

Town of Putnam



Mayor's Budget
Budget Workshop
Fiscal Year 2025 (July 1, 2024 – June 30, 2025)
February 3, 2024

Table of Contents

Section	Description
	Cover Sheet
1	Mayor's Message to the Board of Selectmen
2	Expenditures General Government & Bonded Indebtedness Library Putnam EMS School Resource Officers Board of Education
3	Revenues
4	Mill Rate Calculation
5	5-Year Capital Improvement Plan
6	Narrative General Government Library Town Capital Improvements Plan

TOWN OF PUTNAM
FY25 BUDGET
JULY 1, 2024 TO JUNE 30, 2025

Mayor's Budget

	Previous - FY 2024 BUDGET	FY 2025 BUDGET	Year-to-Year Difference	FY 2025 PORTION OF MILL RATE
GENERAL GOVERNMENT ¹	\$ 7,346,810	\$ 7,615,899	\$ 269,089	3.7%
BONDED INDEBTEDNESS ²	\$ 2,015,651	\$ 2,018,041	\$ 2,390	0.1%
SUBTOTAL EXPENDITURES	\$ 9,362,461	\$ 9,633,941	\$ 271,479	2.9%
LIBRARY	\$ 429,228	\$ 435,550	\$ 6,322	1.5%
PUTNAM EMS ³	\$ 288,400	\$ 297,052	\$ 8,652	3.0%
PUTNAM POLICE ⁴	\$ 280,000	\$ 295,000	\$ 15,000	NA
BOARD OF EDUCATIONAL CAPITAL ⁵	\$ -	\$ -	\$ -	0.0%
SUBTOTAL GENERAL GOVERNMENT	\$ 10,360,090	\$ 10,661,543	\$ 301,453	2.9%
SUBTOTAL BOARD OF EDUCATION ⁶	\$ 20,358,407	\$ 21,057,907	\$ 699,500	3.4%
TOTAL EXPENDITURES	\$ 30,718,497	\$ 31,719,450	\$ 1,000,953	3.3%
GENERAL GOVERNMENT REVENUES	\$ 4,817,335	\$ 4,767,578	\$ (49,757)	-1.0%
BOARD OF EDUCATION REVENUES	\$ 8,371,851	\$ 8,402,871	\$ 31,020	0.4%
LESS: ESTIMATED INCOME ⁷	\$ 13,189,186	\$ 13,170,449	\$ (18,737)	-0.1%
NET EXPENDITURES	\$ 17,529,310	\$ 18,549,001	\$ 1,019,690	5.8%
LESS: USE OF SURPLUS ⁸	\$ 900,000	\$ -	\$ (900,000)	-100.0%
AMOUNT TO BE RAISED BY TAXATION	\$ 16,629,310	\$ 18,549,001	\$ 1,919,690	11.5%

MILL RATE CALC: GRAND LIST / NET EXPENDITURES

GRAND LIST ⁹ :	\$ 775,103,807
ASSUME 97% COLLECTION RATE:	\$ 751,850,693
NET EXPENDITURES FROM ABOVE:	\$ 18,549,001
MILL RATE FOR 2024/2025 ¹⁰ :	24.67
VALUE OF 1 MILL:	751,851

Notes:

- General government budget includes all Town departments and operating costs including legal, benefits, technology and other required components. Note that as in FY24, the Putnam EMS and Police School Resource Officer is listed separately.
- Bonded indebtedness for FY 2025 includes bonding for the High School, Municipal Complex, and the Quinebaug Technology Park. It continues to categorize the equipment leases, per GASB standards. There is one additional proposed Highway vehicle for lease in the FY25 budget.
- 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, and has been included in the General Government Budget since FY24. The proposed cost for FY25 is based on estimates from the Police Department.
- As in FY24, BOE Capital planned projects are included in the Town's CIP.
- The BOE proposed budget included herein reflects the Superintendent recommendation for FY25, as shared on 1-26-24.
- As in past years, revenue is shown as General Government projected revenue and BOE projected revenue. BOE projected revenue is equal to prior year, based on the State's budget for FY25. Note that the Board of Selectmen budget includes the projected revenues associated with MSW/trash, including revenue from household trash and recycling purchases.
- FY 2024 Use of Surplus was \$900,000. Final determination and approval of any use of General Fund Surplus is by the BOF.
- The Grand List amount reflects current calculations as of January 2024, and is subject to Board of Assessment Appeals decisions, court stipulations and adjustments to properties.
- The FY2024 mill rate is 22.29.

0.8000%
Difference
22.29
2.38

Section 1

Mayor's Message to the Board of
Selectmen

**TOWN OF PUTNAM
FY 2025 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, 2024, and ending June 30, 2025.

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 2020 Revaluation, the net Grand Taxable List of October 1, 2023, is \$775,103,807 which is an increase of \$7,741,157. and a 1.01% increase over last year's grand list. At the current mill rate of 22.29, this Grand Taxable List would represent an increase of \$172,550. 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, 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 impact from these services, we continue our commitment to maintaining our citizens' quality of life through senior programs, recreation programs, cultural programs, and the arts.
3. As in recent years, the Town's Municipal Solid Waste (trash) and Recycling program is included in the general operating budget. FY 25 will be the first full fiscal year with automatic side-load pickup and bins. As with any new program, we are watching carefully and estimates will be more refined in future years.
4. Operationally, this budget reflects electrical, water and wastewater costs; financing costs reflecting bond payments for several major town projects.

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.

BUDGET HIGHLIGHTS

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

- 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, we are in the process of Union negotiations. As you will notice in the salary line items, each account is shown with present year salaries. Any salary adjustments from negotiated contracts will be taken out of the contingency/reserve account.
- New department has been created to represent the new Blight Officer as a permanent position within the town.
- I have increased funding for the services provided under the Commission & Aging programming, as they have been well received and we hope to expand these programs.

BUDGET ASSUMPTIONS / REVENUES

The recommended budget is based upon the assumption that Putnam's state aid for FY 2025 reflects the State aid received in FY 2024. 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 electricity, diesel, etc. has 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.

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 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 continued programming in the Municipal Complex for the residents of Putnam.

Respectfully Submitted,

Norman Seney, Mayor

Section 2

Expenditures

General Government
&
Bonded Indebtedness

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

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

Exclude inactive accounts with zero balance

From Date: 1/1/2024 To Date: 1/31/2024

Definition: FY25 Mayors Budget

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4109.51610.00000	Regular Employee - Mayor	\$294,069.17	\$307,530.74	\$175,889.58	\$307,530.74	\$307,530.74	0.00	\$0.00
1005.41.4109.51630.00000	Overtime - Mayor	\$350.03	\$3,750.00	\$837.29	\$3,750.00	\$3,750.00	0.00	\$0.00
1005.41.4109.51640.00000	Cell Phone Stipend	\$1,220.00	\$1,440.00	\$840.00	\$1,440.00	\$1,440.00	0.00	\$0.00
1005.41.4109.53010.00000	Purchased Prof. Services- Ma	\$8,101.40	\$8,500.00	\$0.00	\$9,000.00	\$9,000.00	5.88	\$500.00
1005.41.4109.55500.00000	Printing & Binding- Mayor	\$1,917.86	\$2,500.00	\$232.60	\$2,500.00	\$2,500.00	0.00	\$0.00
1005.41.4109.55800.00000	Travel - Mayor	\$4,198.13	\$5,000.00	\$2,664.14	\$5,000.00	\$5,000.00	0.00	\$0.00
1005.41.4109.56010.00000	Supplies- Mayor	\$3,040.66	\$3,000.00	\$1,256.61	\$3,000.00	\$3,000.00	0.00	\$0.00
1005.41.4109.58100.00000	Dues & Fees- Mayor	\$1,757.77	\$2,500.00	\$1,969.50	\$2,750.00	\$2,750.00	10.00	\$250.00
1005.41.4109.59010.00000	Meetings- Mayor	\$4,427.51	\$5,260.00	\$3,082.14	\$5,750.00	\$5,750.00	9.32	\$490.00
DEPARTMENT: Mayor - 4109		\$319,082.53	\$339,480.74	\$186,771.86	\$340,720.74	\$340,720.74	0.37	\$1,240.00
1005.41.4110.51610.00000	Regular Employees - HR/PR	\$65,826.00	\$69,117.30	\$39,875.40	\$69,117.30	\$69,117.30	0.00	\$0.00
1005.41.4110.53010.00000	Purch. Prof. Services - HR/PR	\$1,365.00	\$9,400.00	\$7,702.86	\$13,000.00	\$13,000.00	38.30	\$3,600.00
1005.41.4110.53200.00000	Prof. Ed. Services - HR/PR	\$1,335.03	\$2,500.00	\$845.00	\$2,000.00	\$2,000.00	(20.00)	(\$500.00)
1005.41.4110.56010.00000	Office Supplies- HR/PR	\$433.43	\$850.00	\$848.24	\$1,200.00	\$1,000.00	17.65	\$150.00
1005.41.4110.56100.00000	Employment Requirements - t	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00	\$3,000.00
1005.41.4110.58100.00000	Dues & Fees - HR/PR	\$428.40	\$500.00	\$454.00	\$850.00	\$850.00	70.00	\$350.00
DEPARTMENT: HR/PR Department - 4110		\$69,387.86	\$82,367.30	\$49,725.50	\$89,167.30	\$88,967.30	8.01	\$6,600.00
1005.41.4117.51630.00000	Overtime Finance	\$215.40	\$1,200.00	\$342.45	\$1,200.00	\$1,200.00	0.00	\$0.00
1005.41.4117.53100.00000	Official/Admin Services - Final	\$36,075.00	\$37,000.00	\$35,200.00	\$37,000.00	\$37,000.00	0.00	\$0.00
DEPARTMENT: Board of Finance - 4117		\$36,290.40	\$38,200.00	\$35,542.45	\$38,200.00	\$38,200.00	0.00	\$0.00
1005.41.4131.51610.00000	Regular Employee - Assessor	\$104,843.59	\$131,274.19	\$66,959.33	\$129,274.19	\$129,274.19	(1.52)	(\$2,000.00)

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: FY25 Mayors Budget

From Date: 1/1/2024 To Date: 1/31/2024

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4131.53010.00000	Purch. Prof. Services-Assessc	\$30,261.10	\$24,800.00	\$16,395.13	\$21,870.00	\$21,870.00	(11.81)	(\$2,930.00)
1005.41.4131.53200.00000	Prof. Ed. Services -Assessor	\$1,430.66	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	0.00	\$0.00
1005.41.4131.55500.00000	Printing & Binding - Assessor	\$1,785.04	\$1,800.00	\$872.00	\$2,750.00	\$2,750.00	52.78	\$950.00
1005.41.4131.55800.00000	Travel - Assessor	\$570.40	\$300.00	\$0.00	\$300.00	\$300.00	0.00	\$0.00
1005.41.4131.56010.00000	Supplies - Assessor	\$807.89	\$1,000.00	\$92.49	\$1,000.00	\$1,000.00	0.00	\$0.00
1005.41.4131.58100.00000	Dues & Fees - Assessor	\$270.00	\$360.00	\$355.00	\$360.00	\$360.00	0.00	\$0.00
1005.41.4131.59010.00000	Meetings - Assessor	\$0.00	\$200.00	\$70.00	\$200.00	\$200.00	0.00	\$0.00
DEPARTMENT: Assessor - 4131		\$139,968.68	\$161,734.19	\$84,743.95	\$157,754.19	\$157,754.19	(2.46)	(\$3,980.00)
1005.41.4132.51620.00000	Overtime Time - Tax Review	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00	0.00	\$0.00
1005.41.4132.53200.00000	Prof. Ed. Services - Tax Review	\$10.00	\$100.00	\$0.00	\$100.00	\$100.00	0.00	\$0.00
1005.41.4132.55500.00000	Printing & Binding - Tax Review	\$0.00	\$90.00	\$0.00	\$90.00	\$90.00	0.00	\$0.00
DEPARTMENT: Board of Tax Review - 4132		\$10.00	\$590.00	\$0.00	\$590.00	\$590.00	0.00	\$0.00
1005.41.4135.51610.00000	Regular Employee - Revenue	\$106,125.25	\$125,649.05	\$68,340.05	\$128,901.11	\$128,901.11	2.59	\$3,252.06
1005.41.4135.53100.00000	Official/Admin Serv. - Revenue	\$250.00	\$0.00	\$0.00	\$250.00	\$250.00	0.00	\$250.00
1005.41.4135.53200.00000	Prof. Ed. Services - Revenue	\$200.00	\$600.00	\$400.00	\$800.00	\$800.00	33.33	\$200.00
1005.41.4135.54300.00000	Repairs & Maint. - Revenue	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00	0.00	\$0.00
1005.41.4135.55500.00000	Printing & Binding - Revenue	\$11,287.67	\$16,927.67	\$8,230.74	\$23,183.70	\$23,183.70	36.96	\$6,256.03
1005.41.4135.55800.00000	Travel - Revenue	\$690.00	\$1,650.00	\$954.34	\$1,650.00	\$1,650.00	0.00	\$0.00
1005.41.4135.56010.00000	Office Supplies - Revenue	\$639.51	\$500.00	\$340.02	\$2,650.00	\$2,650.00	430.00	\$2,150.00
1005.41.4135.58100.00000	Dues & Fees - Revenue	\$145.00	\$145.00	\$95.00	\$165.00	\$165.00	13.79	\$20.00
1005.41.4135.59010.00000	Meetings - Revenue	\$380.00	\$650.00	\$10.00	\$650.00	\$650.00	0.00	\$0.00
DEPARTMENT: Revenue Collector - 4135		\$119,717.43	\$146,321.72	\$78,370.15	\$158,449.81	\$158,449.81	8.29	\$12,128.09

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

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 Exclude inactive accounts with zero balance

From Date: 1/1/2024 To Date: 1/31/2024

Definition: FY25 Mayors Budget

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4137.51610.00000	Regular Employee - Treasurer	\$145,956.15	\$150,966.39	\$79,466.11	\$148,926.45	\$148,926.45	(7.48)	(\$12,039.94)
1005.41.4137.53010.00000	Purch. Prof. Services - Treasu	\$0.00	\$12,000.00	\$11,476.49	\$13,000.00	\$13,000.00	8.33	\$1,000.00
1005.41.4137.53200.00000	Prof. Ed. Services - Treasurer	\$2,250.00	\$4,000.00	\$150.00	\$4,000.00	\$4,000.00	0.00	\$0.00
1005.41.4137.55800.00000	Travel - Treasurer	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00	0.00	\$0.00
1005.41.4137.56010.00000	Office Supplies - Treasurer	\$1,684.87	\$2,000.00	\$1,140.00	\$2,000.00	\$2,000.00	0.00	\$0.00
1005.41.4137.56100.00000	Dues & Fees - Treasurer	\$175.00	\$500.00	\$345.00	\$500.00	\$500.00	0.00	\$0.00
1005.41.4137.59010.00000	Meetings - Treasurer	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	0.00	\$0.00
DEPARTMENT: Treasurer - 4137		\$150,066.02	\$180,166.39	\$92,577.60	\$169,126.45	\$169,126.45	(6.13)	(\$11,039.94)
1005.41.4139.53020.00000	Legal Services	\$49,761.56	\$70,000.00	\$20,162.00	\$70,000.00	\$70,000.00	0.00	\$0.00
1005.41.4139.55401.00000	Legal Notices	\$15,553.47	\$10,000.00	\$5,232.84	\$10,000.00	\$10,000.00	0.00	\$0.00
DEPARTMENT: Legal Counsel - 4139		\$65,315.03	\$80,000.00	\$25,394.84	\$80,000.00	\$80,000.00	0.00	\$0.00
1005.41.4141.52100.00000	Group Insurance	\$8,398.65	\$10,000.00	\$4,216.17	\$10,000.00	\$10,000.00	0.00	\$0.00
1005.41.4141.52200.00000	Employer Share SSI	\$225,102.16	\$250,000.00	\$135,149.52	\$240,000.00	\$240,000.00	(4.00)	(\$10,000.00)
1005.41.4141.52300.00000	Retirement Contributions	\$95,675.20	\$60,000.00	\$23,083.50	\$100,000.00	\$100,000.00	66.67	\$40,000.00
1005.41.4141.52400.00000	Employer HSA Contr.	\$33,833.33	\$40,000.00	\$33,000.00	\$34,000.00	\$34,000.00	(15.00)	(\$6,000.00)
1005.41.4141.52401.00000	Employee Insurance Buyout	\$54,500.00	\$57,000.00	\$28,000.00	\$60,000.00	\$60,000.00	5.26	\$3,000.00
1005.41.4141.52600.00000	Unemployment Compensation	\$7,132.00	\$30,000.00	\$1,087.77	\$30,000.00	\$25,000.00	(16.67)	(\$5,000.00)
1005.41.4141.52800.00000	Health Insurance	\$505,567.47	\$660,000.00	\$244,372.80	\$540,000.00	\$540,000.00	(18.18)	(\$120,000.00)
1005.41.4141.52850.00000	Employer Dental	\$8,567.16	\$13,000.00	\$4,921.56	\$13,000.00	\$13,000.00	0.00	\$0.00
DEPARTMENT: Fringe Benefits - 4141		\$938,775.97	\$1,120,000.00	\$473,831.32	\$1,027,000.00	\$1,022,000.00	(8.75)	(\$98,000.00)
1005.41.4143.53010.00000	Purch. Prof. Services - IT	\$71,975.46	\$60,000.00	\$37,666.00	\$70,000.00	\$70,000.00	16.67	\$10,000.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

- Print accounts with zero balance
 Round to whole dollars
 Account on new page
 Exclude inactive accounts with zero balance
 Definition: FY25 Mayors Budget

From Date: 1/1/2024 To Date: 1/31/2024

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4143.57300.00000	Equipment - IT	\$26,085.52	\$5,000.00	\$5,692.80	\$5,000.00	\$5,000.00	0.00	\$0.00
1005.41.4143.57350.00000	Tech. Software - IT	\$33,516.46	\$5,000.00	\$1,818.18	\$45,000.00	\$45,000.00	800.00	\$40,000.00
DEPARTMENT: Info. Technology - 4143		\$131,577.44	\$70,000.00	\$45,176.98	\$120,000.00	\$120,000.00	71.43	\$50,000.00
1005.41.4147.51610.00000	Regular Employee - Town Cle	\$131,068.66	\$126,786.46	\$72,021.95	\$126,786.46	\$126,786.46	0.00	\$0.00
1005.41.4147.51630.00000	Overtime - Town Clerk	\$127.22	\$300.00	\$0.00	\$300.00	\$300.00	0.00	\$0.00
1005.41.4147.53010.00000	Purch. Prof. Services	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00	\$4,000.00
1005.41.4147.53200.00000	Prof. Ed. Services - Town Clei	\$0.00	\$600.00	\$0.00	\$600.00	\$600.00	0.00	\$0.00
1005.41.4147.53511.00000	Vital Stats Index & Record - T	\$996.82	\$1,400.00	\$0.00	\$1,400.00	\$1,400.00	0.00	\$0.00
1005.41.4147.53512.00000	Microfilm Land Records - Tow	\$20,704.87	\$23,000.00	\$10,382.01	\$23,000.00	\$23,000.00	0.00	\$0.00
1005.41.4147.53513.00000	Shredding -Town Clerk	\$420.00	\$420.00	\$245.00	\$435.00	\$435.00	3.57	\$15.00
1005.41.4147.53514.00000	Restoration of Records - Townr	\$5,156.70	\$5,000.00	\$1,275.95	\$5,000.00	\$5,000.00	0.00	\$0.00
1005.41.4147.55800.00000	Travel -Town Clerk	\$254.80	\$350.00	\$164.53	\$500.00	\$500.00	42.86	\$150.00
1005.41.4147.56010.00000	Office Supplies - Town Clerk	\$1,345.85	\$1,250.00	\$387.30	\$1,250.00	\$1,250.00	0.00	\$0.00
1005.41.4147.58100.00000	Dues & Fees - Town Clerk	\$370.00	\$200.00	\$235.00	\$420.00	\$420.00	110.00	\$220.00
1005.41.4147.59010.00000	Meetings - Town Clerk	\$271.25	\$300.00	\$338.00	\$250.00	\$250.00	(16.67)	(\$50.00)
DEPARTMENT: Town Clerk - 4147		\$160,716.17	\$159,606.46	\$85,049.74	\$163,941.46	\$163,941.46	2.72	\$4,335.00
1005.41.4149.51620.00000	Part Time - Registrar	\$31,127.48	\$31,905.66	\$18,611.74	\$31,905.66	\$31,905.66	0.00	\$0.00
1005.41.4149.53200.00000	Prof. Ed. Services - Registrar	\$160.00	\$2,000.00	\$85.00	\$2,000.00	\$2,000.00	0.00	\$0.00
1005.41.4149.55800.00000	Travel - Registrar	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	0.00	\$0.00
1005.41.4149.56010.00000	Supplies - Registrar	\$694.46	\$700.00	\$21.25	\$700.00	\$700.00	0.00	\$0.00
DEPARTMENT: Registrar of Voters - 4149		\$31,981.94	\$35,105.66	\$18,717.99	\$35,105.66	\$35,105.66	0.00	\$0.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

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

Exclude inactive accounts with zero balance

From Date: 1/1/2024 To Date: 1/31/2024

Definition: FY25 Mayors Budget

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4150.51610.00000	Land Use Agent	\$82,148.63	\$92,002.35	\$52,105.96	\$120,718.86	\$120,718.86	31.21	\$28,716.51
1005.41.4150.51630.00000	Overtime - Land Use Agent	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	(100.00)	(\$500.00)
1005.41.4150.53010.00000	Purch. Prof. Services - Land U	\$0.00	\$50,000.00	\$15,260.25	\$60,000.00	\$50,000.00	0.00	\$0.00
1005.41.4150.53200.00000	Prof. Ed. Services - Land Use	\$1,270.00	\$2,000.00	\$460.00	\$2,000.00	\$2,000.00	0.00	\$0.00
1005.41.4150.56010.00000	Office Supplies -Land Use Agi	\$0.00	\$200.00	\$76.63	\$200.00	\$200.00	0.00	\$0.00
1005.41.4150.56011.00000	Safety Supplies - Land Use Ai	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	0.00	\$0.00
1005.41.4150.56400.00000	Books & Periodicals - Land Us	\$267.50	\$1,000.00	\$392.00	\$1,000.00	\$1,000.00	0.00	\$0.00
1005.41.4150.58100.00000	Dues & Fees - Land Use Ager	\$485.00	\$800.00	\$508.41	\$800.00	\$800.00	0.00	\$0.00
1005.41.4150.59010.00000	Meetings- Land Use Agent	\$360.24	\$1,000.00	\$406.10	\$1,000.00	\$1,000.00	0.00	\$0.00
DEPARTMENT: Land Use Agent - 4150		\$84,531.37	\$148,002.35	\$69,209.35	\$186,218.86	\$176,218.86	19.06	\$28,216.51
1005.41.4151.51630.00000	Overtime - Land Use Commis	\$3,444.99	\$3,500.00	\$1,376.64	\$3,500.00	\$3,500.00	0.00	\$0.00
1005.41.4151.53010.00000	Purch. Prof. Services - Land L	\$6,294.66	\$500.00	\$0.00	\$1,000.00	\$1,000.00	100.00	\$500.00
1005.41.4151.53200.00000	Prof. Ed. Services - Land Use	\$0.00	\$5,700.00	\$0.00	\$3,000.00	\$3,000.00	(47.37)	(\$2,700.00)
1005.41.4151.55500.00000	Printing & Binding - Land Use	\$41.65	\$250.00	\$153.86	\$250.00	\$250.00	0.00	\$0.00
1005.41.4151.56010.00000	Office Supplies - Land Use - C	\$0.00	\$400.00	\$121.47	\$400.00	\$400.00	0.00	\$0.00
1005.41.4151.56400.00000	Books & Periodicals - Land Us	\$0.00	\$200.00	\$0.00	\$400.00	\$400.00	100.00	\$200.00
1005.41.4151.58100.00000	Dues & Fees - Land Use Com	\$110.00	\$300.00	\$95.00	\$300.00	\$300.00	0.00	\$0.00
DEPARTMENT: Land Use Commission - 4151		\$9,891.30	\$10,850.00	\$1,746.97	\$8,850.00	\$8,850.00	(18.43)	(\$2,000.00)
1005.41.4157.52700.00000	Workers' Compensation	\$150,247.22	\$170,000.00	\$110,110.98	\$160,000.00	\$160,000.00	(5.88)	(\$10,000.00)
1005.41.4157.55200.00000	Insurance Other Than Employ	\$123,827.72	\$130,000.00	\$85,988.45	\$145,000.00	\$145,000.00	11.54	\$15,000.00
DEPARTMENT: Insurance - 4157		\$274,074.94	\$300,000.00	\$196,099.43	\$305,000.00	\$305,000.00	1.67	\$5,000.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: FY25 Mayors Budget

From Date: 1/1/2024 To Date: 1/31/2024

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4161.54410.00000	Rental of Land/Bldg. - Probate	\$10,140.00	\$11,660.00	\$11,100.00	\$14,000.00	\$14,000.00	20.07	\$2,340.00
DEPARTMENT: Probate - 4161		\$10,140.00	\$11,660.00	\$11,100.00	\$14,000.00	\$14,000.00	20.07	\$2,340.00
1005.41.4170.51610.00000	Regular Employees - Blight O	\$0.00	\$0.00	\$0.00	\$37,584.00	\$37,584.00	0.00	\$37,584.00
1005.41.4170.51640.00000	Cell Phone Stipend - Blight Of	\$0.00	\$0.00	\$0.00	\$240.00	\$240.00	0.00	\$240.00
1005.41.4170.53010.00000	Purch. Prof. Services - Blight	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00	\$3,000.00
1005.41.4170.53200.00000	Prof. Ed. Services - Blight Off	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00	\$2,000.00
1005.41.4170.56010.00000	Office Supplies - Blight Office	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00	0.00	\$600.00
1005.41.4170.56011.00000	Safety Supplies - Blight Office	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00	\$500.00
1005.41.4170.56400.00000	Books & Periodicals - Blight C	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00	\$1,000.00
1005.41.4170.58100.00000	Dues & Fees - Blight Officer	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	0.00	\$800.00
1005.41.4170.59010.00000	Meetings - Blight Officer	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00	\$1,000.00
DEPARTMENT: Blight Officer - 4170		\$0.00	\$0.00	\$0.00	\$46,724.00	\$46,724.00	0.00	\$46,724.00
1005.41.4172.51630.00000	Overtime	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	0.00	\$400.00
1005.41.4172.53010.00000	Purch. Prof. Services - Redev	\$3,799.00	\$5,000.00	\$1,064.62	\$5,000.00	\$5,000.00	0.00	\$0.00
1005.41.4172.55400.00000	Advertising - Redev.	\$435.00	\$500.00	\$0.00	\$500.00	\$500.00	0.00	\$0.00
DEPARTMENT: Redevelopment - 4172		\$4,234.00	\$5,500.00	\$1,064.62	\$5,900.00	\$5,900.00	7.27	\$400.00
1005.41.4173.51610.00000	Regular Employee - Eco. Dev	\$140,782.03	\$106,120.45	\$51,572.61	\$109,597.40	\$109,597.40	3.28	\$3,476.95
1005.41.4173.51630.00000	Overtime - Eco. Dev.	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00	(100.00)	(\$1,100.00)
1005.41.4173.51640.00000	Cell Phone Stipend	\$240.00	\$240.00	\$80.00	\$240.00	\$240.00	0.00	\$0.00
1005.41.4173.53010.00000	Purch. Prof. Services - Eco. D	\$4,077.42	\$7,000.00	\$3,900.00	\$10,000.00	\$10,000.00	42.86	\$3,000.00
1005.41.4173.53500.00000	Business Retention Services -	\$0.00	\$1,400.00	\$580.00	\$1,400.00	\$1,400.00	0.00	\$0.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: FY25 Mayors Budget

From Date: 1/1/2024 To Date: 1/31/2024

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4173.55400.00000	Advertising - Eco. Dev.	\$707.00	\$1,500.00	\$972.16	\$1,500.00	\$1,500.00	0.00	\$0.00
1005.41.4173.55500.00000	Printing & Binding - Eco. Dev.	\$318.40	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.41.4173.55800.00000	Travel - Eco. Dev.	\$247.26	\$600.00	\$0.00	\$600.00	\$600.00	0.00	\$0.00
1005.41.4173.55900.00000	Interagency Purchased Servic	\$460.69	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.41.4173.56010.00000	Office Supplies - Eco. Dev.	\$398.56	\$600.00	\$441.89	\$600.00	\$600.00	0.00	\$0.00
1005.41.4173.58100.00000	Dues & Fees - Eco. Dev.	\$1,145.78	\$1,750.00	\$906.90	\$1,800.00	\$1,800.00	2.86	\$50.00
1005.41.4173.59010.00000	Meetings - Eco. Dev.	\$287.52	\$500.00	\$326.08	\$500.00	\$500.00	0.00	\$0.00
DEPARTMENT: Economic Development - 4173		\$148,664.66	\$120,810.45	\$58,779.64	\$126,237.40	\$126,237.40	4.49	\$5,426.95
1005.41.4174.51630.00000	Overtime Art Council	\$0.00	\$1,000.00	\$148.84	\$1,000.00	\$1,000.00	0.00	\$0.00
1005.41.4174.56010.00000	Office Supplies - Art Council	\$0.00	\$200.00	\$183.71	\$600.00	\$200.00	0.00	\$0.00
DEPARTMENT: Art Council - 4174		\$0.00	\$1,200.00	\$332.55	\$1,600.00	\$1,200.00	0.00	\$0.00
1005.41.4197.51620.00000	Part Time - Elections	\$14,400.00	\$15,000.00	\$13,838.00	\$33,000.00	\$33,000.00	120.00	\$18,000.00
1005.41.4197.53200.00000	Prof. Ed. Services - Elections	\$0.00	\$700.00	\$85.00	\$700.00	\$700.00	0.00	\$0.00
1005.41.4197.54300.00000	Repairs & Maint. - Elections	\$10.58	\$3,000.00	\$1,375.00	\$3,000.00	\$3,000.00	0.00	\$0.00
1005.41.4197.56010.00000	Supplies - Elections	\$5,345.42	\$7,500.00	\$4,397.10	\$12,000.00	\$12,000.00	60.00	\$4,500.00
1005.41.4197.56300.00000	Meals/Food - Elections	\$977.85	\$1,200.00	\$998.89	\$1,500.00	\$1,500.00	25.00	\$300.00
DEPARTMENT: Elections - 4197		\$20,733.85	\$27,400.00	\$20,693.99	\$50,200.00	\$50,200.00	83.21	\$22,800.00
1005.41.4198.54400.00000	Equipment Rental/Lease	\$1,395.14	\$2,500.00	\$3,910.20	\$4,000.00	\$4,000.00	60.00	\$1,500.00
1005.41.4198.55300.00000	Communications	\$14,157.81	\$16,000.00	\$3,481.21	\$16,000.00	\$16,000.00	0.00	\$0.00
1005.41.4198.55301.00000	Postage	\$18,194.94	\$15,000.00	\$12,072.89	\$15,000.00	\$15,000.00	0.00	\$0.00
1005.41.4198.56500.00000	Supplies - Technology Relater	\$8,252.46	\$4,000.00	\$2,312.66	\$4,000.00	\$4,000.00	0.00	\$0.00
DEPARTMENT: Essential Services - 4198		\$42,000.35	\$37,500.00	\$21,776.96	\$39,000.00	\$39,000.00	4.00	\$1,500.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

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

Exclude inactive accounts with zero balance

From Date: 1/1/2024 To Date: 1/31/2024

Definition: FY25 Mayors Budget

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4199.53010.00000	Purchased Prof. Services - Ek	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	0.00	\$0.00
DEPARTMENT: Municipal Agent to the Elderly - 4199		\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	0.00	\$0.00
1005.42.4213.51610.00000	Regular Employee - Building C	\$144,899.73	\$150,686.63	\$85,655.10	\$120,744.71	\$120,744.71	(19.87)	(\$29,941.92)
1005.42.4213.53010.00000	Purchased Prof. Services - Bu	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	0.00	\$0.00
1005.42.4213.53300.00000	Other Prof./Tech Services IT	\$0.00	\$1,100.00	\$0.00	\$1,500.00	\$1,500.00	36.36	\$400.00
1005.42.4213.55300.00000	Communications - Town own	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	0.00	\$800.00
1005.42.4213.55500.00000	Printing & Binding - Building C	\$525.98	\$700.00	\$0.00	\$700.00	\$700.00	0.00	\$0.00
1005.42.4213.56010.00000	Office Supplies - Bldg Official	\$409.81	\$500.00	\$301.39	\$500.00	\$500.00	0.00	\$0.00
1005.42.4213.56011.00000	Safety Supplies - Building Offi	\$890.34	\$800.00	\$888.10	\$1,000.00	\$1,000.00	25.00	\$200.00
1005.42.4213.56400.00000	Books & Periodicals - Building	\$1,313.05	\$1,700.00	\$835.08	\$1,900.00	\$1,900.00	11.76	\$200.00
1005.42.4213.58100.00000	Dues & Fees - Building Official	\$661.90	\$250.00	\$45.00	\$250.00	\$250.00	0.00	\$0.00
1005.42.4213.59010.00000	Meetings - Building Official	\$856.19	\$1,000.00	\$54.67	\$1,000.00	\$1,000.00	0.00	\$0.00
DEPARTMENT: Building Official - 4213		\$149,557.00	\$158,236.63	\$87,779.34	\$129,894.71	\$129,894.71	(17.91)	(\$28,341.92)
1005.42.4219.51620.00000	Part Time - Fire Marshal	\$42,592.11	\$66,762.38	\$35,067.90	\$92,000.00	\$92,000.00	37.80	\$25,237.62
1005.42.4219.51621.00000	On-Call/Standby Assistance	\$0.00	\$0.00	\$0.00	\$3,650.00	\$0.00	0.00	\$0.00
1005.42.4219.53010.00000	Purch. Prof. Services	\$0.00	\$1,400.00	\$620.29	\$2,300.00	\$2,300.00	64.29	\$900.00
1005.42.4219.53200.00000	Prof. Ed. Services - Fire Mars	\$1,042.55	\$1,000.00	\$65.00	\$1,000.00	\$1,000.00	0.00	\$0.00
1005.42.4219.54300.00000	Repairs & Maintenance - Fire	\$179.00	\$500.00	\$445.92	\$500.00	\$500.00	0.00	\$0.00
1005.42.4219.55300.00000	Communications - Cellphone	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00	0.00	\$1,100.00
1005.42.4219.55400.00000	Advertising - Fire Marshal	\$623.49	\$700.00	\$187.46	\$700.00	\$700.00	0.00	\$0.00
1005.42.4219.55800.00000	Travel - Fire Marshal	\$12.44	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.42.4219.56010.00000	Office Supplies - Fire Marshal	\$1,225.02	\$600.00	\$436.14	\$600.00	\$600.00	0.00	\$0.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

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Exclude inactive accounts with zero balance

From Date: 1/1/2024 To Date: 1/31/2024

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1005.42.4219.56011.00000	Safety Supplies - Fire Marshal	\$4,671.87	\$800.00	\$415.88	\$800.00	\$800.00	0.00	\$0.00
1005.42.4219.56100.00000	General Supplies - Fire Marshal	\$515.38	\$500.00	\$172.13	\$500.00	\$500.00	0.00	\$0.00
1005.42.4219.56300.00000	Meals/Food - Fire Marshal	\$181.97	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.42.4219.56400.00000	Books & Periodicals - Fire Ma	\$439.70	\$700.00	\$0.00	\$700.00	\$700.00	0.00	\$0.00
1005.42.4219.56900.00000	Fire Marshall uniforms	\$1,351.77	\$700.00	\$517.25	\$700.00	\$700.00	0.00	\$0.00
1005.42.4219.57300.00000	Equipment - Fire Marshal	\$7,457.07	\$1,200.00	\$1,102.93	\$1,200.00	\$1,200.00	0.00	\$0.00
1005.42.4219.58100.00000	Dues & Fees - Fire Marshal	\$2,497.50	\$3,000.00	\$140.00	\$3,000.00	\$3,000.00	0.00	\$0.00
1005.42.4219.59010.00000	Meetings	\$0.00	\$300.00	\$155.13	\$300.00	\$300.00	0.00	\$0.00
DEPARTMENT: Fire Marshal - 4219		\$62,789.87	\$78,162.38	\$39,326.03	\$109,050.00	\$105,400.00	34.85	\$27,237.62
1005.42.4223.51620.00000	Part Time - Emerg.Mgmt.	\$16,041.54	\$16,442.58	\$9,515.10	\$16,442.58	\$16,442.58	0.00	\$0.00
1005.42.4223.53200.00000	Prof. Ed. Services	\$15.17	\$700.00	\$0.00	\$700.00	\$700.00	0.00	\$0.00
1005.42.4223.55300.00000	Communications - Town own	\$0.00	\$0.00	\$0.00	\$1,600.00	\$1,600.00	0.00	\$1,600.00
1005.42.4223.56010.00000	Supplies - Emerg.Mgmt.	\$2,319.12	\$2,400.00	\$2,131.86	\$2,400.00	\$2,400.00	0.00	\$0.00
1005.42.4223.56900.00000	Uniforms	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00	0.00	\$700.00
1005.42.4223.59010.00000	Meetings	\$0.00	\$200.00	\$69.66	\$200.00	\$200.00	0.00	\$0.00
DEPARTMENT: Emerg.Mgmt. - 4223		\$18,375.83	\$19,742.58	\$11,716.62	\$22,042.58	\$22,042.58	11.65	\$2,300.00
1005.43.4301.53010.00000	Purch. Prof. Services - Town	\$0.00	\$1,000.00	\$3,185.00	\$8,000.00	\$8,000.00	700.00	\$7,000.00
1005.43.4301.53300.00000	Prof./Tech Svc - POCD	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00	\$50,000.00
1005.43.4301.54301.00000	Bldg. Maint. - Purchased - Tr	\$0.00	\$5,000.00	\$3,529.64	\$5,000.00	\$5,000.00	0.00	\$0.00
1005.43.4301.56100.00000	General Supplies - Town Ser	\$0.00	\$1,000.00	\$972.22	\$2,000.00	\$2,000.00	100.00	\$1,000.00
1005.43.4301.56110.00000	Bridge Inspections - Town Se	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	0.00	\$0.00
1005.43.4301.56150.00000	Dam Inspections	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00	\$15,000.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

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Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.43.4301.56210.00000	Natural Gas - Town Service	\$0.00	\$4,000.00	\$1,543.84	\$4,000.00	\$4,000.00	0.00	\$0.00
1005.43.4301.56220.00000	Electricity - Town Service	\$0.00	\$30,000.00	\$10,414.76	\$30,000.00	\$30,000.00	0.00	\$0.00
1005.43.4301.56260.00000	Gasoline - Town Service	\$0.00	\$100,000.00	\$46,032.94	\$100,000.00	\$100,000.00	0.00	\$0.00
1005.43.4301.56290.00000	Water/Sewer fees - Town Ser	\$0.00	\$10,000.00	\$1,979.51	\$10,000.00	\$10,000.00	0.00	\$0.00
DEPARTMENT: Town Services - 4301		\$0.00	\$191,000.00	\$67,657.91	\$264,000.00	\$264,000.00	38.22	\$73,000.00
1005.43.4302.51610.00000	Regular Employees - Complex	\$102,892.83	\$103,194.79	\$59,112.72	\$103,194.79	\$103,194.79	0.00	\$0.00
1005.43.4302.51625.00000	Substitute - Complex Facilities	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00	\$2,500.00
1005.43.4302.51630.00000	Overtime - Complex Facilities	\$0.00	\$3,000.00	\$356.36	\$5,000.00	\$2,500.00	(16.67)	(\$500.00)
1005.43.4302.51640.00000	Cell Phone Stipend	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	0.00	\$1,200.00
1005.43.4302.53010.00000	Purchased Prof. Services - Cc	\$71,678.93	\$48,100.00	\$20,379.05	\$50,000.00	\$50,000.00	3.95	\$1,900.00
1005.43.4302.54301.00000	Bldg Maint. - Purchased - Corr	\$34,747.97	\$15,000.00	\$259.10	\$15,000.00	\$15,000.00	0.00	\$0.00
1005.43.4302.56100.00000	General Supplies - Complex F	\$2,148.81	\$5,000.00	\$1,676.04	\$5,000.00	\$5,000.00	0.00	\$0.00
1005.43.4302.56110.00000	Bridge Inspections	\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.43.4302.56112.00000	Storm Water Permit Maint	\$77,037.52	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.43.4302.56210.00000	Natural Gas - Town Buildings	\$3,916.35	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.43.4302.56220.00000	Electricity - Complex Facilities	\$81,188.66	\$72,000.00	\$39,435.68	\$72,000.00	\$72,000.00	0.00	\$0.00
1005.43.4302.56260.00000	Gasoline - Town Services	\$124,810.61	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.43.4302.56290.00000	Water/Sewer fees - Complex I	\$9,002.82	\$10,000.00	\$3,413.02	\$10,000.00	\$10,000.00	0.00	\$0.00
1005.43.4302.56900.00000	Custodial Supplies - Complex	\$5,486.25	\$7,500.00	\$4,638.07	\$9,500.00	\$9,500.00	26.67	\$2,000.00
1005.43.4302.58100.00000	Dues & Fees	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	0.00	\$200.00
DEPARTMENT: Complex Facilities - 4302		\$550,910.75	\$263,794.79	\$129,270.04	\$271,094.79	\$271,094.79	2.77	\$7,300.00
1005.43.4303.51610.00000	Regular Employee - Highway	\$768,525.77	\$801,390.36	\$435,408.21	\$801,390.36	\$801,390.36	0.00	\$0.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

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

Exclude inactive accounts with zero balance

From Date: 1/1/2024 To Date: 1/31/2024

Definition: FY25 Mayors Budget

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.43.4303.51630.00000	Overtime - Highway	\$44,929.49	\$70,000.00	\$31,153.65	\$80,000.00	\$80,000.00	14.29	\$10,000.00
1005.43.4303.51640.00000	Cell Phone Stipend - Highway	\$600.00	\$1,200.00	\$350.00	\$1,200.00	\$1,200.00	0.00	\$0.00
1005.43.4303.52975.00000	Contractual Reimb Union Con	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00	\$5,000.00
1005.43.4303.53010.00000	Purch. Prof. Services - Highway	\$35,206.45	\$17,500.00	\$17,517.59	\$11,000.00	\$11,000.00	(37.14)	(\$6,500.00)
1005.43.4303.53200.00000	Prof. Ed. Services - Highway	\$737.20	\$3,500.00	\$2,906.28	\$3,500.00	\$3,500.00	0.00	\$0.00
1005.43.4303.53500.00000	Tech. Serv. - Highway	\$33,893.00	\$35,000.00	\$13,950.00	\$40,000.00	\$40,000.00	14.29	\$5,000.00
1005.43.4303.54103.00000	Snow Plowing/Sanding - High	\$91,084.80	\$100,000.00	\$38,497.19	\$135,000.00	\$115,000.00	15.00	\$15,000.00
1005.43.4303.54300.00000	Repairs & Maint. - Highway	\$89,424.91	\$100,000.00	\$66,328.97	\$105,000.00	\$105,000.00	5.00	\$5,000.00
1005.43.4303.54301.00000	Bldg. Maint. - Purch. - Highway	\$4,733.48	\$7,000.00	\$3,369.62	\$7,000.00	\$7,000.00	0.00	\$0.00
1005.43.4303.55300.00000	Communications - Highway	\$4,632.76	\$4,000.00	\$1,546.49	\$2,000.00	\$2,000.00	(50.00)	(\$2,000.00)
1005.43.4303.56010.00000	Office Supplies - Highway	\$781.02	\$600.00	\$214.62	\$600.00	\$600.00	0.00	\$0.00
1005.43.4303.56100.00000	General Supplies - Highway	\$9,624.06	\$9,500.00	\$7,315.80	\$5,500.00	\$5,500.00	(42.11)	(\$4,000.00)
1005.43.4303.56220.00000	Electricity - Highway	\$9,037.03	\$11,000.00	\$9,050.64	\$12,000.00	\$12,000.00	9.09	\$1,000.00
1005.43.4303.56230.00000	Bottled Gas - Highway	\$9,904.33	\$12,000.00	\$1,797.01	\$14,000.00	\$14,000.00	16.67	\$2,000.00
1005.43.4303.56295.00000	Bituminous	\$201,521.26	\$130,000.00	\$105,833.38	\$130,000.00	\$130,000.00	0.00	\$0.00
1005.43.4303.56300.00000	Meals/Food - Highway	\$1,626.22	\$2,000.00	\$855.00	\$2,000.00	\$2,000.00	0.00	\$0.00
1005.43.4303.56900.00000	Custodial Supplies - Highway	\$1,089.87	\$1,300.00	\$1,156.40	\$1,300.00	\$1,300.00	0.00	\$0.00
1005.43.4303.56901.00000	Hand Tools - Highway	\$2,499.71	\$3,000.00	\$1,332.55	\$3,000.00	\$3,000.00	0.00	\$0.00
1005.43.4303.58100.00000	Dues & Fees Highway	\$452.50	\$500.00	\$536.25	\$500.00	\$500.00	0.00	\$0.00
DEPARTMENT: Highway - 4303		\$1,310,303.86	\$1,309,490.36	\$739,119.65	\$1,359,990.36	\$1,339,990.36	2.33	\$30,500.00
1005.43.4317.53010.00000	Purch. Prof. Services - Refuse	\$48,863.41	\$20,000.00	\$6,820.00	\$20,000.00	\$20,000.00	0.00	\$0.00
1005.43.4317.53011.00000	Landfill Monitoring	\$0.00	\$40,000.00	\$24,493.54	\$40,000.00	\$40,000.00	0.00	\$0.00
1005.43.4317.54101.00000	Refuse Transport	\$353,000.00	\$620,000.00	\$366,435.61	\$600,000.00	\$600,000.00	(3.23)	(\$20,000.00)

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

From Date: 1/1/2024 To Date: 1/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: FY25 Mayors Budget

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.43.4317.54105.00000	Bulky/Hazardous Waste	\$0.00	\$30,000.00	\$20,748.00	\$45,000.00	\$45,000.00	50.00	\$15,000.00
1005.43.4317.54107.00000	SingleStream (Recycling)	\$0.00	\$100,000.00	\$38,779.70	\$75,000.00	\$75,000.00	(25.00)	(\$25,000.00)
1005.43.4317.54421.00000	Burn Plant Expense	\$0.00	\$180,000.00	\$70,698.03	\$180,000.00	\$180,000.00	0.00	\$0.00
1005.43.4317.55500.00000	Printing and Supplies	\$0.00	\$10,000.00	\$3,673.60	\$10,000.00	\$10,000.00	0.00	\$0.00
DEPARTMENT: Waste Collection - 4317		\$401,863.41	\$1,000,000.00	\$531,648.48	\$970,000.00	\$970,000.00	(3.00)	(\$30,000.00)
1005.44.4417.51620.00000	OT - Aging	\$0.00	\$1,250.00	\$767.51	\$1,500.00	\$1,500.00	20.00	\$250.00
1005.44.4417.53010.00000	Purch. Prof. Services - Aging	\$3,675.00	\$3,000.00	\$3,926.05	\$7,500.00	\$7,500.00	150.00	\$4,500.00
1005.44.4417.55400.00000	Advertising - Aging	\$643.25	\$700.00	\$897.00	\$1,500.00	\$1,500.00	114.29	\$800.00
1005.44.4417.55500.00000	Printing & Binding - Aging	\$0.00	\$500.00	\$0.00	\$750.00	\$750.00	50.00	\$250.00
1005.44.4417.55600.00000	Transportation - Aging	\$1,576.18	\$1,750.00	\$499.19	\$4,000.00	\$4,000.00	128.57	\$2,250.00
1005.44.4417.56010.00000	Office Supplies - Aging	\$0.00	\$300.00	\$23.88	\$300.00	\$300.00	0.00	\$0.00
1005.44.4417.56100.00000	General Supplies - Aging	\$5,989.54	\$4,000.00	\$1,553.39	\$4,000.00	\$4,000.00	0.00	\$0.00
DEPARTMENT: Council on Aging - 4417		\$11,883.97	\$11,500.00	\$7,667.02	\$19,550.00	\$19,550.00	70.00	\$8,050.00
1005.44.4421.51620.00000	Part Time - Veteran's	\$5,399.40	\$5,534.38	\$3,228.40	\$5,534.38	\$5,534.38	0.00	\$0.00
1005.44.4421.55800.00000	Travel - Veterans	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	0.00	\$0.00
1005.44.4421.56010.00000	Office Supplies - Veterans	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	0.00	\$0.00
DEPARTMENT: Veteran's Services - 4421		\$5,399.40	\$6,034.38	\$3,228.40	\$6,034.38	\$6,034.38	0.00	\$0.00
1005.44.4499.58250.10000	United Soc. & Mental Health	\$6,641.28	\$6,641.28	\$6,641.28	\$7,000.00	\$7,000.00	5.40	\$358.72
1005.44.4499.58250.10015	E. CT Conservation Dist.	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	0.00	\$0.00
1005.44.4499.58250.10020	NE CT Transit Dist.	\$16,133.25	\$16,500.00	\$16,147.25	\$16,500.00	\$16,500.00	0.00	\$0.00
1005.44.4499.58250.10030	TEEG Juv. Review Bd	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	0.00	\$0.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: FY25 Mayors Budget

From Date: 1/1/2024 To Date: 1/31/2024

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.44.4499.58250.10035	Performing Arts Ctr	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(100.00)	(\$1,000.00)
1005.44.4499.58250.10040	NE CT Council of Gov.	\$10,140.90	\$10,140.90	\$10,149.70	\$10,500.00	\$10,500.00	3.54	\$359.10
1005.44.4499.58250.10050	CT Council of Muni.	\$6,161.00	\$6,161.00	\$6,161.00	\$6,161.00	\$6,161.00	0.00	\$0.00
1005.44.4499.58250.10060	Transit Dist Elderly/Disabled	\$4,726.55	\$4,788.25	\$4,729.45	\$4,800.00	\$4,800.00	0.25	\$11.75
1005.44.4499.58250.10080	Comm. Kitchens N.E.	\$1,000.00	\$1,500.00	\$0.00	\$1,000.00	\$1,000.00	(33.33)	(\$500.00)
1005.44.4499.58250.10090	Access Agency	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00	\$0.00
1005.44.4499.58250.10100	Sexual Abuse Crisis Ctr.	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	0.00	\$0.00
1005.44.4499.58250.10130	NE Dist. Dept. of Health	\$69,142.50	\$73,000.00	\$78,429.50	\$88,500.00	\$88,500.00	21.23	\$15,500.00
1005.44.4499.58250.10140	Arts Council	\$1,196.84	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.44.4499.58250.10150	Paramedic Int. Costs	\$29,193.10	\$33,250.00	\$12,201.72	\$33,250.00	\$33,250.00	0.00	\$0.00
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	0.00	\$0.00
1005.44.4499.58250.10170	Interfaith Hum. Serv.	\$10,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	0.00	\$0.00
1005.44.4499.58250.10190	QV Senior Citizens	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00	\$0.00
1005.44.4499.58250.10205	Putnam Cemetary Associator	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	0.00	\$0.00
1005.44.4499.58250.10210	TVCCA	\$32,134.96	\$36,600.00	\$22,512.00	\$36,600.00	\$36,600.00	0.00	\$0.00
1005.44.4499.58250.10220	NE CT COG Reg. Eng.	\$22,586.55	\$22,586.55	\$22,606.15	\$23,000.00	\$23,000.00	1.83	\$413.45
1005.44.4499.58250.10225	Animal Control Services	\$30,422.70	\$34,601.00	\$34,601.25	\$35,600.00	\$35,600.00	2.89	\$999.00
1005.44.4499.58250.10300	Last Green Valley	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	0.00	\$0.00
1005.44.4499.58250.10310	Day Kimball Healthcare at Hoi	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	0.00	\$0.00
DEPARTMENT: Outside Agency Cont. - 4499		\$251,054.63	\$263,343.98	\$221,254.30	\$284,986.00	\$279,486.00	6.13	\$16,142.02
1005.45.4503.51610.00000	Regular Emp. Rec & Parks	\$284,590.32	\$288,328.14	\$169,917.79	\$326,763.41	\$307,728.68	6.73	\$19,400.54
1005.45.4503.51621.00000	Seasonal - Rec. & Parks	\$121,367.77	\$99,000.00	\$83,172.85	\$109,000.00	\$109,000.00	10.10	\$10,000.00
1005.45.4503.51630.00000	Overtime - Rec & Parks	\$16,329.46	\$15,000.00	\$9,476.72	\$19,000.00	\$19,000.00	26.67	\$4,000.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

- Print accounts with zero balance
 Round to whole dollars
 Account on new page
 Exclude inactive accounts with zero balance
 Definition: FY25 Mayors Budget

From Date: 1/1/2024 To Date: 1/31/2024

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.45.4503.51640.00000	Cell Phone Stipend - Rec & Pe	\$1,120.00	\$1,560.00	\$810.00	\$1,320.00	\$1,320.00	(15.38)	(\$240.00)
1005.45.4503.51800.00000	Travel - Rec & Parks	\$0.00	\$2,400.00	\$1,400.00	\$2,400.00	\$2,400.00	0.00	\$0.00
1005.45.4503.52975.00000	Contractual Reimb Union Con	\$0.00	\$0.00	\$0.00	\$1,050.00	\$1,050.00	0.00	\$1,050.00
1005.45.4503.53010.00000	Prof. Serv. - Rec. & Parks	\$87,241.91	\$87,000.00	\$59,082.83	\$89,000.00	\$89,000.00	2.30	\$2,000.00
1005.45.4503.53200.00000	Training - Rec. & Parks	\$110.00	\$200.00	\$0.00	\$200.00	\$200.00	0.00	\$0.00
1005.45.4503.54300.00000	Repairs & Maint - Rec. & Park	\$33,895.72	\$18,000.00	\$5,536.86	\$21,000.00	\$21,000.00	16.67	\$3,000.00
1005.45.4503.54430.00000	Town of Putnam Garden Main	\$20,019.10	\$16,000.00	\$5,643.40	\$30,000.00	\$25,000.00	56.25	\$9,000.00
1005.45.4503.55400.00000	Advertising - Rec. & Parks	\$9,599.00	\$10,000.00	\$7,427.00	\$11,000.00	\$11,000.00	10.00	\$1,000.00
1005.45.4503.55610.00000	Transportation - Rec. & Parks	\$4,889.99	\$8,000.00	\$5,603.75	\$8,000.00	\$8,000.00	0.00	\$0.00
1005.45.4503.56100.00000	Gen. Supplies - Rec. & Parks	\$45,351.74	\$45,000.00	\$27,509.00	\$44,800.00	\$44,800.00	(0.44)	(\$200.00)
1005.45.4503.56220.00000	Electricity - Rec & Parks & Gr	\$25,122.62	\$25,000.00	\$12,245.49	\$26,000.00	\$26,000.00	4.00	\$1,000.00
1005.45.4503.56240.00000	Fuel Oil - Rec & Parks (Heatin	\$6,170.45	\$3,000.00	\$2,234.06	\$3,000.00	\$3,000.00	0.00	\$0.00
1005.45.4503.56290.00000	Water/Sewer Fees - Rec. & P;	\$6,191.02	\$9,000.00	\$2,836.16	\$8,000.00	\$8,000.00	(11.11)	(\$1,000.00)
1005.45.4503.56300.00000	Meals/Food - Rec. & Parks	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	0.00	\$150.00
1005.45.4503.58100.00000	Dues & Fees - Rec. & Parks	\$0.00	\$150.00	\$0.00	\$200.00	\$200.00	33.33	\$50.00
1005.45.4503.58250.10010	Holiday Observance	\$6,341.88	\$6,000.00	\$1,296.48	\$8,000.00	\$8,000.00	33.33	\$2,000.00
1005.45.4503.59010.00000	Meetings - Rec. & Parks	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	0.00	\$0.00
DEPARTMENT: Rec & Parks-Grounds - 4503		\$668,340.98	\$633,738.14	\$394,192.39	\$708,983.41	\$684,948.68	8.08	\$51,210.54
1005.45.4509.53010.00000	Prof. Services - Muni. Historia	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00	\$0.00
DEPARTMENT: Municipal Historian - 4509		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00	\$0.00
1005.48.4801.58010.00000	Debt Service - Ash Repaymer	\$79,744.00	\$79,744.00	\$0.00	\$79,744.00	\$79,744.00	0.00	\$0.00
1005.48.4801.58011.00000	Debt Service - Q Park Principi	\$16,000.00	\$16,000.00	\$0.00	\$16,000.00	\$16,000.00	0.00	\$0.00

Town of Putnam

FY 25 Mayor Budget - Expenditure

Fiscal Year: 2023-2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: FY25 Mayors Budget

From Date: 1/1/2024 To Date: 1/31/2024

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.48.4801.58012.00000	Debt Service HS Principal	\$495,000.00	\$495,000.00	\$495,000.00	\$490,000.00	\$490,000.00	(1.01)	(\$5,000.00)
1005.48.4801.58013.00000	Debt Service HS - Interest	\$361,875.00	\$337,125.00	\$337,125.00	\$312,375.00	\$312,375.00	(7.34)	(\$24,750.00)
1005.48.4801.58014.00000	Lease - Freightliner Plow (2 tru	\$51,065.53	\$51,065.53	\$51,065.53	\$51,065.53	\$51,065.53	0.00	\$0.00
1005.48.4801.58015.00000	Lease - Tandem Plow FY 22 (\$29,254.91	\$29,254.91	\$0.00	\$29,254.91	\$29,254.91	0.00	\$0.00
1005.48.4801.58017.00000	Lease - Freightliner FY 23	\$41,000.00	\$43,817.40	\$43,817.40	\$43,817.40	\$43,817.40	0.00	\$0.00
1005.48.4801.58018.00000	Lease - Plow Truck FY 23	\$47,200.67	\$47,200.67	\$47,200.67	\$47,200.67	\$47,200.67	0.00	\$0.00
1005.48.4801.58019.00000	Lease - Sweeper FY24	\$0.00	\$30,579.82	\$30,579.82	\$30,579.82	\$30,579.82	0.00	\$0.00
1005.48.4801.58020.00000	Lease - Freightliner FY25	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00	0.00	\$60,000.00
1005.48.4801.58320.00000	Debt Service - Ash Repaymer	\$4,984.00	\$4,984.00	\$0.00	\$4,984.00	\$4,984.00	0.00	\$0.00
1005.48.4801.58321.00000	Debt Service - Q Park Interest	\$12,240.00	\$11,880.00	\$0.00	\$11,520.00	\$11,520.00	(3.03)	(\$360.00)
1005.48.4801.58322.00000	Debt Service - Municipal Com	\$550,000.00	\$550,000.00	\$550,000.00	\$550,000.00	\$550,000.00	0.00	\$0.00
1005.48.4801.58323.00000	Debt Service - Municipal Com	\$346,500.00	\$319,000.00	\$319,000.00	\$291,500.00	\$291,500.00	(8.62)	(\$27,500.00)
DEPARTMENT: Debt Service - 4801		\$2,034,864.11	\$2,015,651.33	\$1,873,788.42	\$2,018,041.33	\$2,018,041.33	0.12	\$2,390.00
1005.50.5001.53010.00000	Revaluation	\$22,313.00	\$22,313.00	\$22,313.00	\$22,313.00	\$22,313.00	0.00	\$0.00
1005.50.5001.54109.00000	Transfer Station	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	0.00	\$0.00
1005.50.5001.56903.00000	Contingency	\$0.00	\$130,000.00	\$0.00	\$170,000.00	\$170,000.00	30.77	\$40,000.00
1005.50.5001.57000.00000	Equipment Reserves	\$156,959.00	\$156,959.00	\$156,959.00	\$192,959.00	\$156,959.00	0.00	\$0.00
DEPARTMENT: Contingency/Reserve - 5001		\$179,272.00	\$329,272.00	\$179,272.00	\$405,272.00	\$369,272.00	12.15	\$40,000.00
Grand Total:		\$8,402,775.75	\$9,362,461.83	\$5,843,626.49	\$9,738,725.43	\$9,633,940.70	2.90	\$271,478.87

End of Report

Library

Town of Putnam

FY 25 Library Budget

Fiscal Year: 2023-2024

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

Exclude inactive accounts with zero balance

From Date: 1/1/2024 To Date: 1/31/2024

Definition: FY25 Mayors Budget

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.45.4501.51610.00000	Regular Employee - Library	\$355,544.68	\$366,428.17	\$202,671.29	\$372,000.00	\$372,000.00	1.52	\$5,571.83
1005.45.4501.53010.00000	Purch. Prof. Services - Library	\$885.79	\$1,000.00	\$891.00	\$1,000.00	\$1,000.00	0.00	\$0.00
1005.45.4501.53200.00000	Prof. Ed. Services - Library	\$334.42	\$500.00	\$245.39	\$500.00	\$500.00	0.00	\$0.00
1005.45.4501.53500.00000	Technical Services - Library	\$1,615.79	\$1,600.00	\$836.71	\$1,600.00	\$1,600.00	0.00	\$0.00
1005.45.4501.53505.00000	Programming - Library	\$744.76	\$750.00	\$740.76	\$1,500.00	\$1,500.00	100.00	\$750.00
1005.45.4501.53510.00000	Data Proc. & Coding Serv. - L	\$25,091.09	\$26,000.00	\$24,245.50	\$26,000.00	\$26,000.00	0.00	\$0.00
1005.45.4501.55300.00000	Communications - Library	\$1,053.98	\$1,000.00	\$295.20	\$1,000.00	\$1,000.00	0.00	\$0.00
1005.45.4501.55800.00000	Travel Reimburse - Library	\$24.62	\$200.00	\$0.00	\$200.00	\$200.00	0.00	\$0.00
1005.45.4501.56010.00000	Office Supplies - Library	\$6,225.94	\$6,500.00	\$2,940.38	\$6,500.00	\$6,500.00	0.00	\$0.00
1005.45.4501.56100.00000	Gen. Supplies - Library	\$2,151.30	\$2,000.00	\$1,043.03	\$2,000.00	\$2,000.00	0.00	\$0.00
1005.45.4501.56400.00000	Periodicals - Library	\$2,447.95	\$3,000.00	\$923.00	\$3,000.00	\$3,000.00	0.00	\$0.00
1005.45.4501.56420.00000	Library Books	\$16,010.92	\$17,000.00	\$8,580.32	\$17,000.00	\$17,000.00	0.00	\$0.00
1005.45.4501.56440.00000	Non-print Books - Library	\$2,597.71	\$3,250.00	\$1,195.29	\$3,250.00	\$3,250.00	0.00	\$0.00
DEPARTMENT: Library - 4501		\$414,728.95	\$429,228.17	\$244,607.87	\$435,550.00	\$435,550.00	1.47	\$6,321.83
Grand Total:		\$414,728.95	\$429,228.17	\$244,607.87	\$435,550.00	\$435,550.00	1.47	\$6,321.83

End of Report

Putnam EMS

Town of Putnam

FY 25 PUTNAM EMS

Fiscal Year: 2023-2024

From Date: 1/1/2024

To Date: 1/31/2024

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

Exclude inactive accounts with zero balance

Definition: FY25 Mayors Budget

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.46.4510.59250 00000	Putnam EMS	\$279,996.00	\$288,400.00	\$192,264.00	\$297,052.00	\$297,052.00	3.00	\$8,652.00
Grand Total:		\$279,996.00	\$288,400.00	\$192,264.00	\$297,052.00	\$297,052.00	3.00	\$8,652.00

End of Report

School Resource Officers

Town of Putnam

FY 25 School SRO & SSO

Fiscal Year: 2023-2024

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

Exclude inactive accounts with zero balance

Definition: FY25 Mayors Budget

From Date: 1/1/2024 To Date: 1/31/2024

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.46.4600.51900.00000	Salary - SRO & SSO	\$0.00	\$270,000.00	\$121,064.48	\$290,000.00	\$290,000.00	7.41	\$20,000.00
1005.46.4600.56100.00000	General Supplies - SSR & SS	\$0.00	\$10,000.00	\$2,599.77	\$5,000.00	\$5,000.00	(50.00)	(\$5,000.00)
Grand Total:		\$0.00	\$280,000.00	\$123,664.25	\$295,000.00	\$295,000.00	5.36	\$15,000.00

End of Report

Board of Education

Denise Geeza

From: Cole, Nancy <colen@putnam.k12.ct.us>
Sent: Friday, January 26, 2024 8:33 AM
To: Elaine Sistare; Rioux, Steven
Cc: Barney Seney; Denise Geeza
Subject: RE: FY25 Budget Placeholder

Elaine,

The Board's estimate at this time is \$21,057,907.

Nancy

Nancy T. Cole
Business Administrator

Putnam Public Schools
152 Woodstock Avenue
Putnam, CT 06260-1432
P 860-963-6900 Ext 5003
F 860-963-6911
colen@putnam.k12.ct.us



From: Elaine Sistare <Elaine.Sistare@putnamct.us>
Sent: Thursday, January 25, 2024 5:44 PM
To: Rioux, Steven <riouxs@putnam.k12.ct.us>; Cole, Nancy <colen@putnam.k12.ct.us>
Cc: Barney Seney <Barney.Seney@putnamct.us>; Denise Geeza <denise.geeza@putnamct.us>
Subject: FY25 Budget Placeholder

Afternoon folks,

We're preparing the "Mayor's Budget to the Selectmen", and expect to share with them by next Thursday February 1st. As part of the mill rate calculation, I'd like to insert a placeholder amount for BOE expenditures. Can you provide any range or estimate?

Thanks,
Elaine

Section 3

Revenues

Town of Putnam

FY25 Mayors Budget - Revenue

Fiscal Year: 2023-2024

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

Exclude inactive accounts with zero balance

From Date: 1/1/2024 To Date: 1/31/2024

Definition: FY25 Mayors Budget

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4109.42242.00000	Pistol Permit	(\$1,260.00)	(\$800.00)	(\$700.00)	(\$800.00)	(\$800.00)	0.00	\$0.00
1005.41.4109.43600.00000	Disabled Persons	(\$1,592.46)	(\$1,400.00)	(\$1,577.34)	(\$1,400.00)	(\$1,400.00)	0.00	\$0.00
1005.41.4109.43602.00000	PILOT - State owned property	(\$20,000.00)	(\$20,000.00)	(\$20,000.00)	\$0.00	\$0.00	(100.00)	\$20,000.00
1005.41.4109.43603.00000	FEMA - Homeland Security	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$5,000.00)	(\$5,000.00)	0.00	\$0.00
1005.41.4109.43604.00000	PILOT-Municipal Revenue Sh	(\$420,556.13)	(\$420,557.00)	(\$536,370.91)	(\$434,527.00)	(\$434,527.00)	3.32	(\$13,970.00)
1005.41.4109.43605.00000	Distressed Municipality	(\$24,412.65)	(\$27,573.00)	(\$26,272.73)	(\$26,000.00)	(\$26,000.00)	(5.70)	\$1,573.00
1005.41.4109.43606.00000	Municipal Stabilization Grant	(\$71,039.00)	(\$71,039.00)	(\$71,039.00)	(\$71,039.00)	(\$71,039.00)	0.00	\$0.00
1005.41.4109.43607.00000	Veteran's Benefits	(\$2,288.52)	(\$2,000.00)	(\$1,716.33)	(\$2,000.00)	(\$2,000.00)	0.00	\$0.00
1005.41.4109.43608.00000	Mashantucket Pequot Grant	(\$66,793.74)	(\$75,902.00)	(\$22,264.58)	(\$75,902.00)	(\$75,902.00)	0.00	\$0.00
1005.41.4109.43610.00000	Tele. Access Line Grant	(\$28,222.23)	(\$40,000.00)	\$0.00	(\$30,000.00)	(\$30,000.00)	(25.00)	\$10,000.00
1005.41.4109.44009.00000	Administrative Reimbursemen	(\$79,161.72)	(\$80,000.00)	(\$19,790.43)	(\$78,000.00)	(\$78,000.00)	(2.50)	\$2,000.00
1005.41.4109.44010.00000	Contractual Services	(\$98,850.00)	(\$95,900.00)	(\$50,887.50)	(\$100,000.00)	(\$100,000.00)	4.28	(\$4,100.00)
1005.41.4109.44867.00000	Misc Revenue	(\$30,518.67)	(\$100,000.00)	(\$15,467.72)	(\$100,000.00)	(\$100,000.00)	0.00	\$0.00
1005.41.4109.47203.00000	Cell Tower	(\$15,698.10)	(\$17,800.00)	(\$10,614.66)	(\$17,800.00)	(\$17,800.00)	0.00	\$0.00
1005.41.4109.48950.00000	Rents	\$0.00	(\$10,350.00)	\$0.00	(\$5,000.00)	(\$5,000.00)	(51.69)	\$5,350.00
1005.41.4109.48960.00000	Misc Rev. from Local Govt - H	(\$44,540.10)	(\$50,000.00)	(\$46,028.42)	(\$50,000.00)	(\$50,000.00)	0.00	\$0.00
1005.41.4109.49010.00000	Other Financing Sources	\$0.00	(\$900,000.00)	\$0.00	\$0.00	\$0.00	(100.00)	\$900,000.00
DEPARTMENT: Mayor - 4109		(\$909,933.32)	(\$1,918,321.00)	(\$822,729.62)	(\$997,468.00)	(\$997,468.00)	(48.00)	\$920,853.00
1005.41.4131.44010.00000	Copy Machine Receipts	\$0.00	(\$20.00)	\$0.00	(\$20.00)	(\$20.00)	0.00	\$0.00
DEPARTMENT: Assessor - 4131		\$0.00	(\$20.00)	\$0.00	(\$20.00)	(\$20.00)	0.00	\$0.00
1005.41.4135.41100.00000	Web Payments	\$710.24	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.41.4135.41101.00000	Current Tax Revenue	(\$15,120,173.85)	(\$16,629,310.00)	(\$13,018,901.21)	\$0.00	\$0.00	(100.00)	\$16,629,310.00

Town of Putnam

FY25 Mayors Budget - Revenue

Fiscal Year: 2023-2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: FY25 Mayors Budget

From Date: 1/1/2024 To Date: 1/31/2024

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4135.41104.00000	MV Supp Tax Revenue	(\$209,526.98)	(\$150,000.00)	(\$124,942.14)	(\$150,000.00)	(\$150,000.00)	0.00	\$0.00
1005.41.4135.41105.00000	Prior Real Estate Taxes	(\$578,805.00)	(\$150,000.00)	(\$229,498.36)	(\$175,000.00)	(\$175,000.00)	16.67	(\$25,000.00)
1005.41.4135.41108.00000	Suspense Collections - Rever	(\$1,914.23)	\$0.00	(\$1,035.54)	(\$100.00)	(\$100.00)	0.00	(\$100.00)
1005.41.4135.41109.00000	Interest & Liens - Revenue	(\$157,534.49)	(\$100,000.00)	(\$89,430.74)	(\$100,000.00)	(\$100,000.00)	0.00	\$0.00
1005.41.4135.41110.00000	Fees - Revenue	(\$2,524.55)	\$0.00	(\$799.35)	(\$20.00)	(\$20.00)	0.00	(\$20.00)
1005.41.4135.48990.00000	Misc Revenue - Revenue	\$10.00	\$0.00	\$130.00	(\$100.00)	(\$100.00)	0.00	(\$100.00)
DEPARTMENT: Revenue Collector - 4135		(\$16,069,758.86)	(\$17,029,310.00)	(\$13,464,477.34)	(\$425,220.00)	(\$425,220.00)	(97.50)	\$16,604,090.00
1005.41.4137.46101.00000	Investment Interest	(\$413,133.33)	(\$20,000.00)	(\$97,994.87)	(\$200,000.00)	(\$200,000.00)	900.00	(\$180,000.00)
1005.41.4137.49010.00000	Other Sources - Ash Landfill fi	(\$1,717,043.17)	(\$1,850,000.00)	(\$1,413,005.56)	(\$1,800,000.00)	(\$1,800,000.00)	(2.70)	\$50,000.00
1005.41.4137.49011.00000	Metal Recovery Revenues	(\$62,778.60)	(\$60,000.00)	(\$36,587.53)	(\$60,000.00)	(\$60,000.00)	0.00	\$0.00
DEPARTMENT: Treasurer - 4137		(\$2,192,955.10)	(\$1,930,000.00)	(\$1,547,587.96)	(\$2,060,000.00)	(\$2,060,000.00)	6.74	(\$130,000.00)
1005.41.4147.41100.00000	Credit Card - Town Clerk	\$973.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
1005.41.4147.42111.00000	Bingo/Raffle/Vendor Permits	(\$2,796.37)	(\$500.00)	(\$1,275.59)	(\$3,500.00)	(\$3,500.00)	600.00	(\$3,000.00)
1005.41.4147.42241.00000	Hunting & Fishing Licenses -	(\$136.00)	(\$100.00)	(\$43.00)	(\$100.00)	(\$100.00)	0.00	\$0.00
1005.41.4147.42261.00000	Dog Licenses - Town Clerk	(\$435.50)	(\$325.00)	(\$105.00)	(\$350.00)	(\$350.00)	7.69	(\$25.00)
1005.41.4147.44010.00000	Copy fees - Town Clerk	(\$8,560.00)	(\$8,000.00)	(\$4,968.00)	(\$6,000.00)	(\$6,000.00)	(25.00)	\$2,000.00
1005.41.4147.44102.00000	Recording Fees - Town Clerk	(\$45,532.00)	(\$55,000.00)	(\$24,286.50)	(\$36,000.00)	(\$36,000.00)	(34.55)	\$19,000.00
1005.41.4147.44105.00000	Recording Maps - Town Clerk	(\$210.00)	(\$150.00)	(\$170.00)	(\$150.00)	(\$150.00)	0.00	\$0.00
1005.41.4147.44106.00000	Real Estate Conveyance - To	(\$171,161.40)	(\$125,000.00)	(\$93,596.61)	(\$135,000.00)	(\$135,000.00)	8.00	(\$10,000.00)
1005.41.4147.44501.00000	Vital Statistics - Town Clerk	(\$64,166.00)	(\$45,000.00)	(\$37,919.00)	(\$45,000.00)	(\$45,000.00)	0.00	\$0.00
1005.41.4147.48990.00000	Misc Revenue - Town Clerk	(\$2,290.00)	(\$1,500.00)	(\$460.00)	(\$1,200.00)	(\$1,200.00)	(20.00)	\$300.00
DEPARTMENT: Town Clerk - 4147		(\$294,314.27)	(\$235,575.00)	(\$162,823.70)	(\$227,300.00)	(\$227,300.00)	(3.51)	\$8,275.00

Town of Putnam

FY25 Mayors Budget - Revenue

Fiscal Year: 2023-2024

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

Exclude inactive accounts with zero balance

From Date: 1/1/2024 To Date: 1/31/2024

Definition: FY25 Mayors Budget

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.41.4151.44103.00000	Zoning & Subdivision Fees - L	\$0.00	\$0.00	\$0.00	(\$500.00)	(\$500.00)	0.00	(\$500.00)
1005.41.4151.44107.00000	Planning Comm. fees	(\$1,594.00)	\$0.00	(\$177.00)	(\$500.00)	(\$500.00)	0.00	(\$500.00)
1005.41.4151.44108.00000	Zoning BOA	(\$711.00)	\$0.00	(\$407.00)	(\$100.00)	(\$100.00)	0.00	(\$100.00)
1005.41.4151.44109.00000	Zoning Comm. fees	(\$2,119.48)	\$0.00	(\$608.00)	(\$1,000.00)	(\$1,000.00)	0.00	(\$1,000.00)
1005.41.4151.44110.00000	Inland Wetland fees	(\$1,052.00)	(\$400.00)	(\$228.00)	(\$500.00)	(\$500.00)	25.00	(\$100.00)
1005.41.4151.44867.00000	Misc Revenue -Land Use	(\$5,500.00)	\$0.00	\$0.00	(\$100.00)	(\$100.00)	0.00	(\$100.00)
DEPARTMENT: Land Use Commission - 4151		(\$10,976.48)	(\$400.00)	(\$1,420.00)	(\$2,700.00)	(\$2,700.00)	575.00	(\$2,300.00)
1005.42.4213.42201.00000	Building Permits	(\$222,654.93)	(\$130,000.00)	(\$158,210.25)	(\$130,000.00)	(\$130,000.00)	0.00	\$0.00
1005.42.4213.42206.00000	Bldg. Permit Fines	\$0.00	(\$200.00)	\$0.00	(\$200.00)	(\$200.00)	0.00	\$0.00
1005.42.4213.42210.00000	Blight - Fines	(\$100.00)	(\$100.00)	\$0.00	(\$100.00)	(\$100.00)	0.00	\$0.00
1005.42.4213.44010.00000	Copy fees - Bldg. Official	(\$25.00)	(\$20.00)	(\$5.50)	(\$20.00)	(\$20.00)	0.00	\$0.00
DEPARTMENT: Building Official - 4213		(\$222,779.93)	(\$130,320.00)	(\$158,215.75)	(\$130,320.00)	(\$130,320.00)	0.00	\$0.00
1005.42.4219.42130.00000	Fire Inspection fees	(\$1,610.00)	(\$1,000.00)	(\$395.00)	(\$2,000.00)	(\$2,000.00)	100.00	(\$1,000.00)
1005.42.4219.42131.00000	Fire Inspection Permit fee	(\$1,350.00)	(\$700.00)	(\$430.00)	(\$1,000.00)	(\$1,000.00)	42.86	(\$300.00)
1005.42.4219.42132.00000	Fire Plan Review fee	(\$125.00)	(\$1,000.00)	\$0.00	(\$1,000.00)	(\$1,000.00)	0.00	\$0.00
DEPARTMENT: Fire Marshal - 4219		(\$3,085.00)	(\$2,700.00)	(\$825.00)	(\$4,000.00)	(\$4,000.00)	48.15	(\$1,300.00)
1005.43.4317.44404.00000	Sticker - Bin 65	\$0.00	(\$635,000.00)	(\$217,782.00)	(\$500,000.00)	(\$500,000.00)	(21.26)	\$135,000.00
1005.43.4317.44405.00000	Sticker - Bin 95	\$0.00	(\$327,500.00)	(\$124,626.00)	(\$280,000.00)	(\$280,000.00)	(14.50)	\$47,500.00
DEPARTMENT: Waste Collection - 4317		\$0.00	(\$962,500.00)	(\$342,408.00)	(\$780,000.00)	(\$780,000.00)	(18.96)	\$182,500.00
1005.44.4417.41110.00000	Senior fees	(\$860.00)	(\$1,000.00)	(\$430.00)	(\$750.00)	(\$750.00)	(25.00)	\$250.00
DEPARTMENT: Coucil on Aging - 4417		(\$860.00)	(\$1,000.00)	(\$430.00)	(\$750.00)	(\$750.00)	(25.00)	\$250.00

Town of Putnam

FY25 Mayors Budget - Revenue

Fiscal Year: 2023-2024

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

Definition: FY25 Mayors Budget

From Date: 1/1/2024 To Date: 1/31/2024

Account	Description	FY23 Actuals	FY 24 Approved Budget	FY 24 YTD	FY 25 Dept Head Request	FY 25 Mayors Budget	Percentage	Difference
1005.45.4501.45103.00000	Library Fees	(\$5,444.45)	(\$4,500.00)	(\$3,499.36)	(\$4,800.00)	(\$4,800.00)	6.67	(\$300.00)
DEPARTMENT: Library - 4501		(\$5,444.45)	(\$4,500.00)	(\$3,499.36)	(\$4,800.00)	(\$4,800.00)	6.67	(\$300.00)
1005.45.4503.44010.00000	PASS Revenues-After Schoo	(\$43,270.00)	(\$22,000.00)	(\$28,865.00)	(\$25,000.00)	(\$25,000.00)	13.64	(\$3,000.00)
1005.45.4503.44709.00000	Town Event & Program Fees	(\$9,465.00)	(\$15,000.00)	(\$4,680.00)	(\$10,000.00)	(\$10,000.00)	(33.33)	\$5,000.00
1005.45.4503.44709.10300	Summer Camp Fees	(\$12,059.00)	(\$15,000.00)	(\$25,053.00)	(\$20,000.00)	(\$20,000.00)	33.33	(\$5,000.00)
DEPARTMENT: Rec & Parks-Grounds - 4503		(\$64,794.00)	(\$52,000.00)	(\$58,598.00)	(\$55,000.00)	(\$55,000.00)	5.77	(\$3,000.00)
1005.48.4801.44013.00000	Ground Lease Revenue - Lea	(\$80,000.00)	(\$80,000.00)	\$0.00	(\$80,000.00)	(\$80,000.00)	0.00	\$0.00
DEPARTMENT: Debt Service - 4801		(\$80,000.00)	(\$80,000.00)	\$0.00	(\$80,000.00)	(\$80,000.00)	0.00	\$0.00
Grand Total:		(\$19,854,901.41)	(\$22,346,646.00)	(\$16,563,014.73)	(\$4,767,578.00)	(\$4,767,578.00)	(78.67)	\$17,579,068.00

End of Report

Section 4
Mill Rate Calculation

TOWN OF PUTNAM
FY25 BUDGET
JULY 1, 2024 TO JUNE 30, 2025

Mayor's Budget

	Previous - FY 2024 BUDGET	FY 2025 BUDGET	Year-to-Year Difference	FY 2025 PORTION OF MILL RATE
GENERAL GOVERNMENT ¹	\$ 7,346,810	\$ 7,615,899	\$ 269,089	3.7%
BONDED INDEBTEDNESS ²	\$ 2,015,651	\$ 2,018,041	\$ 2,390	0.1%
SUBTOTAL EXPENDITURES	\$ 9,362,461	\$ 9,633,941	\$ 271,479	2.9%
LIBRARY	\$ 429,228	\$ 435,550	\$ 6,322	1.5%
PUTNAM EMS ³	\$ 288,400	\$ 297,052	\$ 8,652	3.0%
PUTNAM POLICE ⁴	\$ 280,000	\$ 295,000	\$ 15,000	NA
BOARD OF EDUCATIONAL CAPITAL ⁵	\$ -	\$ -	\$ -	0.0%
SUBTOTAL GENERAL GOVERNMENT⁶	\$ 10,360,090	\$ 10,661,543	\$ 301,453	2.9%
SUBTOTAL BOARD OF EDUCATION⁶	\$ 20,358,407	\$ 21,057,907	\$ 699,500	3.4%
TOTAL EXPENDITURES	\$ 30,718,497	\$ 31,719,450	\$ 1,000,953	3.3%
GENERAL GOVERNMENT REVENUES	\$ 4,817,335	\$ 4,767,578	\$ (49,757)	-1.0%
BOARD OF EDUCATION REVENUES	\$ 8,371,851	\$ 8,402,871	\$ 31,020	0.4%
LESS: ESTIMATED INCOME⁷	\$ 13,189,186	\$ 13,170,449	\$ (18,737)	-0.1%
NET EXPENDITURES	\$ 17,529,310	\$ 18,549,001	\$ 1,019,690	5.8%
LESS: USE OF SURPLUS⁸	\$ 900,000	\$ (900,000)	\$ (900,000)	-100.0%
AMOUNT TO BE RAISED BY TAXATION	\$ 16,629,310	\$ 18,549,001	\$ 1,919,690	11.5%

MILL RATE CALC: GRAND LIST / NET EXPENDITURES

GRAND LIST ⁹ :	\$ 775,103,807	0.800%
ASSUME 97% COLLECTION RATE:	\$ 751,850,693	
NET EXPENDITURES FROM ABOVE:	\$ 18,549,001	Previous Year Mill
MILL RATE FOR 2024/2025 ¹⁰ :	24.67	22.29
VALUE OF 1 MILL:	751,851	Difference
		2.38

Notes:

1. General government budget includes all Town departments and operating costs including legal, benefits, technology and other required components. Note that as in FY24, the Putnam EMS and Police School Resource Officer is listed separately.
2. Bonded indebtedness for FY 2025 includes bonding for the High School, Municipal Complex, and the Quinebaug Technology Park. It continues to categorize the equipment leases, per GASB standards. There is one additional proposed Highway vehicle for lease in the FY25 budget.
3. Putnam EMS is based on a 5-year contract, which began in FY23.
4. The Putnam Police have been providing armed security for Putnam BOE since FY23, and has been included in the General Government Budget since FY24. The proposed cost for FY25 is based on estimates from the Police Department.
5. As in FY24, BOE Capital planned projects are included in the Town's CIP.
6. The BOE proposed budget included herein reflects the Superintendent recommendation for FY25, as shared on 1-26-24.
7. As in past years, revenue is shown as General Government projected revenue and BOE projected revenue. BOE projected revenue is equal to prior year, based on the State's budget for FY25. Note that the Board of Selectmen budget includes the projected revenues associated with MSW/trash, including revenue from household trash and recycling purchases.
8. FY 2024 Use of Surplus was \$900,000. Final determination and approval of any use of General Fund Surplus is by the BOF.
9. The Grand List amount reflects current calculations as of January 2024, and is subject to Board of Assessment Appeals decisions, court stipulations and adjustments to properties.
10. The FY2024 mill rate is 22.29.

Section 5

5-Year Capital Improvement Plan

Town of Putnam
FY2025 5-Year Capital Improvement Plan

Description	FY2025	FY2026	FY2027	FY2028	FY2029	5-Year Subtotal	FY2024 Category Subtotal
Road Construction							
School Street Sidewalks - LOTCIP project, expected start FY25	\$ 1,428,000		\$ -	\$ -	\$ -	\$ 1,428,000	
Five Mile River Road Improvements	\$ 291,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ -	\$ 641,000	
Road Reconstruction (continued efforts toward various roads on chip seal surface treatment, in addition to other roads) ¹	\$ 115,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	\$ 1,015,000	\$ 1,834,000
						Subtotal:	\$
Bridges							
East Putnam Road Bridge (over Mary Brown Brook).	\$ 5,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 3,005,000	
Danco Road Bridge - State 50/50 Local Bridge Program	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000	
Bridge Improvements (Maintenance per DOT inspections)	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000	
Bridge Replacement Fund	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	
Bridge Projects, including culverts	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000	
						Subtotal:	\$ 1,105,000
Parks							
Rec & Athletic Fields	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000	
Playscape and equipment at town recreation fields	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 150,000	
Rotary Park - replace light poles	\$ 5,000	\$ 15,000	\$ -	\$ -	\$ -	\$ 20,000	
Track Improvements at St Marie Greenhalgh.	\$ 147,000	\$ 108,000	\$ -	\$ -	\$ -	\$ 255,000	
Tennis Court Improvements	\$ 32,421	\$ 87,579	\$ -	\$ -	\$ -	\$ 120,000	
Veteran's Park Improvements.	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	
Air Line Trail Connection and Improvements Project, from Putnam to Thompson	\$ 175,000	\$ 500,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 6,675,000	
Improvements to Sabin Street Recreation Field	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	
Simonzi Park - Streambank Stabilization ⁵	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 350,000	\$ 359,421
						Subtotal:	\$
Board of Education							
Elementary Playground [complete in FY24]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Elementary School Roof Replacement (pending state grant application for partial reimbursement)	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	
Elementary School HVAC Upgrades (pending state grant application for partial reimbursement)	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000	

Town of Putnam
FY2025 5-Year Capital Improvement Plan

Description	FY2025	FY2026	FY2027	FY2028	FY2029	5-Year Subtotal	FY2024 Category Subtotal
Middle School HVAC Upgrades (pending state grant application for partial reimbursement)	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000	
Bus Parking at Armory location, including electrical upgrades and future. Placeholder	\$ 5,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 305,000	
						Subtotal: \$	3,205,000
Public Buildings							
Public facilities maintenance	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000	
Storage Facility (long-term planning)	\$ -	\$ 10,000	\$ 10,000	\$ 100,000	\$ 50,000	\$ 170,000	
Armory - electricity and heat in portions building, and lead and asbestos abatement.	\$ 5,000	\$ 50,000	\$ 300,000	\$ -	\$ -	\$ 355,000	
						Subtotal: \$	5,000
Equipment 2							
Town equipment, including property maintenance equipment	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	
Zero-Turn John Deere Z997R Diesel (\$6300 for bagger and blower, plus \$31,279 as the base price of equipment)	\$ 37,579	\$ -	\$ -	\$ -	\$ -	\$ 37,579	
						Subtotal: \$	37,579
Information Technology							
Tabulators - Elections	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 70,000	
Replacement Hardware	\$ 5,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 85,000	
						Subtotal: \$	35,000
Economic and Redevelopment Projects							
Belding Mill Redevelopment - State DECD Grant Pass-through	\$ 500,000	\$ 1,000,000	\$ 500,000	\$ -	\$ -	\$ 2,000,000	
Town-wide Brownfield Assessment - EPA Grant (pending results of Application)	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 500,000	
Putnam Foundry 2 Furnace Street - CT DECD Brownfield Municipal Grant	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
49 Front Street Public Landscaping and Beautification Improvements	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 100,000	
						Subtotal: \$	950,000

Town of Putnam
FY2025 5-Year Capital Improvement Plan

Description	FY2025	FY2026	FY2027	FY2028	FY2029	5-Year Subtotal	FY2024 Category Subtotal
Town Improvements							
Downtown Parking. Coordinate Eversource Gas installation (along Main St in 2026 or later).	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 2,000,000	
Kennedy Drive Public Parking ⁵	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	
Blight	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer Station at Fox Road	\$ 20,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 220,000	
	\$ 9,551,000	\$ 4,755,579	\$ 6,605,000	\$ 3,995,000	\$ 2,495,000	\$ 27,401,579	\$ 2,020,000

Funding Legend

- 1 Ground Lease Revenues³ \$ 472,000
 - 2 Federal Aid - LOTCIP \$ 1,428,000 School St
 - 3 State Aid - Town Aid Road \$ 236,000
 - 4 Federal Aid - Federal Bridge Program \$ -
 - 5 State Aid - State Bridge Program \$ 900,000 Danco Bridge State's 50%
 - 6 State Aid - Municipal Projects (MGA) \$ 170,000
 - 7 Sticker Fund \$ 20,000
 - 8 Ash Landfill STIF Account \$ -
 - 9 General fund - Unassigned Fund Balance \$ -
 - 10 State Aid - LoCIP \$ -
 - 11 State and Federal Aid - Various Grants \$ 5,355,000
- Local Funding for School Projects (including per 2024 Referendum Approval. Ash Fund, BOE Funds,
- 12 Undesignated Fund) \$ 970,000
 - 13 \$ -
- Subtotal Check: \$ 9,551,000

Notes

- 1 FY2025 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 FY2025 as \$2.352M. Per March 19, 2018 Special Town Meeting, \$1.8M is allocated to Operational Revenue. An additional \$80k is allocated to lease payment, and therefore the remaining value of \$472,000 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. (The Town intends to consider opt-in options for STEAP)

Section 6
Narrative

General Government

TOWN OF PUTNAM

FY 2025

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 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, including BOE capital projects, 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:

- FY2025 Mayor's Budget, which includes line item detail for all operating expenses.
- FY2025 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: Note that Union Contract negotiations are underway for wages of union employees during FY25. All staff, including non-union, will not realize salary adjustments until after negotiations are completed, likely in early Spring 2024. As with previous negotiation years, following ratification, Town administration will coordinate with the Board of Finance to request transfer from the Contingency line item (Department 5001) to the applicable salary line items.

The Town also intends to include work-week hour modifications as part of Union negotiations. The budget reflects no changes from FY24, and any negotiated hour changes will be modified following Union Agreement ratification.

Other Modifications outside of Salary

- Increase in Department 4109. \$1000 increase due to higher costs for professional services, dues and fees and meetings.
- Increase in Department 4110. \$7000 increase due to covering employment testing in this department's professional services. Previously, some of these costs were included in the Highway costs (Dept 4303), but since these types of testing can be for new employees along with current employees, this cost has been moved to the managing Department.
- Decrease in Department 4131. \$4,000 decrease due to change in personnel and change between departments managing some outside professionals (GIS now fully in Land Use).
- Increase in Department 4135. \$12,000 increase due to outside service providers associated with this department, including newly added software associated with municipal solid waste and recycling revenue collection.
- Decrease in Department 4137. \$11,000 decrease due to personnel changes and increase in professional services provided.
- Decrease in Department 4141. \$102,000 decrease due to changes in SSI contributions, retirement contributions, health savings account contributions, calculated employee insurance buyout, and health insurance. Based on initial estimates from our health insurance provider, we have included approximately 8% annual premium increase, along with placeholders for employee opt-in to this benefit.
- Increase in Department 4143. \$50,000 increase due to now accounting for the following IT software costs in this department: Website support, Microsoft Office, Adobe, Zoom, Phone 3CX, and Sharepoint. Note that software specific to some departments, are included in those departments' professional services line items.
- Increase in Department 4147: \$4,000 increase due to adding professional services to include General Code online updates and supplemental Code printing to this department.
- Increase in Department 4150. \$28,000 increase to show ½ clerk personnel split between this department and Building Official, and increase to professional services for additional MS4 work. Of note, the department head request for professional services was reduced by the Mayor in the amount of \$10,000.
- Decrease in Department 4151. \$2,000 decrease due to lower expected Zoning Commission member training.

- Increase in Department 4157. \$5,000 increase due to estimated property/automobile/liability insurance costs balanced by lower worker's compensation insurance costs.
- Increase in Department 4161. \$3,000 increase for Probate rental, the Probate Court expects to move in FY25.
- New/increase for Department 4170. \$47,000 increase as a new department as part of General Government. In FY24, this cost was paid for by the Economic Development Trust Fund.
- Increase in Department 4173. \$6,000 increase for personnel changes, adding overtime line item, and increasing professional services.
- Increase in Department 4197. \$23,000 increase due to additional days of services, with multiple personnel coverage required for each day, and associated supplies for mandatory early voting. See detailed information from Registrar's Office as included in this document. Additional costs related to equipment, including tabulator replacement planning, are under review – see Capital Improvement Plan.
- Increase in Department 4198. \$1,000 increase due to higher equipment rental costs.
- Decrease in Department 4213. \$28,000 decrease due to salary cost reduction, as one personnel is now split between this Department and 4150. Other minor changes include communication specific to this Department.
- Increase in Department 4219. \$27,000 increase due to modifying one personnel from part-time to full-time. Other minor changes include communication specific to this Department.
- Increase in Department 4223. \$2,000 increase for communication specific to this Department.
- Increase in Department 4301. Increase of \$73,000. New costs include update of the Plan of Conservation and Development (expect to be completed over 2 fiscal years), and inspection of the Town's dams.
- Increase in Department 4302. \$7,000 increase to cover on-call for personnel leave, and increases in professional services and supplies.
- Increase in Department 4303: \$30,000 increase for higher costs of overtime, accounting for contractual reimbursement and other minor changes. Of note, the department head request for snow management was reduced by the Mayor in the amount of \$20,000.
- Decrease in Department 4317. \$30,000 decrease due to decreased refuse transport and recycling costs, offset by increased bulky/hazardous waste costs.
- Increase in Department 4417: \$8,000 increase for higher professional services, advertising and transportation costs.
- Increase in Department 4499. \$16,000 increase, mostly due increased costs for public health services (NDDH) and council of governments (multiple NECCOG services provided) along with other increases. Of note, the entity request for Last Green Valley and Day Kimball Healthcare at Home was reduced by the Mayor in the amount of \$5,500.
- Increase in Department 4503. \$54,000 increase, due to increased seasonal personnel, overtime, repairs and maintenance and garden maintenance. Of note, the Mayor reduced by \$19,000 the salary increase in the Department Head request to match current salary (with level step increases). Any modification in employee hours will be per union negotiations. The Mayor also reduced the garden maintenance line item by \$5,000.
- Increase in Department 4801. \$3,000 increase in debt service due to additional equipment lease payment, mostly balanced by reductions in other debt payments.

- Increase in Department 5001. \$40,000 increase including for contingency and equipment reserves. Of note, the equipment reserves was reduced by the Mayor in the amount of \$27,000.

As a total increase to the General Government operating budget expenditures of \$270,000.

Revenues

- Decrease in Department 4109. \$21,000 decrease which includes modifications to PILOT, distressed municipality, telephone access, administrative reimbursement, contractual services, and rents to match State budget and recent revenues received.
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. As part of the mill rate worksheet, the Mayor has included in his budget proposal use of \$500,000 as “other financing sources”.
- Increase in Department 4135. \$25,000 increase per Department Head and Mayor recommended budgets for prior real estate taxes revenue.
Note that the major general government tax revenue will not be calculated until final budget approval and setting of the mill rate.
- Increase in Department 4137. \$130,000 increase to account for recent realized interest gains, balanced somewhat by the annual \$50,000 reduction of ash landfill funding split.
- Decrease in Department 4147. \$8,000 decrease due to various changed projections for permits, copy and recording fees, balanced somewhat by higher projected vital statistics revenue.
- Increase in Department 4151. \$2,000 increase to more accurately reflect projections for various land use fees.
- Increase in Department 4219. \$1,000 increase projected with higher number of inspections and associated fees.
- Decrease in Department 4317. \$182,000 decrease as projected revenue from eligible households selecting the two options for municipal solid waste and recycling program.
- Increase in Department 4503. \$3,000 increase with expected higher fees for after school and summer camp, somewhat balanced by lower fees expected from town events.

Per the above detail, this calculates to a total decrease to the General Government operating projected revenues of about \$52,000; again, excluding any revenue from Other Financing Sources (FY2024 that revenue was \$900,000). This calculated difference also excludes any calculation of tax revenue from the Grand List (FY2024 that tax revenue was \$16.6M).

Considering the summary of expenditures, increased by about \$270,000; and the summary of projected revenue, decreased by about \$52,000; the proposed net increase to general government budget is \$332,000.

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 some 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. For FY25, note that salary line items as proposed do not include any annual salary adjustment. Depending on the timeline for Union negotiations, the budget may reflect those changes in Spring 2024, or as in previous years, may require Board of Finance transfer into salary items from contingency.

Mayor - 4109

The Board of Selectmen, Putnam's legislative body, is comprised of the Mayor, Deputy Mayor and five Selectmen which are elected every 2 years. The Board'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, 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).

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

Expenditure Modifications

Increases in this department include higher professional services, dues and fees, and meetings, to accurately reflect recent pricing.

Revenue Modifications

The budgeted revenue reflects the State's biannual budget, as approved in 2023 for FY24 and FY25. 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 the State's budgeted amount, and now shown in a single line item to match how the State estimates funding. Collectively, the PILOT amount is similar to previous budgeted amounts. Note that starting in FY24, the State now directs PILOT funds to each District separately, including SSD and East Putnam, and those amounts are not reflected in the Town's budget.

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

Miscellaneous revenue remains equal to the past year, reflecting recent years' actual revenue values.

Cell tower revenues also remains equal to the past year, reflecting recent actual revenue values.

Budgeted revenue for administrative services has been budgeted based on preliminary discussions with WPCA for support of certain personnel, insurance, financial and administration services.

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. [The Mayor's budget, for purposes of mill rate calculation, has included use of \$500,000 of the undesignated fund balance.]

HR/Payroll Department – 4110

This budget includes wages for our Human Resources and Payroll Director along with employment related testing, supplies, training and various compliance components related to administration of 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.

The position is partially reimbursed by the WPCA via Administrative Services in the Mayor's Revenue budget to account for this Department's administration of health insurance benefits, pension and retirement plans, payroll, DOT testing requirements, Union negotiations and management, and other employee human resources related questions for WPCA employees.

Expenditure Modifications

Pending salary adjustments based on annual reviews. Budgeted expenditures have been increased for professional services and added new line item for employment testing requirements. Testing includes pre-employment screening and also license-mandated screening. Previously, these costs were included in individual department costs (including Highway Dept 4303). For consistency, this cost has been moved to the managing Department.

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.

For several years, the Town uses King and King as our auditing firm, included in this budget under administrative services. Other services included in this budget are required annual reporting associated with bonding.

Expenditure Modifications

No change from prior year.

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 2025 effort began in FY24, including selection of a revaluation firm, Vision Governmental Solutions. Note that the cost for revaluation is part of the Town's capital improvements program, outside of the operating budget.

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.

Included in the professional services are multiple components as follows: Vision Government Solutions, Inc. appraisal software, Quality Data Services software, motor vehicle valuation books, and subscription to CREXI. (GIS had been included in this department in past years, now included in Land Use.)

Printing and binding includes personal property declarations, Grand List binding and other notices.

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 for salary adjustments are pending based on annual reviews and contract negotiations. The proposed budget includes a decrease for the purchase of professional services as well as an increase for additional printing costs.

Revenue Modifications

No change from prior year. 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.

Starting in FY24 and increasing in FY25, is this office's responsibilities to collect and manage revenues associated with the Municipal Solid Waste (Trash) and Recycling program.

Expenditure Modification

Increases in this department for salary adjustments are pending based on annual reviews and contract negotiations. Note that the increase shown represents estimates based on current and pending-hire personnel.

Administrative services, and professional education services have slightly increased. Printing and binding has increased, to include the estimated additional cost of QDS service contract specific to trash revenue collection and management software. Increase in office supplies to account for this office's toner usage (previously included in other Department) and minor increase to dues & fees.

Revenue Modifications

The budgeted revenue is based on the 2022 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 recommends and estimates a 97 percent collection rate. The total amount of tax revenue will be calculated as part of final budgeting efforts.

Prior real estate taxes have been increased based on recent typical annual collection of these outstanding funds.

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 Town 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 one full-time position and two part-time positions. The full-time position is partially reimbursed by the WPCA via Administrative Services in the Mayor's budget. 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 pending annual reviews and contract negotiations. Note that salary shows a decrease due to current staffing levels. Professional services has increased to reflect current pricing.

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 24.

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

No change from prior year.

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 retirement contributions is a combination of the actuarially determined contribution toward the Town's defined-benefit pension 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. Retirement contributions has been increased to reflect contracted matches and allow for pension contribution. 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 decreased to reflect our broker's estimated cost increase for FY25 (currently estimated as 8%), which is offset by a decreased number of employees opting for plan participation. The health insurance budget reflects current selections and estimated life event changes that would modify plan selections. Of note, the Mayor decreased the Department Head estimate for Retirement Contributions, as the Town's representative for the Pension Fund has no recommended contribution (fully funded). The Retirement contribution is budgeted to cover contracted matches to defined-contribution plans only.

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 FY25, we continue to budget this department to include Town-wide IT needs, with all practical department-specific needs to be accounted for in those 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 increased by \$10,000 and technical software has increased by \$40,000 to account for various software licensing and support including website, Microsoft Office, Adobe, Zoom, phone system 3CX, and Sharepoint services. Our workforce continually increases its dependency on electronic means, and many departments need increased IT assistance to manage those changes.

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 are pending based on annual review and contract negotiations. Added new line item Professional Services which includes costs associated with the General Code online and supplemental monitoring of code changes and updates. Minor change in dues and fees.

While no budget change related to voting changes is reflected in this proposed budget, there are many unknowns related to the upcoming voting requirements. There may be additional efforts from the Town Clerk's office, including mandatory weekend or evening efforts, that would be above typical overtime allocations.

Revenue Modifications

Increase in permit fees and real estate conveyance fees. Reduction in copy fees and recording fees.

Note that as part of the State's initial planning for early voting changes, there may be a \$10,500 revenue amount from the state to the Town Clerk's office. If received, we plan to account for that in the Mayor's budget miscellaneous revenue, or in a separate fund if there are requirements for expenditure tracking.

Registrar of Voters – 4149

The Registrar provides services associated with voting, including coordination for voter registration and management of records to the state.

The part time payroll reflects stipends for two registrars and two assistant registrars, accounting for their annual efforts (in many cases, election day costs include hourly pay to all attending workers, including Registrar). There are no projected revenues budgeted for this department. The Registrar's Office is responsible for this budget.

This department is related to the Elections Department 4197, where hourly staffing and other associated costs for elections are allocated.

Expenditure Modifications

No change from prior year.

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. Beginning in FY24, this Department's responsibilities have increased to cover all Zoning components, and the Land Use Agent is now also the Zoning Enforcement Official. 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, part-time clerk efforts, and beginning in FY25, allocation of part-time administrative assistant (1/2 a full-time assistant, shared between this and the Building Department). The Department Head is responsible for this budget. There are no projected revenues budgeted for this department.

Expenditure Modifications

Pending salary adjustments based on annual reviews and contract negotiations. The salary has been adjusted to reflect 1/2 a full-time assistant, shared between this and the Building Department. Overtime has been removed since this office's meetings are included under the Land Use Commission department.

Increase of \$500.00 for recording secretary for meetings. The increase in professional services is to account for MS4 stormwater consulting, as required by the Town's General NPDES Permit. While the Town has made significant progress in meeting NPDES Permit deadlines, there are still outstanding efforts, and annual efforts are expected to continue. Of note, the department head request for professional services was reduced by the Mayor in the amount of \$10,000.

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 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 Department Head is responsible for this budget.

Expenditure Modifications

Increase to professional services, and decrease to education services. In recent years, the State requires specific training for Zoning Commission members, some of which has been provided at no charge. We will continue to monitor as there may continue to be options for low or no-cost UCONN Clear courses.

Revenue Modifications

Modifications to all line items to more accurately reflect expected fees associated with various land use applications and submittals.

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.

Beginning in FY25, the cost of Cyber Insurance is also included in this department.

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 cost of the WC Insurance for base premiums, per contract. CIRMA has also projected a 3% base premium increase to LAP, to account for annual cost increases. A placeholder for cyber insurance has been included with the LAP projected budget, pending CIRMA offerings. Also, any annual deductible for claims is allocated to this budget.

Note that the Town is in a 3-year rate stabilization contract for LAP with CIRMA, and FY25 is Year 2.

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, as the Probate Court intends to move locations in FY25, with potential higher rental costs and/or moving costs.

Blight – 4170

This department is newly created for FY25. The Blight Officer is responsible to follow Putnam’s Blight Ordinance, and track properties in violation. Coordination with owners, Town Administration and legal counsel are often prioritized. In previous year, the Economic and Community Development Commission voted to finance this part-time position in the FY24 fiscal year. Due to the success and importance of this effort, Town Administration supports continuous of this position as a Town Department in the General Operating budget. In addition to a part-time Blight Officer for salary, other standard department line items have been created to support the position and effort. The Blight Officer Department Head is responsible for this budget.

Expenditure Modifications

Newly created department, with new line items throughout.

Revenue Modifications

No revenues are budgeted in the General Operating budget for this department. Note that there are often revenues associated with Blight Fines, and those are accounted for in the Town’s Capital Fund for Blight. In future years, as the Blight program is standardized and costs associated with priority properties are understood, the revenue may be considered for the General Operating budget.

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 for overtime to support Recording Secretary duties outside of normal business hours.

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 Trails Committee and the Arts Council.

The Economic/Community Development budget includes a full time Director and beginning in FY25, a part time administrative assistant. 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 current personnel and the projected change of the administrative assistant from full-time to part-time beginning in FY25. Removal of overtime as that is included in supported Boards and Commissions departments. Increase in professional services to allow for brownfield consultants and other department priorities.

Arts Council - 4174

The Arts Council now is its own department, starting in FY24. The Arts Council mission is to grow and support the creative and cultural sectors in Putnam to the benefit of a healthier, stronger community and more whole and sustainable economy.

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 for supplies, which the Mayor reduced to remain flat budget.

Elections - 4197

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

The number of election officials required per election is prescribed by the state: each election has a head moderator, each district must have a moderator and 2 assistants from opposing parties, as well as a minimum number for other positions. Putnam is fortunate to have a great crew of dependable,

reliable, trustworthy, experienced election workers and due to their capabilities, we are able to hold elections with a minimal crew. The registrars have scaled down the number of election officials we use and/or combined official duties as much as possible while still following Connecticut rules.

EDR (Election Day Registration) and ABS (Absentee) are handled similar to a separate "district". They require their own equipment, moderator and staff.

In Putnam, each election worker is provided two meals of choice from local restaurants. Election officials are at the polls at 5:00 AM, stay until about 9:00 PM and usually are not allowed to leave the polls all day.

Note that equipment associated with elections is included in the Town's Capital Improvement Plan. With upcoming state modification requirements to equipment, the Town may be mandated to obtain two machines for each District.

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:

- Early Voting is 7 days for a primary and 14 days for a general election.
- Early voting must be staffed 5 days @ 8 hrs/day plus 2 days @ 12 hrs/day for both a primary or election. It will be open from 10:00 AM to 6:00 PM for the 7 or 14 days with longer hours of 8:00 AM to 8:00 PM on the last Tuesday and Thursday before election.
- In addition, a general election has another 7 days @ 8 hrs/day of staffing. Assisted "car side" voting will be offered (required) for early voting. Because often voting work requires dual control (one each from opposing parties) and because there is "car side" voting (also dual control); we are estimating we will have to man each day with 4 election officials.

In previous years, expenditures were typically budgeted as one November election, one primary and one referendum.

Also increase to supplies as the amount and cost of printing ballots and cards has had a significant increase. Early voting adds an additional ballot type and coding requirement.

Revenue Modifications

There are no revenues associated with this Department. Note that the State may be allocated \$10,500 of grant money towards early voting, see Town Clerk description.

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

Increase in equipment rental and lease for copiers and printers.

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

No change from prior year.

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 enforcement program. The Building Official has the responsibility and is an essential element of the overall Building Safety and Housing Code programs.

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

The Building Official budget includes one full-time position and beginning in FY25, allocation of part-time administrative assistant (1/2 a full-time assistant, shared between this and the Land Use Department). The Building Official Department Head is responsible for this budget.

Expenditure Modifications

Increases in this department include salary adjustments pending based on annual reviews and contract negotiations. The salary has been adjusted to reflect 1/2 a full-time assistant, shared between this and the Land Use Department. Technical services has been increased to provide for software related the building permit software, including accepting online payments. Communications has been added to account for department specific devices. Minor increase in safety supplies and books.

Revenue Modifications

No modifications.

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. This department is responsible for completing annual inspections at various residential and commercial properties. Qualified properties include residential 3-family and larger properties (about 250 properties, totaling about 1,300 units), and restaurants with and without liquor permits (about 60). Annual assembly reviews on contractor sprinkler and fire alarms are also part of this department's responsibility.

Projected revenues budgeted for this department include various inspection fees.

This Department has two part time stipend employees, and in FY25, proposes to increase the part time Fire Marsal to a full-time stipend position. The Fire Marshal is responsible for this budget.

Expenditure Modifications

Modifications in this department include salary adjustments pending based on annual reviews, and includes a full time Fire Marshall starting in FY25. Communications has been added to account for department specific devices. Increases in professional services for improved reporting software. The Mayor reduced the Department Head's request for on-call payment to the Fire Marshal and Deputy Fire Marshal.

Revenue Modifications

Revenue has been modestly increased, as the Department expects to increase the number of inspections, planned reviews and related efforts.

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 part time 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 pending annual reviews. Minor modifications to travel and meetings. Communications has been added to account for department specific devices, and a uniforms line item has been added.

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 8am to 7pm daily. This provides an essential service to the community especially during our many community functions, and as people use the outdoor trails.

Professional services include cleaning services for the public bathrooms and minor maintenance items. 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, 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

Increase in professional services to include public restroom cleaning in this department (prior years may have been included in the Highway Department). A new line item in this department is the professional and technical services, to account for the update of the Town's Plan of Conservation and Development. The Town expects to issue requests for proposals in upcoming months so that award can be made in FY25. The POCD update effort will likely be a 2-year effort, with projected \$90-\$100k total cost. Dam inspections is also a new line item in this budget, which reflects the need to inspect the Town-owned dams, as even minor dams require inspection every 10 years.

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. A new line item for "on-call" employee to cover staff absences has been added.

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

Overtime allocation modest increase. A new line item to appropriately account for cell phone stipends for this department has been added. Professional services increased based on annual increased costs, and custodial supplies increased based on continued increased need and cost. Dues and fees has been added to support this department.

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 temporary intern position(s).

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

There are no projected revenues budgeted for this department. Note that there are relatively minor Highway related revenues from scrap metal and equipment auctions that are accounted for in the designated capital budget.

Expenditure Modifications

Increases in this department include salary adjustments pending annual reviews and contract negotiations. Increase in overtime. New line item for contractual reimbursement for steel toe boots and other individual safety and work gear. Reduction in professional services, as the employment mandated screening tests are now included in the Human Resources Department. Increase in technical services and maintenance. Reduction in communications per recent site internet provider. Reduction in general supplies as now included in Town Services for public restroom. Increases in electricity and gas utility costs.

Bituminous continues at current budget, and accounts for this departments many pavement efforts including mill and pave, overlay pave, cold in place recycling, and chip seal.

Of note the Mayor reduced the Department Head's request for snow plowing budget to remain flat.

Waste Collection – 4317

This budget provides funding for Town-wide trash pick up and appropriate disposal, the monitoring services for the closed Municipal Solid Waste Landfill on River Road, and designated bulky and hazardous waste collection days. The Town-wide trash and recycling 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. The final municipal waste disposal is via incineration at Win-Waste Lisbon Incinerator. Printing and supplies includes communications and advertising. Note that the Revenue Department includes software expenses associated with the waste collection program, and provides staffing for revenue collection and management.

There are no employees as part of this department. The Mayor, Town Administrator and Highway Superintendent/Public Works Department Head are responsible for this budget.

Revenues budgeted for this department include residential participation as either 95-gallon or 65-gallon MSW bin selection.

Expenditure Modifications

Decrease in expenditures of refuse removal and recycling to reflect Casella's costs based on Year 2 contract pricing. Increase in bulky and hazardous waste as the Town will provide multiple (likely 3) bulky waste days in FY25 to follow the change in waste pickup and termination of curbside bulky options by the sticker program.

Revenue Modifications

Decrease in revenue projections to estimate expected use and participation of residential 65-gallon and 95-gallon MSW curbside options.

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, advertising, printing, and transportation support increase in services via this department. The Town has continued to grow its options for senior activities and outings, and would like to continue to support additional growth.

Revenue Modifications

Minor decrease in budgeted revenue from 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

No change from prior year.

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.

In recent years, the Town has several large LOTCIP projects in which NECCOG performed the engineering services, therefore, the budget reflects continued regional engineering services as it is a cost-efficient method of receiving the engineering services for these types of 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.

Expenditure Modifications

Modest increase in United Social & Mental Health, the Town greatly appreciates their assistance during difficult times in FY24. Performing Arts Center has not made a request for FY25.

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 rounding increases as placeholders. 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 their proposed budget increase, from \$8.50 to \$9.30 per capita as the projected FY25 costs to participating communities.

The Mayor removed funding requested from the Last Green Valley and Day Kimball Healthcare at Home.

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.

In recent years, this department 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, 1 full-time split between departments, 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

Pending salary adjustments based on annual reviews and contract negotiations. Note that while the Department Head requested additional hours for the Caretaker positions, the Mayor has reduced to current levels in his budget. Any change in hours will be negotiated with the union. The Mayor's budget salary includes current personnel at FY24 rates.

Increase to seasonal to reflect additional efforts and rates. 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. Increase in repairs and maintenance, and advertising.

Per Town Administration direction, the Garden Maintenance budget also is proposed as an increase to continue town-wide improvements in beautification. The Mayor reduced the garden maintenance budget to remain flat.

Revenue Modifications

Modest increase due to higher expected after school and summer camp fees, offset partially by lower town event fees.

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 change from prior year.

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 FY2024; 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 FY2024; with an expected 7-year lease term. Payment \$47,200.67.
- One sweeper leased in FY2025; with an expected 7-year lease term and option to buy. Payment is \$30,579.82.
- Proposed new in FY25, one Freightliner plow truck leased in FY2025; with an estimated 7-year lease term and option to buy at \$1. Payment estimated at \$60,000.

Revenue for this category includes use of \$80,000 of the Ash Landfill Ground Lease Capital funding for equipment leases, matching FY22, FY23 and FY24 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.

New lease payment for another Freightliner plow truck has 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. (Note revaluation services for the October 1, 2024 Grand List are underway, and will use the majority of the revaluation capital fund from previous years.) 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.

For FY25, Town Administration expects that a significant portion of the proposed contingency line item will be used once contract negotiations are finalized, and salary adjustments for all staff – union and non-union – can be appropriately accounted for.

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 or transfer station.

Increase expenditure for contingency, including \$100,000 for general contingency, and \$70,000 to account for pending salary modifications following reviews and union negotiations.

Equipment reserves has increased by \$36,000, as a method to continue to build the Town's equipment reserves in alignment with asset management standards. The Mayor's budget reduces the Department Head request for equipment reserves by about \$72,000.

Library



Budget Commentary 2024-2025 Budget Year

"Perhaps no place in any community is so totally democratic as the town library.
The only entrance requirement is interest". Lady Bird Johnson

The Putnam Public Library remains a unique and valuable space in our community, open to all. It is one of the few public places that remains 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. 40,135 people came through our doors from July 1, 2022-June 30, 2023 for many different purposes, 20% more than the previous year. The library circulated 80,472 items to our community last year, an increase of 6% 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 salary line shows a modest increase. We worked with the town administration and took into account expected increases such as the Connecticut mandatory minimum wage increase which will occur in January 2025.

Due to the increase in programming possibilities for all ages we have need of more funding in the programming line. Quality programs require the proper supplies, and our program staff (Adult Services Librarian, Teen Librarian and Children's Librarian) are amazing at providing innovative programs. At the present level (\$750) we still need to dip into the Office Supplies budget for programming supplies, so we would like the Programming line to increase to \$1,500.

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- 62 community groups have used the library's program rooms since opening in September 2021, with more than 500 meetings in 2023.
- 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 Eastconn, Headstart, NOW, the Family Resource Center, homeschooling groups, Senior Resources and the Putnam schools
- **Summer Reading Program for Children and Teens** which extends and reinforces school year learning
- **Adult Summer 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 (453 uses in FY2023)
- 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 2024-2025 budget. This year marks the 140th anniversary of the library's opening. The library opened in 1884 in a jewelry store on Main Street and has come a long way since then. We are proud of the history and legacy of the Putnam Public Library. We would like to continue to offer these programs and services and continue to reach for library excellence in the years to come.

Town Capital Improvements Plan

TOWN OF PUTNAM

FY 2025 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. As in the most recent year, this FY25CIP includes 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 FY25 5-Year Capital Improvement Plan for the Town of Putnam. As with all long-term plans, the initial year (FY25) 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 recent and upcoming years, the Town has prioritized applying for state and federal funding. These types of projects are included in the CIP and will be realized dependent on the future success of those funding applications and programs.

The following sections summarize anticipated capital projects in FY25 and beyond. This document also includes a summary of the anticipated funding sources for FY25.

Road Construction

School Street Sidewalks – This project is being designed by J&D Civil Engineers and is near final approval by the State DOT. While the DOT has given the Town a Commitment to Fund letter, the Town will be required to request final approval to Bid and Award. We hope that this project can be bid in Spring 2024, with construction through FY24 and FY25. The estimated project cost includes construction and inspection services, with design costs supported by previous years' CIP. Construction funding will be LOTCIP.

Five Mile River Road – While there are multiple improvement types for this roadway, instead of the more costly full reconstruction and repaving, this year's CIP includes pavement improvements. Pavement improvements will be completed in phases over several years. This project is being proposed as funded by the State's Town Aid Road allotment and partial Municipal Grant & Aid allotment.

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 FY2025. For FY2025, pavement efforts including mill and pave, overlay pave, cold in place recycling, and chip seal are planned, with the priority roads to include the following:

Mill and pave: Ring St., Canal St., David St., Viens St., King St., Wilkinson St.

Overlay Pave: R.I. line Rd., Town Farm Rd., Eden St., James St., Memorial Terrace, .35 miles of River Rd., Shippee Woods St.

Cold In Place Recycling: 1.5 Miles of Five Mile River Rd.

Chip Seal: Quinebaug Ave., Addison St., Cottage St., Elmwood Hill Rd., Myers St., Hurlburt St., Labossiere La., Auburn St., Dudley St., Lafayette St., Coran St., Woodside St., portion of Park Rd.

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 Municipal Grant & Aid. Unlike in previous years, due to less expected funding in FY25, 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. Recent DOT coordination includes request for this bridge to be included in the DOT design through construction program supported by the state. We anticipate coordination efforts in FY25 to be funded with local funds, and the more significant design and construction in following years being state funded.

Danco Road Bridge – Recent years’ inspections have found that the Danco Road Bridge has significantly deteriorated. Load weight limit signage has been posted, and design is nearing final plans for full replacement. This project has been awarded for state bridge 50/50 funding. We expect bidding in FY24, with construction starting in FY24 or FY25. This project will be funded partially with state funds, and partially with local funds, including past year local allotments, and this year proposed partial Ground Lease Revenues.

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. FY2025 includes modest 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 FY2025, 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 FY2025, 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. FY2025 continues a modest amount of local funding, with future years increasing.

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

Newly added in CY25 CIP is replacing light poles at Rotary Park. This may be done in phases, and there may be funded available from Eversource.

Another new project added to FY25 CIP is the revitalization of the track at St. Marie Greenhalgh Field. This work is being proposed as an improvements project, to extend the life of the existing track and postpone the need for full replacement by 10 years. The work will include stripping the existing rubber to the base material, installing new rubber, new acrylic coating and new lining.

Tennis Court Improvements are included in the FY25 CIP, for the site along Church Street. The initial concept is to strip and reset the pavement on the 3 tennis courts and the 1 basketball court. Fencing would have to be temporarily moved and/or replaced in some sections. The Recreation Department and Highway Department will coordinate to use Town personnel and equipment as much as possible. Restriping of the courts would be completed via separate contract or agreement.

The Veteran's Park Improvements have been ongoing for several years, and based on upcoming funding needs, have been added to the FY25 CIP. Site plan improvements include new layout of sidewalk paths, including excavation and site preparation. Town personnel and equipment, and/or local school (Ellis Tech) forces will be used as much as possible.

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 in FY24, the Town was awarded additional CT DEEP Recreation Grant funds to continue planning and design efforts. The next phase includes planning and design for the length between the terminus of the River Trail (at Providence/Kennedy intersection) and Intervale Street (ice cream stand being the destination point). Eventual continuation to complete the trail to connect to the Thompson trail head parking lot along Route 12 in Thompson. [Note that the Town of Pomfret is leading a construction project to improve the Air Line Trail from Pomfret to Putnam to the point of the Quinebaug River / Henry Berault Pedestrian Bridge.]

The Sabin Street Recreation Field project will need local funding once the contracted gravel work is complete. Town responsibilities include final seeding and landscaping to create recreational opportunities. No funding is planned for FY25, but future years will need to allocate.

The streambank at Simonzi Park has significant erosion and will likely need to be addressed in future fiscal years. In recent years, the Board of Selectmen have approved conceptual design costs from the American Rescue Plan Act of 2021 (ARPA) funds. Efforts in FY23 and FY24 to obtain federal funding through the Army Corps of Engineers were not successful. The Town will continue to monitor availability of federal funding for a future improvements project.

Board of Education

This category covers Board of Education (BOE) capital improvements. The Town coordinates with BOE for these projects and grant efforts, and based on state requirements, the Town manages funding payments and receipts.

Roof replacement at the Elementary School includes full removal and replacement using asphalt shingles. The BOE has a designated Building Committee to manage this and other school capital projects, and in FY24, has requested proposals from architectural firms to design the work. Construction is expected to start in FY24 or FY25. BOE has applied for state grant funding and is pending determination. In November 2023, the Town held a referendum for local funding associated with this project.

Heating, Ventilation and Air Conditioning (HVAC) Improvements at the Elementary School are also planned. BOE Building Committee will manage. BOE has applied to the State for grant funding, with determination pending. In November 2023, the Town held a referendum for local funding associated with this project.

Similarly, HVAC Improvements at the Middle School are also planned. BOE Building Committee will manage. BOE has applied to the State for grant funding, with determination pending. In November 2023, the Town held a referendum for local funding associated with 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. FY25 includes modest local funding to consider conceptual planning, and future years will consider state funding possibilities.

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 FY2025, with increased funding projected for future years.

FY25 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 FY25, and in future years will consider several funding options.

Improvements at the Armory are now included in the CIP. In recent years, the Town uses this facility for storage of recreation seasonal materials and other items. There is no climate control or electricity to the site or building. The FY25 CIP includes funding to support initial activities of this site, including possible hazardous material abatement, electricity needs and possible installation, and other initial efforts.

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 in the CIP 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.

FY25 CIP includes a new mower for the Recreation Department, using 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.

Registrars attended a new voting equipment demonstration in December 2023. The state has been managing possible new equipment contracts and is reviewing bids. While in the past, refurbishing machines at a modest cost (\$5,000 range), are no longer an option. The new mandated machines may cost significantly more. Putnam expects to need a minimum of six machines to replace what we currently have; based on one machine and a spare for each of the three voting districts. There may be some state funding for these costs, FY25 CIP includes local funding.

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

Economic and Redevelopment Projects

While in recent years CIP did not include a separate section for Economic and Redevelopment Projects, the Town has recently successfully obtained several significant grants for Brownfield Revitalization. Due to these, a new section of the CIP has been created.

Belding Mill Redevelopment is a project that will be completed by private partnerships. The project included in the CIP is the State Department of Economic Community Development (CT DECD) Grant for initial activities including characterization and abatement of the existing sites. Full Redevelopment of Belding Mill is planned, and many other components of the project and site will be funded privately and/or through other grants. The FY25 CIP amount is 100% state funded.

In FY24, the Town applied for EPA's Brownfield Assessment grant, which allows for several properties throughout town to be analyzed for future development potential. Pending EPA review, the Town would complete this work via 100% federal funding.

Also, in FY24, the Town successfully applied for and was awarded a CT DECD Office of Brownfield Remediation and Development grant. This grant is specifically for properties in and around the 2 Furnace Street and 20 Mechanics Street properties. The FY25 CIP amount is 100% state funded.

49 Front Street Beautification project includes purchase and development of a small portion of the property. The property will allow and enhance public access between the Union Square Area and School/Front Streets. While the land is expected to be donated, a modest amount is planned for legal and administrative efforts, along with other initial sitework. Future years are planned for more extensive landscaping, public gathering spaces and other beautification improvements.

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 FY2025, 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. Per recent Board of Selectmen approval, this project will be funded via the American Rescue Plan Act of 2021 (ARPA). Depending on property purchase options and schedule from Eversource, the construction is expected to start in FY24.

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 FY2025 and it will continue into future years. Following

several years of this type of funding, plus having a permanent Town Department for blight issues, the Town expects that this capital fund may eventually be supplanted by the operating fund.

The Transfer Station at Fox Road is a project that continues 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. This project is proposed to be supported with local funding, using the Sticker Fund.

Funding Legend

The Town plans its CIP based on a variety of local, state, and federal funding programs. For FY2025, there is \$472,000 dedicated local funding from the Ash Landfill Ground Lease Revenue for capital projects. Like in FY24, this FY25 amount is significantly lower than historic 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 previous years, 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 \$1.4M to be received as part of the School Street Sidewalks Improvement Project.

Based on state revenue for Town Aid Road (TAR) program, which the state has budgeted to maintain levels matching FY2024, the Town anticipates \$236,000 from Town Aid Road towards our FY2024 CIP. All TAR funding is directed towards the Five Mile River Road Improvements line item.

State bridge program funding is estimated as \$900,000 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 Five Mile River Road Project and the Road Reconstruction line item.

Like FY24, we are proposing use of the Sticker Fund as shown in the CIP and will be directed towards the Transfer Station project. This Fund historically collected from the sale of municipal waste (trash) stickers.

The Ash Landfill STIF account is shown in the CIP, without any portion used for FY25 capital improvements. Per Town requirements, use of this Fund 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.

TOWN OF PUTNAM
FY 2024 TOWN CAPITAL IMPROVEMENT PLAN NARRATIVE

The State and Federal Aid various grants fund source includes various state funding proposed or expected. For FY25, this fund includes the Air Line Trail Project (CT DEEP), BOE Roof Replacement, both BOE HVAC projects, Belding Redevelopment (CT DECD), Brownfield Assessment (EPA), Putnam Foundry Brownfield (CT DECD), and Kennedy Drive Parking (ARPA).