.4499.58250.10070	Aspinock Hist. Soc.	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1005.44.4499.58250.10080	Comm. Kitchens N.E.	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00
1005.44.4499.58250.10090	Access Agency	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
1005.44.4499.58250.10100	Sexual Abuse Crisis Ctr.	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
1005.44.4499.58250.10110	Putnam Amb.	\$134,381.01	\$0.00	\$0.00	\$0.00	\$0.00
1005.44.4499.58250.10130	NE Dist. Dept. of Health	\$65,723.00	\$69,142.50	\$69,142.50	\$73,000.00	\$73,000.00
1005.44.4499.58250.10140	Arts Council	\$1,193.51	\$1,200.00	\$204.19	\$0.00	\$0.00
1005.44.4499.58250.10150	Paramedic Int. Costs	\$31,167.00	\$47,250.00	\$11,920.50	\$47,250.00	\$33,250.00
1005.44.4499.58250.10160	CT Council of Sm. Towns	\$1,075.00	\$1,075.00	\$1,075.00	\$1,075.00	\$1,075.00
1005.44.4499.58250.10170	Interfaith Hum. Serv.	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$5,000.00

Town of Putnam

FY 24 Mayor Budget - Expenditure

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To Date: 1/31/2023

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.44.4499.58250.10190	QV Senior Citizens	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
1005.44.4499.58250.10205	Putnam Cemetary Associatio	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
1005.44.4499.58250.10210	TVCCA	\$24,727.58	\$36,600.00	\$22,447.48	\$36,600.00	\$36,600.00
1005.44.4499.58250.10220	NE CT COG Reg. Eng.	\$23,003.05	\$22,586.55	\$22,586.55	\$22,586.55	\$22,586.55
1005.44.4499.58250.10225	Animal Control Services	\$0.00	\$30,422.70	\$30,422.70	\$34,601.00	\$34,601.00
1005.44.4499.58250.10300	Last Green Valley	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00
1005.44.4499.58250.10310	Day Kimball Healthcare at Ho	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00
DEPARTMENT: Outside Agency Cont. - 4499		\$358,074.26	\$281,479.83	\$212,101.90	\$287,843.98	\$263,343.98
1005.45.4503.51610.00000	Regular Emp. Rec & Parks	\$155,480.36	\$285,137.61	\$161,808.93	\$275,328.14	\$288,328.14
1005.45.4503.51611.00000	Additional Regular Employee	\$0.00	\$0.00	\$0.00	\$31,200.00	\$0.00
1005.45.4503.51621.00000	Seasonal - Rec. & Parks	\$95,850.59	\$99,000.00	\$87,591.10	\$99,000.00	\$99,000.00
1005.45.4503.51630.00000	Overtime - Rec & Parks	\$0.00	\$10,000.00	\$11,697.33	\$15,000.00	\$15,000.00
1005.45.4503.51640.00000	Cell Phone Stipend- Rec & Pa	\$624.90	\$1,560.00	\$630.00	\$1,560.00	\$1,560.00
1005.45.4503.51800.00000	Travel - Rec & Parks	\$0.00	\$0.00	\$0.00	\$2,400.00	\$2,400.00
1005.45.4503.53010.00000	Prof. Serv. - Rec. & Parks	\$77,212.92	\$82,000.00	\$60,465.97	\$87,000.00	\$87,000.00
1005.45.4503.53200.00000	Training - Rec. & Parks	\$0.00	\$700.00	\$110.00	\$200.00	\$200.00
1005.45.4503.54300.00000	Repairs & Maint - Rec. & Park	\$8,333.01	\$17,000.00	\$14,705.52	\$18,000.00	\$18,000.00
1005.45.4503.54430.00000	Town of Putnam Garden Main	\$0.00	\$15,370.00	\$3,100.00	\$16,000.00	\$16,000.00
1005.45.4503.55400.00000	Advertising - Rec. & Parks	\$7,938.40	\$10,000.00	\$8,838.00	\$10,000.00	\$10,000.00
1005.45.4503.55810.00000	Transportation - Rec. & Parks	\$8,333.32	\$10,000.00	\$4,770.00	\$8,000.00	\$8,000.00
1005.45.4503.56010.00000	Office Supplies - Rec. & Parks	\$927.29	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4503.56012.00000	Supplies - Rec & Parks	\$10,549.25	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4503.56100.00000	Gen. Supplies - Rec. & Parks	\$3,352.41	\$42,000.00	\$27,700.03	\$45,000.00	\$45,000.00

Town of Putnam

FY 24 Mayor Budget - Expenditure

Fiscal Year: 2022-2023

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page

☐ Exclude inactive accounts with zero balance

From Date: 1/1/2023

To Date: 1/31/2023

Definition: FY24 Mayors Budget

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.45.4503.56220.00000	Electricity - Rec & Parks & Gr	\$21,099.17	\$23,000.00	\$13,103.31	\$25,000.00	\$25,000.00
1005.45.4503.56240.00000	Fuel Oil - Rec & Parks (Heatir	\$5,196.62	\$2,500.00	\$1,888.96	\$3,000.00	\$3,000.00
1005.45.4503.56290.00000	Water/Sewer Fees - Rec. & P:	\$8,495.07	\$8,500.00	\$3,919.90	\$9,000.00	\$9,000.00
1005.45.4503.56900.00000	Cust. Supplies - Rec. & Parks	\$956.08	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4503.58100.00000	Dues & Fees - Rec. & Parks	\$0.00	\$150.00	\$0.00	\$150.00	\$150.00
1005.45.4503.58250.10010	Holiday Observance	\$0.00	\$6,000.00	\$1,700.00	\$6,000.00	\$6,000.00
1005.45.4503.59010.00000	Meetings - Rec. & Parks	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
DEPARTMENT: Rec & Parks-Grounds - 4503		\$404,349.39	\$612,917.61	\$402,029.05	\$651,938.14	\$633,738.14
1005.45.4505.51610.00000	Regular Employee - Parks & C	\$125,607.76	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4505.51630.00000	Overtime - Parks & Grounds	\$14,510.33	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4505.51640.00000	Cell Phone Stipend	\$240.00	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4505.53200.00000	Parks & Grounds- Training	\$471.61	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4505.54300.00000	Repairs & Maint. - Parks/Grnd	\$8,345.64	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4505.56012.00000	Event Supplies - Parks/Grnd.	\$10,335.11	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4505.56100.00000	Gen. Supplies - Parks/Grnd.	\$911.16	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4505.56900.00000	Ground Supplies - Parks/Grnc	\$8,380.49	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4505.56901.00000	Hand Tools - Parks/Grnd.	\$1,770.43	\$0.00	\$0.00	\$0.00	\$0.00
DEPARTMENT: Parks & Grounds - 4505		\$170,572.53	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4509.53010.00000	Prof. Services - Muni. Histori	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
1005.45.4509.56010.00000	Office Supplies - Muni. Histori	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
DEPARTMENT: Municipal Historian - 4509		\$500.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00

Town of Putnam

FY 24 Mayor Budget - Expenditure

Fiscal Year: 2022-2023

☐ Print accounts with zero balance
 ☐ Round to whole dollars
 ☐ Account on new page
☐ Exclude inactive accounts with zero balance
 Definition: FY24 Mayors Budget

From Date: 1/1/2023

To Date: 1/31/2023

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.48.4801.58010.00000	Debt Service - Ash Repaymer	\$79,744.00	\$79,744.00	\$0.00	\$79,744.00	\$79,744.00
1005.48.4801.58011.00000	Debt Service - Q Park Principi	\$16,000.00	\$16,000.00	\$0.00	\$16,000.00	\$16,000.00
1005.48.4801.58012.00000	Debt Service HS Principal	\$495,000.00	\$495,000.00	\$495,000.00	\$495,000.00	\$495,000.00
1005.48.4801.58013.00000	Debt Service HS - Interest	\$386,625.00	\$361,875.00	\$361,875.00	\$337,125.00	\$337,125.00
1005.48.4801.58014.00000	Lease - Freighliner Plow (2 tr	\$51,065.53	\$51,065.53	\$51,065.53	\$51,065.53	\$51,065.53
1005.48.4801.58015.00000	Lease - Tandem Plow FY 22 (\$29,254.91	\$30,191.87	\$0.00	\$30,191.87	\$29,254.91
1005.48.4801.58017.00000	Lease - Freightliner FY 23	\$0.00	\$41,740.20	\$41,000.00	\$43,609.31	\$43,817.40
1005.48.4801.58018.00000	Lease - Plow Truck FY 23	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$47,200.67
1005.48.4801.58019.00000	Lease - Sweeper FY24	\$0.00	\$0.00	\$0.00	\$30,579.82	\$30,579.82
1005.48.4801.58320.00000	Debt Service - Ash Repaymer	\$4,984.00	\$4,984.00	\$0.00	\$4,984.00	\$4,984.00
1005.48.4801.58321.00000	Debt Service - Q Park Interest	\$12,600.00	\$12,240.00	\$0.00	\$11,880.00	\$11,880.00
1005.48.4801.58322.00000	Debt Service - Municipal Com	\$550,000.00	\$550,000.00	\$550,000.00	\$550,000.00	\$550,000.00
1005.48.4801.58323.00000	Debt Service - Municipal Com	\$374,000.00	\$346,500.00	\$346,500.00	\$319,000.00	\$319,000.00
DEPARTMENT: Debt Service - 4801		\$1,999,273.44	\$2,029,340.60	\$1,845,440.53	\$2,009,179.53	\$2,015,651.33
1005.50.5001.53010.00000	Revaluation	\$22,313.00	\$22,313.00	\$22,313.00	\$22,313.00	\$22,313.00
1005.50.5001.56903.00000	Contingency	\$0.00	\$40,706.59	\$0.00	\$130,000.00	\$130,000.00
1005.50.5001.57000.00000	Equipment Reserves	\$126,959.00	\$156,959.00	\$156,959.00	\$186,959.00	\$156,959.00
DEPARTMENT: Contingency/Reserve - 5001		\$149,272.00	\$219,978.59	\$179,272.00	\$339,272.00	\$309,272.00
Grand Total:		\$8,229,485.98	\$8,458,685.00	\$5,443,388.13	\$9,135,239.56	\$8,893,461.36

End of Report

Section 2

Expenditures

Library

Town of Putnam

FY 24 Library Budget

Fiscal Year: 2022-2023

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page

☐ Exclude inactive accounts with zero balance

From Date: 1/1/2023

To Date: 1/31/2023

Definition: FY24 Mayors Budget

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.45.4501.51610.00000	Regular Employee - Library	\$340,157.21	\$354,000.00	\$199,746.81	\$366,428.17	\$366,428.17
1005.45.4501.53010.00000	Purch. Prof. Services - Library	\$994.08	\$1,000.00	\$843.45	\$1,000.00	\$1,000.00
1005.45.4501.53200.00000	Prof. Ed. Services - Library	\$0.00	\$500.00	\$175.00	\$500.00	\$500.00
1005.45.4501.53500.00000	Technical Services - Library	\$2,000.00	\$1,600.00	\$926.45	\$1,600.00	\$1,600.00
1005.45.4501.53505.00000	Programming - Library	\$0.00	\$750.00	\$368.42	\$750.00	\$750.00
1005.45.4501.53510.00000	Data Proc. & Coding Serv. - L	\$24,998.98	\$26,000.00	\$24,069.09	\$26,000.00	\$26,000.00
1005.45.4501.54300.00000	Repairs & Maint. - Library	\$2,606.24	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4501.55300.00000	Communications - Library	\$1,199.92	\$1,000.00	\$778.58	\$1,000.00	\$1,000.00
1005.45.4501.55800.00000	Travel Reimburse - Library	\$127.31	\$200.00	\$24.62	\$200.00	\$200.00
1005.45.4501.56010.00000	Office Supplies - Library	\$6,503.09	\$6,500.00	\$4,973.29	\$6,500.00	\$6,500.00
1005.45.4501.56100.00000	Gen. Supplies - Library	\$1,994.48	\$2,000.00	\$239.98	\$2,000.00	\$2,000.00
1005.45.4501.56220.00000	Electricity - Library	\$4,374.64	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4501.56240.00000	Fuel Oil - Library	\$3,008.16	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4501.56290.00000	Water/Sewer fees - Library	\$547.51	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4501.56400.00000	Periodicals - Library	\$2,930.84	\$3,000.00	\$743.75	\$3,000.00	\$3,000.00
1005.45.4501.56420.00000	Library Books	\$16,787.86	\$17,000.00	\$7,695.01	\$17,000.00	\$17,000.00
1005.45.4501.56440.00000	Non-print Books - Library	\$3,307.60	\$3,250.00	\$548.33	\$3,250.00	\$3,250.00
DEPARTMENT: Library - 4501		\$411,537.92	\$416,800.00	\$241,132.78	\$429,228.17	\$429,228.17
Grand Total:		\$411,537.92	\$416,800.00	\$241,132.78	\$429,228.17	\$429,228.17

End of Report

Section 2

Expenditures

Putnam EMS

Town of Putnam

FY 24 PUTNAM EMS

Fiscal Year: 2022-2023

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page

☐ Exclude inactive accounts with zero balance

From Date: 1/1/2023

To Date: 1/31/2023

Definition: FY24 Mayors Budget

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.46.4510.58250.00000	Putnam EMS	\$0.00	\$280,000.00	\$186,664.00	\$288,400.00	\$288,400.00
Grand Total:		\$0.00	\$280,000.00	\$186,664.00	\$288,400.00	\$288,400.00

End of Report

Section 2

Expenditures

School Resource Officers

Town of Putnam

FY 24 School SRO & SSO

Fiscal Year: 2022-2023

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page

☐ Exclude inactive accounts with zero balance

From Date: 1/1/2023

To Date: 1/31/2023

Definition: FY24 Mayors Budget

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.46.4600.51900.00000	Salary - SRO & SSO	\$0.00	\$0.00	\$0.00	\$270,000.00	\$270,000.00
1005.46.4600.56100.00000	General Supplies - SSR & SS	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Grand Total:		\$0.00	\$0.00	\$0.00	\$280,000.00	\$280,000.00

End of Report

Section 2

Expenditures

Board of Education

BCF

PROPOSED BUDGET REPORT 2023-24



January 17, 2023

Putnam Public Schools



Putnam Public Schools

FY2024 BUDGET PROPOSAL

OVERVIEW

Putnam Schools received \$2,647,634 in funding through the America Rescue Plan (**ARP**). These funds were provided to assist schools with recovery efforts from the impact of COVID on student learning. In Putnam, these funds were dedicated to the following areas:

- 1. Additional Social/Emotional/Learning (SEL) support for students**
- 2. Sustaining Instructional Staff during periods of reduced enrollment**
- 3. Beyond the School Day/School Year Programs to Reengage Students**
- 4. Recovering & Developing Technological Support for Student Learning**
- 5. Provide Supplemental Support to Accelerate Student Achievement**

In FY2023, the Town of Putnam appropriated \$19,408,407 for Putnam Schools. This was supplemented by \$1,346,173 in **ARP** funding. Since all ARP funding lapses by September, 2024, it is imperative that Putnam school district incorporate validated, **ARP** grant-funded, student support services into the district's sustainable fiscal year budget for FY2024.

The FY23 Budget was initially drafted with all contractual increases, projected utilities costs and **ARP** grant-funded services which had to be moved into the FY24 Budget. That increase approximated **\$1.8 million**. The Business Manager worked to reduce the increase to **\$1.55 million**. Subsequently, all school and district leaders met to review the budget and the **increase was reduced to \$995,743**. The leadership team respectfully submits a **Proposed FY2024 Putnam Schools Budget of \$20,404,150**.

The following pages provide information detailing the efforts to achieve a proposed sustainable budget for Putnam Schools.

Respectfully Submitted, *Kenneth R. Di Pietro*, Interim Superintendent

Putnam Public Schools

FY2024 BUDGET PROPOSAL

Most Significant Budget Cost Variables

Salaries

Benefits

Special Education

Maintenance Contract

Transportation Contract

Athletics and Clubs

Most Significant Budget Drivers

1. Changes to Enrollment & Staffing – **Enrollment Trends**
“Who Are We Teaching?”
2. Changes to Student Learning Expectations – **Curriculum**
“What Must Students Know & Be Able to Do?”
3. Organizing For Safe & Effective Learning – **Learning Environment**
“How Do We Optimize The Environment For Learning?”
4. Changes to Demands on Schools – **Unfunded Mandates**
“What is Required of Schools by the State?”
5. Loss of State & Federal Grants – **ARP: America Rescue Plan**
“What Alternative Resources Can Limit Taxpayer Burden?”

The following pages review the impact of variables and drivers.

Putnam Public Schools

ENROLLMENT PROJECTION REPORT - PUTNAM SCHOOLS

<u>School Year 2021/2022</u>	(NCES)														<u>Totals</u>
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	
Putnam Elementary	89	108	74	80	102	92									545
Classroom Teachers	4	5	4	4	5	5									23
Avg. Class Size	12-18	22	19	20	20	18									19.8
Putnam Middle							75	73	79	102					329
Classroom Teachers							4	4	4	5	8	*			25
Avg. Class Size							19	18	20	20					19.4
Putnam High											69	53	71	59	252
Content Teachers															25
															N/A
Total Students - NCES															<u>1126</u>

<u>School Year 2022/2023</u>	(Actual 1/3/23)												<u>Totals</u>		
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	
Putnam Elementary	101	87	109	86	85	104									572
Classroom Teachers	5+	5	6	4	4	5									24
Avg. Class Size	12-18	17	18	22	21	21									19.6
Putnam Middle							97	81	77	88					343
Classroom Teachers							4	4	4	5	8				25
Avg. Class Size							24	20	19	18					20.2
Putnam High											82	66	54	61	263
Content Teachers															25
Avg. Class Size															N/A
Total Students - Actual															1178

<u>School Year 2023/2024</u>	(Projection - Roll Up)												<u>Totals</u>		
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	
Putnam Elementary	101	87	87	109	86	85									555
Classroom Teachers	5+	5	5	5	4	4									23
Avg. Class Size	12-18	17	17	22	22	21									19.7
Putnam Middle							104	97	81	77					359
Classroom Teachers							5	4	4	4	8				25
Avg. Class Size							21	24	20	19					21.1
Putnam High											65	82	66	54	267
Content Teachers															25
Avg. Class Size															N/A
Total Students															1181

Note: in 2027/2028 PHS enrollment is estimated at $82+77+61+57 = 277$

The data show that Putnam will continue to have a Stable enrollment and Stable staffing.

STABLE ENROLLMENTS RESULT IN SALARY COST INCREASES RELATED TO CONTRACT.

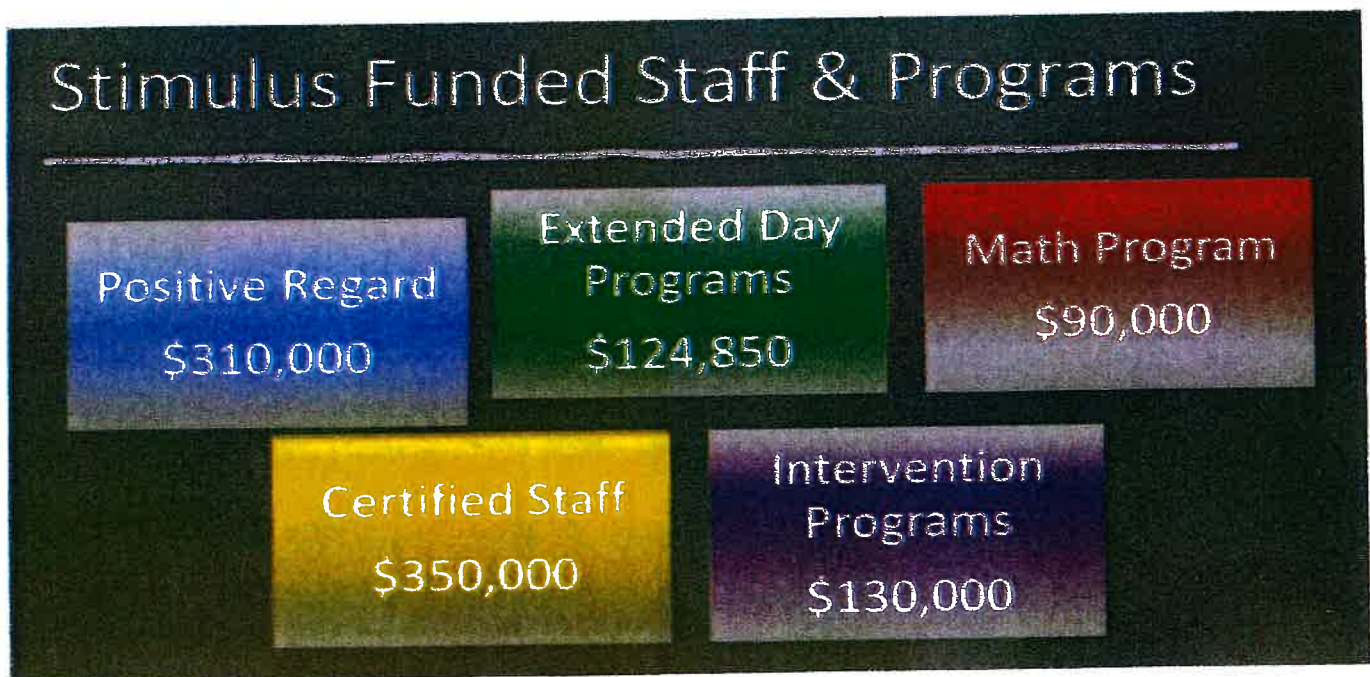
Putnam Public Schools

FY2024 BUDGET PROPOSAL

IMPACT OF THE AMERICA RESCUE PLAN (ARP)

As noted in the chart that follows, ARP grant funds were applied across three years as required. Significant costs of \$1,346,173 were applied in FY2023. The staffing critical to sustaining direct services to students needs to be incorporated in a sustainable, annual, fiscal budget. The supplemental services can be maintained for an additional year after which they would be phased out to avoid a structural budget deficit.

ARP Funding Focus for FY2022/23



NOTE: While the enrollment stability suggests staffing stability for costs, the **ARP** staff and some costs noted above and in the following chart had to be incorporated into the FY24 Budget, since the ARP Grant terminates in the 2023/24 school year. The ARP Grant resulted in a structural deficit that had to be resolved to stabilize the School Budget for the future!

Putnam Public Schools

FY2024 BUDGET PROPOSAL

IMPACT OF THE AMERICAN RESCUE PLAN (ARP)

Revised: July 12, 2021

AMERICAN RESCUE PLAN July 2021 to September 2024

AMERICAN RESCUE PLAN \$2,647,634				
Description	2021-22	2022-23	Sept 2023	Totals
Library Media Specialist	-	80,530	-	
Elementary Classroom Teacher	-	54,967	-	
Elementary Classroom Teacher	-	54,967	-	
High School Special Education Teacher	43,709	87,799	-	
Fine Arts Teacher	76,620	79,521	-	
World Language Teacher	93,029	93,434	-	
Director of Special Projects	-	-	-	
Reading Intervention	92,811	95,610	-	
Special Education Interventionist	34,942	35,095	-	923,034
Paraprofessional Support	60,000	60,000	-	120,000
Math Intervention Services	85,000	90,000	95,000	270,000
Summer School Programs	15,000	66,000	67,000	148,000
Summer School Program Transportation	27,000	28,000	29,000	84,000
Summer School Program Activities	1,250	1,250	1,250	3,750
After School Programs	-	20,000	-	20,000
After School Program Transportation	9,600	9,600	-	19,200
Technology Liaisons	-	6,000	-	6,000
Air Conditioning	-	-	-	-
Family Outreach Coordinator	1,500	1,500	-	3,000
Professional Development	10,000	10,000	-	20,000
Uniform Cleaning Service	-	6,900	-	6,900
Contracted Services for Mental Health	-	310,000	310,000	620,000
Technology - Replacement Devices	150,000	150,000	93,750	393,750
Technology - Other	-	-	-	-
Lease for Space	5,000	5,000	-	10,000
	705,461	1,346,173	596,000	2,647,634
			2,647,634	

A stable enrollment suggests that any cost increase related to salaries would be contractual increases including steps and benefits. When essential, operational and special education costs are added the combined increase was \$750,000. However, the ARP grant, which is closing out in FY24, resulted in an additional cost increase of \$750,000 for a projected FY24 Budget increase of \$1.5 million that was addressed and reduced through the budget process.

The district leadership team reviewed virtually every budget line under their respective control and worked together on possible reductions and strategies to reduce the FY24 Budget increase to \$995,743 as show on the following pages.

**PUTNAM BOARD OF EDUCATION
PROPOSED BUDGET
FY 2023-2024**

Object Code	Description	2022-23 Adopted	2023-24 Proposed	Dollar Difference	Percent Difference
110	SUBSTITUTE TEACHERS	170,000	170,000	0	0.00%
111	CERTIFIED SALARIES	8,782,892	9,253,902	471,010	5.36%
112	NON-CERTIFIED SALARIES	1,763,816	1,985,036	221,220	12.54%
113	EXTRA CURRICULAR	140,145	146,497	6,352	4.53%
114	COACHING SALARIES	166,439	175,804	9,365	5.63%
115	ATHLETIC TRANSPORTATION SALARIES	19,545	7,075	(12,470)	-63.80%
116	TUTORING	15,000	15,000	0	0.00%
200	FRINGE BENEFITS	235,546	254,626	19,080	8.10%
210	HEALTH/LIFE BENEFITS	1,832,396	1,889,635	57,239	3.12%
220	FICA /MEDICARE	316,807	363,091	46,284	14.61%
230	WORKER'S COMPENSATION	103,403	91,609	(11,794)	-11.41%
240	PENSION	29,024	21,384	(7,640)	-26.32%
260	UNEMPLOYMENT	22,300	22,300	0	0.00%
300	ADMIN CONFERENCES	8,100	8,100	0	0.00%
301	SUPERINTENDENT'S EXPENSES	3,000	3,000	0	0.00%
303	PROGRAM ENHANCEMENT	150	150	0	0.00%
304	EVALUATIONS	30,000	30,000	0	0.00%
305	PHYSICAL THERAPY	60,700	61,000	300	0.49%
306	CONSULTING SERVICES	6,000	6,000	0	0.00%
307	OCCUPATIONAL THERAPY	87,500	90,700	3,200	3.66%
310	PHYSICALS	3,355	3,355	0	0.00%
320	PROFESSIONAL EDUCATIONAL SERV	184,958	180,314	(4,644)	-2.51%
321	APEX TECHNOLOGY SERVICES	199,188	199,188	0	0.00%
323	PURCHASED PROF/TECH	15,898	22,375	6,477	40.74%
330	SCHOOL/COMMUNITY	22,575	25,000	2,425	10.74%
332	PROFESSIONAL DEVELOPMENT	20,800	20,800	0	0.00%
340	ATHLETIC PURCHASED SERVICES	78,450	84,794	6,344	8.09%
360	LEGAL FEES	35,500	35,500	0	0.00%
380	STAFF CONFERENCES	8,331	10,439	2,108	25.30%
381	CABE DUES & FEES	9,219	9,219	0	0.00%
382	AUDIT & RELATED REPORTS	21,550	22,950	1,400	6.50%
390	GRADUATION EXPENSES	7,500	7,500	0	0.00%
400	REPAIR	15,282	15,282	0	0.00%
401	ATHLETIC REPAIR	0	0	0	0.00%
411	WATER	29,380	29,380	0	0.00%
420	ABM CLEANING SERVICES	969,695	998,786	29,091	3.00%
421	REFUSE REMOVAL	0	0	0	0.00%
424	LANDSCAPING	12,500	12,500	0	0.00%
429	ABM MAINTENANCE SERVICES	90,313	93,022	2,709	3.00%
430	R & M BUILDINGS	29,434	28,440	(994)	-3.38%
431	CODE COMPLIANCE	10,380	6,830	(3,550)	-34.20%
432	R & M OF BUSES	15,200	15,200	0	0.00%
433	INTERIOR MAINTENANCE	15,180	19,620	4,440	29.25%
434	EXTERIOR MAINTENANCE	13,253	12,500	(753)	-5.68%
435	FACILITIES SERVICE CONTRACTS	43,450	56,302	12,852	29.58%
436	TECHNOLOGY SERVICE CONTRACTS	115,304	110,433	(4,871)	-4.22%
437	TRANSPORTATION MECHANIC	0	0	0	0.00%
440	RENTAL	52,388	46,566	(5,822)	-11.11%
443	RENTAL - COMPUTERS	42,968	39,538	(3,430)	-7.98%
510	SPECIAL EDUCATION	106,500	106,500	0	0.00%
512	FIELD TRIPS	3,500	7,500	4,000	114.29%
517	ATHLETIC TRANSPORTATION SERVICES	0	32,884	32,884	100.00%
518	AA TRANSPORTATION SERVICES	705,257	739,029	33,772	4.79%
519	STUDENT TRANSPORTATION	0	0	0	0.00%
520	INSURANCE	117,102	116,532	(570)	-0.49%
530	COMMUNICATIONS/POSTAGE	16,247	15,247	(1,000)	-6.15%
531	TELEPHONE	10,200	8,700	(1,500)	-14.71%
540	ADVERTISING	12,000	12,000	0	0.00%
550	PRINTING	12,975	13,405	430	3.31%
560	TUITION	1,390,290	1,327,000	(63,290)	-4.55%
561	VO-AG	47,761	47,761	0	0.00%
562	ADULT EDUCATION	58,960	61,032	2,072	3.51%
564	MAGNET SCHOOL TUITION	58,373	83,332	24,959	42.76%

**PUTNAM BOARD OF EDUCATION
PROPOSED BUDGET
FY 2023-2024**

Object Code	Description	2022-23 Adopted	2023-24 Proposed	Dollar Difference	Percent Difference
580	TRAVEL	9,090	9,090	0	0.00%
601	BUILDING MAINTENANCE SUPPLIES	2,500	8,833	6,333	253.32%
602	SPORTS SUPPLIES	25,326	29,887	4,561	18.01%
603	SECURITY	7,500	12,500	5,000	66.67%
604	SPORTS UNIFORMS	13,700	14,700	1,000	7.30%
611	INSTR. CLASSROOM SUPPLIES	212,309	234,662	22,353	10.53%
612	ADMINISTRATIVE SUPPLIES	14,485	15,186	701	4.84%
621	NATURAL GAS	50,000	50,000	0	0.00%
622	ELECTRICITY	238,597	238,597	0	0.00%
623	PROPANE	3,150	3,150	0	0.00%
624	FUEL OIL	110,400	195,000	84,600	76.63%
626	GASOLINE	83,247	105,192	21,945	26.36%
641	TEXTBOOKS	62,526	14,526	(48,000)	-76.77%
642	BOOKS	12,955	12,955	0	0.00%
643	REFERENCE BOOKS	800	800	0	0.00%
644	PERIODICALS	1,330	1,090	(240)	-18.05%
645	NONPRINT	1,000	1,000	0	0.00%
650	TECHNOLOGY RELATED SUPPLIES	25,000	30,000	5,000	20.00%
690	SUPPORT MATERIALS	22,361	27,711	5,350	23.93%
730	EQUIPMENT	15,451	20,000	4,549	29.44%
732	VEHICLES	0	0	0	0.00%
733	FURNITURE	0	0	0	0.00%
734	TECHNOLOGY EQUIPMENT	22,000	22,000	0	0.00%
735	TECHNOLOGY SOFTWARE	0	0	0	0.00%
736	ATHLETIC EQUIPMENT	0	0	0	0.00%
811	ATHLETIC DUES AND FEES	16,135	17,865	1,730	10.72%
890	DUES AND FEES	64,567	67,743	3,176	4.92%
Totals		19,408,407	20,404,150	995,743	5.13%
January 24, 2023 - Board of Education*		19,408,407	20,358,407	950,000	4.89%

*The Board of Education agreed in concept to an increase of \$950,000. However, they have not adopted the budget at this time.

Putnam Public Schools

FY2024 BUDGET PROPOSAL

FY24 Budget Proposal

Cost Center Analysis

Location	Description	FY 2022-23 Budget	FY 2023-24 Proposed	Dollar Difference	Percent Difference
01	ELEMENTARY SCHOOL	2,686,724	2,902,090	215,366	8.02%
02	MIDDLE SCHOOL	3,158,981	3,058,195	(100,786)	-3.19%
03	HIGH SCHOOL	3,001,463	3,185,244	183,781	6.12%
04	CENTRAL OFFICE	671,746	658,942	(12,804)	-1.91%
05	BOARD OF EDUCATION	86,747	78,383	(8,364)	-9.64%
06	DISTRICT WIDE	762,806	803,561	40,755	5.34%
07	INFORMATION TECHNOLOGY	407,960	407,159	(801)	-0.20%
08	NURSING SERVICES	341,211	341,649	438	0.13%
09	SCHOOL FACILITIES	1,718,710	1,862,078	143,368	8.34%
10	TRANSPORTATION	1,121,599	1,167,078	45,479	4.05%
21	SPECIAL EDUCATION	5,450,461	5,939,770	489,309	8.98%
	Totals	19,408,407	20,404,150	995,743	5.13%
Cost Centers not in the Budget					
	Family Resource Center	1,014,712	1,026,114	11,402	1.12%
	Food Service Program*	901,920	1,017,131	115,211	12.77%

*The food service program is self supporting.

Note: Putnam Middle School (PMS) was the higher cost school in FY23 but the FY24 Budget for PMS was reduced due to a completed curriculum project eliminating a \$45,000 cost and staff changes where lower step and benefit costs were realized. The resultant proposed cost centers now more appropriately represent the expenditures of the three grade-level schools.

ACHIEVING COST CONSOLIDATIONS **WITH LEAST IMPACT ON STUDENT LEARNING**

- 1. Budget Manager Review:** Beginning with a potential budget cost increase of nearly \$1.8 million, Business Manager Nancy Cole performed a line-by-line-item review of present expenditures, staffing benefit adjustments, and superintendent reductions to reduce the first draft budget increase to **\$1.55 million**.
- 2. Presentation Design/Format:** The Summary Object Code Budget is **sorted from highest increase cost to least/negative increase cost**. This model provides a focus on the top 14 Cost-Increase-Factors which represent more than \$16 million of the total budget. These are the areas where school and district leaders performed an intense review of staff and services to see what cost consolidations could be applied.
- 3. Technical Projections:** Approximately **\$90,000 was reduced** in certified salaries to account for anticipated staffing changes where a lower step employee may replace a higher cost employee who seeks employment elsewhere. Also, an additional **\$83,000 was reduced** in non-certified salaries & benefits where staff vacancies can be assigned to eligible grants. This model consolidates costs **without reducing staff** – just costs.
- 4. School/Program-Related Reductions:** Each school and program director performed a final review to tighten/reduce any costs possible. Cost reductions were provided across a number of line items ranging from \$2,000 to \$11,000. **Total reduction = \$41,000**.
- 5. Special Education Costs:** The Special Education Director performed a review of potential returns from placements and reductions to projected staffing supports to **reduce by \$98,000** the FY24 Budget cost projection increase for special education.
- 6. Access to Medicaid Reimbursement Proposal:** Putnam Town collects the Medicaid reimbursements for school services. The present fund exceeds \$500,000. The Town returns these funds as needed to Putnam Schools. Our proposal is to request that the Town award an annual grant of \$100,000 for Special Education costs which would further **reduce by \$100,000** the FY24 Budget increase. **This is sustainable for 7 years!**
- 7. Staff Reductions:** Despite a stable enrollment which yielded only one (1) classroom teacher reduction, to achieve a sustainable FY24 Budget with a cost increase under \$1 million we had to consider reductions to staff. A review by the Superintendent of local and grant-supported instructional support staff resulted in his recommendation to reduce two (2) certified staff in order to **cut an additional \$108,000**. Similarly, two unfilled non-certified staff positions were eliminated to achieve a **\$35,000 reduction**. Due to confidentiality, the specific reductions are not for public comment.

Putnam Public Schools

FY2024 BUDGET PROPOSAL

NEXT STEPS

The FY2024 Budget Proposal Presentation planned for the Board of Education Meeting on January 17, 2023, is designed to provide an overview of the process, the challenges and the data informing decisions such as enrollments, educational impact, educational need, grant resources and alternate funding.

A detailed FY24 Budget Presentation is planned for a Public Workshop which will be held on January 24, 2023, at 6:30 PM in the BOE conference room. The public is welcome to attend. At that time, the presentation will include a review of the FY24 Budget Proposal Recommendation with supporting detail for each Cost Center such as schools & programs. School & district leaders will be available to present a rationale for their budget requests and answer questions as needed.

Attention was focused on developing a sustainable budget that avoided, to the extent possible, any structural deficits such as grants that terminate leaving a future year to resolve such costs. The proposed **FY24 Putnam Schools Budget of \$20,404,150**, while significant in cost, addresses a structural deficit, prompted by the **ARP** funding, and limits a \$1.8 million increase to an increase of **\$995,743**.

NOTE: If the FY24 budget proposal is adopted, a subsequent fiscal year budget would be constrained to wage increases and purchased services pursuant to contracts and any unanticipated costs such as unfunded state mandates.

I want to thank the School and District leaders for their time, effort, patience and expertise in performing the difficult task of reviewing the fiscal year budget for cost-consolidations. And I want to thank the Board of Education for its patience in my need, as an interim superintendent, to modify the budget presentation to a model of my comfort to be able to speak coherently and in depth about a budget that I have had less than 2 weeks to process for recommendation. I commend the efforts and expertise of Nancy Cole, Business Manager, for her support.

Kenneth R. Di Pietro, Interim Superintendent

PUTNAM PUBLIC SCHOOLS
Timeline for
2023-2024 Budget

September 26, 2022	Budget Forms distributed to Administrative Team
November 18, 2022	Budget Requests due to Central Office
November 2022	Meeting with Building Administrators and Department Directors
January 2023	Board of Education Meeting (budget workshop) 6:30 PM – Joseph V. Pempek Memorial Conference Room
January 17, 2023	Board of Education <i>Regular</i> Meeting 7:00 PM – Joseph V. Pempek Memorial Conference Room
January 24, 2023	Board of Education Meeting (budget workshop) 6:30 PM – Joseph V. Pempek Memorial Conference Room
February 28, 2023	Board of Education <i>Regular</i> Meeting (public hearing on the budget) 7:00 PM – Joseph V. Pempek Memorial Conference Room
February 2023	Board of Education Meeting (budget workshop – if necessary) 6:30 PM – Joseph V. Pempek Memorial Conference Room
March 21, 2023	Board of Education <i>Regular</i> Meeting (adopt budget) 7:00 PM – Joseph V. Pempek Memorial Conference Room
March 2023	Board of Finance Meeting (budget presentation) 7:30 PM – Daniel S. Rovero Selectmen's Chambers
April 2023	Public Hearing (at least 20 days before the town meeting) 7:30 PM – Putnam Middle School Auditorium
May 2023	Town Meeting 7:30 PM – Putnam Middle School Auditorium

**PROPOSED
BUDGET
REPORT
2023/2024**

Cost Centers
January 24, 2023

Putnam Public Schools



**PUTNAM BOARD OF EDUCATION
PROPOSED BUDGET
FY 2023-2024**

Location	Description	FY 2022-23 Budget	FY 2023-24 Proposed	Dollar Difference	Percent Difference
01	ELEMENTARY SCHOOL	2,686,724	2,902,090	215,366	8.02%
02	MIDDLE SCHOOL	3,158,981	3,058,195	(100,786)	-3.19%
03	HIGH SCHOOL	3,001,463	3,185,244	183,781	6.12%
04	CENTRAL OFFICE	671,746	658,942	(12,804)	-1.91%
05	BOARD OF EDUCATION	86,747	78,383	(8,364)	-9.64%
06	DISTRICT WIDE	762,806	803,561	40,755	5.34%
07	INFORMATION TECHNOLOGY	407,960	407,159	(801)	-0.20%
08	NURSING SERVICES	341,211	341,649	438	0.13%
09	SCHOOL FACILITIES	1,718,710	1,862,078	143,368	8.34%
10	TRANSPORTATION	1,121,599	1,167,078	45,479	4.05%
21	SPECIAL EDUCATION	5,450,461	5,939,770	489,309	8.98%
	Totals	19,408,407	20,404,150	995,743	5.13%

All Cost Centers

This page represents the summary costs for the various cost-centers.

The following pages represent each cost-center sorted highest increase to lowest increase or reduction to afford the public an opportunity to note the costs needed to achieve all student learning goals and the cost reductions which were addressed to reduce the impact on taxpayer burden without loss to the integrity of the school and district commitment to excellence.

Kenneth R. Di Pietro, Interim Superintendent

**PUTNAM BOARD OF EDUCATION
PROPOSED BUDGET
FY 2023-2024**

All Cost Centers

Location	Description	FY 2022-23 Budget	FY 2023-24 Proposed	Dollar Difference	Percent Difference
01	ELEMENTARY SCHOOL	2,686,724	2,902,090	215,366	8.02%
02	MIDDLE SCHOOL	3,158,981	3,058,195	(100,786)	-3.19%
03	HIGH SCHOOL	3,001,463	3,185,244	183,781	6.12%
04	CENTRAL OFFICE	671,746	658,942	(12,804)	-1.91%
05	BOARD OF EDUCATION	86,747	78,383	(8,364)	-9.64%
06	DISTRICT WIDE	762,806	803,561	40,755	5.34%
07	INFORMATION TECHNOLOGY	407,960	407,159	(801)	-0.20%
08	NURSING SERVICES	344,211	341,649	438	0.13%
09	SCHOOL FACILITIES	1,718,710	1,862,078	143,368	8.34%
10	TRANSPORTATION	1,121,599	1,167,078	45,479	4.05%
21	SPECIAL EDUCATION	5,450,461	5,939,770	489,309	8.98%
	Totals	19,408,407	20,404,160	995,743	5.13%

This page represents the summary costs for the various cost-centers.

The following pages represent each cost-center sorted highest increase to lowest increase or reduction to afford the public an opportunity to note the costs needed to achieve all student learning goals and the cost reductions which were addressed to reduce the impact on taxpayer burden without loss to the integrity of the school and district commitment to excellence.

Kenneth R. Di Pietro, Interim Superintendent

Location	Description	FY 2022-23 Budget	FY 2023-24 Proposed	Dollar Difference	Percent Difference
04	CENTRAL OFFICE	671,746	658,942	(12,804)	-1.91%
05	BOARD OF EDUCATION	86,747	78,383	(8,364)	-9.64%
06	DISTRICT WIDE	762,806	803,561	40,755	5.34%
	MAGNET SCHOOL TUITION	58,373	83,332	24,959	42.76%
	INSURANCE	94,624	106,271	11,647	12.31%
	PURCHASED PROF/TECH SERVICES	10,393	14,410	4,017	38.65%
		163,390	204,013	<u>40,623</u>	24.86%
07	INFORMATION TECHNOLOGY	407,960	407,159	(801)	-0.20%
08	NURSING SERVICES	341,211	341,649	438	0.13%
09	SCHOOL FACILITIES	1,718,710	1,862,078	143,368	8.34%
	FUEL OIL	110,400	195,000	84,600	76.63%
	ABM CLEANING SERVICES	969,695	998,786	29,091	3.00%
	FACILITIES SERVICE CONTRACTS	43,450	56,302	12,852	29.58%
	BUILDING MAINTENANCE	2,500	8,833	6,333	253.32%
	SECURITY	7,500	12,500	5,000	66.67%
	EQUIPMENT	0	5,300	5,300	
		1,133,545	1,276,721	<u>143,176</u>	12.63%
10	TRANSPORTATION	1,121,599	1,167,078	45,479	4.05%
	AA TRANSPORTATION SERVICES	705,257	739,029	33,772	4.79%
	GASOLINE	81,280	102,952	21,672	26.66%
	HEALTH/LIFE BENEFITS	50,000	36,842	(13,158)	-26.32%
		836,537	878,823	<u>42,286</u>	5.05%
	Totals	5,110,779	5,318,850	208,071	4.07%

Cost Centers Low Budget Impact

This page represents the summary costs for cost-centers with low budget impact.

Please note that the cost centers with a positive, all be it low, impact have the referent, primary costs listed below for a review by the BOE of the costs that resulted in an increase. Any cost increases not listed were offset by cost reductions.

Kenneth R. Di Pietro, Interim Superintendent

Putnam Elementary School



Priorities:

High Quality Educators

Student-centered Programming

Adjustments:

Enhance Services & Programs

Usage Analysis



**PUTNAM ELEMENTARY SCHOOL
PROPOSED BUDGET
FY 2023-2024**

PES Cost-Center

Putnam Elementary School

Object Code	Description	FY 2022-23 Budget	FY 2023-24 Proposed	Dollar Difference	Percent Difference	RATIONALE
210	HEALTH/LIFE BENEFITS	228,566	362,842	134,276	58.75%	
111	CERTIFIED SALARIES	2,053,908	2,118,601	64,693	3.15%	111 Contractual increases
220	FICA /MEDICARE	40,779	59,779	19,000	46.59%	
112	NON-CERTIFIED SALARIES	101,213	104,707	3,494	3.45%	112 Estimated increases for staff
113	EXTRA CURRICULAR	12,713	16,034	3,321	26.12%	
200	FRINGE BENEFITS	19,058	21,529	2,471	12.97%	113 Technology Liaison moved from ARP Grant to budget and an additional faculty coordinator position
110	SUBSTITUTE TEACHERS	76,000	76,000	0	0.00%	
116	TUTORING	0	0	0	0.00%	
300	ADMIN CONFERENCES	500	500	0	0.00%	
330	SCHOOL/COMMUNITY	2,500	2,500	0	0.00%	200 Contractual increase for teacher longevity
380	STAFF CONFERENCES	500	500	0	0.00%	
400	REPAIR	1,000	1,000	0	0.00%	210 Account reduction in 2022-23; based on current employee coverage
440	RENTAL	0	0	0	0.00%	
530	COMMUNICATIONS/POSTAGE	2,547	2,547	0	0.00%	
550	PRINTING	2,500	2,500	0	0.00%	
580	TRAVEL	700	700	0	0.00%	220 Funding moved from Alliance Grant to budget
612	ADMINISTRATIVE SUPPLIES	3,000	3,000	0	0.00%	
641	TEXTBOOKS	0	0	0	0.00%	230 Rate is estimated and based upon salaries; rate decrease from prior year
642	BOOKS	3,000	3,000	0	0.00%	
643	REFERENCE BOOKS	0	0	0	0.00%	
644	PERIODICALS	0	0	0	0.00%	
645	NONPRINT	0	0	0	0.00%	240 No employer contribution
650	TECHNOLOGY RELATED SUPPLIES	0	0	0	0.00%	
730	EQUIPMENT	0	0	0	0.00%	320 Reduced on-line services for library programs
733	FURNITURE	0	0	0	0.00%	
734	TECHNOLOGY EQUIPMENT	0	0	0	0.00%	611 Anticipate using Title I grant for some reading and math supplies
690	SUPPORT MATERIALS	1,500	1,000	(500)	-33.33%	
240	PENSION	2,247	1,296	(951)	-42.32%	
320	PROF EDUCATIONAL SERVICES	14,545	12,595	(1,950)	-13.41%	
611	INSTR. CLASSROOM SUPPLIES	88,975	86,475	(2,500)	-2.81%	690 Less purchases planned
230	WORKER'S COMPENSATION	16,294	13,305	(2,989)	-18.34%	
890	DUES AND FEES	14,680	11,680	(3,000)	-20.44%	890 Reduced the fees for field trips
Totals		2,666,724	2,902,090	235,366	8.82%	



Putnam Middle School


Putnam, CT





**Putnam Middle
School**
Putnam, CT

Putnam Middle School Priorities

- **Academic supports and interventions**
 - **Social/Emotional Learning and Supports**
 - **Co-curricular activities**
- 
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**PUTNAM MIDDLE SCHOOL
PROPOSED BUDGET
FY 2023-2024**

Object Code	Description	FY 2022-23 Budget	FY 2023-24 Proposed	Dollar Difference	Percent Difference
611	INSTR. CLASSROOM SUPPLIES	52,665	63,110	10,445	19.83%
517	ATHLETIC TRANSPORTATION SERVICES	0	6,634	6,634	100.00%
200	FRINGE BENEFITS	17,929	22,349	4,420	24.65%
112	NON-CERTIFIED SALARIES	101,213	104,707	3,494	3.45%
380	STAFF CONFERENCES	500	3,000	2,500	500.00%
114	COACHING SALARIES	37,680	39,618	1,938	4.59%
340	ATHLETIC PURCHASED SERVICES	10,434	11,390	956	9.16%
220	FICA /MEDICARE	48,035	48,507	472	0.98%
890	DUES AND FEES	6,155	6,245	60	0.97%
110	SUBSTITUTE TEACHERS	47,000	47,000	0	0.00%
116	TUTORING	3,000	3,000	0	0.00%
300	ADMIN CONFERENCES	0	0	0	0.00%
323	PURCHASED PROF/TECHNICAL SERVICES	0	0	0	0.00%
330	SCHOOL/COMMUNITY	400	400	0	0.00%
400	REPAIR	2,000	2,000	0	0.00%
440	RENTAL	0	0	0	0.00%
530	POSTAGE	4,900	4,900	0	0.00%
550	PRINTING	775	775	0	0.00%
580	TRAVEL	1,300	1,300	0	0.00%
612	ADMINISTRATIVE SUPPLIES	1,000	1,000	0	0.00%
642	BOOKS	5,755	5,755	0	0.00%
643	REFERENCE BOOKS	0	0	0	0.00%
644	PERIODICALS	200	200	0	0.00%
645	NONPRINT	0	0	0	0.00%
650	TECHNOLOGY RELATED SUPPLIES	0	0	0	0.00%
690	SUPPORT MATERIALS	1,800	1,800	0	0.00%
730	EQUIPMENT	0	0	0	0.00%
733	FURNITURE	0	0	0	0.00%
734	TECHNOLOGY EQUIPMENT	0	0	0	0.00%
736	ATHLETIC EQUIPMENT	0	0	0	0.00%
811	ATHLETIC DUES AND FEES	0	0	0	0.00%
602	SPORTS SUPPLIES	2,810	2,810	0	0.00%
113	EXTRA CURRICULAR	6,952	6,912	(40)	-0.58%
240	PENSION	26,409	25,748	(661)	-2.50%
115	ATHLETIC TRANSPORTATION SALARIES	2,247	1,298	(951)	-42.32%
320	PROF EDUCATIONAL SERVICES	3,625	1,375	(2,250)	-62.07%
230	WORKER'S COMPENSATION	31,505	29,200	(2,305)	-7.32%
604	SPORTS UNIFORMS	16,703	13,226	(3,477)	-20.82%
111	CERTIFIED SALARIES	10,000	6,000	(4,000)	-40.00%
641	TEXTBOOKS	2,164,894	2,138,332	(26,562)	-1.23%
210	HEALTH/LIFE BENEFITS	50,720	5,720	(45,000)	-88.72%
		500,175	453,916	(46,259)	-9.25%
Totals		3,158,981	3,058,195	(100,786)	-3.19%

PMS Cost-Center

Putnam Middle School

RATIONALE

- 111 Changes in staff salaries
- 112 Estimated increases for staff
- 113 Positions were consolidated to programs most attended by students
- 114 Contractual increase and stipend added for an Athletic Coordinator
- 115 District is outsourcing more athletic trips; funding moved to 517 account
- 200 Contractual increase for teacher longevity
- 210 Based upon current employee coverage
- 230 Rate is estimated and based upon salaries; rate decrease from prior year
- 240 No employer contribution
- 320 Renaissance STAR and Soundtrap no longer needed
- 380 Return specialized professional development funding for staff to pre-pandemic levels
- 517 New account code for outsourcing transportation for athletics
- 604 Less purchases planned; uniform replacement for cross country and track
- 611 Microscopes for science; replacement musical instruments; physical education supplies
- 641 New math books purchased last year



Putnam High School

Putnam, CT



Putnam High School

2023-2024

Athletics

- Transportation Services (517)
- Purchased Services (340)
- Uniform Replacement (604)
- Coaching Stipends (114)
- Sports Supplies (602)
- Dues and Fees (811)

Instructional Classroom Supplies (611)

- Math Curriculum

NEASC Accreditation Process

- Extra-curricular (113)
- Support Materials (690)
- Dues and Fees (890)

Professional Educational Services (320)

- Assessment Software
- Specialized PowerSchool Support

School/Community (330)

- Recruiting and Events

**PUTNAM HIGH SCHOOL
PROPOSED BUDGET
FY 2023-2024**

PHS Cost-Center

Putnam High School

Object Code	Description	FY 2022-23 Budget	FY 2023-24 Proposed	Dollar Difference	Percent Difference
111	CERTIFIED SALARIES	1,861,166	2,005,401	144,235	7.75%
517	ATHLETIC TRANSPORTATION SERVICES	0	26,250	26,250	100.00%
611	INSTR. CLASSROOM SUPPLIES	51,169	64,077	12,908	25.23%
114	COACHING SALARIES	128,559	136,186	7,627	5.93%
113	EXTRA CURRICULAR	47,432	55,042	7,610	16.04%
320	PROF EDUCATIONAL SERVICES	56,944	62,896	5,952	10.45%
340	ATHLETIC PURCHASED SERVICES	68,016	73,404	5,388	7.92%
112	NON-CERTIFIED SALARIES	151,619	157,061	5,242	3.45%
690	DUES AND FEES	28,128	33,151	5,023	17.86%
604	SPORTS UNIFORMS	3,700	8,700	5,000	135.14%
690	SUPPORT MATERIALS	3,600	8,600	5,000	138.89%
602	SPORTS SUPPLIES	16,374	22,975	4,601	28.04%
330	SCHOOL/COMMUNITY	7,475	9,900	2,425	32.44%
220	FICA /MEDICARE	58,161	60,024	1,863	3.20%
811	ATHLETIC DUES AND FEES	13,325	15,055	1,730	12.98%
200	FRINGE BENEFITS	34,718	36,215	1,497	4.31%
550	PRINTING	8,200	8,630	430	5.24%
110	SUBSTITUTE TEACHERS	42,000	42,000	0	0.00%
116	TUTORING	4,500	4,500	0	0.00%
300	ADMIN CONFERENCES	500	500	0	0.00%
323	PURCHASED PROF/TECH SERV	0	0	0	0.00%
385	SUPPLEMENTAL TESTING	0	0	0	0.00%
390	GRADUATION EXPENSES	7,500	7,500	0	0.00%
400	REPAIR	4,582	4,582	0	0.00%
401	ATHLETIC REPAIR	0	0	0	0.00%
440	RENTAL	0	0	0	0.00%
530	POSTAGE	4,500	4,500	0	0.00%
580	TRAVEL	1,690	1,690	0	0.00%
612	ADMINISTRATIVE SUPPLIES	1,500	1,500	0	0.00%
642	BOOKS	4,200	4,200	0	0.00%
643	REFERENCE BOOKS	800	800	0	0.00%
644	PERIODICALS	800	800	0	0.00%
645	NONPRINT	1,000	1,000	0	0.00%
650	TECHNOLOGY RELATED SUPPLIES	0	0	0	0.00%
733	FURNITURE	0	0	0	0.00%
734	TECHNOLOGY EQUIPMENT	0	0	0	0.00%
736	ATHLETIC EQUIPMENT	0	0	0	0.00%
380	STAFF CONFERENCES	4,042	3,650	(392)	-9.70%
730	EQUIPMENT	15,451	14,700	(751)	-4.86%
240	PENSION	3,370	1,944	(1,426)	-42.31%
641	TEXTBOOKS	11,806	8,806	(3,000)	-25.41%
230	WORKER'S COMPENSATION	16,996	13,967	(3,029)	-17.82%
115	ATHLETIC TRANSPORTATION SALARIES	16,820	5,700	(10,220)	-64.28%
210	HEALTH/LIFE BENEFITS	319,519	279,338	(40,181)	-12.58%
	Totals	3,001,463	3,185,244	183,781	6.12%

RATIONALE

- 111 1 teacher moved from the American Rescue Plan (ARP) Grant to the budget; 2 teachers with degree changes
- 112 Estimated increases for staff
- 113 Contractual increase and stipends added for NEASC Chair and Vice-Chair; Technology Liaison moved from ARP Grant
- 114 Contractual increase and assistant coaches added for wrestling and boys' volleyball
- 115 District is outsourcing more athletic trips; funding moved to 517 account
- 200 Contractual increase for teacher longevity
- 210 Based upon current employee coverage
- 220 Based upon current employees
- 230 Rate is estimated and based upon salaries; rate decrease from prior year
- 240 No employer contribution
- 320 Renaissance moved from a grant to the budget
- 330 Promotional materials to support recruitment efforts
- 340 Choreographer and music services for cheerleading program
- 517 New account code for outsourcing transportation for athletics
- 602 Supplies to support homecoming and senior gifts
- 604 Uniforms for boys' soccer, winter cheerleading, golf and wrestling
- 611 New math curriculum (Year 1 of 3); replacement instruments and jam band instruments for music
- 641 New course for social studies was budgeted last year
- 690 Supplies for NEASC
- 730 Music equipment costs are less than last year's purchases
- 811 Increased costs and competition fees for cheerleading
- 890 Increased costs in fees such as NEASC and UCONN ECE; freshman honors trip planned

Student Services BOE Budget Presentation

2023/2024

Becky Lopes, Director of
Student Services



Special Education Priorities 2023/2024



Equalize

Ensure all students are held to high expectations and are achieving success

Enhance

Enhance in-district programming

Explore programs/services with cost neutral opportunities

Retain

Retain highly qualified and motivated staff to support Putnam's high-risk learners

Continue

Continue personalized and relevant professional development/collaboration

Continue offering high quality programming to address the intensive needs of students in specialized programs.

Goals for the Department

Enhance the in-district
programming

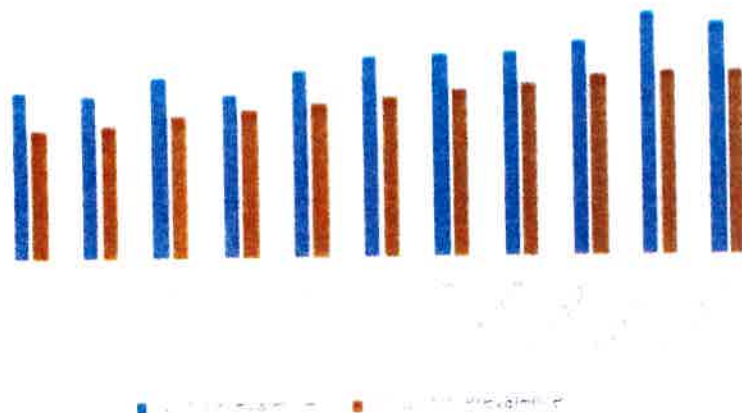
Close the achievement gap
between general education
students and high risk populations

Examine the possibility of creating
an Out Of District program in
Putnam

Special Education Enrollment Data

Special Education Prevalence

Special Ed. Prevalence



2022/2023

Disability by Category

Number of Students

Intellectual Disability	11
Emotionally Disabled	20
Speech/Language Impairment	34
Visually Impaired	Less than 10
Other Health Impairment	14
Other Health Impairment-ADHD	33
Learning Disability	59
Learning Disability/Dyslexia	Less than 10
Multiple Disabilities	Less than 10
Autism	45
Developmental Delay	Less than 10

Total Number of Students Served = 234 (1/20/2023)

Current Number of Students in Process = 15

**SPECIAL EDUCATION
PROPOSED BUDGET
FY 2023-2024**

Sp Ed Cost-Center

Special Education Program

Object Code	Description	FY 2022-23 Budget	FY 2023-24 Proposed	Dollar Difference	Percent Difference
111	CERTIFIED SALARIES	2,187,702	2,457,965	270,263	12.35%
112	NON-CERTIFIED SALARIES	677,829	670,268	192,437	28.39%
210	HEALTH/LIFE BENEFITS	537,808	597,448	59,640	11.09%
220	FICA/MEDICARE	92,485	115,285	22,800	24.65%
200	FRINGE BENEFITS	78,960	90,749	11,789	14.93%
240	PENSION	5,319	9,720	4,401	82.74%
307	OCCUPATIONAL THERAPY	87,500	90,700	3,200	3.66%
611	INSTR. CLASSROOM SUPPLIES	17,500	19,000	1,500	8.57%
440	RENTAL	11,700	13,050	1,350	11.54%
690	SUPPORT MATERIALS	4,561	5,411	850	18.64%
612	ADMINISTRATIVE SUPPLIES	500	1,000	500	100.00%
305	PHYSICAL THERAPY	60,700	61,000	300	0.49%
890	DUES AND FEES	3,238	3,311	73	2.25%
110	SUBSTITUTE TEACHERS	5,000	5,000	0	0.00%
116	TUTORING	7,500	7,500	0	0.00%
300	ADMIN CONFERENCES	500	500	0	0.00%
303	PROGRAM ENHANCEMENT	150	150	0	0.00%
304	EVALUATIONS	30,000	30,000	0	0.00%
306	CONSULTING SERVICES	0	0	0	0.00%
321	TUTORING	0	0	0	0.00%
323	PURCHASED PROF/TECH	0	0	0	0.00%
330	SCHOOL/COMMUNITY	200	200	0	0.00%
360	LEGAL FEES	3,000	3,000	0	0.00%
380	STAFF CONFERENCES	2,179	2,179	0	0.00%
400	REPAIR	400	400	0	0.00%
510	SPECIAL EDUCATION	106,500	106,500	0	0.00%
512	FIELD TRIPS	0	0	0	0.00%
550	PRINTING	0	0	0	0.00%
580	TRAVEL	650	650	0	0.00%
641	TEXTBOOKS	0	0	0	0.00%
644	PERIODICALS	0	0	0	0.00%
650	TECHNOLOGY RELATED SUPPLIES	0	0	0	0.00%
730	EQUIPMENT	0	0	0	0.00%
733	FURNITURE	0	0	0	0.00%
530	COMMUNICATIONS/POSTAGE	2,000	1,000	(1,000)	-50.00%
230	WORKER'S COMPENSATION	20,763	19,282	(1,481)	-7.13%
113	EXTRA CURRICULAR	39,563	35,404	(4,159)	-10.51%
320	PROF EDUCATIONAL SERVICES	75,964	66,101	(9,863)	-12.98%
560	TUITION	1,390,290	1,327,000	(63,290)	-4.55%
	Totals	5,459,461	6,939,770	449,309	8.08%

RATIONALE

- 111 Staff moved from ARP Grant and additional teacher at PMS was added in 2022-23.
- 112 Additional support staff - Certified Nursing Assistant, Paraprofessionals and Registered Behavior Technicians
- 113 Adjusted the hours for the unified arts program to represent prior years' expenditure levels
- 200 Additional staff and updated current employee benefits
- 210 Additional staff and updated current employee coverage
- 220 Additional staff and updated current employees
- 230 Rate is estimated and based upon salaries; rate decrease from prior year
- 240 Additional staff and based upon current employees
- 307 Increased cost in the contract for these services
- 320 IEP Direct eliminated and replaced with CT SEDS
- 440 Increase in rent for Helping Hands transition program and FM equipment rental
- 530 Decrease due to more electronic communications
- 560 Anticipate using \$100,000 in Medicaid funds
- 611 Additional staff needing supplies

**PROPOSED
BUDGET
REPORT
2023/2024**

Cost Centers
January 24, 2023

Putnam Public Schools



Section 3

Revenues

Town of Putnam

FY24 Mayor Budget - Revenue

Fiscal Year: 2022-2023

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page

☐ Exclude inactive accounts with zero balance

From Date: 1/1/2023

To Date: 1/31/2023

Definition: FY24 Mayors Budget

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.41.4109.42242.00000	Pistol Permit	(\$1,750.00)	(\$800.00)	(\$910.00)	(\$800.00)	(\$800.00)
1005.41.4109.43600.00000	Disabled Persons	(\$1,467.48)	(\$1,400.00)	(\$1,592.46)	(\$1,400.00)	(\$1,400.00)
1005.41.4109.43602.00000	PILOT - State owned property	(\$18,421.00)	(\$20,000.00)	(\$20,000.00)	(\$20,000.00)	(\$20,000.00)
1005.41.4109.43603.00000	FEMA - Homeland Security	(\$5,000.00)	(\$5,448.00)	(\$5,000.00)	(\$5,000.00)	(\$5,000.00)
1005.41.4109.43604.00000	PILOT-Private Tax Exempt	(\$145,851.27)	(\$308,104.00)	(\$420,556.13)	(\$145,000.00)	(\$420,556.13)
1005.41.4109.43605.00000	Distressed Municipality	(\$23,953.17)	(\$27,573.00)	(\$24,412.65)	(\$27,573.00)	(\$27,573.00)
1005.41.4109.43606.00000	Municipal Stabilization Grant	(\$71,039.00)	(\$71,039.00)	(\$71,039.00)	(\$71,039.00)	(\$71,039.00)
1005.41.4109.43607.00000	Veteran's Benefits	(\$2,375.76)	\$0.00	(\$2,288.52)	(\$2,000.00)	(\$2,000.00)
1005.41.4109.43608.00000	Mashantucket Pequot Grant	(\$66,793.74)	(\$75,902.00)	(\$22,264.58)	(\$75,902.00)	(\$75,902.00)
1005.41.4109.43610.00000	Tele. Access Line Grant	(\$26,688.99)	(\$40,000.00)	\$0.00	(\$40,000.00)	(\$40,000.00)
1005.41.4109.44009.00000	Administrative Reimbursemen	(\$104,322.91)	(\$80,000.00)	(\$39,580.86)	(\$80,000.00)	(\$80,000.00)
1005.41.4109.44010.00000	Contractual Services	(\$180,850.00)	(\$95,900.00)	(\$49,425.00)	(\$95,900.00)	(\$95,900.00)
1005.41.4109.44867.00000	Misc Revenue	(\$56,126.59)	(\$200,000.00)	(\$26,530.57)	(\$100,000.00)	(\$100,000.00)
1005.41.4109.47203.00000	Cell Tower	(\$17,242.39)	(\$11,000.00)	(\$10,305.49)	(\$11,000.00)	(\$17,800.00)
1005.41.4109.48950.00000	Rents	(\$8,100.00)	(\$10,350.00)	\$0.00	(\$10,350.00)	(\$10,350.00)
1005.41.4109.48960.00000	Misc Rev. from Local Govt - H	(\$43,823.27)	(\$50,000.00)	(\$44,228.14)	(\$50,000.00)	(\$50,000.00)
1005.41.4109.49010.00000	Other Financing Sources	\$0.00	(\$425,000.00)	\$0.00	\$0.00	\$0.00
DEPARTMENT: Mayor - 4109		(\$773,805.57)	(\$1,422,516.00)	(\$738,133.40)	(\$735,964.00)	(\$1,018,320.13)
1005.41.4131.44010.00000	Copy Machine Receipts	(\$6.00)	\$20.00	\$0.00	(\$20.00)	(\$20.00)
DEPARTMENT: Assessor - 4131		(\$6.00)	\$20.00	\$0.00	(\$20.00)	(\$20.00)
1005.41.4135.41101.00000	Current Tax Revenue	(\$15,001,763.54)	(\$15,718,550.00)	(\$14,014,599.22)	\$0.00	\$0.00
1005.41.4135.41104.00000	MV Supp Tax Revenue	(\$221,240.94)	(\$150,000.00)	(\$113,313.41)	(\$150,000.00)	(\$150,000.00)

Town of Putnam

FY24 Mayor Budget - Revenue

Fiscal Year: 2022-2023

☐ Print accounts with zero balance
 ☐ Round to whole dollars
 ☐ Account on new page
☐ Exclude inactive accounts with zero balance
 Definition: FY24 Mayors Budget

From Date: 1/1/2023

To Date: 1/31/2023

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.41.4135.41105.00000	Prior Real Estate Taxes	(\$186,623.93)	(\$175,000.00)	(\$517,717.26)	(\$150,000.00)	(\$150,000.00)
1005.41.4135.41108.00000	Suspense Collections - Rever	(\$790.22)	\$0.00	(\$1,561.60)	\$0.00	\$0.00
1005.41.4135.41109.00000	Interest & Liens - Revenue	(\$250,076.27)	(\$100,000.00)	(\$207,392.58)	(\$100,000.00)	(\$100,000.00)
1005.41.4135.41110.00000	Fees - Revenue	(\$1,749.03)	\$0.00	(\$4,450.47)	\$0.00	\$0.00
1005.41.4135.48990.00000	Misc Revenue - Revenue	\$100.00	(\$100,000.00)	\$10.00	\$0.00	\$0.00
DEPARTMENT: Revenue Collector - 4135		(\$15,662,143.93)	(\$16,243,550.00)	(\$14,859,024.54)	(\$400,000.00)	(\$400,000.00)
1005.41.4137.46101.00000	Investment Interest	(\$7,348.39)	(\$3,000.00)	(\$73,842.37)	(\$10,000.00)	(\$20,000.00)
1005.41.4137.49010.00000	Other Sources - Ash Landfill fr	(\$1,950,000.00)	(\$1,900,000.00)	(\$1,372,473.41)	(\$1,850,000.00)	(\$1,850,000.00)
1005.41.4137.49011.00000	Metal Recovery Revenues	(\$61,870.26)	(\$60,000.00)	(\$36,654.17)	(\$60,000.00)	(\$60,000.00)
DEPARTMENT: Treasurer - 4137		(\$2,019,218.65)	(\$1,963,000.00)	(\$1,482,969.95)	(\$1,920,000.00)	(\$1,930,000.00)
1005.41.4147.42111.00000	Bingo/Raffle Permits	\$0.00	(\$500.00)	(\$341.17)	(\$500.00)	(\$500.00)
1005.41.4147.42241.00000	Hunting & Fishing Licenses -	(\$305.00)	(\$50.00)	(\$65.00)	(\$100.00)	(\$100.00)
1005.41.4147.42261.00000	Dog Licenses - Town Clerk	(\$298.50)	(\$325.00)	(\$192.50)	(\$325.00)	(\$325.00)
1005.41.4147.44010.00000	Copy fees - Town Clerk	(\$11,961.00)	(\$6,000.00)	(\$4,950.00)	(\$8,000.00)	(\$8,000.00)
1005.41.4147.44102.00000	Recording Fees - Town Clerk	(\$72,920.00)	(\$55,000.00)	(\$28,124.00)	(\$55,000.00)	(\$55,000.00)
1005.41.4147.44105.00000	Recording Maps - Town Clerk	(\$240.00)	(\$150.00)	(\$140.00)	(\$150.00)	(\$150.00)
1005.41.4147.44106.00000	Real Estate Conveyance - Toi	(\$199,965.47)	(\$125,000.00)	(\$101,257.77)	(\$125,000.00)	(\$125,000.00)
1005.41.4147.44501.00000	Vital Statistics - Town Clerk	(\$54,797.00)	(\$40,000.00)	(\$36,201.00)	(\$45,000.00)	(\$45,000.00)
1005.41.4147.48990.00000	Misc Revenue - Town Clerk	(\$3,583.80)	(\$1,500.00)	(\$1,550.00)	(\$1,500.00)	(\$1,500.00)
DEPARTMENT: Town Clerk - 4147		(\$344,070.77)	(\$228,525.00)	(\$172,821.44)	(\$235,575.00)	(\$235,575.00)
1005.41.4151.44103.00000	Zoning & Subdivision Fees - L	\$0.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00

Town of Putnam

FY24 Mayor Budget - Revenue

Fiscal Year: 2022-2023

☐ Print accounts with zero balance
 ☐ Round to whole dollars
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☐ Exclude inactive accounts with zero balance
 Definition: FY24 Mayors Budget

From Date: 1/1/2023

To Date: 1/31/2023

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.41.4151.44107.00000	Planning Comm. fees	\$0.00	\$0.00	(\$2,262.00)	\$0.00	\$0.00
1005.41.4151.44108.00000	Zoning BOA	(\$303.00)	(\$100.00)	(\$507.00)	\$0.00	\$0.00
1005.41.4151.44109.00000	Zoning Comm. fees	(\$1,010.00)	(\$1,000.00)	(\$1,212.50)	\$0.00	\$0.00
1005.41.4151.44110.00000	Inland Wetland fees	(\$418.46)	(\$500.00)	(\$578.00)	(\$400.00)	(\$400.00)
1005.41.4151.44867.00000	Misc Revenue -Land Use	\$0.00	(\$100.00)	\$0.00	\$0.00	\$0.00
DEPARTMENT: Land Use Commission - 4151		(\$1,731.46)	(\$2,700.00)	(\$4,559.50)	(\$400.00)	(\$400.00)
1005.42.4213.42201.00000	Building Permits	(\$167,726.00)	(\$130,000.00)	(\$124,839.63)	(\$130,000.00)	(\$130,000.00)
1005.42.4213.42206.00000	Bldg. Permit Fines	\$0.00	\$0.00	\$0.00	(\$200.00)	(\$200.00)
1005.42.4213.42210.00000	Blight - Fines	(\$400.00)	\$0.00	(\$100.00)	(\$100.00)	(\$100.00)
1005.42.4213.44010.00000	Copy fees - Bldg. Official	(\$18.00)	(\$20.00)	(\$17.00)	(\$20.00)	(\$20.00)
DEPARTMENT: Building Official - 4213		(\$168,144.00)	(\$130,020.00)	(\$124,956.63)	(\$130,320.00)	(\$130,320.00)
1005.42.4219.42130.00000	Fire Inspection fees	(\$1,835.00)	(\$1,000.00)	(\$625.00)	(\$1,000.00)	(\$1,000.00)
1005.42.4219.42131.00000	Fire Inspection Permit fee	(\$820.00)	(\$700.00)	(\$970.00)	(\$700.00)	(\$700.00)
1005.42.4219.42132.00000	Fire Plan Review fee	(\$1,925.00)	(\$1,000.00)	\$0.00	(\$1,000.00)	(\$1,000.00)
DEPARTMENT: Fire Marshal - 4219		(\$4,580.00)	(\$2,700.00)	(\$1,595.00)	(\$2,700.00)	(\$2,700.00)
1005.43.4302.44012.00000	Fuel Reimbursement	\$0.00	(\$59,000.00)	\$0.00	\$0.00	\$0.00
DEPARTMENT: Complex Facilities - 4302		\$0.00	(\$59,000.00)	\$0.00	\$0.00	\$0.00
1005.43.4303.44012.00000	Fuel Reimbursement	(\$101,529.97)	\$0.00	\$0.00	\$0.00	\$0.00
DEPARTMENT: Highway - 4303		(\$101,529.97)	\$0.00	\$0.00	\$0.00	\$0.00

Town of Putnam

FY24 Mayor Budget - Revenue

Fiscal Year: 2022-2023

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☐ Exclude inactive accounts with zero balance
 Definition: FY24 Mayors Budget

From Date: 1/1/2023

To Date: 1/31/2023

Account	Description	FY 22 Actual	FY 23 Adopted Budget	FY 23 YTD	FY24 Dept Head Request	FY24 Mayors Budget
1005.44.4417.41110.00000	Senior fees	(\$2,284.00)	(\$500.00)	(\$860.00)	(\$1,000.00)	(\$1,000.00)
DEPARTMENT: Coucil on Aging - 4417		(\$2,284.00)	(\$500.00)	(\$860.00)	(\$1,000.00)	(\$1,000.00)
1005.45.4501.45103.00000	Library Fees	(\$8,578.94)	(\$4,000.00)	(\$3,001.46)	(\$4,500.00)	(\$4,500.00)
DEPARTMENT: Library - 4501		(\$8,578.94)	(\$4,000.00)	(\$3,001.46)	(\$4,500.00)	(\$4,500.00)
1005.45.4503.44010.00000	PASS Revenues- After Schoo	(\$34,788.00)	(\$20,000.00)	(\$22,175.00)	(\$22,000.00)	(\$22,000.00)
1005.45.4503.44709.00000	Town Event & Program Fees	\$0.00	(\$15,550.00)	(\$9,065.00)	(\$15,000.00)	(\$15,000.00)
1005.45.4503.44709.10300	Summer Camp Fees	(\$12,356.00)	(\$20,000.00)	(\$12,059.00)	(\$15,000.00)	(\$15,000.00)
1005.45.4503.44709.10310	Basketball Fees	(\$3,060.00)	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4503.44709.10330	Softball Fees	(\$700.00)	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4503.48401.00000	Pumpkin Festival	(\$1,975.00)	\$0.00	\$0.00	\$0.00	\$0.00
1005.45.4503.48406.00000	Light Parade	(\$1,960.00)	\$0.00	\$0.00	\$0.00	\$0.00
DEPARTMENT: Rec & Parks-Grounds - 4503		(\$54,839.00)	(\$55,550.00)	(\$43,299.00)	(\$52,000.00)	(\$52,000.00)
1005.48.4801.44013.00000	Ground Lease Revenue - Lea	(\$79,383.48)	(\$80,000.00)	\$0.00	(\$80,000.00)	(\$80,000.00)
DEPARTMENT: Debt Service - 4801		(\$79,383.48)	(\$80,000.00)	\$0.00	(\$80,000.00)	(\$80,000.00)
Grand Total:		(\$19,220,315.77)	(\$20,192,041.00)	(\$17,431,220.92)	(\$3,562,479.00)	(\$3,854,835.13)

End of Report

Section 4

Mill Rate Calculation

TOV PUTI
FY24 BUDGET
JULY 1, 2023 TO JUNE 30, 2024

	FY 2023 BUDGET	<i>Mayor's Budget</i> FY 2024 BUDGET	Year-to-Year Difference	FY 2024 PORTION OF MILL RATE
GENERAL GOVERNMENT ¹	\$ 6,429,344	\$ 6,877,810	\$ 448,466	9.22
BONDED INDEBTEDNESS ²	\$ 2,029,341	\$ 2,015,651	\$ (13,689)	2.70
SUBTOTAL EXPENDITURES	\$ 8,458,685	\$ 8,893,461	\$ 434,777	11.92
LIBRARY	\$ 416,800	\$ 429,228	\$ 12,428	0.58
PUTNAM EMS ³	\$ 280,000	\$ 288,400	\$ 8,400	0.39
PUTNAM POLICE ⁴	\$ -	\$ 280,000	\$ 280,000	0.38
BOARD OF EDUCATIONAL CAPITAL ⁵	\$ -	\$ -	\$ -	0.00
SUBTOTAL GENERAL GOVERNMENT	\$ 9,155,485	\$ 9,891,090	\$ 735,605	13.26
SUBTOTAL BOARD OF EDUCATION ⁶	\$ 19,408,407	\$ 20,358,407	\$ 950,000	27.29
TOTAL EXPENDITURES	\$ 28,563,892	\$ 30,249,497	\$ 1,685,605	40.56
GENERAL GOVERNMENT REVENUES	\$ 4,048,491	\$ 3,854,835	\$ (193,656)	5.17
BOARD OF EDUCATION REVENUES	\$ 8,371,851	\$ 8,371,851	\$ -	11.22
LESS: ESTIMATED INCOME ⁷	\$ 12,420,342	\$ 12,226,686	\$ (193,656)	16.39
NET EXPENDITURES	\$ 16,143,550	\$ 18,022,810	\$ 1,879,261	24.16
LESS: USE OF SURPLUS ⁸	\$ 425,000	\$ 900,000	\$ 475,000	1.21
AMOUNT TO BE RAISED BY TAXATION	\$ 15,718,550	\$ 17,122,810	\$ 1,404,261	22.96

MILL RATE CALC: GRAND LIST / NET EXPENDITURES			
GRAND LIST ⁹ :	\$ 768,949,314		
ASSUME 97% COLLECTION RATE:	\$ 745,880,835		
NET EXPENDITURES FROM ABOVE:	\$ 17,122,810	Previous Year Mill	Difference
MILL RATE FOR 2023/2024 ¹⁰ :	22.96	21.19	1.77
VALUE OF 1 MILL:	\$ 745,881		

- Notes:
- General government budget includes all Town departments and operating costs including legal, benefits, technology and other required components. Note that as in FY23, the Putnam EMS is listed separately. The Police School Resource Officer is new to FY24 budget, and is also listed separately.
 - Bonded indebtedness for FY 2024 includes bonding for the High School, Municipal Complex, and the Quinebaug Technology Park. It continues to categorize the equipment leases, per GASB standards.
 - Putnam EMS is based on a 5-year contract, which began in FY23.
 - The Putnam Police have been providing armed security for Putnam BOE since FY23. Note that the cost of FY23 as \$280,000 was approved by referendum to be funded via the Ash Fund. The PPD and Town are finalizing expectations for FY24, and this budget includes the same value for FY24.
 - Past years BOE Capital included items such as vans, buses, roof repairs, and refinishing the gym floor. For FY24, the Town's CIP includes planned projects.
 - The BOE proposed budget included herein reflects the Interim Superintendent recommendation of a \$950,000 increase for FY24, which is expected to be considered by BOE on February 28th.
 - As in past years, revenue is shown as General Government projected revenue and BOE projected revenue. BOE projected revenue is equal to prior year, and may be modified when the State publishes new information.
 - FY 2023 Use of Surplus was \$425,000. Final determination and approval of any use of General Fund Surplus is by the BOF. For this Mayor's proposed budget, the Mayor has included use of \$900,000 surplus as a calculation, because of the significant budget modifications and increases over the previous fiscal year.
 - The Grand List amount reflects current calculations as of February 2023, and is subject to Board of Assessment Appeals decisions, court stipulations and adjustments to properties.
 - The FY2023 mill rate is 21.19.

Section 4

Revenue Collection Historical Information

16Town of Putnam
FY 2024 (July 1 2023 through June 30 2024)

TOWN COLLECTION RATES AND ASSESSMENT INFORMATION

This document summarizes recent years' collection rates through the efforts of the Revenue Office. The Revenue Office of course collects on the Grand List. An important distinction is that the Grand List used for budgeting purposes (due to State OPM by January 31st to account for the Grand List dated previous October 1st) is a moment-in-time amount that consistently changes through the Spring months as various appeals and credits are applied. Therefore, the Grand List used for budgeting purposes and the amount for Grand List input into the system for tax collection usually decreases.

For FY24, the Revenue Office recommends using a 97% collection rate in the mill rate calculation.

The Assessor's Office is responsible for the Grand List. Specifically for FY24 budget planning, it is important to consider that that office has been without a full time Assessor for many months leading up to the October 1st 2022 Grand List. The Assessor concurs that a maximum of 97% collection rate is appropriate.

The below details recent years' and how the differences in Grand List amounts correspond to collection rate calculations.

2021 Grand List (for Fiscal Year 2022/2023, ongoing)

Mill Rate: 21.19

Beginning Tax Balance as was loaded June 2022: \$15,930,934.45.

Net adjustments (7/2022-6/2023) to beginning balance: [not yet determined]

Collection rate using Net Tax Balance (beginning balance minus net adjustments): [not yet determined]

2021 GL Net Taxable Grand List as presented in January 2022 for budget purposes: \$756,912,762

Taxes based upon Net Taxable Grand List \$16,038,981.43

Net change from January 2022 to June 2022: \$108,046.98

Percent of Change: Reduction 0.67%

2020 Grand List (for Fiscal Year 2021/2022)

Mill Rate: 20.84

Beginning Tax Balance as was loaded June 2021: \$15,362,326.24

Net adjustments (7/2021-6/2022) to beginning balance: (\$17,960.80)

Collection rate using Net Tax Balance (beginning balance minus net adjustments): 97.72%

2020 GL Net Taxable Grand List as presented in January 2021 for budget purposes: \$740,467,747

Taxes based upon Net Taxable Grand List \$15,431,347.85

Net change from January 2021 to June 2021: \$69,021.61

Percent of Change: Reduction 0.45%

[For example, if the collected tax amount was based on the original Grand List used during the budget process, FY22 collection rate is about 97.27% instead of the 97.72% reported.]

Planning for FY24 Budget – Tax Collection Rate

2019 Grand List (for Fiscal Year 2020/2021)

Mill Rate: 20.84

Beginning Tax Balance as was loaded June 2020: \$15,179,307.85

Net adjustments (7/2020-6/2021) to beginning balance: (\$11,320.67)

Collection rate using Net Tax Balance (beginning balance minus net adjustments): 97.68%

2019 GL Net Taxable Grand List as presented in January 2020 for budget purposes: \$732,944,590

Taxes based upon Net Taxable Grand List \$15,274,565.26

Net change from January 2020 to June 2020: \$95,257.41

Percent of Change: 0.62%

2018 Grand List (for Fiscal Year 2019/2020)

Mill Rate: 22.06

Beginning Tax Balance as was loaded June 2019: \$14,428,339.63

Net adjustments (7/2019-6/2020) to beginning balance: (\$21,700.77)

Collection rate using Net Tax Balance (beginning balance minus net adjustments): 96.55%

2017 GL Net Taxable Grand List as presented in January 2018 for budget purposes: \$631,376,851

Taxes based upon Net Taxable Grand List \$14,382,878.47

Net change from January 2019 to June 2019: \$45,461.16

Percent of Change: 0.32%

[This year, PSA was added to the Grand List as a taxable entity (turned out to be temporary status), therefore the Grand List grew between January 2019 and June 2019.]

2017 Grand List (for Fiscal Year 2018/2019)

Mill Rate: 20.84

Beginning Tax Balance as was loaded June 2018: \$13,108,695.15

Net adjustments (7/2018-6/2019) to beginning balance: (\$16,299.78)

Collection rate using Net Tax Balance (beginning balance minus net adjustments): 98.14%

2017 GL Net Taxable Grand List as presented in January 2018 for budget purposes: \$631,376,851

Taxes based upon Net Taxable Grand List \$13,157,893.57

Net change from January 2018 to June 2018: \$49,198.42

Percent of Change: 0.37%

2016 Grand List (for Fiscal Year 2017/2018)

Mill Rate: 20.00

Beginning Tax Balance as was loaded June 2017: \$12,213,226.02

Net adjustments (7/2017-6/2018) to beginning balance: (\$27,713.65)

Collection rate using Net Tax Balance (beginning balance minus net adjustments): 98.29%

2016 GL Net Taxable Grand List as presented in January 2017 for budget purposes: \$612,939,259

Taxes based upon Net Taxable Grand List \$12,258,785.18

Net change from January 2017 to June 2017: \$45,559.16

Percent of Change: 0.37%

2015 Grand List (for Fiscal Year 2016/2017)

Planning for FY24 Budget – Tax Collection Rate

Mill Rate: 17.04

Beginning Tax Balance as was loaded June 2016: \$10,392,817.98

Net adjustments (7/2016-6/2017) to beginning balance: (\$22,419.29)

Collection rate using Net Tax Balance (beginning balance minus net adjustments): 98.44%

2015 GL Net Taxable Grand List as presented in January 2016 for budget purposes: \$620,237,900

Taxes based upon Net Taxable Grand List \$10,568,853.81

Net change from January 2016 to June 2016: \$176,065.83

Percent of Change: 1.67%

Section 5

Capital Improvement Plan

Town of Putnam
FY2024 5-Year Capital Improvement Plan

Description		FY2024	FY2025	FY2026	FY2027	FY2028	5-Year Subtotal	FY2024 Category Subtotal
Road Construction								
	Woodstock and Church Street Road and Sidewalk Improvements [complete FY23]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Grove Street Sidewalks	\$ 1,894,716	\$ -	\$ -	\$ -	\$ -	\$ 1,894,716	
	School Street Sidewalks	\$ 1,428,000		\$ -	\$ -	\$ -	\$ 1,428,000	
	Five Mile River Road Road Reconstruction (continued efforts toward Kennedy Drive, in addition to other roads) ¹	\$ 406,000	\$ 1,000,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ 4,000,000	
							Subtotal:	\$ 3,728,716
Bridges								
	East Putnam Road Bridge (over Mary Brown Brook). Assumes state's new 100% program, minor for Admin & Legal.	\$ 5,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 3,005,000	
	Danco Road Bridge	\$ 1,125,000	\$ -	\$ -	\$ -	\$ -	\$ 1,125,000	
	Bridge Improvements (Maintenance per DOT inspections)	\$ 25,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,225,000	
	Bridge Replacement Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	
	Bridge Projects, including culverts	\$ 10,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,010,000	
							Subtotal:	\$ 1,175,000
Parks								
	Rec & Athletic Fields	\$ 32,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 232,000	
	Playscape at town recreation fields [Complex complete FY23]	\$ 5,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 155,000	
	Putnam to Thompson (applied for full and/or partial state funding, expect long-term work)	\$ -	\$ 1,200,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 7,200,000	
	Simonzi Park - Streambank Stabilization ⁵	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 350,000	
							Subtotal:	\$ 37,000
Board of Education								
	Elementary Playground	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
	Elementary School Roof Replacement	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,000,000	
	Bus Parking at Armory location, including electrical upgrades and future. Placeholder	\$ 5,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 305,000	
	HVAC Upgrades (pending state grant application)	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000	
							Subtotal:	\$ 1,005,000

Town of Putnam
FY2024 5-Year Capital Improvement Plan

Description		FY2024	FY2025	FY2026	FY2027	FY2028	5-Year Subtotal	FY2024 Category Subtotal
Public Buildings								
	Public facilities maintenance	\$ 15,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 315,000	
	Storage Facility (long-term planning)	\$ -	\$ 10,000	\$ 10,000	\$ 100,000	\$ 50,000	\$ 170,000	
							Subtotal:	\$ 15,000
Equipment ²								
	Town equipment, including property maintenance equipment	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	
	Highway Roadside Mower [removed as funded]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Highway pickup with plow [removed as funded]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Highway Trailer-mounted leaf vacuum units, automatic operation [removed, included in Debt Service]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Parks Gators [removed as funded in FY22]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Fire Marshal Truck [removed as will be funded from Equipment Replacement Fund]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Building Department Vehicle [removed as funded in FY22]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							Subtotal:	\$ -
Information Technology								
	Tabulators - Elections	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 35,000	
	Replacement Hardware	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 90,000	
							Subtotal:	\$ 20,000
Town Improvements								
	Downtown Parking	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 2,000,000	
	Kennedy Drive Public Parking ⁵	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Providence Street Renewal Phase II [resubmitted to state, full 100% state funding]	\$ 1,350,000	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 2,700,000	
	Blight	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	
	Transfer Station at Fox Road	\$ 20,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 220,000	
	Splash Pad [idea for public input, not funded in this CIP]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Art Improvements to Farmer's Market [Art Council proposing \$25k request, not funded in this CIP]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							Subtotal:	\$ 1,390,000
		\$ 7,370,716	\$ 8,415,000	\$ 8,910,000	\$ 7,750,000	\$ 3,650,000	\$ 36,095,716	\$ 7,370,716

Town of Putnam
FY2024 5-Year Capital Improvement Plan

Description	FY2024	FY2025	FY2026	FY2027	FY2028	5-Year Subtotal	FY2024 Category Subtotal
Funding Legend							
1 Ground Lease Revenues ³	\$ 422,000						
2 Federal Aid - LOTCIP	\$ 3,322,716	Grove and School					
3 State Aid - Town Aid Road	\$ 236,000						
4 Federal Aid - Federal Bridge Program	\$ -						
5 State Aid - State Bridge Program	\$ 750,000	Danco Bridge State's 50%					
6 State Aid - Municipal Projects (MGA)	\$ 170,000						
7 Sticker Fund	\$ 20,000						
Ash Landfill STIF Account (\$244,260 per approval BOE HVAC.							
8 Added \$100k for Danco)	\$ 344,260						
9 General fund - Unassigned Fund Balance	\$ -						
10 State Aid - LoCIP	\$ -						
11 State Aid - Various Grants	\$ 2,105,740						
12 State Grant - STEAP ⁴	\$ -						
13 PILOT (not CIP funding per previous BOF direction)	\$ -						
Subtotal Check:	\$ 7,370,716						

Notes

1 FY2023 proposed road Improvements includes \$236,000 from Town Aid Road; and \$170,000 from Municipal Grant & Aid.

2 All equipment leases are included in the General Government Operational Budget. Direct purchases of equipment are paid from Equipment Reserves.

Ash Revenue is estimated and allocated as follows: total FY2024 as \$2.352M. Per March 19, 2018 Special Town Meeting, \$1.85M is allocated to Operational Revenue. An additional \$80k

3 is allocated to lease payment, and therefore the remaining value of \$422,000 is allocated towards CIP.

4 There is no expected use of STEAP funds this fiscal year. The State in 2020 opened availability for STEAP applications, but due to ongoing Urban Act Grants within Town, are not eligible for STEAP. (in FY24, the Town will review opt-in options for STEAP)

The Simonzi Park Streambank project and the Kennedy Drive Parking project are no longer shown funded as part of the CIP. This is due to those projects being included in the American Rescue Act Plan (ARPA), which the Board of Selectmen have approved planning and design to be covered by those funds. Depending on final project costs and Selectmen approval, future 5 year CIPs may require partial funding.

Section 6

Narrative

General Government

TOWN OF PUTNAM

FY 2024

GENERAL GOVERNMENT OPERATING BUDGET NARRATIVE

Executive Summary / Summary of Significant Changes

This document has been prepared as part of the Mayor's budget process, and various expenditures and/or revenues budgets will likely be modified as the budget process continues through Board of Selectmen and Board of Finance review, and as the process moves towards final approval request by Town Meeting. Reference future operational and revenue breakdowns for full information.

Each Town Department, Board and Commission has an annual operating budget, which is reviewed by the Mayor, the Board of Selectmen, the Board of Finance, and the public prior to it being voted on for approval. This document summarizes the responsibilities of each Town Department, Board and Commission, and notes applicable modifications to the proposed budget expenditures and projected budget revenues. In addition, Town operating costs including legal, fringe benefits, information technology and other components are included in the municipal operating budget breakdown.

As shown in the Mill Rate Summary section of the Town's annual budget preparation, in addition to the General Government operating budget, other components that comprise the overall tax rate calculation include the Putnam Town Library, the Putnam EMS/Ambulance Services, the Putnam Board of Education school resource officers (new to the Town budget for FY24) and the Putnam Board of Education. It is important to note that while the Library Budget is separately accounted for in the budget process, there are several costs associated with operation of the Library that are included in the General Government budget. These include employee fringe benefits, cleaning, maintenance, and other contractual services with the physical space, along with financial, human resource/payroll and other management efforts.

Outside of those entities' budgets, the Town also prepares a Capital Improvements Plan for review and approval as part of the annual budgeting process.

The major components of changes in the Town's General Government budget are described in this section. Additional details can be found in the remainder of this narrative on a department-by-department basis. Of note, significant cuts have already been made to the Department Head requested budgets. Corresponding documents include:

- FY2024 Mayor's Budget, which includes line item detail for all operating expenses.
- FY2024 Mayor's Revenue, which includes line item detail for all projected revenues.

The total General Government proposed expenditures and projected revenue include the following significant changes. Costs are rounded in this summary section.

Expenditures

Salary Modification

- All Departments: \$54,000 increase due to salary, part-time and overtime adjustments collectively between all Town departments. Salary increases reflect contract modifications and changes in personnel.

Other Modifications outside of Salary

- Increase in Department 4109. \$4000 increase due to higher costs for printing and binding, dues and fees and meetings. The Mayor's office intends to continue increasing internal training sessions.
- Increase in Department 4110. \$4400 increase due to Timeclock recordkeeping system maintenance. Previously, these costs were included in the Town's IT costs (Dept 4143), but for consistency, this cost has been moved to the managing Department.
- Increase in Department 4131. \$2,000 increase due to accounting for outside service providers associated with this department, including use of appeal attorney and property appraisal firms, and other assessor software providers.
- Increase in Department 4135. \$7,300 due to outside service providers associated with this department, including revenue collection software providers. Previously, these costs were included in the Town's IT costs (Dept 4143), but for consistency, this cost has been moved to the managing Department.
- Increase in Department 4137. \$12,000 increase due to outside service providers associated with this department, including financial and accounting software. Previously, these costs were included in the Town's IT costs (Dept 4143), but for consistency, this cost has been moved to the managing Department.
- Increase in Department 4139. \$10,000 increase due to anticipated higher legal services.
- Increase in Department 4141. \$123,000 increase due to employer share social security, calculated retirement contributions for employee's individual retirement accounts, calculated employee insurance buyout, health insurance, and employer dental. Based on initial estimates from our health insurance provider, we have included approximately 15% increase. We continue to coordinate with our provider and hope to see a reduction in projections.
- Decrease in Department 4143. \$41,000 decrease due to IT software costs being moved to the department budget of the manager of the work.
- Increase in Department 4149: \$1600 increase for new training requirements.
- Increase in Department 4150. \$47,000 increase to include costs associated with professional services for MS4 and Stormwater maintenance, previously listed under town services. This department is responsible for the work and therefore it has been moved here to reflect appropriate responsibility. Of note, the department head request for professional services was reduced by the Mayor in the amount of \$20,000.
- Increase in Department 4151. \$4,000 increase due to State required Zoning Commission member training.
- Increase in Department 4157. \$20,000 increase due to estimated worker's compensation insurance and property/automobile/liability insurance.

- Increase in Department 4172. \$1,000 increase due to expected additional affordable housing studies.
- Increase in Department 4173. \$2,000 increase to account for using AdvanceCT at new rates and increased business visits and coordination.
- Department 4174. \$1,200 increase for newly created account for the Art Council. Previously this budget was Included in outside agencies. Art Council is a commission of the Town and is now properly reflected to reflect similar to other Boards/Commissions.
- Increase in Department 4197. \$2,000 increase due to additional days of services and associated supplies.
-
- Decrease in Department 4198. \$6,500 decrease due to a reduction in use of postage. Electronic communication is the preferred manner of communication.
- Increase in Department 4199: \$5,000 for newly created department, which was previously in outside agencies.
- Department 4213. Increase of \$1,100 due to additional building permit software, including link between assessor/revenue software information.
- Department 4301. Increase of \$191,000. This is a newly created department that accounts for Town expenses and components not accounted for in other departments. This includes gasoline, natural gas, bridge inspections as well as water and sewer for the public restrooms. Previously these items were included in the town services department that included the Complex Facilities. The Complex Facilities is now separate to be managed by the Facilities Department Head (reductions are reflected in that department)
- Decrease in Department 4302. \$270,000 decrease as Stormwater Permit Maintenance, Bridge Inspections and Gasoline have been removed from this budget and put in other departments, including Department 4150 and Department 4301. This 4302 department budget now is limited costs for existing Complex maintenance and custodial employees, providing Complex-related building and equipment maintenance, repairs and maintenance, electricity, and water and sewer.
- Increase in Department 4303: \$40,000 increase due to additional professional services for mandatory testing, stormwater permitting and possible snow removal assistance; and electrical, fuel and bituminous price increases.
- Increase in Department 4317. \$147,000 increase due to increased outside services for consulting (including newly required sampling for closed municipal landfill) and costs of municipal solid waste/refuse removal. Note that due to FY23 line item transfers, including use of separate funding for \$100,000 in municipal solid waste fees, the year-to-year actual increase is approximately \$48,000.
- Increase in Department 4417: \$2,000 increase for hiring transportation drivers and town-owned van maintenance expenses.
- Decrease in Department 4499. \$18,200 decrease, mostly due to reduction in anticipated costs for paramedic intercept services, moving partial Interfaith Services support to a stand-alone department for Municipal Agent to the Elderly, and various cuts by the Mayor.

- Increase in Department 4503. \$13,000 increase, due to accurately budgeting phone costs, increased electrical costs at various recreational facilities, and increased costs of professional services and supplies.
- Decrease in Department 4801. \$14,000 decrease in debt service due to aging of debt and corresponding reduced interest amounts, partially balanced by additional equipment lease payments.
- Increase in Department 5001. \$90,000 increase in contingency, as calculated against the modified FY23 budget. Note that while FY23 contingency was budgeted at \$100,000, early transfers were made to cover negotiated contract increases.

As a total increase to the General Government operating budget expenditures of \$435,000

Revenues

- Increase in Department 4109. \$21,000 increase which includes increases to PILOT, Veteran's and cell tower; somewhat balanced by a decrease in miscellaneous revenue. The Mayor's budget includes \$100,000 projected for miscellaneous revenue to more closely align with past results and expectation.

Note that the "other financing sources" is the amount approved by the Board of Finance from the Undesignated Fund Balance to balance the mill rate – which is excluded from this calculation in department revenue changes. In FY23, the BOF approved \$425,000 as "other financing sources".

- Decrease in Department 4135. \$125,000 decrease per Department Head and Mayor recommended budgets for prior real estate taxes and miscellaneous revenue. For previous FY23, BOF increased this Department's projected miscellaneous revenue. There are no known or projected revenues for FY24, as FY23 including PSA tax repayment, is a one-time unique event. Note that the major general government tax revenue will not be calculated until final budget approval and setting of the mill rate.
- Decrease in Department 4137. \$33,000 decrease including annual \$50,000 reduction of ash landfill funding split, somewhat balanced by higher projected investment interest.
- Increase in Department 4147. \$7,000 increase due to increased projections for copy fees and vital statistics.
- Decrease in Department 4151. \$2,300 decrease due to lower projections for various land use fees.
- Decrease in Department 4302. \$59,000 decrease since beginning in FY23, other entities (BOE, WPCA, SSD) pay their fuel usage directly to the Town's fuel provider, rather than to the Town.
- Decrease in Department 4503. \$3,500 decrease with expected lower fees for summer camp since there is no longer included transportation.

Per the above detail, this calculates to a total decrease to the General Government operating projected revenues of about \$195,000; again, excluding any revenue from Other Financing Sources (last FY2023 that revenue was \$425,000). This calculated difference also excludes any calculation of tax revenue from the Grand List (last FY2023 that tax revenue was \$15.7M).

Considering the summary of expenditures, increased by about \$435,000; and the summary of projected revenue, decreased by about \$195,000; the proposed net increase to general government budget is \$63,000.

The remainder of this report includes additional details and discussions regarding each Department's projected expenditures and revenues.

Introduction

Each Town Department, Board and Commission has an annual operating budget, which is reviewed by the Mayor, the Board of Selectmen, the Board of Finance, and the public prior to it being voted on for approval. In typical years, the budget is voted on at the Town Meeting, and in recent years includes a referendum vote of the budget.

This document summarizes the responsibilities of each Town Department, Board and Commission, and notes applicable modifications to the proposed budget expenditures and projected budget revenues. In addition, Town operating costs including legal, fringe benefits, information technology and other components are included in the municipal operating budget breakdown.

Note that the categories are in numerical order to match the Budget Worksheet for the Town of Putnam. As formatted, departments with revenue also include a summary of budgeted revenue projections in addition to proposed expenditures.

Mayor - 4109

The Board of Selectman, Putnam's legislative body, is comprised of the Mayor and six Selectmen which are elected every 2 years. The Board of Selectmen's responsibilities cover a broad range of important municipal issues. They are responsible for the oversight and delivery of all general municipal services and act as the appointing authority for the many resident volunteers who serve on town boards and commissions. The Board of Selectmen reviews and approves Town Meeting warrants, vendor payments, contracts for procurement of services and materials and plays a key role in litigation and employee negotiations.

This budget includes wages for Mayor, Deputy Mayor, Selectmen, Town Administrator and Executive Assistant.

Revenue for this department includes many components, including those attributable to individual permit applications, state and federal revenue sources, various entity grants, administrative reimbursement (including WPCA reimbursement of Town-provided services), and contractual services (including Special Services and Fire Districts payments towards Town-provided services). Miscellaneous revenue has included items such as relief funds, reimbursement of past years, movie industry shared costs, and electric vehicle charging station. Miscellaneous revenue from local government includes payments in lieu of taxes for some of the private housing authorities (Ella Grasso). Interfund transfers includes funds contributing towards blight funding.

The Mayor and Town Administrator are responsible for this department's budget.

Expenditure Modifications

Increases in this department include salary adjustments based on annual reviews. Other increases include additional printing and binding, dues and fees and meetings, to more accurately reflect recent pricing and because we intend to continue offering employee training sessions.

A requested increase from FY2023 approved budget for this department, to include \$18,000 additional professional services, which is intended to include a UCONN internship for the next fiscal year was cut during the Mayor's review of the budget.

Revenue Modifications

There has been no change to federal or state related revenue sources, as we await Governor Lamont's February 2023 message regarding municipal aid. The budgeted revenue reflects no change to these revenues; however, final federal and state aid will not be guaranteed until actual revenue realized during the fiscal year.

Revenue from payment in lieu of taxes (PILOT) is based on actual receipt for FY23, which is higher than previous budgeted amounts. Expectations are that FY24 will match recent FY23 amounts.

Veteran's Benefits revenue has been estimated based on recent actual revenue values.

Miscellaneous revenue has been decreased to reflect recent years actual revenue values. The final budgeted amount for FY23 was based on BOF increase in part to consider the PSA tax repayment, which is a one-time unique event to FY23.

Cell tower revenues also have been increased to reflect recent actual revenue values.

Budgeted revenue for administrative services has been budgeted to remain the same as FY23, although initial discussions with WPCA may include lowering the Town's support of certain services and therefore revenue projections.

Budgeted revenue for contractual services has remained the same, which include continuing to provide revenue billing and collection services for the SSD, East Putnam and West Putnam.

Note that "Other Financing Sources" will remain zero until and unless the Town's budgeting process recommends and approves use of the General Fund to help balance the mill rate.

HR/Payroll Department – 4110

This budget includes wages for our Human Resources and Payroll Director along with supplies, training and various compliance components related to payroll and benefits.

This Department includes one full-time employee, and the Department Head is responsible for this budget. There are no projected revenues budgeted for this department.

Expenditure Modifications

Increases in this department include salary adjustments based on annual reviews. Budgeted expenditures have been increased for professional services due to Timeclock recordkeeping system

maintenance. Previously, these costs were included in the Town's IT costs (Dept 4143), but for consistency, this cost has been moved to the managing Department. Slight decrease in budgeted office supplies.

Board of Finance - 4117

The Board of Finance is composed of five representatives elected by voters every 4 years. The Board of Finance is primarily responsible for oversight and implementation of financial policies. This involves the final approval of the proposed budget prior to submittal to the Annual Town Meeting, review, and approval of financial policies. This Board also oversees the implementation of the budget.

This budget reflects overtime costs for the Recording Secretary. There are no employees as part of this department, and no projected revenues budgeted for this department. The Treasurer/Finance Department Head is responsible for this budget.

Expenditure Modifications

The budget reflects increased official/administrative services to reflect increased cost of services from the Town's auditing firm, King and King. We plan to continue contracting auditing services by King & King for the foreseeable future, subject to Board of Selectman approval. Slight decrease in budgeted overtime to reflect recent actual costs for meeting recording secretary efforts.

Assessor - 4131

The Assessor's Office is responsible for the fair application of State Statutes and equitable assessments of all real and personal property and the processing of the various allowed exemptions. This office is responsible for producing the Grand List each year. The Grand List is revalued every 5 years according to State Statute. Putnam's revaluation occurred last in 2019, and planning for the 2024 effort will begin in FY24. The office also administers many state mandated exemptions including but not limited to veterans, disabled, blind and manufacturing facilities personal property. Accurate and well-maintained property records serve as a critical information source for other Town departments, individual property owners and their agents. Continuing education is critical to stay current on the revisions to State Statute throughout the year. Note that depending on the appeals process, this department sometimes incurs legal fees associated with appeals – for now, those fees are budgeted in the Town's legal fees, outside of this department.

The Assessor budget includes two full-time positions. There are minimal projected revenues budgeted for this department. The Department Head is responsible for this budget.

Expenditure Modifications

Increases in this department include salary adjustments based on annual reviews and contract negotiations. The proposed budget includes an increase for the purchase of professional services as well as a minor increases for additional printing costs. Included in the professional services are multiple components as follows: CAMA real estate Visions appraisal software services at \$8,300, and Quality Data Services for software services at \$9,500, Tyler inspection efforts at \$6,000 and online based subscription

software for \$1,000. Minor increases in professional education and printing and binding to cover expected training and Grand List books.

Revenue Modifications

A line item with a negligible amount of revenues continued to account for potential copying revenue.

Board of Tax Review - 4132

The Board of Assessment Appeals is a three-member elected Board which serves to hear any appeals regarding property assessments.

The Board of Assessment Appeals budget includes part time payroll for the Recording Secretary.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Assessor Department Head is responsible for this budget.

Expenditure Modifications

No change from prior year.

Revenue Collector - 4135

The principal function funded under this account is the billing and collection of all property tax revenues which include current and back taxes; lien and interest fees; and, pro-rated elderly, construction, and supplemental motor vehicle taxes. This department receives, deposits and reports revenues to the Town, Special Services District, East Putnam Fire District, and West Putnam Fire District. The Connecticut statutes and Town of Putnam ordinances govern the work performed in this office.

The Special Services District, East Putnam Fire District and West Putnam Fire District contract with the Town for expenses associated with the billing and collection of their tax revenues. These contracted values are included in the Mayor's projected revenue.

This department includes the Town's most significant source of revenue, collection of property taxes.

The Revenue Collection budget includes two full time positions. The Department Head is responsible for this budget.

Expenditure Modification

Increases in this department include salary adjustments based on annual reviews and contract negotiations. Printing and binding has increased, to include expected cost of QDS service contract and in part due to moving QDS IT support to this budget from the IT Department. Minor changes in office supplies and dues & fees.

Revenue Modifications

The budgeted revenue is based on the 2021 Grand List as prepared by the Assessor and is subject to appeal via the Board of Assessment Appeal. For budgeting purposes, as typical, the Town estimates a 97 percent collection rate. See attached memorandum detailing recent years collection rates and the difference due to appeals and corrections to the Grand List. The total amount of tax revenue will be calculated as part of final budgeting efforts.

Other line items such as prior real estate taxes and interests and liens have been decreased based on typical annual collection of these outstanding funds. Miscellaneous revenue also has been decreased to reflect recent actual (in FY23, BOF increased this revenue projection due to one-time unique circumstances, including PSA).

Treasurer - 4137

Responsibilities for the Finance Department include management and preparation of accounts payable, debt service, cash management, financial reporting, budget preparation and the annual audit. In addition, accounting records for Town grants, special revenue and trust funds, capital projects, and Water Pollution Control Authority are maintained.

Revenue sources for this department include financial entity interest funds, and the Town Ground Lease revenue including revenue associated with the Wheelabrator (now Win-Waste) Ash Landfill and its associated Metals Recovery Facility. Per recent year's ordinance, the Wheelabrator Ash Landfill reduces by \$50,000 each year, and that amount is directed towards the Town's Capital Improvement Program.

The Finance budget includes two full-time positions and one part-time position. One position is partially reimbursed by the WPCA and one position is partially budgeted by the Highway Department. The Treasurer/Department Head is responsible for this budget.

This department also manages the tax revenues received via the Revenue Department associated with the Town, Special Services District, East Putnam Fire District, and West Putnam Fire District. The Special Services District, East Putnam Fire District and West Putnam Fire District contract with the Town for expenses associated with the billing and collection of their tax revenues. This contracted amount is included in the Mayor's projected revenue.

Expenditure Modifications

Changes in this department include salary adjustments based on annual reviews and contract negotiations. Note that salary shows a decrease due to current lower part-time employee hours. Professional services has increased to now include annual support for Infinite Visions from Tyler Tech, which was previously including in the Town IT budget.

Revenue Modifications

Investment interest has increased to reflect current market conditions. The proposed revenue for the Ash Landfill is reduced by \$50,000 from the prior year, as that \$50,000 is used for the Town's capital funds per ordinance. The proposed revenue for the Metal Recovery remained the same as FY 23.

Legal Counsel – 4139

This budget funds the costs for the Town's legal services. This includes legal services for Town Attorney, labor negotiations, land use or environmental issues, tax sales, real estate sales, debt issuance costs, ordinance development, assessment appeals, lease and contract negotiations and review. In 2018, the Board of Selectmen appointed Halloran & Sage LLP as the Town/Land Use/Labor Attorney and Day Pitney LLP as Bond Counsel; and the Town's contracted services with these firms continue through several years.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

The cost of legal services is budgeted to increase by \$10,000 to reflect additional services projected.

Fringe Benefits - 4141

This budget funds fringe benefits provided to Town employees. A comprehensive and competitive benefits package is maintained to attract and retain qualified workers, in addition to required social security employer contributions. Included in the benefit package are health, dental, and life insurance. The pension program appropriation is a combination of the actuarially determined contribution toward the Town's defined-benefit retirement program and payments on behalf of the employees to a defined contribution retirement program offered through the International City Management Association Retirement Corporation (ICMA-RC). For health benefits, the Town participates in the self-insured cooperative Eastern Connecticut Health Insurance Plan (ECHIP). The Town plan covers Town employees (Town Hall, Highway, WPCA) along with Special Services District including the police and administrative staff, and the Emergency Medical Personnel; and those separate entities pay the associated costs of the benefit.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Human Resources and Payroll Department Head is responsible for this budget.

Expenditure Modifications

Social security increase is calculated based on estimated payroll, health savings contributions are based on the number of employees that are on town health insurance, and buyout projections are based on the estimated number of employees that decline town health insurance. Health insurance has been increased to reflect our broker's estimated cost increase for FY24 and accounted for estimated number of employees selecting various types of plans. The Town continues to coordinate for stabilized costs, but due to the inherent risks of a smaller pool of participants, health insurance plans continue to increase. The Town will continue to coordinate with our broker for additional efficiencies.

Retirement contributions has increased to cover the Town's contributions towards individual retirement plans for those employees that select ICMA vs. the Pension. Note that FY24 Retirement Contributions line item only includes ICMA contributions, and the contribution to the Pension will be \$0, which has been calculated by our broker due to continued Pension status as above funding requirement. Based on recent years' market, our Pension is fully funded, even over-funded. As the market changes, future years will likely need additional contributions and this line item could significantly increase.

Information Technology - 4143

This account covers the Town's data processing, networking, website and data service expenditures. The Town currently utilizes a mainframe and PC network computer system, which links all Town Hall departments. The account covers general expenses, service contracts on hardware, temporary assistance in records' conversion and software maintenance contracts, as well as, planning for technological upgrades for the Town's future IT needs.

Professional services includes our software service provider, NOVUS.

For FY24, we have modified this department to only include Town-wide IT needs, and have reallocated many software related components to the applicable departments.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

Professional services has decreased by \$20,000 and technical software has decreased by \$25,000 to account for individual departments' software expenses now being allocated to the individual departments that use the software. Our workforce continually increases its dependency on electronic means, and many departments need increased IT assistance to manage those changes.

Equipment has increased because we are in the process of a rotating schedule of laptop replacement. This may fluctuate in upcoming years.

Town Clerk - 4147

The Town Clerk's office serves the taxpayers and the citizens of the community, as well as the professionals who utilize Town records. The office's central purpose is to record, index and preserve Putnam's valuable permanent records. Another important role of the Town Clerk's office is to educate the public regarding statutory requirements and procedures. Additionally, the office issues many licenses and permits, including marriage, birth and death certificates, dog, and sporting licenses. The Town Clerk's office coordinates with the Registrars for all elections and referendums. The office handles all absentee balloting and registers new voters. The Town Clerk is the recording secretary for Town Meetings.

Revenue projections for this office include various permit fees and license fees, document copying and recording fees, real estate conveyance fees, vital statistics fees, and other miscellaneous revenue sources.

The Town Clerk budget includes two full-time positions. The Town Clerk Department Head is responsible for this budget.

Expenditure Modifications

Modifications to this department salary include adjustments based on staff changes and contract negotiations. Minor changes in professional education, shredding, travel and dues and fees.

Revenue Modifications

A \$2,000 increase in copy fees and a \$5,000 increase in vital statistics.

Registrar of Voters – 4149

This budget funds the costs for Town Elections. The primary expenses are payments to the election workers, materials and ballots and all costs related to maintaining the voting machines.

The part time payroll reflects stipends for two registrars and two assistant registrars. There are no projected revenues budgeted for this department. The Registrar's Office is responsible for this budget.

Expenditure Modifications

Increases in this department include salary adjustments based on annual reviews. Increase of \$1,000 for professional services and \$300 for supplies.

Land Use Agent – 4150

The Land Use Department is responsible for matters related to Inland Wetlands and Watercourses, the Aquifer Protection Area, Town Planning including subdivisions and the Plan of Conservation and Development, and some Zoning components including excavation, floodplains and stormwater. Additional duties include assistance with Town projects and the Town's requirements under the NPDES permit for our Municipal Separate Storm Sewer System (MS4).

Professional services include infrastructure-related efforts, survey efforts, and record management of historical town and private projects.

This Department includes one full-time employee, and the Department Head is responsible for this budget. There are no projected revenues budgeted for this department.

Expenditure Modifications

Increases in this department include salary adjustments based on annual reviews. Increase of \$5,000 for a proposed 5 hour a week clerk to assist in office duties. Increase of \$500.00 for recording secretary for

meetings. The significant increase in professional services is to account for MS4 stormwater consulting, as required by the Town's General NPDES Permit. This cost had been previously included in Town Services (4301 and 4302).

Land Use Commissions - 4151

This Department oversees land use policy and implementation in Putnam in accordance with Connecticut General Statute requirements and local zoning regulations. Staffing and technical support are provided to the Town's land use commissions including the Inland Wetlands & Watercourses Commission, Planning Commission, Zoning Commission, Zoning Board of Appeals, and Aquifer Protection Agency.

The Land Use Commission budget includes overtime for recording secretary. The Land Use Agent Department and the Building Department provide assistance to the various land use commissions.

Projected Revenues include application fees associated with the various associated Land Use Commissions.

There are no employees as part of this department. The Land Use Agent and Building Official Department Heads share responsibility for this budget.

Expenditure Modifications

Overtime for recording secretary has been increased by \$500 to allow for public hearings. Increase of \$4,200 for professional education services, since the State now requires specific training for Zoning Commission members. We will continue to monitor as there may be options for low or no-cost UCONN Clear courses.

Revenue Modifications

No modifications.

Insurance - 4157

This budget accounts for the insurance costs for Workers Compensation (WC) insurance and the Town's General Liability, Auto and Property (LAP) Insurance. Coverage is provided for building properties, liability, automotive, machinery, public officials' liability, employee blanket bonds and bonding for certain employees.

The Town obtains WC and LAP through the Connecticut Interlocal Risk Management Agency (CIRMA). The same policy covers a number of public entities including the Town of Putnam general government, the Water Pollution Control Authority, and the Special Services District. Note that beginning in FY23, the Board of Education discontinued use of CIRMA for WC and LAP. The policy generally breaks down associated costs by individual and property, and costs are allocated correspondingly between the various entities.

There are no employees as part of this department, and no projected revenues budgeted for this department. Human Resources and Payroll Department Head is responsible for this budget.

Expenditure Modifications

The increased budget reflects input from CIRMA regarding projected increase to the WC Insurance for base premiums, per contract, annual 10% increase. CIRMA has also projected a 3% base premium increase to LAP, to account for annual cost increases.

Probate - 4161

This budget provides funds to pay for the costs of the regional Probate Court which is calculated based on population.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

Budget reflects slight increase in rental of land/building.

Redevelopment - 4172

This budget provides funding for the Redevelopment Agency activities. The Redevelopment Agency provides leadership and implementation to community development projects including underutilized properties.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Economic and Community Development Department Head is responsible for this budget.

Expenditure Modifications

Minor increase to professional services, as there will be continued affordable housing studies.

Economic Development - 4173

The Economic/Community Development Office promotes the growth and development of the Town's economic base by assisting with the retention and expansion of existing businesses, encouraging new businesses to locate in Putnam and coordinating development programs and resources. Information, advocacy, and referrals are offered to industrial, commercial, and home-based businesses for various aspects of their operations. The office also works with many Community Development programs through block grants. Facade loan and grant programs are administered by the Director. The Director participates in the multiple related networking groups. Staff also supports the Redevelopment Agency.

The Economic/Community Development budget includes two full time positions. There are no projected revenues budgeted for this department. The Economic and Community Development Department Head is responsible for this budget.

Expenditure Modifications

Modifications in this department include salary adjustments based on annual reviews and contract negotiations. Noted decrease in salaries due to staff changes. Increase in overtime for recording secretary, based on this department expanding to include the Arts Council meetings.

Elections - 4197

This budget funds the costs for Town Elections. The primary expenses are payments to the election workers, materials and ballots and all costs related to maintaining the voting machines.

The part time payroll reflects payments for election workers.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Registrar Office is responsible for this budget.

Expenditure Modifications

Increase in part- time Elections to cover election workers including one November election, one primary and one referendum. Also increase of \$1500 to supplies. The cost of printing ballots and cards has had a significant increase.

Essential Services - 4198

This budget accounts for the general core processing functions of the Town operations. The primary costs are postage, copier supply, and telephone. The telephone budget line includes the main telephone system.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

Decreases in equipment rental, postage, advertising and supplies due to general modification from paper to electronic means. Increase in communications as this cost includes various cell phone plans.

Municipal Agent to the Elderly - 4199

This account funds the costs for the Town's Municipal Agent to the Elderly. This position provides direction, guidance, and support to the Town's elderly. This department has been created for FY24 to more accurately represent the services provided. In prior years, this cost was included in the Outside Entities department. Since 2018, the Town uses Interfaith Human Services to provide the majority of the service, including coordination with many local agencies to provide services to the elderly and needy within our community.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

When considering the decrease in the associated line item under Outside Entities, there is no budget modification.

Building Official - 4213

This department supports the Building Official's office which has the responsibility of ensuring the safety of persons and property through the establishment and maintenance of an effective building and zoning code enforcement program. The Building Official/Zoning Enforcement Officer has the responsibility and is an essential element of the overall Building Safety and Housing Code programs and enforcement of the Zoning Regulations.

Projected revenues for this department include building permit fees, fines, and minor copying fees.

The Building Official budget includes two full-time positions. The Building Official/Zoning Enforcement Officer is responsible for this budget.

Expenditure Modifications

Increases in this department include salary adjustments based on annual reviews and contract negotiations. Technical services has been increased to provide for software related the building permit software, linking between assessor's and revenue information.

Revenue Modifications

No modifications.

Animal Control - 4215

As FY 23, this account has been moved to outside agencies.

Expenditure Modifications

This department's expenditure has been zeroed out, and the cost is now included in Department 4499 Outside Agencies.

Fire Marshal - 4219

The Fire Marshal's office has the responsibility of ensuring the safety of persons and property through the enforcement of the fire code. The Fire Marshal's duties include fire code enforcement and fire investigation. This includes documenting the fire scene, investigating fire patterns and flammable material to determine origin and cause of the fire, and conducting interviews. The Fire Marshal then reports all findings to the Town, law enforcement and the State as required.

Projected revenues budgeted for this department include various inspection fees.

This Department has two part time employees. The Fire Marshal is responsible for this budget.

Expenditure Modifications

Modifications in this department include salary adjustments based on annual reviews, and includes a new Deputy Fire Marshal with all applicable certifications. Note the salary decrease is due to staffing changes. Various minor changes to outside professional, travel, meals, books, uniforms and meetings.

Revenue Modifications

No modifications.

Emergency Management - 4223

The Emergency Management department is responsible for the coordination of Emergency services and assets in the case of a large-scale emergency in Town. The Town receives \$5,000 reimbursement for the Emergency Management Directors wages from the EMPG grant. The Emergency Management Director and Deputy Director are required to take training courses.

This Department includes two stipend individuals, and the Emergency Management Department Head is responsible for this budget. There are no projected revenues budgeted for this department.

Expenditure Modifications

Increases in this department include salary adjustments based on annual reviews. Minor modifications to travel and meetings.

Town Services – 4301

This budget provides funds for the general operation of the Public Restroom facilities and supports other Town properties such as the Armory, Church Street Garage and other Town structures and facilities. Note that the Fox Road Highway Garage and the Murphy Park Building have facility maintenance line items in applicable department budgets. The Public Restrooms are located in the Municipal Parking Lot

on Kennedy Drive and are open from 6am to 9pm daily. This provides an essential service to the community especially during our many community functions, and as people use the outdoor trails.

General supplies include building supplies and paper products. Natural gas is for expenses related to applicable locations served by Eversource gas. Electricity is for the Public Bathroom only.

Gasoline is now included in this budget (rather than in the Highway or Complex budget), as the gasoline budget reflects multiple Town departments, primarily Highway, but also Parks and Grounds, Building, Fire and other Town equipment. Water and sewer fees are for the Public Bathroom. Custodial supplies are cleaning and other small maintenance type components.

There are no projected revenues budgeted for this department.

The Mayor and Town Administrator are responsible for this department's budget.

Expenditure Modifications

In FY 23, the costs of all Town Buildings including the Municipal Complex were combined. Therefore, all expenses shown in this budget are new for FY24.

The increase/new costs are mostly offset by reductions in the Complex department budget.

Complex Facilities – 4302

The budget for professional services includes alarm services (Venture), elevator system (Kone), pest control and other service contracts.

Building maintenance includes contracted services like HVAC maintenance including filter cleaning and replacement (NESC) and generator testing and maintenance (Kinsley Power); and also miscellaneous building maintenance like painting or deep cleaning.

Custodial supplies are cleaning and other small maintenance type components.

The salary line item includes one full-time Maintenance Director and one full-time custodian. Overtime includes "on-call" employee to cover staff absences.

General Supplies cover the cost of supplies need to maintain the Municipal Complex. Custodial Supplies cover the cost of building and paper products. Water and sewer are for services for the Municipal Complex including the irrigation system.

The Maintenance Director is responsible for this department's budget.

There are no projected revenues budgeted for this department.

Expenditure Modifications

For FY 24, this department includes expenses for the upkeep and care of the Municipal Complex only. All other town owned buildings are now in other departments, including in Department 4301.

The decreases to this budget are mostly offset by increases in other department budgets.

Highway Department – 4303

The Town of Putnam Highway Department budget funds the wages for the Public Works employees and provides for the maintenance of approximately 65 miles of roads, a fleet of over 35 vehicles and equipment, and the maintenance of the Highway Garage building. Major expenditures include the winter road treatment and snow removal, removal of hazardous trees, roadside mowing and brush control, road sweeping, road pavement patching and repair, drainage maintenance and repair, and litter pick up.

This Department includes 12 full-time employees, in addition to on-call positions for storms as-needed and shares the cost of one full-time Finance Department individual to handle Highway administrative efforts.

The Highway Superintendent/Department Head is responsible for this budget.

There are no projected revenues budgeted for this department.

Expenditure Modifications

Increases in this department include salary adjustments based on annual reviews and contract negotiations. Increase in professional services, including for additional required physical reimbursement and required testing, along with site-specific stormwater permit requirements and planned use of contract services for additional snow management.

Repairs and Maintenance has been increased to reflect current pricing. The cost of supplies for repairs and maintenance has shown a large increase in recent years.

Slight increases to general supplies, electricity, bottled gas and bituminous reflect increase in costs.

Waste Collection – 4317

This budget provides funding for Town-wide trash pick up and appropriate disposal, and the monitoring services for the closed Municipal Solid Waste Landfill on River Road. The Town-wide trash pick-up and transportation is through a contracted service with Casella (who acquired Willimantic Waste in recent months). As part of the Town's stewardship permit, the State requires regular monitoring and testing to be performed around the closed landfill site, including a new monitoring plan for PFAS.

Note that municipal waste disposal, currently via incineration at Wheelabrator's Lisbon plant, is paid for from the Town's sticker fund [Fund 2850; outside of the operating budget], which is funded by sticker

purchases. Also funded from the sticker fund are the Town's bulky waste days and other miscellaneous municipal waste management activities.

There are no employees as part of this department, and no projected revenues budgeted for this department.

The Mayor, Town Administrator and Highway Superintendent/Public Works Department Head are responsible for this budget.

There are no projected revenues budgeted for this department.

Expenditure Modifications

Increase in professional services to reflect additional testing requirements at the closed Municipal Landfill. Also increase in expenditures of refuse removal to reflect Casella's costs based on recent total weights disposed.

Council on Aging – 4417

This budget provides funding to the Commission on Aging. Their mission is "to provide leadership in creating and maintaining a comprehensive, coordinated, community-based support system that enhances the quality of life for seniors in Putnam". The Commission provides for educational and enjoyable programming, quarterly newsletters, and an annual Senior Information Fair.

The Part-time Payroll line reflects overtime costs for the Recording Secretary.

There are no employees as part of this department, although part-time staff in the Recreation Department coordinate much of the recently added Senior Activities and Meals on Wheels program at the Municipal Complex. The Recreation Department Head is responsible for this budget.

Expenditure Modifications

Increase in professional services and travel to support increased transportation costs and higher maintenance costs associated with the town-owned vehicle.

Minor increase in general supplies and minor decrease in printing & binding.

Revenue Modifications

Creation of a revenue line item to account for collected program fees.

Veteran's Services – 4421

This budget is to assist in providing direction, guidance, and support to the Town's veterans, as required by state statute.

There are two stipend part-time positions. There are no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

Slight increase for office supplies and travel.

Outside Agency Contributions – 4499

This account provides the Town's contribution toward a portion of the operating costs of various social, health, safety and other agencies offering services to Town residents. To address needs which transcend municipal boundaries, most of these services are provided on a regional basis in the interest of economy and efficiency. Contributions to these agencies are based on a variety of formulae such as per capita or statistical measurement of the service received by an individual Town.

The Town has several large LOTCIP projects in process in which NECCOG is performing the engineering services, therefore, the budget reflects continued regional engineering services as it is a cost-efficient method of receiving the engineering services for the projects.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Animal Control previously was listed as a separate department, now it is shown in Outside Agencies.

Expenditure Modifications

Arts Council is now shown in the newly created Arts Council department. Interfaith has been reduced due to moving the Agent for the Elderly to its own department.

Last Green Valley and Day Kimball Healthcare have been added based on recent requests. The Mayor has made a reduction to those additions.

NECCOG costs have been given a 5% increase as a placeholder. Their budget has not been finalized yet. (Animal Services, Regional Engineer, Paramedic Intercept Costs)

Also to note that Northeast District Department of Health has recently shared a significant budget increase, from \$7 per resident to over \$10 per resident. This is not yet shown as part of the budget as we are still reviewing.

Recreation – 4503

This budget covers the Department's administrative overhead and office operation as well as the recreation opportunities offered by the Recreation Department. Our mission is to provide fun, safe, physically rewarding and emotionally satisfying family and individual recreation opportunities to every member of the Putnam Community at a nominal cost. We look forward to meeting more members of the community through our various programs and events in the upcoming year.

As of FY23, this budget now includes the cost of maintaining the Town parks, the grounds around public buildings, the downtown parking lot areas, the River Trail, the Riverfront Market Place, and the school athletic fields. This group also mows all islands. Primary responsibilities are turf and athletic field maintenance, game preparation, care of trails, etc.

Other Professional Services includes the cost of police details and music events at various town functions. This budget reflects the revenue and expenses for events and field trips, which accounts for expected additional revenue. Projected revenues budgeted for this department include PASS revenues, event fees, summer camp fees and various activity fees.

This combined department now consists of 4 full-time and 2 part-time employees, in addition to more than a dozen seasonal employees for services such as children's summer recreation program and after-school programs. The Department Head is responsible for this budget.

Expenditure Modifications

Overtime slightly increased as employees are responsible for various Town property snow handling. Increase in professional services to account for additional events and increases in costs. Travel line item was added for the recreation directors expenses.

While the Department Head requested additional hours for his Caretakers (currently 35 hours per week), the Mayor has removed that amount.

Revenue Modifications

Slight reduction due to lower summer camp fees, as there is no longer a public transportation option offered.

Municipal Historian – 4509

This budget provides funding to reimburse the administrative costs of the Municipal Historian.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

No modifications.

Debt Service – 4801

This budget provides funding for the payments of principal and interest on the Town's long and short-term debt obligations. As part of financing requirements, the Town must serve as the applicant and payee for all municipal loans, including those for Board of Education projects. These debt obligations are used in the development and maintenance of the Town's facilities and capital infrastructure, and are summarized as follows:

- Ash Fund loan including line items for principal and interest. The repayment for this loan typically has no change to principal or interest payments.
- Quinebaug Technology Park loan for principal and interest. The repayment for this loan typically has no change to principal and reduction over-time to interest.
- High School loan for principal and interest. The repayment for this loan typically has small changes in principal and reduction over-time to interest.
- Municipal Complex loan for principal and interest. The repayment for this loan had some fluctuation early in the loan period, with long-term no change to principal and reduction in interest.

As part of new requirements under Governmental Accounting Standards Board (GASB), leases are to be included as part of municipal financing, so the Town's equipment leases are now included as follows:

- Two Freightliner plow trucks leased in FY2020; with an expected 7-year lease term and option to buy at \$1.
- One Freightliner plow truck leased in FY2022; with an expected 7-year lease term and option to buy at \$1.
- One Freightliner plow truck with wing leased in FY2023; with an expected 7-year lease term and option to buy at \$1. Note that this truck was delayed shipment, first payment is in FY23, due to the delay the rate/payment for the lease has increased to \$43,817.40.
- One Freightliner plow truck leased in FY2023; with an expected 7-year lease term. Payment \$47,200.67.
- One sweeper leased in FY2024; with an expected 7-year lease term and option to buy. Payment is \$30,579.82.

Revenue for this category includes use of \$80,000 of the Ash Landfill Ground Lease Capital funding for equipment leases, matching FY2022 and FY2023 associated revenue.

There are no employees as part of this department. The Mayor, Town Administrator and Treasurer are responsible for this budget.

Expenditure Modifications

For debt service, the High School repayment has reduced interest cost. The Quinebaug Technology Park loan also has slightly reduced interest cost. The Municipal Complex principal remains flat, interest has decreased.

The previously Freightliner plow truck approved in FY2021, as well as approved FY2022 lease and FY2022 lease for additional plow trucks have been added as a line item in debt service.

Revenue Modifications

No modification. For debt service, \$80,000 of the Ash Ground Lease Revenue is included as revenue (see 5-Year CIP and balance between total Ground Lease Payments; the revenue accounted for here, and the planned use of Ground Lease funds for the CIP).

Contingency / Reserve – 5001

Funds in this account provide for the reservation of funds for several purposes. Revaluation accounts for the need for contracted revaluation services every 5 years according to state statute. General Contingency exists to provide funds for unanticipated levels of expense, and in the past several years has included expenses such as sick time payout for retiring employees, costs for unplanned permitting requirements, emergency power generation maintenance or replacement and other unplanned for expenses. The Town's use of general contingency requires pre-approval by the Board of Finance.

Equipment Reserve is funding dedicated to the eventual replacement of various pieces of equipment. The value is meant to represent the annual depreciation of specific equipment. This provides a long-term sustainable funding source for equipment replacement and is expected to continue to build towards a standard amount based on the Town's total capital asset value.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

No change to revaluation.

Increase expenditure for contingency, including \$100,000 for general contingency, and \$30,000 to account for outside entities (including NDDH) recent higher-than-expected projections.

Equipment reserves has been remained the same due to budget constraints. Typically, equipment reserves has been increasing at \$30,000 per year.

Section 6

Narrative

Library



Budget Commentary 2023-2024 Budget Year

"I appreciate the phenomenal teamwork at the Putnam Library on any given day. Thank you!"
Anonymous response to 2022 library survey

The Putnam Public Library remains a unique and valuable space in our community, open to all. It is one of the few accessible public places that remain completely free and non-commercial. The Putnam Public Library values every community member and works to be welcoming and respectful of people's different identities. 32,109 people came through our doors from July 1, 2021-June 30, 2022 for many different purposes, 41% more than the previous year. The library circulated 75,987 items to our community last year, an increase of 32% from the previous year. Much of that success is due to a responsive, helpful and committed library staff who have the goal of helping every person who walks through the door. A library card is free to Putnam residents and with that valuable card you can check out books, DVDs, magazines and downloadable items that would cost thousands of dollars to purchase. Many in our community cannot afford a computer or Internet services, therefore our library provides both free of charge.

Change to this year's budget:

The Board reconsidered our original total budget proposal of \$452,803.94 after the library director's discussion on January 23 with the Mayor about the Town's economic situation. The budget lines for Programming, Communications, Office Supplies, Library Books and Tech Related Hardware were reduced in the 1/23/23 Board meeting by \$10,850 to remain flat from last year. A planned retirement payout of \$12,725 was removed from the salary line and the Board plans to delay rehiring the position to make up the funding. This resulted in a Department Head Request of \$429,228.

1005.45.4501.51610 Regular Employee- Library

The only increase is in the salary line as the library staff typically receives the same increase as the union (2.5%) excluding the employees increasing to the new \$15 minimum wage. (\$354,000 to \$366,428)

The Putnam Public Library offers:

- **Books, magazines, DVDs and STEAM kits** for people to borrow
- **Public Internet computers** with Microsoft Office Suite and printing capabilities
- Free **ebook, eaudiobook and magazine downloads** to Putnam residents
- Free **programs and cultural events** for children, adults and families
- Free or reduced **museum passes**
- **Materials** available to borrow from our Bibliomation consortium members
- **Wireless connection**
- **Study rooms**
- Opportunity to use **program rooms** for community meetings- 34 community groups have used the library's program rooms since opening in September 2021.

- Library website offers opportunities to **renew and request books online**
- The Friends of the PPL **Book Nook** (gently used books for \$1 or .50)
- Outreach services to home-bound patrons
- Volunteer Income Tax Assistance (VITA) tax preparation help

Literacy and life-long learning opportunities that we offer:

- Preschool and toddler **story times** to develop pre-literacy skills
- **Collaboration** with Headstart, NOW, the Family Resource Center, homeschooling groups and the Putnam schools
- **Summer Reading Program for Children and Teens** which extends and reinforces school year learning
- **Adult Summer and Winter Reading Program** which promotes life-long learning and literacy
- **Great collection** of books, books on CD, magazines, DVDs for children and adults
- **Statewide databases** offer free research sources for newspapers, reference books, and journals conveniently linked off of the library website
- Host for **tutors** to educate during or after school hours
- **Proctoring exams** for distance-learning students
- **Reference help** available in the library and through email
- Weekly **Scrabble and** monthly **Stitches Club**
- **AARP Safe Driving Workshops** to assist older drivers with education and insurance reduction.

Services:

- Notary services 35 hours per week (414 uses in 2022)
- Fax/copier/scanning/printing services
- Trash stickers available for sale at the library
- Free tax preparation from VITA, a volunteer section of the IRS
- Open 52 hours per week
- Clearinghouse for brochures and flyers from the non-profit community
- Tax forms and instructions available January-April
- Occasional community service openings

We hope that the Town of Putnam Board of Selectmen and Board of Finance will take into consideration all of the ways that the Library contributes to the welfare of the community and its residents when deliberating the 2023-2024 budget. We are proud of the legacy of the Putnam Public Library and would like to continue to offer these programs and services and continue to reach for library excellence in the years to come.

Section 6

Narrative

Putnam EMS

AGREEMENT

This agreement, by and between the Town of Putnam, the Town of Thompson (Towns), each a municipal corporation located within the State of Connecticut and acting herein by its respective First Selectman, and Putnam EMS Ambulance Service, Inc., (Putnam EMS), a non-stock, Connecticut corporation with an office and principal place of business at 191 Church St, Putnam.

Whereas, the Towns are committed to providing the highest quality emergency medical services to their residents and visitors; and

Whereas, Putnam EMS is a non-profit ambulance corporation, created, and organized pursuant to the laws of the State of Connecticut;

Therefore, in consideration of the foregoing and the mutual promises of the parties herein contained, it is hereby agreed as follows:

1. Designation as Town Service Provider

The Towns agree to designate Putnam EMS as the PSA holder and primary provider of ambulance service in each Town and that Putnam EMS shall be called whenever an ambulance is needed within either Town. Putnam EMS shall have the right, regardless of whether the ambulance call is made by a Town officer, employee or otherwise, to charge any person for ambulance service according to the *Maximum Schedule of Rates* as assigned by the State of Connecticut Department of Public Health. In no event shall the Towns be liable for the payment of individual charges for ambulance service.

2. Term

(a) This Agreement shall commence on July 1, 2022 and shall continue for a period of 60 months, unless terminated as hereinafter provided.

(b) The agreement shall automatically renew for successive 60-month periods unless any party serves notice to the others of an intent to terminate. Such notice shall be made in accordance with the terms outlined in Section 8 of this agreement.

3. Scope of Services

- (a) Putnam EMS shall provide ambulance services within the geographical boundaries of each Town for Town residents and visitors.
- (b) All vehicles necessary to carry out such services shall be provided by Putnam EMS, and shall be equipped and staffed pursuant to the Connecticut General Statutes and State regulations.
- (c) The primary level of staffing will be:
 - One ambulance 24/7 stationed within the boundaries to the Town of Putnam
 - One ambulance 24/7 stationed within the boundaries of the Town of Thompson
 - One ambulance staffed during 'peak hours' to supplement both Towns

Peak hours will be an identified block of hours that will shift as data and call volume dictate.

1st due ambulance in each Town: Putnam EMS will make every attempt to staff with (2) EMTs

Additional ambulances: Putnam EMS will make every attempt to staff with (2) EMTs

- (d) Putnam EMS shall provide stand-by service to the Town Police and Fire Departments and as requested by the Mayor or First Selectman, as applicable, or their respective designee during emergency situations, as set forth below, for no additional charge.
 - (i) Police emergencies. The Police Chief or Officer in Charge may direct an ambulance to stand-by at any Police situation at which he or she believes life-threatening emergencies are likely to occur.
 - (ii) Fire emergencies. The Fire Chief or one of his or her Officers may direct an ambulance to stand-by at any fire situation at which he or she believes life-threatening emergencies are likely to occur. An ambulance is automatically dispatched to confirmed working fires.
 - (iii) Other Town emergencies/exercises. The Mayor or First Selectman, as applicable, or their respective designee may direct an ambulance to stand-by at any other situation at which he or she believes life-threatening injuries are likely to occur, or during emergency drills. In any stand-by situation, the ambulance may be released for a 911 call and a second ambulance will be called to replace for stand-by.

4. Dispatch

Calls will be received by each Town's designated 9-1-1 center and the caller will be interrogated to gather the location and nature of the emergency. Once it is determined that an ambulance is needed, the call will be immediately transferred to the QV Communications Center.

- QV will be responsible for dispatching the ambulance(s) and for providing pre-arrival instructions to the caller.

5. Response Times and System Overload

If more than two requests, three during designated 'peak' hours, for ambulance service are received within a 90-minute time period, all parties realize that mutual aid ambulances will be deployed to the Towns and that 'system overload' will be in effect. During 'system overload' it is recognized that ambulance response could be delayed to some 911 callers.

Putnam EMS shall provide ambulance services, as described in paragraph 3, twenty-four (24) hours per day, seven (7) days per week, fifty-two (52) weeks per year. When a Putnam EMS ambulance cannot be obtained, mutual aid will be called, through existing mutual aid protocols. Putnam EMS shall be held responsible for the response times of their mutual aid providers if mutual aid is called for either the first or second due ambulance.

The response times shall be as follows:

- 1st due ambulance shall be on scene within 8 minutes, 90 % of the time to any Priority 1 call
- 1st due ambulance shall be on scene within 12 minutes, 90 % of the time to any Priority 3 call
- 2nd due ambulance shall be on scene within 10 minutes, 90 % of the time to any Priority 1 call
- 2nd due ambulance shall be on scene within 15 minutes, 90 % of the time to any Priority 3 call

Response times shall be aggregated and evaluated based upon the fractile time method not by average.

6. Insurance

Annually, Putnam EMS shall deliver to the Towns certificates of insurance evidencing the following, naming the Towns as additional insureds:

- i. Worker's compensation insurance as required by the Connecticut General Statutes
- ii. Comprehensive General Liability insurance with combined limits of at least \$2,000,000 for bodily injury including accidental death and property damage and shall include operations and contractual liability hazards.
- iii. Automobile Liability insurance coverage covering the operations of all motor vehicles owned, leased, hired or used by Putnam EMS in the performance of this agreement. Said insurance shall have combined limits of no less than \$ 1,000,000 per occurrence for bodily injury and property damage.
- iv. Professional liability insurance for protection against claims arising out of the performance of services and caused by the errors or omissions of Putnam EMS, it's officers and employees. Said insurance shall have combined limits of no less than \$1,000,000 per occurrence.
- v. Excess insurance, in a form satisfactory to the Towns, in an amount no less than \$5,000,000 for each occurrence and in the aggregate including Professional Liability.

7. Compensation

Subject to the provisions set forth below, the projected financial contributions by each Town will be as follows;

- Each Town shall compensate Putnam EMS \$ 280,000.00 in fiscal year 2022-23.
- Each Town shall compensate Putnam EMS \$ 288,400.00 in fiscal year 2023-24.
- Each Town shall compensate Putnam EMS \$ 297,052.00 in fiscal year 2024-25.
- Each Town shall compensate Putnam EMS \$ 305,963.00 in fiscal year 2025-26.
- Each Town shall compensate Putnam EMS \$ 315,142.00 in fiscal year 2026-27.

In the event that this Agreement is extended for additional periods, the base amount from the preceding year shall be adjusted annually per the CPI indicated by the State Department of Public Health as announced during the rate application issued in June of each year (avg. 5.0%) or the Northeast Healthcare CPI index whichever is less. This will create a new base amount for the following year. These funds shall be paid in equal quarterly installments.

Notwithstanding the foregoing, in December of each year, Putnam EMS will formulate an operational budget for the following fiscal year that will reflect anticipated billing income and operational expenses which will be submitted to each Town. In consideration of the fact that Putnam EMS is licensed as, and that its annual approved billing rates granted by the State of Connecticut are based upon, its non-profit status, the parties hereto acknowledge and agree that

in the event unforeseen service operating expenses or billing revenue increase above, or fall below, such amounts as are projected for annual service operational budgeting purposes, that Putnam EMS will have the right to approach the Towns for required annual funding adjustments to help meet the same.

The Town of Thompson's compensation share shall be reduced in each of the first five years subject to the agreed upon asset purchase agreement which shall be attached as an addendum to this agreement.

8. Termination

(a) Either party may terminate the agreement for cause at any time after providing a minimum of 180 days written notice of its intent to terminate. Cause shall be defined as:

- 1) Failure to provide services as defined in this agreement
- 2) Failure to provide payment as defined in this agreement
- 3) Failure to provide insurance coverage as defined in this agreement.

Upon receipt of notice the party receiving notice shall have 10 business days to remedy the causative factor(s). If remedied to the satisfaction of both parties as indicated by follow-up written notice, the agreement shall endure. If the causative factor(s) cannot be remedied to both parties' satisfaction, the termination date will stand.

(b) Additionally, either party may also be entitled to terminate this Agreement for convenience, upon at least one hundred eighty (180) days written notice prior to each anniversary date of this Agreement.

(c) Additionally, in the event of unforeseen financial or service circumstances that arise and that the parties are not able to resolve on a budgetary basis as set forth above on Paragraph 7, then Putnam EMS shall have the right to terminate this agreement, to be effective at the end of the year in which notice of termination is given to each Town, upon at least ninety (90) days advance written notice to each Town.

(d) The obligations of the Towns hereunder are expressly contingent upon budgetary appropriations sufficient to satisfy their obligations hereunder.

9. Reporting

Putnam EMS will provide to each Town, through the monthly Board of Directors Meeting, the following reports:

- all calls by Town and the response time
- all transports including destination hospital
- number of calls where mutual aid was needed and why
- explanations for any calls exceeding the 90% benchmark or 15-minute response time
- update on billing and collections by town

10. Board Participation

It is agreed that for the duration of this agreement each Town will have an agreed upon level of representation and voting rights on the Putnam EMS Board of Directors. Such participation, attendance at meetings and voting privileges shall be identified in and governed by the Putnam EMS by-laws which may be amended as necessary. This representation will terminate on the date that this agreement and services provided thereunder terminate.

11. Conditions Precedent

Prior to the commencement of this Agreement, Putnam EMS shall deliver the following to each Town:

- (a) A copy of its license to operate an ambulance service in the State of Connecticut;
- (b) A corporate certificate of good standing; and
- (c) Certificate of insurance as listed in section (6) above

12. Representations

Putnam EMS represents that:

- a) It is in compliance with all federal, state and local laws in order to allow it to operate as an ambulance service;
- b) It has corporate authority to enter into this Agreement; and
- c) It has disclosed to the Town any material violations of any of the laws specified in subparagraph (a) that have occurred within the last five years.

13. Waiver

No failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege. The rights and remedies herein provided shall be accumulative and not exclusive of any rights provided by law.

14. Independent Contractor

The status of Putnam EMS as it relates to the Towns is that of an independent contractor. Under no circumstances shall Putnam EMS, its employees or agents be considered as officers, employees or agents of the Towns, nor shall Putnam EMS represent that it or any of its agents or employees are agents or employees of the Towns. This Agreement shall not constitute a contract of employment and shall be considered as an agreement for independent services.

15. Assignment

The rights and obligations contained herein shall not be assigned by any party without the expressed written consent of the others.

16. Indemnification

To the fullest extent permitted by law, Putnam EMS shall indemnify and hold the Towns, their officials, officers, employees, boards and commissions harmless from and against all claims, suits, costs and expenses, including but not limited to, physical damage to property and personal injuries and including reasonable attorney's fees and disbursements, incurred or arising out of the provision or failure to provide the services required.

17. Release of PSA Assignment

If, at any time in the future, the Town of Thompson chooses to separate from this agreement, Putnam EMS agrees to relinquish the PSA for the Town of Thompson back to the state Department of Public Health in accordance with its regulations, for reassignment to another provider chosen by the Town of Thompson. The release of the PSA will coincide with any official date of termination of services.

18. Organization Name Change

The parties agree that, at a point to be determined in the future after the second anniversary of this agreement, they will discuss the need and options for a name change for the organization away from Putnam EMS. This change would be solely for the purpose of representing the organization's mission of serving two or more Towns in the northeast region of CT. Any final decision will rest with the Board of Directors.

This constitutes the entire agreement between the parties and supercedes any and all other agreements verbal or written. Any amendments to this agreement must be done in writing and agreed to by the authorized representatives of both parties.

Signed this 22nd day of June, 2022.

Putnam EMS Ambulance Service, Inc.

Ed E. Bell II

John D. [unclear]

By: [Signature]
Edwin C. Higgins, III
President

The Town of Putnam

Norman B. Seney, Jr.

Clay Sisto

By: [Signature]
Norman B. Seney, Jr., Mayor

The Town of Thompson

[Signature]

John D. [unclear]

By: [Signature]
Amy St. Onge
First Selectwoman

Memorandum of Understanding

This Memorandum of Understanding, dated as of this 22nd day of June 2022.

Whereas the undersigned Putnam EMS Ambulance Service, Inc. ("Putnam EMS"), the Town of Putnam ("Putnam") and the Town of Thompson ("Thompson") have, on an even date herewith, entered into a certain Agreement whereunder Putnam EMS shall provide emergency ambulance services for Putnam and Thompson (the "Services Agreement"); and

Whereas, pursuant to said Agreement, Putnam EMS will station emergency ambulance equipment and personnel in said Towns at designated locations provided by the Town; and

Whereas, Putnam EMS currently reimburses said Towns for portions of the overhead costs attendant to said designated locations with each Town; and

The parties further acknowledge and agree as follows:

1. Reimbursement by Putnam EMS to Putnam and Thompson. During the term of said Services Agreement, and any future renewal terms of the same, the parties will review on an annual basis the overhead costs attendant to maintaining said designated locations; which may include, but not be limited to, heat, utilities and maintenance expenses; and mutually agree upon an equitable reimbursement for the same to be credited or paid by Putnam EMS to each respective Town, as part of the operational cost budget to be established by Putnam EMS.

Putnam EMS Ambulance Service, Inc.

By: 

Edwin C. Higgins, III
President

The Town of Thompson

By: 

Amy St. Onge
First Selectwoman

The Town of Putnam

By: 

Norman B. Seney, Jr.
Mayor

Section 6

Narrative

School Resource Officers

To Be Approved
Special Board of Selectmen, Board of
Education and Board of Finance

June 9, 2022

Also Via Zoom:

Meeting ID # 852 2215 3019

TOPIC	DISCUSSION
PRESENT:	For the BOS: Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectman Pempek, Selectman Paquin and Selectwoman Marion. For the BOF: Chairman Coderre, Vice Chairman Pomes, Member Quinn, Member Higginson and Member Clifford For the BOE: Chair Zangerl, Member Babcock, Member Davis, Member Heath, Member LaBonte, Member Morrill, Member Neal, Member Steinbrick
ABSENT:	Selectman Rawson, BOE Member Purdon
1.	Call to Order Deputy Mayor Simmons called the meeting to order at 6:30 PM
2.	Pledge of Allegiance Led by Deputy Mayor Simmons
3. A.	Board of Education Consideration for School Security Personnel Member Morrill made a motion to approve the proposal for 1 SRO and 3-armed security personnel from the Ash Landfill pending the outcome of the referendum. The motion was seconded by Member Heath and passed unanimously. Member Morill made a motion to approve either 4 unarmed SRO's or 1 SRO and 3-armed security personnel pending the outcome of the referendum. The motion was seconded by Member Steinbrick and passed unanimously.
4. A.	Board of Finance Member Higginson made a motion to approve up to \$280,000 from the Ash Landfill account for fiscal year 22/23, and in subsequent years fund through the General Government budget, a contract between the Town and SSD for armed or unarmed security personnel for the schools as approved at referendum. The motion was seconded by Member Clifford and passed unanimously.

<p>5.</p> <p>A.</p> <p>B.</p>	<p>Board of Selectmen</p> <p>Consideration of BOF Appropriation</p> <p>Selectman Paquin made a motion to approve up to \$280,000 from the Ash Landfill fund for the purpose of Security Personnel at the school. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>Selectman Hayes made a motion to set the date for Special Town Meeting as June 21, 2022, at 7:30 PM, adjourned to referendum on June 28th, 2022, between the hours of 12:00 PM and 8:00 PM. The motion was seconded by Selectman Pempek and passed unanimously.</p>
<p>6.</p>	<p>Adjournment</p> <p>Selectman Pempek made a motion to adjourn at 7:12 PM. The motion was seconded by Selectwoman Marion and passed unanimously.</p>

Respectfully submitted: Denise A. Geeza, Recording Secretary

Head Moderator's Return
 Town of Putnam CT
 Referendum
 June 28, 2022
 Original Page 1 of 1

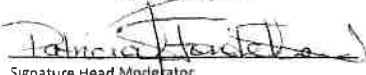
Question 1 "Shall the Town of Putnam appropriate \$280,000.00 from the Ash Landfill account to cover the cost of the Putnam Police Department providing trained and armed security personnel, including one (1) school resource officer and three (3) security officers in the Putnam public schools?"

D 1 YES	D 1 NO	D 2 YES	D 2 No	ABS YES	ABS NO	Total YES	Total NO
96	57	61	25	4	1	161	83

Question 2. "Shall the Town of Putnam, assuming that Question #1 does not pass, appropriate \$150,000.00 from the Ash Landfill account to cover the cost of the Putnam Police Department providing trained but unarmed school safety officers in the Putnam public schools?"

D 1 YES	D 1 NO	D 2 YES	D 2 No	ABS YES	ABS NO	Total YES	Total NO
81	55	47	23	0	1	128	79

List of Votes Certified By:



Signature Head Moderator

Patricia J. Fondelheit

Printed Head Moderator's Name

860-792-1959

Head Moderator's Home Tel #

860-792-1959

Head Moderator's Work Tel #

Section 6

Narrative

Town Capital Improvement Plan

TOWN OF PUTNAM

FY 2024 TOWN CAPITAL IMPROVEMENTS PLAN NARRATIVE

Introduction

The Town has prepared its 5-year capital improvements plan (CIP) based on review of ongoing and planned capital expenditures. Town Departments have provided input, especially from the Mayor's Office, Highway Department, Economic Development, and Recreation Department. New to this FY24 CIP is a section for Board of Education (BOE) capital projects. The plan will be brought to the Planning Commission to request a positive recommendation of the plan, including considering goals of the Town's Plan of Conservation and Development (POCD).

This CIP will be reviewed by the Mayor, the Board of Selectmen, the Board of Finance, and the public prior to it being voted on at the Town Meeting. This document summarizes the items included under various categories and notes applicable modifications. The categories correspond with the FY2024 5-Year Capital Improvement Plan for the Town of Putnam. As with all long-term plans, the initial year (FY2024) is most accurate, with future years approximated based on today's knowledge and current planning documents and information. Recommendations for future years will be updated in future budget planning processes. Of course, availability of funding also drives any capital projects. Town Administration is watching the various federal and state programs to identify how local projects may be supported by new sources of funding. In upcoming years, the federal government will have higher levels of infrastructure funding than we have seen for years or even decades. We are working hard to be prepared for the Town's various infrastructure needs to best position ourselves for that type of funding.

The following sections summarize anticipated capital projects in FY2024 and beyond. This document also includes a summary of the anticipated funding sources for FY2024.

Road Construction

Woodstock Avenue and Church Street Pavement and Sidewalk Improvements Project. This project has been designed by the Northeast Connecticut Council of Governments (NECCOG), had construction bids publicly opened in Fall 2021 and has been approved for award to the construction contractor fully funded by the Local Transportation Capital Improvement Program (LOTICIP). The majority of construction has been completed in calendar year 2022, and there are no expected funding in FY24 or beyond.

Grove Street Sidewalks – This project has also been designed by NECCOG and has been approved by the state for LOTICIP funding. Bids for this project were received in Summer 2022 and the Notice to Proceed is expected to be given to the Contractor of Award for a Spring 2023 start. All project funds, including construction and inspection services, are expected to be during FY24.

School Street Sidewalks – This project is being designed by J&D Civil Engineers and is currently working through various State DOT review processes. While the DOT has given the Town a Commitment to Fund

letter, the Town will be required to gain final approval to Bid and Award. We hope that this project can be bid in Spring 2023, with construction through FY24. The estimated project cost includes construction and inspection services, with design costs supported by previous years' CIP.

Five Mile River Road – This status has not changed from previous year's CIP. The Town continues to coordinate with NECCOG regarding the possibility of eligibility for a Rural Collector grant for the reconstruction and repaving of Five Mile River Road. This project is likely to be divided into phases. Some areas of the road require full reconstruction, while other areas of the corridor require less base repair. The Rural Collector grant is a combination of Federal and State funding. Due to the expected large road length and associated cost, this effort remains as a FY 2025 start. The Town may contract initial project planning efforts including survey services, aerial photogrammetry, to take advantage of low-leaf coverage periods and be prepared for planning and design efforts to start.

Road Reconstruction - Road Reconstruction is for a number of identified roads that have been identified as requiring reconstruction/overlayment/chip seal. Continuing pavement improvement efforts completed in recent years; additional small lengths of roads may be reconstructed in FY2024. For FY2024, the priority road reconstruction project continues to be portions of Kennedy Drive, which will include pavement reconstruction between Sunset Avenue and Providence Street. The next priority is between Route 44 and Bridge Street. Additional lengths of Kennedy Drive, extending towards Providence Street intersection will be continued in future years. This schedule is subject to change. The road reconstruction item also includes drainage, guide rail, and sidewalk improvements, as applicable and as funding is available. This effort is fully supported by state funding, including Town Aid Road and Municipal Grant & Aid. Unlike in recent years, due to less expected funding in FY24, there is no additional capital funding supported by Ground Lease Revenues.

Bridges

East Putnam Road Bridge - Currently there are two galvanized culverts which are showing soil breakthrough. This project includes culvert replacement via relining for the East Putnam Road bridge (not full replacement). Recent DOT evaluation of other bridges also shows new calculations for load limits, so we will be coordinating for permitting and to ensure that improvements will allow for all legal vehicles without weight limit restrictions. The State DOT has recently started a bridge replacement program that includes design through construction supported by the state. While there is minimal FY24 capital funding planned for this project, we hope future years will allow rehabilitation or replacement, with significant or fully state support.

Danco Road Bridge – Recent inspections have found that the Danco Road Bridge has significantly deteriorated. Load weight limit signage has been posted, and design is underway for full replacement. Per discussions with the state DOT, this project has been awarded for state bridge 50/50 funding. We await formal state approval, and will progress with design finalization, bidding and construction. We are planning for construction to begin in FY24. This project will be funded partially with state funds, and partially with local funds, including Ground Lease Revenues and Ash STIF Account.

Bridge Improvements – There are 19 bridges throughout the Town of Putnam that are part of the road infrastructure. In addition to the recently completed and planned improvements, many of the Town’s bridges require relatively minor repairs including at-grade and substructure improvements. This fund included proposed local funding to keep our bridges adequately maintained so that their full structure life can be realized, and State DOT inspections can report satisfactory or good conditions. FY2024 includes proposed local funding.

Bridge Replacement Fund – This fund is to create a capital fund to support eventual replacement needs of the Town’s bridges. As noted above, there are 19 bridges, and while a handful have recently been replaced so they are in their early expected life stages, other bridges, in addition to those currently identified, will need full replacement in future years. There is local funding proposed for FY2024, and continued funding needed and shown in future fiscal years.

Bridge Projects, including culverts - This fund is to create a capital fund to support eventual project needs of the Town’s bridge projects including culverts and other road crossings. In order to maintain our Town’s roads and travel infrastructure, a fund designated to this maintenance is prudent. There is modest funding proposed for FY2024, but significant funding needed and shown in future fiscal years.

Parks

Recreation and athletic fields will allow continued improvements and modifications to the Town’s properties including Sabin Street and Murphy Park. Additional areas may include the middle school field and the high school level field (driveway out to Woodstock Avenue). Murphy Park improvements may include various items including tennis courts, skatepark and playground area around the Armory. Related equipment like fencing, landscaping, and sitework could be covered by this fund. FY2024 proposes a modest amount of local funding, with future years increasing.

The playscape item is intended for Town recreation fields, possibly at Murphy Park. This is supported by local funds.

The Air Line Trail from Putnam to Thompson is one of the last remaining gaps along the Trail throughout the state. State DEEP has funded conceptual planning efforts for these improvements, and the Town has and is applying for various state funds, including the State Resiliency Fund and the State Recreational Fund. Depending on the success of our applications, design and construction of various improvements between the terminus of the River Trail (at Providence/Kennedy intersection) and the Thompson trail head parking lot (along Route 12 in Thompson) will be completed.

The streambank at Simonzi Park has significant erosion and will be addressed in future fiscal years. While this project has historically been shown funded as part of the Town’s CIP, with the historic American Rescue Plan Act of 2021 (ARPA), the Board of Selectmen have approved funding the planning and design of this project using those funds. Depending on the final design and funding need, this project may be fully funded by ARPA, or may need to be partially or more fully funded with future CIP.

Board of Education

For FY24, we have added a category to cover Board of Education (BOE) capital improvements. The Town coordinates with BOE for these projects and grant efforts.

The first listed project, Elementary School Playground Improvements, is ongoing, with expected Summer 2024 construction. This project is fully funded by a State DEEP grant.

The BOE Superintendent has noted that the Elementary School roof is expected to require replacement in the upcoming years. This project will likely be eligible for state grants, and may require partial local funding. No FY24 funds are included for this project.

Bus parking at the Armory is being considered for future years. This may be necessary due to state requirements for electrical vehicles and due to transfer station improvements at the current Fox Road location. FY24 includes modest local funding to consider conceptual planning, and future years will consider state funding possibilities.

The BOE has recently applied for state funding for HVAC upgrades at the Elementary and Middle Schools. Depending on success of that application, the state will partially fund the improvements, and per November 2022 Town Meeting approval, local funds will be used from the Ash Landfill STIF Account.

Public Buildings

This category includes capital projects on any Town facility. One example of a potential upcoming project may be architectural improvements at the Kennedy Drive Public Restroom. Other work may include structural improvements, roof replacement/repair, gutter replacement/repair, and other facility projects on various Town properties. There is a modest amount of local funding proposed for FY2024, with increased funding projected for future years.

FY24 continues to include and consider long-term planning for a Town Storage Facility. In future years, the Town will review its various properties and future needs for various departments' equipment. Current locations include the Highway Department Fox Road facility, the Armory, the Church Street Garage, and Murphy Park. Several departments have equipment storage and maintenance needs, including Highway, Recreation and Parks & Grounds, Emergency Management and Maintenance. There is no funding planned for FY24, and future years will consider several funding options.

Equipment

Equipment capital costs are for Town Departments including the Highway Department and Recreation Department and enable replacement of equipment significantly past their useful life. Equipment will be replaced to balance repair costs, availability of replacement parts, and other lifecycle costs. Several items that were previously included for the Highway Department, have instead been leased rather than purchased, and therefore are included as part of our General Government operational budget, per recent Government Accounting Standards Board (GASB) requirements. Generally, the Town balances

the decision to lease equipment when the lifespan of that equipment is relatively short, and considers heavy use such as plow trucks that often see salt deterioration. Capital purchase of equipment is often selected for equipment that while necessary, may be infrequently used and expected to last 15 or 20 years, due to relatively low use hours. Outside of Highway and Recreation/Parks & Grounds, other Town departments' equipment may include vehicles for Building, Fire and Emergency Management. There is no funding planned for FY24, with future years likely supported with local funds.

Informational Technology

Several of the Town's tabulators have reached the end of their useful lives. This capital expenditure replaces two tabulators per year over the next several years.

Replacement hardware includes capital budget to allow planned replacement of older computer hardware, including network devices, printers, plotters, and other shared equipment.

Town Improvements

Downtown parking includes potential improvements to the downtown area, including Union Square. These improvements would include revised pavement with a goal of increasing available number of parking spots. There is no proposed funding in FY2023, but significant funding planned for future years.

Kennedy Drive parking is the existing lot at the intersection of Kennedy Drive and Route 44. In FY23, the DMV was closed and the legacy facility was demolished. There is now a small number of additional parking spaces. The Town has been coordinating with Eversource regarding expanding the Kennedy Drive parking area to increase available parking spots. While this project has historically been shown funded as part of the Town's CIP, with the historic American Rescue Plan Act of 2021 (ARPA), the Board of Selectmen have approved funding the planning and design of this project using those funds. Depending on the final design and funding need, this project may be fully funded by ARPA, or may need to be partially or more fully funded with future CIP. Depending on lease or use options from Eversource, the final design may be completed in FY23, with construction in FY24.

The Phase II Providence Street renewal program is a capital effort administered by the Economic and Community Development Department. Phase I has been completed and includes pocket parks in prominent areas. Phase II will include enhancements including banners, pedestrian and infill efforts. Similar to during recent years, the Economic and Community Development office again completed and submitted a detailed application to the State for funding in FY23. If successful award, the funding would be awarded at 100% state funding.

The Blight program is a capital effort to fund necessary Town efforts on blighted properties. There is a steady amount of local funding proposed for FY2024 and it will continue into future years.

The Transfer Station at Fox Road is a project in the early planning stages, including permitting and public information planning. This project is being planned to appropriately permit and construct necessary transfer station facilities. Currently, the Fox Road Highway facility in many ways acts as a Transfer

Station, accepting mattresses, tires, white goods and electronics. The onsite management has been overwhelmed by the Town's use, and future years require more appropriate planning and construction, as necessary of facilities that manage the handling of various waste. This project will be supported with local funding, using the Sticker Fund.

Other projects listed under Town Improvements include two project items that residents and/or Town boards have brought to the Mayor's Office' attention. First is a splash pad, and second is art improvements to the columns at the Farmer's Market. At this time, neither of these projects have been proposed for FY24 or future funding.

Funding Legend

The Town plans its CIP based on a variety of local, state, and federal funding programs. For FY2024, there is \$422,000 dedicated local funding from the Ash Landfill Ground Lease Revenue for capital projects. Like in FY23, this FY24 amount is significantly lower than past years, due to recent years' reduction in ash received at the Putnam Monofil operated by Win-Waste. Most of this reduction is due to the Hartford Trash Incinerator closing in calendar year 2022, so trash incineration has reduced from that facility. Town administration is watching this fund closely to ensure future revenue is estimated as accurately as possible, and as necessary, to identify other sources of funding so that the Town's CIP can continue to be appropriately funded. To continue practice from FY22 and FY23, as part of our equipment replacement, in addition to the amount allocated for CIP, \$80,000 from the Ash Landfill Ground Lease Revenue is dedicated to the Highway Department's lease-to-own dump trucks (see General Government operating budget "Bonded Indebtedness").

Based on Local Transportation Capital Improvements Program (LOTICIP), we expect \$23.3M to be received as part of the Grove Street Sidewalk Improvements Project and the School Street Sidewalks Improvement Project.

Based on state revenue for Town Aid Road (TAR) program, which we expect the state will maintain levels matching FY2023, the Town anticipates \$236,000 from Town Aid Road towards our FY2024 CIP. All TAR funding is directed towards the Road Reconstruction line item.

State bridge program funding is estimated as \$750,000 in FY23, as part of the construction cost of replacing the Danco Road Bridge.

Similar to TAR, the revenue from State Aid for Municipal Projects is anticipated as \$170,000 for FY2024. All State Aid for Municipal Projects funding is also directed towards the Road Reconstruction line item.

The Sticker Fund is a new funding source shown in the CIP, and will be directed towards the Transfer Station project. This Fund collects from the sale of municipal waste (trash) stickers; and is used to fund various municipal waste type costs, including bulky waste days, consulting, and is expected to fund the Transfer Station work as planning for that project continues.

The Ash Landfill STIF account is shown in the CIP, including recent Town Meeting approval and proposed use for part of the local cost for Danco Bridge Replacement. Per Town requirements, use of this Fund

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must be approved at Town Meeting, including as part of the budgeting process. Depending on future years revenue from the Ground Lease Revenues, continued and increased use of the STIF account may be requested so that appropriate funding can be maintained for the Town's CIP.

The State Aid various grants fund source includes various state funding proposed or expected. For FY24, this fund includes Providence Street Renewal costs, BOE Playground costs and BOE HVAC costs.