

# **TOWN OF PORTLAND, CONNECTICUT**



## **ADOPTED BUDGETS**

**FISCAL YEAR  
2022-2023**

# TOWN OF PORTLAND, CONNECTICUT

## ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2023

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**TOWN OF PORTLAND, CONNECTICUT**

**ANNUAL BUDGET DOCUMENT  
FOR THE YEAR ENDED JUNE 30, 2023**

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## Town of Portland, Connecticut

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Equal Opportunity Employer

Office of the First Selectman

June 9, 2022

Dear Fellow Residents and Taxpayers:

Enclosed is the Adopted 2022-2023 Fiscal Year Budget.

### **Grand List:**

Total Value: \$942,462,360 *(an increase of \$94,939,715, +11.2% from last year's Grand List)* Note: The Grand List value is subject to change based on lawsuits.

Value of one mill: \$942,462, *(an increase of \$94,939 over 2021-2022)*

### **Revenues Needed:**

Taxation: 32.44 mills *(+0.95 mill increase for the adopted level of spending; the remaining 2.57 decrease in mill rate is due to the Grand List revaluation adjustment (approximately)).*

All other revenues: \$6,626,751 *(+\$5,958 which is a .09% increase from 2021-2022)*

Allocation from Fund Balance: \$300,000 *(no change from 2021-2022)*

### **Expenditures:**

Total Expenditures: \$37,038,774 *(+\$887,241) (2.45% increase over FY 2021-2022 adopted budget)*

General Government increase: +\$317,211 *(2.27% increase over FY 2021-2022 adopted budget)*

Board of Education increase: +\$570,030 *(2.57% increase over FY 2021-2022 adopted budget)*

### **Accomplishments 2021-2022**

Completed the Grand List Revaluation.

Portland became a SILVER-certified CCM Sustainable-CT Town.

Awarded a \$375,000 Topper Grant to remediate 248 Brownstone Avenue.

Replaced sidewalks via the Connectivity Grant along north section of Main Street.

2021 National Roadway Safety Award - Honorable Mention, for making complete streets in Portland by U.S. Department of Transportation.

Completed LED lighting upgrades at the Town Garage, Transfer Station and Company #2 Firehouse.

Complete the replacement of 1,100 feet of water main on Brownstone Avenue, partially funded by STEAP.

Completed drainage, paving and curbing on Culver Lane, William Street Ext., Isinglass Hill Rd., Thompson Hill Road and Great Hill Pond Road.

Sold 634 Main Street (Old Fire Company #2 and former fire museum).

9.06 acres in the Great Hill Lake Watershed declared as dedeed "Open Space".

**Accomplishments, continued...**

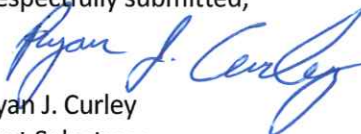
Issued a 1.5 million capital lease for BOE computer equipment and various town equipment. Portland Public Schools has pushed forward with a bold, research based approach to literacy based instruction. All students are supported with scientifically research based interventions that include the support of highly trained reading specialists.

**Goals and Objectives:**

- 1) Continue careful use of all Town funds, while addressing our needs.
  - a) Continue to pursue regional efforts and grants when appropriate.
- 2) Complete the Sidewalk Replacement Projects, including the CT Connectivity Grant and bonded work.
- 3) Complete the next phase of road construction projects.
- 4) Work with the Board of Education to maintain and improve our schools and replace the track at Portland High School.
- 5) Work to implement the 2016 Plan of Conservation and Development.
- 6) Continue to increase economic development.
  - a) Assist in the re-development of the former Elmcrest property and other projects.
  - b) Implement the Riverfront Brownfield Clean-up Project.
- 7) Continue improvements at the Middlesex Avenue Park.
- 8) Continue the analysis of the water and sewer systems and town-owned roads.
- 9) Continue work on the Town's Energy Plan to reduce costs and increase energy efficiency.
  - a) Determine how to reduce the cost of energy; explore renewable opportunities.
- 10) Promote & support our well-run fire, emergency and police departments, public works, library, health, senior and youth services.
  - a) Comply with the Police Accountability Act
  - b) Maintain our Emergency Management Program.
    - i) Continue training and recognition of the Community Emergency Response Team.
  - c) Assist with the needs of the town's senior community.
  - d) Discuss ongoing needs of our Fire Department.
  - e) Work with the Long Range Capital Commission and others on the funding of future capital needs.
  - f) Work with the Chatham Health District on Public Health information and services.

I would like to thank Tom Robinson, Director of Finance for all his hard work on this adopted budget. Additionally, I would like to thank Dr. Charles Britton, Superintendent of Schools for his hard work and dedication to the students and families within our school district.

Respectfully submitted,

  
Ryan J. Curley  
First Selectman

**TOWN OF PORTLAND, CONNECTICUT  
ADOPTED MILL RATE CALCULATION  
FISCAL YEAR 2022-2023**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2022-2023 Expenditure Budgets	\$ 14,285,865	\$ 22,752,909	\$ 37,038,774
Less: Direct Revenue Estimates	<u>(2,082,394)</u>	<u>(4,544,357)</u>	<u>(6,626,751)</u>
Net Budget	12,203,471	18,208,552	30,412,023
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	12,053,471	18,058,552	30,112,023
Plus Adjustment *	<u>183,555</u>	<u>275,003</u>	<u>458,558</u>
Amount to be Raised	\$ 12,237,026	\$ 18,333,555	\$ 30,570,581
Adopted 2022-2023 Mill Rate	12.98	19.46	32.44
Adopted 2021-2022 Mill Rate ~	<u>14.00</u>	<u>21.01</u>	<u>35.01</u>
Mill Rate (Decrease) Increase	<u>(1.02)</u>	<u>(1.55)</u>	<u>(2.57)</u>
Mill Rate % (Decrease) Increase	<u>-7.29%</u>	<u>-7.36%</u>	<u>-7.35%</u>

One Mill = \$ 942,462 After Board of Assessment Appeals (BAA) Hearings

Grand List Value = \$ 942,462,360 **REVALUATION YEAR**

\* Adjustment includes reserve for uncollected taxes at 1.5% \*

\*\* Board of Education budget detail found in separate budget document prepared by BOE \*\*

~ - FY 2022 mill rate would have been 31.49 at the above grand list

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**Town of Portland, Connecticut**  
**Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

<b>General Government &amp; Board of Education Revenue</b>		<b>2019-2020 Actual Revenue</b>	<b>2020-2021 Actual Revenue</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Property Taxes</b>					
00010	Prop taxes - current	\$ 27,558,459	\$ 28,390,899	\$ 29,230,740	<b>\$ 30,112,023</b>
00011	Prop taxes - prior years	198,083	253,170	250,000	<b>250,000</b>
00012	Prop taxes - interest & liens	153,574	134,169	150,000	<b>150,000</b>
00013	Prop taxes - supp motor vehicle	316,538	287,953	300,000	<b>300,000</b>
00014	Prop taxes - prior years accrual	-	-	-	-
	<b>Total Property Taxes</b>	<b>28,226,654</b>	<b>29,066,191</b>	<b>29,930,740</b>	<b>30,812,023</b>
<b>State of CT - Education</b>					
00101	Education cost sharing grant	4,427,923	4,431,382	4,493,305	<b>4,544,357</b>
00102	School transportation grant	-	-	-	-
00103	Special education equity grant	-	-	-	-
00104	Miscellaneous education grants	-	-	-	-
	<b>Total State of CT - Education</b>	<b>4,427,923</b>	<b>4,431,382</b>	<b>4,493,305</b>	<b>4,544,357</b>
<b>State of CT - General Government</b>					
00201	PILOT - State property/Tiered	13,439	13,439	13,439	<b>26,066</b>
00202	Pequot & Mohegan	2,902	2,902	2,902	<b>2,902</b>
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	-	-	-	-
00205	Boat registration fees	-	-	-	-
00206	PILOT - totally disabled tax relief	565	664	450	<b>525</b>
00207	Emergency management	25,431	277,646	2,250	<b>2,250</b>
00208	PILOT - elderly freeze	-	-	-	-
00210	PILOT - veteran's exemption	4,125	4,332	2,700	<b>2,850</b>
00212	Municipal revenue sharing	-	-	-	-
00214	Other revenues - State of CT	19,153	29,081	19,000	<b>19,000</b>
00216	PILOT - machinery & equipment	-	-	-	-
00220	School construction grant	-	-	-	-
	<b>Total State of CT - General Governmen</b>	<b>65,615</b>	<b>328,064</b>	<b>40,741</b>	<b>53,593</b>
<b>Investment Income</b>					
00401	Investment income	211,076	27,163	27,500	<b>16,500</b>
	<b>Total Investment Income</b>	<b>211,076</b>	<b>27,163</b>	<b>27,500</b>	<b>16,500</b>



**Town of Portland, Connecticut**  
**Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

<b>General Government &amp; Board of Education Revenue</b>		<b>2019-2020 Actual Receipts</b>	<b>2020-2021 Actual Receipts</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Charges for Services</b>					
00301	PILOT - housing authority	\$ 38,210	\$ 39,683	\$ 26,000	\$ 30,000
00302	PILOT - telecommunications	17,672	18,673	17,000	15,000
00303	Property rental	506,033	381,316	487,372	492,426
00304	Miscellaneous Finance	23,534	663	2,500	1,500
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	-	-	-	-
00309	Vendor permits	420	895	300	300
00310	Accident reimbursements	12,108	3,589	6,000	6,000
00311	Workers compensation reimb	4,858	1,962	12,500	12,500
00312	Conveyance tax	112,251	161,321	125,000	160,000
00313	Vital statistics	12,470	13,540	14,250	14,000
00314	Recording fees	55,173	80,630	52,500	65,000
00315	Miscellaneous Town Clerk	9,596	19,394	12,500	13,500
00316	Publication sales	230	250	150	200
00317	Licenses	1,717	1,840	1,900	1,900
00319	Fire Marshal revenue	545	695	750	750
00320	Report copies	-	-	100	100
00321	Gun permits	2,100	10,500	3,000	4,000
00322	Raffle permits	230	40	275	275
00323	Miscellaneous Police	1,527	844	1,650	1,000
00324	Private duty	289,960	480,100	201,500	201,500
00325	Senior Center Program fees	2,597	1,660	3,250	3,250
00326	Demolition permits	-	-	-	-
00327	Miscellaneous Building Dept	1,160	1,336	1,500	1,500
00328	Structural permits	119,548	158,583	254,000	254,000
00329	Electrical permits	-	-	-	-
00330	Mechanical permits	-	-	-	-
00331	Plumbing permits	-	-	-	-

**Town of Portland, Connecticut**  
**Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

<b>General Government &amp; Board of Education Revenue</b>	<b>2019-2020 Actual Receipts</b>	<b>2020-2021 Actual Receipts</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Charges for Services (Continued)</b>				
00332 Miscellaneous Public Works	\$ 619	\$ 379	\$ 1,000	<b>\$ 750</b>
00334 Sale - construction plans	-	-	100	-
00335 Excavation permits	840	2,065	550	<b>1,000</b>
00336 Zoning permit fees	1,990	2,283	2,000	<b>2,000</b>
00337 P & Z hearings	6,373	8,529	7,000	<b>7,500</b>
00338 ZBA applications	456	760	750	<b>750</b>
00339 IW applications	435	401	750	<b>750</b>
00340 Fines	2,935	929	3,000	<b>750</b>
00354 Miscellaneous	34,991	14,591	20,000	<b>20,000</b>
00405 Sale of town property	605	50	100,000	-
Total Charges for Services	<u>1,261,183</u>	<u>1,407,501</u>	<u>1,359,247</u>	<b><u>1,312,301</u></b>
<b>Total GG &amp; BOE Revenue</b>	<b><u>\$ 34,192,451</u></b>	<b><u>\$ 35,260,301</u></b>	<b><u>\$ 35,851,533</u></b>	<b><u>\$ 36,738,774</u></b>

***ADOPTED TOWN OF PORTLAND, CONNECTICUT  
GENERAL GOVERNMENT EXPENDITURE BUDGET SUMMARY***

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
General Government		2020-2021	2021-2022	(Decrease)	2022-2023	(Decrease)
001	Board of Selectmen	\$ 12,500	\$ 12,500	0.00%	\$ 12,500	0.00%
002	First Selectman	173,282	175,132	1.07%	171,617	-2.01%
003	Ethics Commission	650	650	0.00%	650	0.00%
006	Probate Court	12,145	13,700	12.80%	13,720	0.15%
007	Elections	43,350	37,750	-12.92%	41,000	8.61%
010	Finance Department	416,650	428,300	2.80%	435,095	1.59%
011	Collector of Revenue	99,300	91,050	-8.31%	94,250	3.51%
012	Assessor	138,950	145,200	4.50%	150,585	3.71%
013	Board of Assessment Appeals	1,300	1,540	18.46%	1,365	-11.36%
014	Town Counsel	85,000	85,000	0.00%	85,000	0.00%
015	Town Clerk	157,150	162,600	3.47%	161,885	-0.44%
016	Central Services	102,750	100,250	-2.43%	99,750	-0.50%
017	Technology Department	242,500	249,450	2.87%	268,195	7.51%
Total General Government		<u>1,485,527</u>	<u>1,503,122</u>	<u>1.18%</u>	<u>1,535,612</u>	<u>2.16%</u>
Public Safety		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2020-2021	2021-2022	(Decrease)	2022-2023	(Decrease)
020	Fire Departments	376,100	381,950	1.56%	407,570	6.71%
021	Fire Marshal	49,350	49,350	0.00%	50,550	2.43%
022	Emergency Dispatch	142,413	146,685	3.00%	152,350	3.86%
023	Police Department	1,594,140	1,488,765	-6.61%	1,571,465	5.55%
024	Emergency Management	13,300	13,050	-1.88%	13,050	0.00%
025	Building Department	120,225	123,275	2.54%	128,050	3.87%
Total Public Safety		<u>2,295,528</u>	<u>2,203,075</u>	<u>-4.03%</u>	<u>2,323,035</u>	<u>5.45%</u>

**ADOPTED TOWN OF PORTLAND, CONNECTICUT  
GENERAL GOVERNMENT EXPENDITURE BUDGET SUMMARY**

		Final Budget 2020-2021	Revised Budget 2021-2022	% Increase (Decrease)	Adopted Budget 2022-2023	% Increase (Decrease)
<b>Public Works</b>						
031	Public Works Director	\$ 177,290	\$ 178,850	0.88%	\$ 184,000	2.88%
032	Highway Department	889,300	900,650	1.28%	919,800	2.13%
033	Vehicle Maintenance	286,950	283,800	-1.10%	292,300	3.00%
034	Town Engineer	50,750	50,750	0.00%	50,750	0.00%
035	Street Lighting	108,500	110,000	1.38%	112,750	2.50%
036	Grounds Maintenance	313,850	320,550	2.13%	332,500	3.73%
037	Town Building Maintenance	361,350	366,800	1.51%	379,600	3.49%
038	Snow Removal	134,000	139,000	3.73%	144,000	3.60%
	<b>Total Public Works</b>	<u>2,321,990</u>	<u>2,350,400</u>	<u>1.22%</u>	<u>2,415,700</u>	<u>2.78%</u>
<b>Planning &amp; Development</b>						
040	Planning Department	95,175	101,250	6.38%	117,750	16.30%
041	Zoning Enforcement	33,100	33,950	2.57%	35,135	3.49%
042	Planning & Zoning Commission	16,299	15,799	-3.07%	16,450	4.12%
043	Zoning Board of Appeals	2,175	1,575	-27.59%	1,725	9.52%
044	Inland Wetlands Commission	5,724	5,374	-6.11%	5,524	2.79%
045	Conservation Commission	625	575	-8.00%	600	4.35%
046	Economic Dev Commission	5,750	5,750	0.00%	24,500	326.09%
047	Capital Expenditures Commission	500	500	0.00%	500	0.00%
	<b>Total Planning &amp; Development</b>	<u>159,348</u>	<u>164,773</u>	<u>3.40%</u>	<u>202,184</u>	<u>22.70%</u>
<b>Health &amp; Human Services</b>						
051	Health Department	129,467	121,120	-6.45%	125,575	3.68%
052	Environmental Health	-	-		-	
053	Social Services	60,705	60,205	-0.82%	61,205	1.66%
054	Senior Citizen Center	116,000	148,700	28.19%	144,730	-2.67%
055	Municipal Agent for the Elderly	28,900	28,900	0.00%	29,750	2.94%
	<b>Total Health &amp; Human Services</b>	<u>335,072</u>	<u>358,925</u>	<u>7.12%</u>	<u>361,260</u>	<u>0.65%</u>

**ADOPTED TOWN OF PORTLAND, CONNECTICUT  
GENERAL GOVERNMENT EXPENDITURE BUDGET SUMMARY**

	Final Budget 2020-2021	Revised Budget 2021-2022	% Increase (Decrease)	Adopted Budget 2022-2023	% Increase (Decrease)
Portland Library					
065 Portland Library	\$ 741,650	\$ 748,650	0.94%	\$ 777,620	3.87%
Employee Fringe Benefits					
071 Employee Fringe Benefits	3,131,159	3,231,855	3.22%	3,363,470	4.07%
Risk Management					
073 Risk Management	173,064	202,000	16.72%	226,500	12.13%
Debt Service					
085 Debt Service	2,116,919	2,292,099	8.28%	1,943,654	-15.20%
Total Debt Service	2,116,919	2,292,099	8.28%	1,943,654	-15.20%
Sundry					
093 Interfund Transfers Out	875,937	813,755	-7.10%	1,036,830	27.41%
095 Town Contingency	17,000	100,000	488.24%	100,000	0.00%
Total Sundry	892,937	913,755	2.33%	1,136,830	24.41%
<b>Total General Gov't Budget</b>	<b>\$ 13,653,194</b>	<b>\$ 13,968,654</b>	<b>2.31%</b>	<b>\$ 14,285,865</b>	<b>2.27%</b>

**ADOPTED TOWN OF PORTLAND, CONNECTICUT  
BOARD OF EDUCATION EXPENDITURE BUDGET SUMMARY**

		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Salaries		2020-2021	2021-2022	(Decrease)	2022-2023	(Decrease)
11011	Certified Salaries	\$ 9,980,028	\$ 10,175,795	1.96%	\$ 10,435,764	2.55%
11012	Non-Certified Salaries	2,943,743	2,860,548	-2.83%	2,811,196	-1.73%
11014	Coaching Salaries	153,042	159,967	4.52%	169,646	6.05%
11015	Extracurricular Salaries	53,956	97,026	79.82%	117,770	21.38%
12000	Temporary Salaries	142,658	108,603	-23.87%	140,500	29.37%
12022	Substitute Salaries				-	
12023	Tutor Salaries	11,666	15,000	28.58%	15,000	0.00%
13002	Overtime Salaries	69,571	73,000	4.93%	67,000	-8.22%
	<b>Total Salaries</b>	<u>13,354,664</u>	<u>13,489,939</u>	<u>1.01%</u>	<u>13,756,876</u>	<u>1.98%</u>
		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Benefits		2020-2021	2021-2022	(Decrease)	2022-2023	(Decrease)
21001	Medical Insurance	2,824,203	2,983,250	5.63%	\$ 3,140,000	5.25%
21002	Dental Insurance	88,645	85,000	-4.11%	87,000	2.35%
21003	Life Insurance	27,034	28,050	3.76%	27,950	-0.36%
21004	Disability	21,751	23,500	8.04%	26,192	11.46%
21050	Tuition Reimbursement	17,100	25,000	46.20%	23,000	-8.00%
22000	Social Security/Medicare	420,561	417,000	-0.85%	410,000	-1.68%
23001	Pension	467,523	482,000	3.10%	514,000	6.64%
23004	Retirements	27,384	48,670	77.73%	39,410	-19.03%
26000	Workers' Compensation	130,186	125,250	-3.79%	133,000	6.19%
28001	Unemployment	13,406	15,000	11.89%	10,000	-33.33%
29000	Longevity-Classified	3,100	3,400	9.68%	3,100	-8.82%
	<b>Total Benefits</b>	<u>4,040,893</u>	<u>4,236,120</u>	<u>4.83%</u>	<u>4,413,652</u>	<u>4.19%</u>

**ADOPTED TOWN OF PORTLAND, CONNECTICUT  
BOARD OF EDUCATION EXPENDITURE BUDGET SUMMARY**

		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Purchased Services		2020-2021	2021-2022	(Decrease)	2022-2023	(Decrease)
30010	Legal Services	\$ 21,922	\$ 30,000	36.85%	\$ 35,000	16.67%
30012	Negotiation Services	7,779	10,000	28.55%	3,000	-70.00%
30014	Audit Services	13,866	14,500	4.57%	14,500	0.00%
30030	Purchased Services	772,297	786,202	1.80%	823,276	4.72%
33020	Curriculum Writing	-	-		-	
33030	Professional Development	2,929	31,205	965.38%	26,259	-15.85%
Total Purchased Services		<u>818,793</u>	<u>871,907</u>	<u>6.49%</u>	<u>902,035</u>	<u>3.46%</u>
		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Facility Services		2020-2021	2021-2022	(Decrease)	2022-2023	(Decrease)
44003	Repairs & Maintenance	<u>369,186</u>	<u>291,202</u>	<u>-21.12%</u>	<u>410,183</u>	<u>40.86%</u>
Total Facility Services		<u>369,186</u>	<u>291,202</u>	<u>-21.12%</u>	<u>410,183</u>	<u>40.86%</u>
		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Other Services		2020-2021	2021-2022	(Decrease)	2022-2023	(Decrease)
51010	Student Transportation	933,596	1,054,564	12.96%	1,043,881	-1.01%
52001	Property Insurance	199,207	203,000	1.90%	205,800	1.38%
53001	Telephone	24,993	24,314	-2.72%	24,850	2.20%
54000	Advertising	620	250	-59.68%	250	0.00%
55050	Printing/Binding	1,850	2,409	30.22%	2,597	7.80%
56001	Tuition To LEAs in State	172,701	179,164	3.74%	199,934	11.59%
56003	Tuition - Private Sources	591,661	525,977	-11.10%	449,484	-14.54%
56004	Tuition to Ed Svc Agencies	-	-		-	
56006	Tuition to Magnet Schools	-	15,000	#DIV/0!	-	-100.00%
58580	Travel	<u>3,783</u>	<u>8,200</u>	<u>116.76%</u>	<u>5,400</u>	<u>-34.15%</u>
Total Other Services		<u>1,928,411</u>	<u>2,012,878</u>	<u>4.38%</u>	<u>1,932,196</u>	<u>-4.01%</u>

**ADOPTED TOWN OF PORTLAND, CONNECTICUT  
BOARD OF EDUCATION EXPENDITURE BUDGET SUMMARY**

		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2020-2021	2021-2022	(Decrease)	2022-2023	(Decrease)
<b>Books &amp; Supplies</b>						
61011	General Supplies	\$ 227,969	\$ 247,031	8.36%	\$ 284,311	15.09%
61014	Postage	4,587	7,837	70.85%	6,850	-12.59%
62001	Electricity	379,374	428,000	12.82%	410,150	-4.17%
62002	Water & Sewer	29,146	29,300	0.53%	30,400	3.75%
62004	Heating Fuel	5,183	12,000		10,000	-16.67%
62021	Natural Gas	177,016	188,059	6.24%	193,515	2.90%
62026	Gasoline Unleaded	10,540	15,000	42.31%	30,649	104.33%
62027	Diesel	21,652	35,000	61.65%	30,000	-14.29%
64002	Resource/Media	-	1,200	#DIV/0!	-	-100.00%
64003	Periodicals	2,396	4,746	98.08%	2,350	-50.48%
64041	Textbooks	13,835	24,979	80.55%	16,996	-31.96%
64043	Library Books	1,660	11,000	562.65%	5,300	-51.82%
64045	Workbooks	11,000	6,691	-39.17%	7,409	10.73%
<b>Total Books &amp; Supplies</b>		<b>884,358</b>	<b>1,010,843</b>	<b>14.30%</b>	<b>1,027,930</b>	<b>1.69%</b>
		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2020-2021	2021-2022	(Decrease)	2022-2023	(Decrease)
<b>Buildings &amp; Equipment</b>						
73011	Equipment - Instructional	22,762	28,034	23.16%	15,615	-44.30%
73012	Equipment - Non-Instructional	27,582	19,861	-27.99%	18,670	-6.00%
73014	Technology - Hardware	85,601	1,250	-98.54%	-	-100.00%
73015	Technology - Software	136,213	147,950	8.62%	194,059	31.17%
<b>Total Buildings &amp; Equipment</b>		<b>272,158</b>	<b>197,095</b>	<b>-27.58%</b>	<b>228,344</b>	<b>15.85%</b>
		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2020-2021	2021-2022	(Decrease)	2022-2023	(Decrease)
<b>Dues &amp; Fees</b>						
81000	Dues & Fees	62,502	72,895	16.63%	81,693	12.07%
<b>Total BOE Budget</b>		<b>\$ 21,730,965</b>	<b>\$ 22,182,879</b>	<b>2.08%</b>	<b>\$ 22,752,909</b>	<b>2.57%</b>



**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**How Every \$100 Dollars Is Spent**  
**As of May 09, 2022**

<b>Town Functions</b>	<b>2019-2020 Actual Expended</b>	<b>2020-2021 Actual Expended</b>	<b>2021-2022 Revised Budget</b>	<b>2022-2023 Adopted Budget</b>
<b>General Government Operating Functions</b>				
General Government	\$ 3.95	\$ 3.91	\$ 4.16	\$ 4.15
Public Safety	5.94	6.38	6.09	6.27
Public Works (includes Buildings & Grounds)	5.93	6.25	6.50	6.52
Planning & Development	0.42	0.37	0.46	0.55
Health & Human Services	0.82	0.85	0.99	0.98
Portland Library	1.98	2.01	2.07	2.10
Employee Fringe Benefits	8.60	8.67	8.94	9.08
Risk Management	0.42	0.42	0.56	0.61
<b>Total Gen Govt Operating Functions</b>	<b>28.05</b>	<b>28.87</b>	<b>29.77</b>	<b>30.25</b>
<b>Non-Operating Functions</b>				
Debt Service	5.51	6.08	6.34	5.25
Sundry (includes interfund xfers out & contingency)	5.09	2.57	2.53	3.07
<b>Total Non-Operating Functions</b>	<b>10.60</b>	<b>8.65</b>	<b>8.87</b>	<b>8.32</b>
<b>Total General Government Functions</b>	<b>38.66</b>	<b>37.52</b>	<b>38.64</b>	<b>38.57</b>
<b>Board of Education</b>	<b>61.34</b>	<b>62.48</b>	<b>61.36</b>	<b>61.43</b>
<b>Total General Fund</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

<b>General Government Budget</b>	<b>2020-2021 Actual Expended</b>	<b>2021-2022 Revised Budget</b>	<b>2022-2023 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 4,761,781	\$ 4,907,565	\$ 5,072,400	\$ 164,835
Employee Fringe Benefits	3,009,036	3,225,855	3,351,470	125,615
Contractual Services	875,787	1,033,055	1,085,595	52,540
Repairs	172,325	200,250	202,000	1,750
Utilities	340,172	427,600	492,825	65,225
Commodities	764,574	846,515	874,215	27,700
Equipment	9,949	13,000	14,750	1,750
Miscellaneous	105,368	108,960	112,126	3,166
Total Operating Expenditures	<u>10,038,992</u>	<u>10,762,800</u>	<u>11,205,381</u>	<u>442,581</u>
<b>Non-Operating Expenditures</b>				
Debt Service	2,115,918	2,292,099	1,943,654	(348,445)
Interfund Transfers Out	875,937	813,755	1,036,830	223,075
Contingency	16,617	100,000	100,000	-
Total Non-Operating Expenditures	<u>3,008,472</u>	<u>3,205,854</u>	<u>3,080,484</u>	<u>(125,370)</u>
<b>Total General Government</b>	<u>\$ 13,047,464</u>	<u>\$ 13,968,654</u>	<u>\$ 14,285,865</u>	<u>\$ 317,211</u>

Percentage increase/(decrease)

7.06%

2.27%

	<b>2022-2023 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Operating Expenditures</b>		
Personnel Expenditures	\$ 5,072,400	35.51%
Employee Fringe Benefits	3,351,470	23.46%
Contractual Services	1,085,595	7.60%
Repairs	202,000	1.41%
Utilities	492,825	3.45%
Commodities	874,215	6.12%
Equipment	14,750	0.10%
Miscellaneous	112,126	0.78%
Total Operating Expenditures	<u>11,205,381</u>	<u>78.44%</u>
<b>Non-Operating Expenditures</b>		
Debt Service	1,943,654	13.61%
Interfund Transfers Out	1,036,830	7.26%
Contingency	100,000	0.70%
Total Non-Operating Expenditures	<u>3,080,484</u>	<u>21.56%</u>
<b>Total General Government</b>	<u>\$ 14,285,865</u>	<u>100.00%</u>

**Town of Portland, Connecticut**  
**Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

<b>Board of Education Budget</b>	<b>2020-2021 Actual Expended</b>	<b>2021-2022 Revised Budget</b>	<b>2022-2023 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 13,354,664	\$ 13,489,939	\$ 13,756,876	\$ 266,937
Employee Fringe Benefits	4,040,893	4,236,120	4,413,652	177,532
Contractual Services	818,793	871,907	902,035	30,128
Repairs	369,186	291,202	410,183	118,981
Utilities (incl. transportation, ins, tuition)	1,928,411	2,012,878	1,932,196	(80,682)
Commodities	884,358	1,010,843	1,027,930	17,087
Equipment	272,158	197,095	228,344	31,249
Miscellaneous	62,502	72,895	81,693	8,798
Total Operating Expenditures	<u>21,730,965</u>	<u>22,182,879</u>	<u>22,752,909</u>	<u>570,030</u>
<b>Total Board of Education</b>	<u>\$ 21,730,965</u>	<u>\$ 22,182,879</u>	<u>\$ 22,752,909</u>	<u>\$ 570,030</u>
Percentage increase/(decrease)		<u>2.08%</u>	<u>2.57%</u>	

<b>Operating Expenditures</b>	<b>2022-2023 Adopted Budget</b>	<b>% of Adopted Budget</b>
Personnel Expenditures	\$ 13,756,876	60.46%
Employee Fringe Benefits	4,413,652	19.40%
Contractual Services	902,035	3.96%
Repairs	410,183	1.80%
Utilities	1,932,196	8.49%
Commodities	1,027,930	4.52%
Equipment	228,344	1.00%
Miscellaneous	81,693	0.36%
Total Operating Expenditures	<u>22,752,909</u>	<u>100.00%</u>
<b>Total Board of Education</b>	<u>\$ 22,752,909</u>	<u>100.00%</u>

**Town of Portland, Connecticut**  
**Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

<b>Town Budget</b>	<b>2020-2021 Actual Expended</b>	<b>2021-2022 Revised Budget</b>	<b>2022-2023 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 18,116,445	\$ 18,397,504	\$ 18,829,276	\$ 431,772
Employee Fringe Benefits	7,049,929	7,461,975	7,765,122	303,147
Contractual Services	1,694,580	1,904,962	1,987,630	82,668
Repairs	541,511	491,452	612,183	120,731
Utilities	2,268,583	2,440,478	2,425,021	(15,457)
Commodities	1,648,932	1,857,358	1,902,145	44,787
Equipment	282,107	210,095	243,094	32,999
Miscellaneous	167,870	181,855	193,819	11,964
Total Operating Expenditures	<u>31,769,957</u>	<u>32,945,679</u>	<u>33,958,290</u>	<u>1,012,611</u>
<b>Non-Operating Expenditures</b>				
Debt Service	2,115,918	2,292,099	1,943,654	(348,445)
Interfund Transfers Out	875,937	813,755	1,036,830	223,075
Contingency	16,617	100,000	100,000	0
Total Non-Operating Expenditures	<u>3,008,472</u>	<u>3,205,854</u>	<u>3,080,484</u>	<u>(125,370)</u>
<b>Total Town Budget</b>	<u>\$ 34,778,429</u>	<u>\$ 36,151,533</u>	<u>\$ 37,038,774</u>	<u>\$ 887,241</u>

Percentage increase/(decrease)

3.95%

2.45%

	<b>2022-2023 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Operating Expenditures</b>		
Personnel Expenditures	\$ 18,829,276	50.84%
Employee Fringe Benefits	7,765,122	20.96%
Contractual Services	1,987,630	5.37%
Repairs	612,183	1.65%
Utilities	2,425,021	6.55%
Commodities	1,902,145	5.14%
Equipment	243,094	0.66%
Miscellaneous	193,819	0.52%
Total Operating Expenditures	<u>33,958,290</u>	<u>91.68%</u>
<b>Non-Operating Expenditures</b>		
Debt Service	1,943,654	5.25%
Interfund Transfers Out	1,036,830	2.80%
Contingency	100,000	0.27%
Total Non-Operating Expenditures	<u>3,080,484</u>	<u>8.32%</u>
<b>Total Town Budget</b>	<u>\$ 37,038,774</u>	<u>100.00%</u>

Department Name: Board of Selectmen Department #: 01-001

**Mission and Purpose:**

The Board of Selectmen (BOS) Department is not a Town Department but rather an elected, seven (7) member Board, including the First Selectman, that serves as the legislative and policymaking body for the Town of Portland. The Portland Charter vests most of the local legislative authority in the BOS. Matters that require Town Meeting approval include leases that exceed one (1) year, sale or purchase of Town owned land whose value exceeds \$10,000 and approval of supplemental appropriations that meet the criteria as stated in the Charter. The BOS adopts ordinances and resolutions. The BOS meets twice a month, once for financial matters, and the second time for general business. More frequent meetings are held during the budget season.

**Goals & Objectives:**

1. Provide responsible, open government.
2. Promote the well-being of Portland.
3. Maintain fiscally responsible government.

**Accomplishments:**

- 248 Brownstone Avenue is set for remediation and an RFP has been finalized.
- Worked extensively on the Water & Sewer needs of the Town.
- Advanced the Air Line Trail Project to include new plans for westward expansion.
- Continued to explore a canoe/kayak launch sites along the Connecticut River.
- Meetings are recorded and shown on local cable access channel and YouTube.

**Fiscal Notes:**

- ☆ Personnel expenditures cover the annual stipend paid to six (6) members of the BOS, as well as the cost of the Board Clerk.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk payroll	\$ 2,138	\$ 1,906	\$ 3,000	\$ 3,000
14002	Charter revision clerk payroll	-	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	6,000	6,000	6,000	6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>8,138</u>	<u>7,906</u>	<u>9,000</u>	<u>9,000</u>
<b>Miscellaneous</b>					
88001	Program services	1,464	1,855	2,500	2,500
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	<u>2,464</u>	<u>2,855</u>	<u>3,500</u>	<u>3,500</u>
<b>01-001</b>	<b>Total Board of Selectmen</b>	<u>\$ 10,602</u>	<u>\$ 10,761</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>
Percentage increase/(decrease)					<u>0.00%</u>

Department Name: First Selectman Department #: 01-002

**Mission & Purpose:** The First Selectman Department is comprised of the First Selectman and the Executive Assistant. The First Selectman is the Town's Chief Executive Officer (CEO) and is responsible for the day-to-day management of the Town, and preparation of the annual budget, with the assistance of the Finance Director. The First Selectman oversees the operations of most Town Departments, boards, and commissions, except the Board of Education.

**Goals & Objectives:**

1. Respond to the needs and concerns of the public and address each issue to some closure.
2. Serve at the Human Resources/Personnel Office.
3. Process all Pistol Permits, and peddler's licenses and food trucks on Town Properties.
4. Assist with implementation of the Goals & Objectives as adopted by the (BOS).
5. Identify and secure funds from outside of the municipal tax base to achieve Goals & Objectives.
6. Give technical and clerical assistance to the Board of Selectmen (BOS) and any board or commission as necessary to continue the formulation of municipal policies.
7. Follow all Federal, State and local statutes, laws, ordinances and public safety standards.
8. Follow and inform Town residents of Town ordinances and State statutes upon request.
9. Promote inter-departmental communications and relations via staff meetings and trainings.
10. Operate Town functions within financially sound fiscal principles.

**Accomplishments:**

- The Town is a SILVER-certified CCM Sustainable-CT Town.
- We assisted with the Brownfields Remediation Project at 248 Brownstone Avenue, using the Brownfields remediation Grant from DECD.
- The Town was awarded an additional \$375,000 Topper Grant for Brownfields remediation by DECD in addition to the \$750,000 Grant previously received.
- Served as the Town's representative on several Boards/Committees, including the Chatham Board of Health, Lower CT River Valley COG, Middlesex County Revitalization Commission, and the Comcast Cable Advisory Committee.
- Promoted training opportunities for staff/members of the volunteer boards and commissions.
- Administered Shelter Diversion Grant for Small Cities and Small Town Economic Assistance Grant for improvements to portion of water main on Brownstone Avenue.

**Fiscal Notes:**

- ☆ Personnel expenditures cover two (2) full-time employees.
- ☆ Program services (#88001), includes the cost of assisting community groups and hosting local and regional meetings.
- ☆ All other line items provide for memberships and professional dues requiring a fee to join.
- ☆ New First Selectman took office in November of 2021. Thank you to former First Selectwoman, Susan Bransfield for her many years of service to Portland.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-002</b>	<b>First Selectman</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 158,930	\$ 162,281	\$ 164,250	\$ 160,470
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>158,930</u>	<u>162,281</u>	<u>164,250</u>	<u>160,470</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	279	255	600	600
	<b>Total Contractual Services</b>	<u>279</u>	<u>255</u>	<u>600</u>	<u>600</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	<b>Total Commodities</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
86003	CT Conf of Municipalities	5,897	5,897	5,897	5,897
86004	CT Council of Small Towns	825	1,075	1,075	1,075
86005	Middlesex Chamber	649	655	660	675
88001	Program services	2,578	3,024	2,500	2,750
88010	Safety committee	-	-	-	-
88022	Town report	-	-	150	150
	<b>Total Miscellaneous Expenditures</b>	<u>9,949</u>	<u>10,651</u>	<u>10,282</u>	<u>10,547</u>
<b>01-002</b>	<b>Total First Selectman</b>	<u>\$ 169,158</u>	<u>\$ 173,187</u>	<u>\$ 175,132</u>	<u>\$ 171,617</u>

Percentage increase/(decrease) -2.01%



**Mission & Purpose:**

The Ethics Commission is charged with reviewing and enforcing the Town of Portland, CT ethics ordinance as found in the Town ordinance book at Chapter 2 – Administration; Article II – Officers and Employees; Div. I – Generally; §2-33.

**Goals & Objectives:**

1. Conduct hearings as needed to hear and decide specific cases in which a violation of the Ethics Ordinance is alleged, whether such cases arise from a complaint or are brought by the Commission’s own motion.
2. Issue advisory opinions on request from public officials and employees.
3. Evaluate all significant aspects of the administration and implementation of the Ethics Ordinance, which shall include an annual review of the full scope of the operations and procedures of the Commission.
4. Suggest changes to the Ethics Ordinance as appropriate.
5. Serve as legal custodian of the Commission’s records, and accept, file, maintain and administer, in accordance with all applicable laws, any information related to the purposes of the Ethics Ordinance.
6. In coordination with appropriate Town personnel, arrange for an annual online training session on the Ethics Ordinance for all Town representatives hired, appointed, or elected since the last training session.

**Accomplishments:**

- Meetings have been held and rulings have been issued as needed.

**Fiscal Notes:**

- ☆ No changes recommended.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

<b>01-003 Ethics Commission</b>	<b>2019-2020 Actual Expended</b>	<b>2020-2021 Actual Expended</b>	<b>2021-2022 Revised Budget</b>	<b>2022-2023 Adopted Budget</b>
<b>Personnel Expenditures</b>				
14001 Board clerk payroll	\$ -	\$ 46	\$ 400	\$ 400
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>-</u>	<u>46</u>	<u>400</u>	<u>400</u>
<b>Miscellaneous</b>				
88016 Miscellaneous	<u>149</u>	<u>118</u>	<u>250</u>	<u>250</u>
Total Miscellaneous	<u>149</u>	<u>118</u>	<u>250</u>	<u>250</u>
<b>01-003 Total Ethics Commission</b>	<u>\$ 149</u>	<u>\$ 164</u>	<u>\$ 650</u>	<u>\$ 650</u>
			Percentage increase/(decrease)	<u><u>0.00%</u></u>

Department Name:                   *Probate Court*                   Department #:                   01-006                  

**Mission & Purpose:**

The Town is required by the State of Connecticut General Statutes to provide for the expenditures of the Probate Court, as deemed necessary by the Court. The Judge of Probate is elected every four (4) years.

Effective January 2011, the Courts of Portland, East Hampton, East Haddam and Marlborough were merged into one Probate Court, located at 9 Austin Drive, Suite #211, Marlborough, CT 06447.

**Goals & Objectives:**

1. To address the needs of all citizens involved in matters of this Court legally, equitably, conscientiously, and expeditiously.

**Accomplishments:**

- The merged court system is functional.

**Fiscal Notes:**

- ☆ The increase is due to increase in microfiche imaging.
- ☆ The hours of the Probate Court are as follows:

**Monday, Tuesday and Wednesday - 8:30 am to 4:30 pm**

**Thursday - 8:30 am to 5:00 pm**

**Friday - 8:30 am to 4:00 pm.**

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<b>01-006 Probate Court</b>	<b>2019-2020 Actual Expended</b>	<b>2020-2021 Actual Expended</b>	<b>2021-2022 Revised Budget</b>	<b>2022-2023 Adopted Budget</b>
<b>Contractual Services</b>				
31000 Service contracts	\$ 12,070	\$ 12,145	\$ 13,700	\$ 13,720
31001 Office equip repair & maint	-	-	-	-
33002 Indexing and recording	-	-	-	-
Total Contractual Services	12,070	12,145	13,700	13,720
<b>Commodities</b>				
61000 Office supplies	-	-	-	-
Total Commodities	-	-	-	-
<b>01-006 Total Probate Court</b>	\$ 12,070	\$ 12,145	\$ 13,700	\$ 13,720
			Percentage increase/(decrease)	<b>0.15%</b>

Department Name:                     Elections                     Department #:           01-007          

**Mission & Purpose:**

The Registrar of Voters and Town Clerk Departments maintain the Elections portion of the budget. The purpose is to plan, direct, and provide service for Federal, State, and local elections and referendums. The budget covers the cost associated with running all general elections and referendums in the Town of Portland.

**Goals & Objectives:**

1. Conduct the annual canvas of registered voters.
2. Implement a record retention program in accordance with State requirements.
3. Attend Middlesex County Registrars' meetings to share ideas and information concerning legislation and issues regarding changes to voting laws, etc.
4. Obtain necessary training and certifications as required by State law.

**Accomplishments:**

- Supervised one (1) Municipal election and one (1) budget referendum, maintaining all Covid-19 safe requirements.

**Fiscal Notes:**

- ☆ Budget details the costs for one (1) general election, two (2) primaries, and one (1) referendum. Should more than one (1) referendum be needed, additional costs will be incurred and additional funding will be necessary.
- ☆ Personnel costs cover quarterly stipend paid to one (1) Democratic Registrar and one (1) Republican Registrar.

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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-007	Elections	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11003	Part-time payroll	\$ 12,816	\$ 14,694	\$ 16,250	\$ 16,250
14006	Voter canvassing	1,402	1,437	2,250	2,250
14007	Election workers stipends	6,645	15,032	8,000	11,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>20,863</u>	<u>31,163</u>	<u>26,500</u>	<u>29,500</u>
<b>Contractual Services</b>					
31003	Voting machine maint	1,344	2,028	2,500	2,500
32000	Conferences, meetings, dues	725	330	2,500	2,000
	Total Contractual Services	<u>2,069</u>	<u>2,358</u>	<u>5,000</u>	<u>4,500</u>
<b>Commodities</b>					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	9,384	9,800	6,250	7,000
	Total Commodities	<u>9,384</u>	<u>9,800</u>	<u>6,250</u>	<u>7,000</u>
<b>Miscellaneous</b>					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-007</b>	<b>Total Elections</b>	<u>\$ 32,316</u>	<u>\$ 43,321</u>	<u>\$ 37,750</u>	<u>\$ 41,000</u>
Percentage increase/(decrease)					<u>8.61%</u>

Department Name: Finance Department Department #: 01-010

**Mission & Purpose:**

The Finance Department is responsible for maintaining all Town financial records in accordance with “Generally Accepted Accounting Principles” (GAAP). In addition to payroll, accounts payable, cash receipts, investments, and general ledger maintenance, the Department is responsible for the compilation of the Annual Financial Statement, Town grants, financial administration and reporting, rehabilitation loan account maintenance and budget preparation.

The Department processes all Board of Education (BOE) financial payments, payroll and accounts payable. The Department is also responsible for the pricing and administration of all Town insurances. General oversight is provided over the Collector of Revenue and Assessor Departments as well.

**Goals & Objectives:**

Provide financial information to the Town and Board of Education in an accurate and cost efficient manner.

**Accomplishments:**

- Issued financial statements with an unqualified opinion for the fiscal year ending June 30, 2021.
- Administered and supervised multiple Town-wide Auctions using online portal.
- Continued to assist the Department Administrators with projects included in the August 2018 bond issuance and 2022 capital lease program (\$1,500,000).
- Assisted the Library with the Library Improvement Grant/Endowment Funded Project and the Everybody Learns Grant.
- Worked with the Department Administrators on many grant programs including the Main Street CT Connectivity Grant, LOCIP projects, Brownfields Remediation Grant and the STEAP – Brownstone Ave water main, and FEMA grants.
- Worked with Fire Chief Shea and other Department Administrators to procure needed PPE and cleaning supplies during the Covid-19 Pandemic.
- Assisted the BOE with projects and fiscal operating matters, including purchasing, payroll and grants management.

**Fiscal Notes:**

- ☆ Personnel expenditures cover four (4) full-time employees and one (1) part-time benefits coordinator. A portion, approximately 33%, of the Director of Finance’s salary is included in the BOE budget.
- ☆ Service contracts (# 31000) contain the maintenance fees of the general ledger and payroll systems.

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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-010	Finance Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 274,640	\$ 279,408	\$ 297,250	\$ 298,325
11003	Part-time payroll	44,063	44,992	46,800	48,270
14020	Rental use of buildings	5,092	-	9,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>323,795</u>	<u>324,400</u>	<u>353,050</u>	<u>356,595</u>
<b>Contractual Services</b>					
31000	Service contracts	31,959	31,692	35,000	37,000
32000	Conferences, meetings, dues	1,297	1,299	4,000	4,000
33001	Audit fees	14,006	13,671	14,500	14,500
33005	Bank fees	253	280	1,250	2,000
34001	Data processing	4,145	4,795	6,500	7,000
	<b>Total Contractual Services</b>	<u>51,660</u>	<u>51,737</u>	<u>61,250</u>	<u>64,500</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	<b>Total Commodities</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
88015	BOE admin life insurance	-	-	-	-
88016	Miscellaneous	10,985	13,088	14,000	14,000
	<b>Total Miscellaneous Expenditures</b>	<u>10,985</u>	<u>13,088</u>	<u>14,000</u>	<u>14,000</u>
<b>01-010</b>	<b>Total Finance Department</b>	<u>\$ 386,440</u>	<u>\$ 389,225</u>	<u>\$ 428,300</u>	<u>\$ 435,095</u>
Percentage increase/(decrease)					<u>1.59%</u>



Department Name: Collector of Revenue Department #: 01-011

**Mission & Purpose:**

This budget covers the costs of collecting municipal revenue including personnel expenditures, data processing costs, equipment, and other necessary expenditures. The Department is responsible for billing and collecting property taxes, sewer usage and assessment fees, and water user charges.

**Goals & Objectives:**

1. Maintain a high level of revenue collection.
2. Continue with the option of collection of payments on-line, using credit cards.
3. Continue with the successful tax sale resolution program.
4. Engage debt collection law firm/agency to assist in personal property and motor vehicle tax collections.

**Accomplishments:**

- The collection rate for the fiscal year ending June 30, 2021 was 98.6%.

**Fiscal Notes:**

- ☆ Personnel expenditures cover one (1) full-time employee.
- ☆ The Water and sewer collection clerk is paid out of the water and sewer budgets; and is not included in this budget.

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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-011	Collector of Revenue	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 75,323	\$ 76,143	\$ 67,300	\$ 70,500
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>75,323</u>	<u>76,143</u>	<u>67,300</u>	<u>70,500</u>
<b>Contractual Services</b>					
31000	Service contracts	18,199	19,699	21,250	21,250
32000	Conferences, meetings, dues	279	380	2,500	2,500
34001	Data processing	-	-	-	-
36005	DMV delinquent charge	-	-	-	-
	Total Contractual Services	<u>18,478</u>	<u>20,079</u>	<u>23,750</u>	<u>23,750</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-011</b>	<b>Total Collector of Revenue</b>	<u>\$ 93,801</u>	<u>\$ 96,222</u>	<u>\$ 91,050</u>	<u>\$ 94,250</u>
Percentage increase/(decrease)					<u>3.51%</u>

Department Name: Assessor Department #: 01-012

**Mission & Purpose:**

The purpose of the Assessor's Department is to discover, list and value all real estate, business personal property, and motor vehicles in a uniform, equitable manner, conforming to State and Federal standards and mandates. Assessment information and technical assistance are provided to property owners, attorneys, developers, realtors, other departments, and the Board of Assessment Appeals on a frequent and regular basis.

**Goals & Objectives:**

1. Administer the tax relief programs for the elderly, disabled and military veterans.
2. Assist and provide the Board of Assessment Appeals during their appeal session with any/all data requested in the efforts towards achieving the most equitable and statutory-allowable decisions.
3. Consider reinstating the personal property audits.
4. Consult with the IT department and other town offices, and set up a plan for a successful GIS system for town office and public use.
5. Participate actively in the CT Assessors Association Organization (CAAO).

**Accomplishments:**

- Completed the 2021 revaluation.
- Filed the October 1, 2021 Grand List timely by the statutory deadline.
- The Assessor is currently serving as Vice President of the Greater New London/Middlesex County Assessors Association.
- Continued to implement the highest standard of customer service to taxpayers and the ever-exploring procedures to improve public access to forms and publications offered by this office.

**Fiscal Notes:**

- ☆ Personnel expenditures cover one (1) full-time assessor and 17.5 hours per week for the clerk assistant.
- ☆ The increase in Service Contracts (#31000) is for various software programs.

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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-012	Assessor	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 114,140	\$ 117,192	\$ 121,450	\$ 125,685
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>114,140</u>	<u>117,192</u>	<u>121,450</u>	<u>125,685</u>
<b>Contractual Services</b>					
31000	Service contracts	18,418	20,571	21,750	22,900
32000	Conferences, meetings, dues	351	620	2,000	2,000
33001	Audit fees	-	-	-	-
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>18,769</u>	<u>21,191</u>	<u>23,750</u>	<u>24,900</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-012</b>	<b>Total Assessor</b>	<u>\$ 132,909</u>	<u>\$ 138,383</u>	<u>\$ 145,200</u>	<u>\$ 150,585</u>
Percentage increase/(decrease)					<u>3.71%</u>

Department Name: Board of Assessment Appeals Department #: 01-013

**Mission & Purpose:**

The Board of Assessment Appeals is an official municipal agency (not a Town department) created as the first level in the appeal process for a property owner to appeal values assessed on the property by the Assessor. The Board functions at an intermediary level between the Assessor and the courts. Members of the Board are elected officials. The Board provides taxpayers with the opportunity to be heard by their peers at no expense to themselves. The three (3) member Board of Assessment Appeals derives its legal authority from the Connecticut General Statutes, municipal charter and special acts of the General Assembly.

**Goals & Objectives:**

1. Conduct organizational meetings.
2. Review mandated statute and procedural changes.
3. Schedule appointments for applicants appealing assessments.

**Accomplishments:**

- Conformance to statutory requirements to provide hearing opportunities to aggrieved taxpayers with minimum effect to Grand List totals.

**Fiscal Notes:**

- ☆ Members' stipends, account # 14011 covers the cost of stipends to members.

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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk payroll	\$ -	\$ -	\$ 200	\$ 250
14011	Member stipends	1,040	1,040	1,340	1,115
	Total Personnel Expenditures	<u>1,040</u>	<u>1,040</u>	<u>1,540</u>	<u>1,365</u>
<b>01-013</b>	<b>Total Board of Assessment Appeals</b>	<u>\$ 1,040</u>	<u>\$ 1,040</u>	<u>\$ 1,540</u>	<u>\$ 1,365</u>
Percentage increase/(decrease)					<u>-11.36%</u>

Department Name: Town Counsel Department #: 01-014

**Mission & Purpose:**

The Town Counsel Department is an activity (not a Town Department) of the budget used to show the costs associated with ensuring that the legal interests of the Town are protected and maintained in a variety of areas. The funds are used to represent the Town in legal, judicial and administrative matters that include the interpretation of Local, State and Federal laws, labor matters, civil suits, planning, building, zoning, foreclosures and land use legal matters.

**Goals & Objectives:**

1. Continue to operate in the same manner as prior years while holding the costs to a minimum.

**Accomplishments:**

- Ongoing labor, building, foreclosures, land use, property assessments and negotiations resolved in a timely fashion.

**Fiscal Notes:**

- ☆ No change proposed.

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<b>01-014 Town Counsel</b>	<b>2019-2020 Actual Expended</b>	<b>2020-2021 Actual Expended</b>	<b>2021-2022 Revised Budget</b>	<b>2022-2023 Adopted Budget</b>
<b>Contractual Services</b>				
- Charter revision	\$ -	\$ -	\$ -	\$ -
- Lawsuits	-	-	-	-
- Pensions	-	-	-	-
- Planning & Zoning matters	-	-	-	-
- Public Works matters	-	-	-	-
- Social Services matters	-	-	-	-
- Tax foreclosure	-	-	-	-
- Zoning Board of Appeals	-	-	-	-
- Zoning enforcement	-	-	-	-
37002 Labor & pension matters	40,148	11,044	33,000	<b>33,000</b>
37006 Freedom of information	24	-	2,000	<b>2,000</b>
37012 Suits & settlements	-	-	-	-
37013 General Town Counsel	17,521	19,974	22,500	<b>22,500</b>
37019 Planning & development matters	17,485	20,635	22,500	<b>22,500</b>
37025 Tax matters	1,091	360	5,000	<b>5,000</b>
37029 Miscellaneous matters	-	-	-	-
Total Contractual Services	<u>76,269</u>	<u>52,013</u>	<u>85,000</u>	<b>85,000</b>
<b>01-014 Total Town Counsel</b>	<u><u>\$ 76,269</u></u>	<u><u>\$ 52,013</u></u>	<u><u>\$ 85,000</u></u>	<u><u>\$ 85,000</u></u>

Percentage increase/(decrease) 0.00%



Department Name: Town Clerk Department #: 01-015

**Mission & Purpose:**

The Town Clerk Department serves as the official records manager for the Town while maintaining and distributing all land records, liquor permits, dog licenses, sportsmen licenses, trade names, servicemen discharges, minutes of various boards and commissions, election and voter records, notary public records and lawsuit notices.

**Goals & Objectives:**

1. Continue to serve the public in an efficient and effective manner.
2. Continue scanning and digitizing land records from previous years.

**Accomplishments:**

- Continued to digitize images linking to land records index and load onto 20-20 systems.
- Land records are accessible online as far back as 1850.
- New Town Clerk sworn in as of January 2022.

**Fiscal Notes:**

- ☆ Personnel expenditures cover one (1) elected full-time Town Clerk and one (1) full-time Assistant Town Clerk.

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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-015	Town Clerk	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 119,184	\$ 129,094	\$ 132,850	\$ 132,135
13002	Overtime	383	658	750	750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>119,567</u>	<u>129,752</u>	<u>133,600</u>	<u>132,885</u>
<b>Contractual Services</b>					
31000	Service contracts	775	775	1,000	1,000
32000	Conferences, meetings, dues	436	750	1,500	1,500
33002	Indexing & recording	18,256	24,160	26,000	26,000
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	80	100	500	500
	Total Contractual Services	<u>19,547</u>	<u>25,785</u>	<u>29,000</u>	<u>29,000</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-015</b>	<b>Total Town Clerk</b>	<u><u>\$ 139,114</u></u>	<u><u>\$ 155,537</u></u>	<u><u>\$ 162,600</u></u>	<u><u>\$ 161,885</u></u>
Percentage increase/(decrease)					<u><u>-0.44%</u></u>

Department Name: Central Services Department #: 01-016

**Mission & Purpose:**

The Central Services Department is not a Town Department but rather an activity or portion of the budget used to detail costs that cannot be or are difficult to departmentalize such as the rental cost of the postage machine equipment, Town-wide equipment related service contracts, and the cost of postage, advertising/publications and office supplies.

**Goals & Objectives:**

Continue to operate in a cost-efficient manner in order to provide optimum services to Town residents.

**Accomplishments:**

- Centralized purchasing of office and printing supplies has allowed for cost savings.

**Fiscal Notes:**

☆ Reduction of \$500 in Postage (#53000).

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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-016	Central Services	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11003	Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
<b>Contractual Services</b>					
31000	Service contracts	27,964	28,309	34,000	34,000
31001	Office equip repair & maint	113	-	2,000	2,000
34001	Data processing supplies	2,064	2,306	2,500	2,500
-	Publication costs	-	-	-	-
	Total Contractual Services	30,141	30,615	38,500	38,500
<b>Repairs</b>					
-	Equipment repairs	-	-	-	-
	Total Repairs	-	-	-	-
<b>Utilities</b>					
53000	Postage	14,247	16,510	16,500	16,000
54000	Advertising, printing & publications	19,543	16,460	20,000	20,000
-	Printing	-	-	-	-
58580	Travel and mileage expense	1,560	652	3,750	3,750
	Total Utilities	35,350	33,622	40,250	39,750
<b>Commodities</b>					
61000	Office supplies	12,461	14,050	15,500	15,500
61005	Copier/printing supplies	4,534	5,818	6,000	6,000
-	Subscriptions & publications	-	-	-	-
	Total Commodities	16,995	19,868	21,500	21,500
<b>Equipment</b>					
-	Equipment	-	-	-	-
	Total Equipment	-	-	-	-
<b>01-016</b>	<b>Total Central Services</b>	<b>\$ 82,486</b>	<b>\$ 84,105</b>	<b>\$ 100,250</b>	<b>\$ 99,750</b>
Percentage increase/(decrease)					<b>-0.50%</b>

Department Name: Technology Department Department #: 01-017

**Mission & Purpose:** The Technology Department is responsible for maintaining and enhancing Town-wide (excluding the Board of Education) computer systems and providing technical support to Departments with their software/hardware problems. The Department also maintains the Town's phone systems, alarm systems and two-way radio infrastructure and licensing. In addition, the Town's Geographic Information System (GIS) program is updated and maintained. This ensures the proper retention of electronic data and records to facilitate qualitative and quantitative analysis of municipal information. The Department is also fostering a collaborative working relationship with the Board of Education with the interconnection of all school buildings which will facilitate connections to the Connecticut Education Network (CEN) as well as connecting the entire phone network on a single Virtual Private Network (VPN) platform. The town website is also maintained and updated daily and Selectmen's meetings are uploaded to Portland's YouTube Channel, in conjunction with the Town Tech Educational Partnership Program.

**Goals & Objectives:**

1. Continue to upgrade hardware and software in Town Departments.
2. Purchase new servers as necessary, and continue consolidation to a virtual environment.
3. Fund and replace one (1) full time employee.
4. Expand Fire Alarm system hardware in town Public Works Facility.
5. Develop fiber conductivity to the Waste Water Treatment Facility and the Animal Shelter.
6. Begin implementation of New Servers, PC's, Body and Dash cameras to comply with the Police Accountability Act to take effect July 1, 2022 (House bill No. 6004 CT General Assembly)
7. Continue to implement credit card processing throughout all departments.
8. Continue to conduct auctions of surplus Town equipment and vehicles.
9. Work with the Fire Marshal's office in assessing needs for monitoring town buildings for fire and burglar alarm protection.

**Accomplishments:**

- All BOS meetings continue to be recorded and broadcast on Comcast Cable Public Access as well as uploaded to the Town's own YouTube Channel. ([youtube.com/portlandconn](https://youtube.com/portlandconn))
- Installed Zoom Studio in Buck Foreman meeting room broadcasting and streaming Board of Selectman and Board of Education meetings.
- Upgraded critical infrastructure (GIS) on Spring St. Water and Sewer improvements.
- Assisted Assessors department in upgrading IAS World software and Tyler Technology in the competition of this year's revaluation.

**Fiscal Notes:**

- ☆ Personnel expenditures cover two (2) full time employees, one (1) part time employee, and the cost of the Town Tech students.
- ☆ Part time payroll (11003) is increased to help comply with the Police Accountability Act and other technology matters as required.
- ☆ Computer network maintenance, (# 36050) allows the Town to investigate and resolve levels 2 and 3 computer issues and review and implement computer related security and back-up procedures.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-017	Technology Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 139,829	\$ 103,951	\$ 147,250	\$ 148,875
11003	Part-time payroll	7,611	12,198	10,000	27,120
13002	Overtime	19,691	21,195	11,250	11,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>167,131</u>	<u>137,344</u>	<u>168,500</u>	<u>187,245</u>
<b>Contractual Services</b>					
31000	Service contracts	486	480	1,000	1,000
31001	Office equip repair & maint	267	206	1,000	1,000
31008	Licensing software	22,528	19,768	25,500	25,500
32000	Conferences, meetings, dues	235	242	1,000	1,000
34001	Data processing supplies	3,482	3,853	5,000	5,000
36004	Telecommunications	5,340	5,080	6,100	6,100
36050	Computer network maintenance	28,254	34,556	37,500	37,500
	<b>Total Contractual Services</b>	<u>60,592</u>	<u>64,185</u>	<u>77,100</u>	<u>77,100</u>
<b>Repairs</b>					
44003	Equipment repair/rental	-	-	-	-
	<b>Total Repairs</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	825	674	1,250	1,250
	<b>Total Utilities</b>	<u>825</u>	<u>674</u>	<u>1,250</u>	<u>1,250</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	416	550	600	600
-	Equipment supplies	-	-	-	-
	<b>Total Commodities</b>	<u>416</u>	<u>550</u>	<u>600</u>	<u>600</u>
<b>Equipment</b>					
73000	Equipment purchases	3,502	1,490	2,000	2,000
	<b>Total Equipment</b>	<u>3,502</u>	<u>1,490</u>	<u>2,000</u>	<u>2,000</u>
<b>Miscellaneous</b>					
88016	Miscellaneous	-	-	-	-
	<b>Total Miscellaneous Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-017</b>	<b>Total Technology Department</b>	<u>\$ 232,466</u>	<u>\$ 204,243</u>	<u>\$ 249,450</u>	<u>\$ 268,195</u>

Percentage increase/(decrease) 7.51%

Department Name: Fire Department Department #: 01-020

**Mission & Purpose:** The proposed Fire Department budget supports three Volunteer Fire companies. It provides the required equipment, testing, training and repairs for us to provide response to structure fires, motor vehicle accidents, emergency medical services, Haz-mat response, traffic control and a rapid response dive team for the Town of Portland as well as to our surrounding towns including the response to all water emergencies along the Connecticut River. The Department responded to 850 calls for service in 2021. New protocols in place for Covid19 to protect our members resulted a reduction from previous years. Medical continues to be the largest response followed by structure fires and motor vehicle accidents. The chief's office spends an average of 20 hours a week managing the department operations and administrative requirements. There were no fire related injuries to members resulting in loss of primary work. Our available work force has shown a gradual decrease over the last 5 years putting a great strain on the department's ability to provide adequate response during the daytime hours. If our volunteer service is to continue, the town must try to recruit/hire employees who are members or will join and participate in response during the day.

**Goals & Objectives:**

1. Recruit and retain Volunteers. We continue to use every method available through the State Fire Chiefs Association, VCOS, IFCA and our Explorer Program.
2. Provide PPE at higher levels to protect responding personnel against new threats of contagious disease and infection. The Department responded to 165 medical calls in 2021 related to the Covid-19 pandemic.
3. Provide Capital funding for aging equipment.
4. Continue to provide entry and advanced level training in areas of fire suppression, rescue operations, medical certification and hazardous material mitigation.
5. Continue to pursue all types of grant funding available to offset increased cost in providing a safe community for our residents.

**Accomplishments:**

- Our response time remained to be an average of 4 minutes from the time of Dispatch.
- Certified two (2) New Interior Firefighters in 2021.
- Continued to recruit members and young members through our Explorer Program, with the hope of keeping a percentage of them for some time.
- The department received and placed into service its delivery of new SCBA breathing equipment under the AFG grant.
- Developed new pre-plans for residential and commercial buildings and provided public safety awareness to our schools and community.

**Fiscal Notes:**

- ☆ Personnel expenditures include 10% of the full-time salary of a secretary shared with the Police Department #01-023 and stipends paid to the Fire Chief's office including department clerks.
- ☆ There is a \$1,800 annual stipend per member. This is an increase from \$1,600.
- ☆ Medical Exams and Supplies (#35001) – Increase is a result of additional requirements and rising costs.
- ☆ Gas & Diesel (#51001) – Gas and Diesel prices are escalating. Budgeted price per gallon needed to be higher.
- ☆ Training (#30000) was reduced by \$2,000.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-020	Fire Departments	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 6,733	\$ 6,845	\$ 7,000	\$ 7,200
11002	Clerical payroll	1,140	1,140	2,250	2,250
11003	Part-time payroll	91,008	92,229	108,400	127,520
-	Watchmen	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<b>98,881</b>	<b>100,214</b>	<b>117,650</b>	<b>136,970</b>
<b>Contractual Services</b>					
30000	Training	11,475	11,541	18,000	16,000
31000	Service contracts	19,008	19,418	14,000	15,000
31008	Licensing software	4,375	10,103	13,000	15,000
32000	Conferences, meetings, dues	1,974	2,090	2,250	2,250
34000	Equipment testing	15,287	12,366	18,000	18,500
34001	Data processing supplies	717	558	1,000	1,000
35001	Medical exams & supplies	25,849	21,421	26,000	27,000
36004	Telecommunications	3,305	3,511	4,500	4,500
	<b>Total Contractual Services</b>	<b>81,990</b>	<b>81,008</b>	<b>96,750</b>	<b>99,250</b>
<b>Repairs</b>					
44003	Equipment repair/rental	21,631	15,294	19,000	19,000
	<b>Total Repairs</b>	<b>21,631</b>	<b>15,294</b>	<b>19,000</b>	<b>19,000</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	3,722	3,826	5,000	7,000
54000	Advertising & publications	-	-	-	-
57000	Firefighters banquet	4,555	5,459	7,500	7,500
	<b>Total Utilities</b>	<b>8,277</b>	<b>9,285</b>	<b>12,500</b>	<b>14,500</b>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	2,102	259	2,000	3,600
61003	Equipment supplies	71,201	68,124	80,000	80,000
62001	Electricity	26,518	26,994	30,000	29,500
62002	Water & sewer	4,298	2,251	4,750	4,750
62004	Heating fuel	14,456	16,770	17,300	18,000
63001	Emergency food fund	874	703	2,000	2,000
67000	Small tools	-	-	-	-
	<b>Total Commodities</b>	<b>119,449</b>	<b>115,101</b>	<b>136,050</b>	<b>137,850</b>
<b>Miscellaneous</b>					
88002	Tax abatement program	-	-	-	-
88013	Protective operations	-	-	-	-
	<b>Total Miscellaneous Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>01-020</b>	<b>Total Fire Departments</b>	<b>\$ 330,228</b>	<b>\$ 320,902</b>	<b>\$ 381,950</b>	<b>\$ 407,570</b>

Percentage increase/(decrease) 6.71%



Department Name: Fire Marshal Department #: 01-021

**Mission & Purpose:**

The Fire Marshal has the responsibility of inspecting commercial and multi-family occupancies and the investigation of fires to determine origin and cause.

**Goals & Objectives:**

1. Increase the number of inspections of commercial properties and multi-family dwellings for compliance with the CT Fire Safety Code.
2. Add State forms and content to the Town website that will assist property owners.
3. Prepare for the additional reviews/inspections that are anticipated with the Brainerd Place Project.

**Accomplishments:**

- The office continues to provide fire prevention activities and pursue fire prevention grants. These activities include the following:
  - Elementary school demonstrations
  - Daycare school demonstrations

**Fiscal Notes:**

- ☆ Personnel expenditures cover part-time positions of Fire Marshal and Deputy Fire Marshals.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-021	Fire Marshal	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11003	Part-time payroll	\$ 38,665	\$ 37,494	\$ 45,000	\$ 46,200
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>38,665</u>	<u>37,494</u>	<u>45,000</u>	<u>46,200</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>1,473</u>	<u>1,385</u>	<u>1,500</u>	<u>1,500</u>
	Total Contractual Services	<u>1,473</u>	<u>1,385</u>	<u>1,500</u>	<u>1,500</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	328	153	450	450
55000	Fire prevention week	<u>525</u>	<u>900</u>	<u>800</u>	<u>800</u>
	Total Utilities	<u>853</u>	<u>1,053</u>	<u>1,250</u>	<u>1,250</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	670	430	600	600
61003	Equipment supplies	<u>7,781</u>	<u>1,094</u>	<u>1,000</u>	<u>1,000</u>
	Total Commodities	<u>8,451</u>	<u>1,524</u>	<u>1,600</u>	<u>1,600</u>
<b>01-021</b>	<b>Total Fire Marshal</b>	<u>\$ 49,442</u>	<u>\$ 41,456</u>	<u>\$ 49,350</u>	<u>\$ 50,550</u>
Percentage increase/(decrease)					<u>2.43%</u>

Department Name: Emergency Dispatch Department #: 01-022

**Mission & Purpose:**

The Emergency Dispatch Department is not a Town Department but rather an activity or portion of the budget used to detail the contractual obligation with the City of Middletown to provide emergency dispatch services.

**Goals & Objectives:**

To ensure emergency dispatch services are provided in the most cost effective manner.

**Accomplishments:**

- Provided quality dispatching services to the Town of Portland.

**Fiscal Notes:**

- ☆ Budget includes the contractual obligation for the Middletown dispatch agreement, an allocation for fire alarm monitoring, and the regional medic-dispatch agreement.
- ☆ The Contract with the City of Middletown has been renewed for five (5) years.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
31000	Service contract	\$ 133,933	\$ 136,641	\$ 146,685	\$ 152,350
	Total Contractual Services	<u>133,933</u>	<u>136,641</u>	<u>146,685</u>	<u>152,350</u>
<b>01-022</b>	<b>Total Emergency Dispatch</b>	<u>\$ 133,933</u>	<u>\$ 136,641</u>	<u>\$ 146,685</u>	<u>\$ 152,350</u>
Percentage increase/(decrease)					<u>3.86%</u>

Department Name: Police Department Department #: 01-023

**Mission & Purpose:**

The Police Department's purpose is to ensure the protection and safety of our Town residents. The department is charged with allowing the residents of Portland to have the highest quality of life and peace of mind with regard to public safety.

**Goals & Objectives:**

1. Continue to protect our residents in a cost effective manner.
2. Continue to maintain all records internally.
3. Reduce the number of motor vehicle accidents with a more proactive approach, including radar speed checks, sobriety checkpoints, and cell phone use violations.
4. Actively participate in the Solidarity Task Force.
5. Work with the Complete Streets Group to encourage safe driving speeds, no-texting, stop sign/traffic signal enforcement and safe pedestrian/bicycling in our Town.
6. Continue the assignment of officers to the schools to maintain school security.
7. Educate the general public on computer and internet safety.
8. Offer home security education to residents of Portland.
9. Establish neighborhood watch programs where needed.
10. Continue random checks and routine property checks of local businesses.
11. Reduce illegal drug activity.

**Accomplishments:**

- Responded to 5,894 calls during calendar year 2021. This does not include walk-ins. These figures reflect criminal and non-criminal incidents, motor vehicle accidents, and other miscellaneous calls for service.
- Received a \$20,000 Justice Assistance Grant (JAG) for police equipment in January 2022.
- As of July 1, 2022 all officers will be equipped with body and vehicle cameras.

**Fiscal Notes:**

- ☆ Currently there are 12 full-time officers, including one (1) Captain, two (2) Sergeants, one (1) Detective, eight (8) Police Officers and 90% of the full time salary of a Secretary, shared with the Fire Department.
- ☆ Private Police duty, (#14014) is the cost of having officers working on special projects that require an officer's presence, such as construction activities or traffic control. This cost is offset by a revenue amount found on page six (6), Private duty (#00324).
- ☆ Police overtime (#13002) is up due to the Police Accountability Act.
- ☆ Examination Services (#36012) includes charges for mental health evaluations and testing of possible new recruit if needed.
- ☆ Gas & Diesel (#51001) – Gas prices are escalating. Budgeted price per gallon needed to be higher.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-023	Police Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 926,731	\$ 957,346	\$ 996,750	\$ 1,048,500
11002	Clerical payroll	60,239	61,209	62,450	64,250
11003	Part-time payroll	-	1,000	1,250	1,300
13002	Overtime	109,774	116,740	128,000	143,000
14014	Private Police duty	209,141	323,841	155,000	150,000
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<b>1,305,885</b>	<b>1,460,136</b>	<b>1,343,450</b>	<b>1,407,050</b>
<b>Contractual Services</b>					
31000	Service contracts	7,936	19,343	14,000	14,000
31008	Licensing software	6,736	2,731	15,300	15,300
32000	Conferences, meetings, dues	4,393	5,792	9,000	9,000
34002	Cruiser computer support	11,000	10,831	8,250	8,250
36004	Telecommunications	-	-	-	-
36012	Examination services	-	-	8,500	11,500
	<b>Total Contractual Services</b>	<b>30,065</b>	<b>38,697</b>	<b>55,050</b>	<b>58,050</b>
<b>Repairs</b>					
44003	Equipment repair/rental	1,110	1,166	2,000	2,000
	<b>Total Repairs</b>	<b>1,110</b>	<b>1,166</b>	<b>2,000</b>	<b>2,000</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	26,217	34,102	30,000	44,000
59002	Canine program	3,006	2,717	3,000	3,000
	<b>Total Utilities</b>	<b>29,223</b>	<b>36,819</b>	<b>33,000</b>	<b>47,000</b>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	31,749	29,139	28,000	30,000
61003	Equipment supplies	6,689	13,313	8,000	8,000
62001	Electricity	12,323	11,982	15,000	15,000
62002	Water & sewer	932	1,034	1,265	1,265
62004	Heating fuel	1,522	1,572	2,000	2,100
	<b>Total Commodities</b>	<b>53,215</b>	<b>57,040</b>	<b>54,265</b>	<b>56,365</b>
<b>Equipment</b>					
73000	Equipment purchases	6,864	-	-	-
	<b>Total Equipment</b>	<b>6,864</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>					
88016	Miscellaneous	418	181	1,000	1,000
	<b>Total Miscellaneous Expenditures</b>	<b>418</b>	<b>181</b>	<b>1,000</b>	<b>1,000</b>
<b>01-023</b>	<b>Total Police Department</b>	<b>\$ 1,426,780</b>	<b>\$ 1,594,039</b>	<b>\$ 1,488,765</b>	<b>\$ 1,571,465</b>

Percentage increase/(decrease) 5.55%

Department Name: Emergency Management Department #: 01-024

**Mission & Purpose:** The Emergency Management Department provides assistance to all Town Residents, supports all Public-Safety Agencies within the Town, oversees sheltering operations and coordinates the Community Emergency Response Team (CERT). In addition, it maintains the Town's Local Emergency Operations Plan (LEOP) in accordance with the State of Connecticut's DEMHS guidelines. It also assists the local business' assembling and maintaining their LEOPs in accordance with the State guidelines.

**Goals & Objectives:**

1. Continue to support the Residents and Municipality with their efforts to overcome the difficulties in dealing with the COVID-19 virus and with their recovery from its effects.
2. Continue to recruit and train new volunteers
3. Pursue grant funds available to offset increased cost in providing a safe community for our residents.
4. Continue to support and guide the Community Emergency Response Team (CERT).
5. Continue to pursue funding for CERT Members clothing and materials through State funding.
6. Continue to improve the operation of the Emergency Operation Center (EOC).
7. Improve Emergency Management and CERT's visibility to the public through participation in community services and events plus provide our residents with safety alert information through publications and the postings on the Town's Public Safety / Emergency Management website.
8. Work on the procedures and physical layout of our emergency shelter to accommodate residents' pets.
9. Further Emergency Management's development of a reliable communication system by incorporating the use of Amateur Radio Operators into our support of training and community events. The Members of our local A.R. Club can establish reliable wireless communications between Town Departments, surrounding communities, and Region III's EOC in the event commercial systems fail.

**Accomplishments:**

- Improved our CERT Member's ability to assist our residents before and during any emergency event through training in areas of COVID19 prevention, school security, sheltering, and ICS proto-calls.
- Organized and operated a mock pet shelter as a training exercise
- Portland CERT Members were alerted in July and August and placed on stand-by for several days in response to reported severe storm warnings.
- In July and August, the CERT Members provided traffic control for vehicle parking at our Park & Rec summer concert event in support of community safety.
- In August, the CERT Members again supported community safety through Mutual Aid to Middletown by providing traffic control for vehicle parking at the Epilepsy Foundation's Mud Volleyball event.
- In the spirit of Halloween, the CERT Members setup a display to promote our Team at Portland's annual "Howl-o-Ween Pet Costume Parade" sponsored by our Youth & Family Service Dept.
- In December, the CERT Members setup and ran a shelter drill in preparation for the pending winter weather in the event it becomes necessary for the protection of Portland's residents.
- In addition to guiding the development of Portland CERT, and in response to the COVID-19 virus pandemic, the Emergency Management Office organized and managed, the distribution of Personal Protective Equipment (PPE) to Portland's Municipal Departments, our First Responders, the Board of Education and town residents.

**Fiscal Notes:**

- ☆ Personnel expenditures cover the annual stipend of the Emergency Management Director.
- ☆ A portion of costs are offset by a State of CT Grant.

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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-024	Emergency Management	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14005	Emergency man stipend	\$ 4,886	\$ 4,629	\$ 6,000	\$ 6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>4,886</u>	<u>4,629</u>	<u>6,000</u>	<u>6,000</u>
<b>Contractual Services</b>					
30000	Training	-	-	500	500
32000	Conferences, meetings, dues	25	25	250	250
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>25</u>	<u>25</u>	<u>750</u>	<u>750</u>
<b>Repairs</b>					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Utilities</b>					
53001	Telephone	-	-	-	-
53003	Cell phones	1,455	1,479	2,000	2,000
57001	Emergency drill	-	-	500	500
	Total Utilities	<u>1,455</u>	<u>1,479</u>	<u>2,500</u>	<u>2,500</u>
<b>Commodities</b>					
61001	Uniforms	-	-	-	-
61003	Equipment supplies	971	-	2,800	2,800
63001	Emergency food fund	-	-	1,000	1,000
	Total Commodities	<u>971</u>	<u>-</u>	<u>3,800</u>	<u>3,800</u>
<b>01-024</b>	<b>Total Emergency Management</b>	<u>\$ 7,337</u>	<u>\$ 6,133</u>	<u>\$ 13,050</u>	<u>\$ 13,050</u>
Percentage increase/(decrease)					<u>0.00%</u>



Department Name: Building Department Department #: 01-025

**Mission & Purpose:**

The Building Department is responsible for the administration and enforcement of the Connecticut State Building Code as adopted by the State Legislature. The responsibilities range from providing guidance and administration services to the general public relative to the mode, manner of construction or materials to be used in the construction or alteration of buildings and structures. The Building Departments main tasks are receiving applications, issuing permits, conducting inspections, enforcing compliance, issuing certificates of use and occupancy, and examining unsafe and damaged structures. This department is also responsible for administering the Town's Blight Ordinance and serves as the ADA Compliance Officer.

**Goals & Objectives:**

1. Continue to ensure the health, safety, and welfare of the public as it relates to building safety for use by the occupants.
2. Oversee and monitor the progress of the new Brainerd Place development, along with other new building initiatives and existing building renovations and alterations.

**Accomplishments:**

- The Building Official is accessible during Town Hall office hours, as well as on an emergency 24-hour basis.
- The Building Official has approved 424 Building Permits and completed the associated inspections during the first 6 months of the 2021-2022 Fiscal Year. 802 Building Permits and associated inspections were completed during the 2020-2021 Fiscal Year, a 24.5% increase over the 644 Building Permits completed during the 2019-2020 Fiscal Year.

**Fiscal Notes:**

- ☆ The budget consists of one full time Building Official and one full time Administrative Assistant, shared with the Planning & Zoning Department. The full time Administrative Assistant also manages files and correspondence for Economic Development, Fire Marshal, Chatham Health District staff and associated Land Use boards and commissions including Planning and Zoning, Zoning Board of Appeals, Conservation Commission, Inland Wetlands Commission, and Economic Development Commission.
- ☆ Building Official also serves as the Blight Ordinance Administrator.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 114,019	\$ 117,120	\$ 121,325	\$ 125,700
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>114,019</u>	<u>117,120</u>	<u>121,325</u>	<u>125,700</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>285</u>	<u>250</u>	<u>550</u>	<u>550</u>
	Total Contractual Services	<u>285</u>	<u>250</u>	<u>550</u>	<u>550</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	<u>731</u>	<u>682</u>	<u>900</u>	<u>1,300</u>
	Total Utilities	<u>731</u>	<u>682</u>	<u>900</u>	<u>1,300</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	<u>1,406</u>	<u>210</u>	<u>500</u>	<u>500</u>
	Total Commodities	<u>1,406</u>	<u>210</u>	<u>500</u>	<u>500</u>
<b>Miscellaneous</b>					
88016	State training fee	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-025</b>	<b>Total Building Department</b>	<u>\$ 116,441</u>	<u>\$ 118,262</u>	<u>\$ 123,275</u>	<u>\$ 128,050</u>
Percentage increase/(decrease)					<u>3.87%</u>

Department Name: Public Works Department Department #: 01-031

**Mission & Purpose:**

The Director's Office oversees the Public Works Department including the Highway Department, Vehicle Maintenance, Grounds Maintenance, Town Building Maintenance, and Snow Removal. The Director also oversees the Sewer, Water, Town Aid Road and Resource Recovery Departments. This office works directly with the Town Engineer.

**Goals & Objectives:**

1. Provide general oversight and management of the Public Works Department and Water and Sewer Divisions.
2. Continue to review department's equipment needs for the future.
3. Provide oversight for the completion of all division projects.
4. Continue to review and monitor water and sewer operations.
5. Review and implicate new construction projects.
6. Continue to monitor winter road program, material usage and equipment.
7. Continue to update all HAZ-COM programs – SDS sheets reviewed and updated. Conduct annual training.
8. Continue to perform consulting on town building projects.
9. Continue Connectivity Grant design for new sidewalks along Riverside Street, RT 66 and High Street.

**Accomplishments:**

- Completed paving & drainage improvements to Grove and Riverside Street.
- Completed drainage improvements including 1,000 feet of new curbing.
- Completed Phase II of the Connectivity Grant along north section of Main Street.
- Completed additional improvements to our salt shed storage.
- Completed re-claiming and paving of the Town Hall parking lot.
- Upgraded HVAC units in required buildings.
- Completed LED lighting upgrades at the Town Garage, Transfer Station and Company #2 Firehouse.
- Completed the Sewer Plant primary pump upgrade project.
- Completed the replacement of 1,100 feet of water main on Brownstone Avenue using STEAP funding.
- Completed additional improvements to the River Front Park.
- Performed reservoir dam inspections, updated EAP and permitting.
- Completed Sewer 2022 permitting requirement with DEEP.
- Updated all HAZ COM programs – SDS sheets reviewed and updated. Conducted annual training.
- Performed safety and code improvements in all divisions.
- Completed Sidewalk improvements along Fairview Street and a portion of East Main Street using funds from the August 2018 bond issue.

**Fiscal Notes:**

- ☆ Personnel expenditures include two (2) full-time employees; the Director and the Administrative Assistant to the Director.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-031	Public Works Director	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 158,652	\$ 162,706	\$ 166,200	\$ 170,625
13002	Overtime	-	537	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>158,652</u>	<u>163,243</u>	<u>166,200</u>	<u>170,625</u>
<b>Contractual Services</b>					
31000	Service contracts	-	-	-	-
32000	Conferences, meetings, dues	60	70	500	500
36013	Hazardous waste	5,015	13,684	11,500	12,000
	Total Contractual Services	<u>5,075</u>	<u>13,754</u>	<u>12,000</u>	<u>12,500</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	271	219	650	875
	Total Utilities	<u>271</u>	<u>219</u>	<u>650</u>	<u>875</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Expenditures</b>					
73000	Equipment purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-031</b>	<b>Total Public Works Director</b>	<u>\$ 163,998</u>	<u>\$ 177,216</u>	<u>\$ 178,850</u>	<u>\$ 184,000</u>
					Percentage increase/(decrease) <u>2.88%</u>

Department Name: Highway Department Department #: 01-032

**Mission & Purpose:**

The Highway Department is responsible for maintaining approximately sixty-three (63) miles of road. Normal maintenance items include snow and ice removal (Department #01-038), pavement and curb repair, mowing, catch basin cleaning, crack and chip sealing, paving, tree trimming and removal, traffic sign placement, traffic signal repairs, Christmas tree pickup, leaf collection, brush pickup, street sweeping, line painting, & flag/banner changing. The Department performs general roadway construction projects, including storm drain installations, guardrail improvements and road reconstruction.

**Goals & Objectives:**

1. Ensure that all town roads are safe to travel.
2. Replace aging equipment with more efficient and safe designs.
3. Provide manpower for Water & Sewer emergencies.
4. Continue to monitor and calibrate spreaders for optimum efficiency of slat usage.
5. Review safety procedures with operators for all equipment. Hold monthly tailgate training sessions.
6. Continue crack sealing roads prior to chip sealing as weather permits.
7. Adjust sewer manholes to the correct pavement grades.
8. Continue to install new, up to date signage and guiderail system.
9. Continue with roadside shoulder improvements and curb repairs.
10. Continue town-owned tree trimming/removal and stump grinding. Work with the Grounds Division to plant new trees as recommended by the town Arborist/Consultant.
11. Continue to monitor new speed detection signs on High Street, Ames Hollow Road and Bartlett Street.
12. Continue to maintain the aquafer protection areas and our salt shed operations.

**Accomplishments:**

- Filled Maintainer 3 positions and made promotions.
- Completed paving repairs to Grove Street, Riverside St., Old Homestead & Waverly Ave.
- Completed improvements to our retention pond on Sage Hollow Road.
- Completed new sidewalk installation on East Main & Fairview Streets.
- Completed trip hazard grinding of sidewalks on East Main and Highland Avenue. (157 locations)
- Completed drainage, paving and curbing on Culver Lane, William Street Ext., Isinglass Hill Rd., Thompson Hill Road and Great Hill Pond Road.
- Continued roadside mowing, tree trimming and cutting throughout the town and on the Airline Trail.
- Made erosion improvements to the Air Line trail access road.
- Repaired/replaced guiderails at various locations.
- Re-claimed, paved and re-stripped the Town Hall parking lot.
- Cleaned 920 storm drain basins and repaired grates and tops as needed.
- Completed line painting including crosswalk painting along intersections of new sidewalks.
- Continue to make repairs as necessary to the Isinglass Hill Road and East Cotton Hill road culverts clogged by beaver dams.
- Continue to re-grade and make improvements to the access road to our Riverfront Park.

**Fiscal Notes:**

- ☆ Personnel expenditures allow for nine (9) full-time employees. Employee turnover resulted in lower proposed costs than in previous years.
- ☆ Gas & diesel (#51001) is not locked in with pricing at this point. Pricing expected higher than in FY2022 budget.
- ☆ Road Materials (65001) – Road material prices continue to escalate. Need to budget more to maintain level of materials for repairs/improvements.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 540,788	\$ 585,364	\$ 612,000	\$ 593,000
13002	Overtime	13,014	16,026	9,250	11,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<b>553,802</b>	<b>601,390</b>	<b>621,250</b>	<b>604,000</b>
<b>Contractual Services</b>					
31000	Service contracts	7,111	7,158	8,000	8,000
32000	Conferences, meetings, dues	280	50	350	350
36001	Traffic signals	5,733	6,211	5,000	5,000
36003	Tree removal/replacement	14,953	11,506	17,000	17,000
36004	Telecommunications	2,813	2,769	3,250	3,500
36006	Line painting contract	7,433	7,866	9,500	11,000
36007	Storm water monitoring	4,917	4,588	5,000	6,000
36008	Waste services	866	822	500	500
	<b>Total Contractual Services</b>	<b>44,106</b>	<b>40,970</b>	<b>48,600</b>	<b>51,350</b>
<b>Repairs</b>					
44003	Equipment repair/rental	6,381	12,619	11,000	12,000
44005	Storm drain cleaning	28,066	13,430	25,000	25,000
	<b>Total Repairs</b>	<b>34,447</b>	<b>26,049</b>	<b>36,000</b>	<b>37,000</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	33,307	33,435	40,000	63,500
53001	Telephone	756	773	1,000	1,000
	<b>Total Utilities</b>	<b>34,063</b>	<b>34,208</b>	<b>41,000</b>	<b>64,500</b>
<b>Commodities</b>					
61001	Uniforms	4,558	4,504	5,300	5,400
61003	Equipment supplies	11,921	16,712	18,000	19,000
62001	Electricity	9,786	9,247	11,000	11,550
62002	Water & sewer	1,566	1,483	3,000	3,000
62004	Heating fuel	20,648	21,795	25,000	26,500
65001	Road materials	79,995	79,999	80,000	85,000
67000	Small tools	983	960	1,000	1,000
69001	Street signs	2,718	3,436	5,000	5,000
	<b>Total Commodities</b>	<b>132,175</b>	<b>138,136</b>	<b>148,300</b>	<b>156,450</b>
<b>Capital Expenditures</b>					
73000	Equipment purchases	6,648	5,530	5,000	6,000
	<b>Total Capital Expenditures</b>	<b>6,648</b>	<b>5,530</b>	<b>5,000</b>	<b>6,000</b>
<b>Miscellaneous</b>					
88016	Miscellaneous fees	320	20	500	500
	<b>Total Miscellaneous Expenditures</b>	<b>320</b>	<b>20</b>	<b>500</b>	<b>500</b>
<b>01-032</b>	<b>Total Highway Department</b>	<b>\$ 805,561</b>	<b>\$ 846,303</b>	<b>\$ 900,650</b>	<b>\$ 919,800</b>

Percentage increase/(decrease) 2.13%

**Mission & Purpose:**

The Vehicle Maintenance Department maintains and repairs approximately (88) pieces of Town owned vehicles and equipment including cars, vans, pickup trucks, dump trucks, fire apparatus, excavators, backhoes, bulldozers and tractors. In addition, non-motorized equipment such as plows and sanders, in all totaling more than thirty (30) pieces, are maintained and repaired. This does not include small-motorized equipment such as pumps, compressors, compactors, chainsaws and mowers. The majority of repairs are performed in the Highway Garage.

**Goals & Objectives:**

1. Maintain all town owned vehicles and equipment to ensure longer life and increased safety.
2. Replace aging equipment in need of excessive repairs.
3. Continue to apply fluid film and new chassis paint each year to prevent corrosion on trucks and plow frames.
4. Continue to monitor computers and temperature gauges with highway staff for winter operations.
5. Assist in the auction of old/obsolete equipment.
6. Review equipment needs and options available based on department needs.
7. Maintain the fuel pumps and software.
8. Review safety procedures with operators on all used and new equipment prior to operation.
9. Continue to assist with snow removal operations.

**Accomplishments:**

- Installed a new grease storage drum with applicator system eliminating the need for purchasing expensive smaller tubes.
- Managed to keep all departments vehicles operational and available if needed under the difficult shortages of parts.
- Continue to use our new battery exchange program to provide better longevity and performance.
- Completed in-house repairs on our Fire Department apparatus saving out of service time and costs.
- Assisted with auction of obsolete vehicles and equipment.
- Continue to make repairs to police vehicles and rotate those coming off line to other departments.
- Major repairs made to the Highway & Transfer Station backhoe, loader, Resource Recovery roll-off truck and our trackless mower.
- Made improvements to our Emergency Management Light Tower.

**Fiscal Notes:**

- ☆ Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- ☆ An aging equipment fleet and some harsh weather has caused a strain on the equipment repair/rental line items.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-033	Vehicle Maintenance	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 129,457	\$ 115,864	\$ 128,500	\$ 135,600
13002	Overtime	2,120	3,492	5,000	5,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>131,577</u>	<u>119,356</u>	<u>133,500</u>	<u>140,600</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	-	-	300	300
	<b>Total Contractual Services</b>	<u>-</u>	<u>-</u>	<u>300</u>	<u>300</u>
<b>Repairs</b>					
44003	Equipment repair/rental	104,572	115,101	127,500	128,000
	<b>Total Repairs</b>	<u>104,572</u>	<u>115,101</u>	<u>127,500</u>	<u>128,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	731	2,066	1,600	2,250
51003	Fuel additives	-	896	1,400	1,400
51004	Motor vehicle oil	4,053	3,775	5,500	5,500
	<b>Total Utilities</b>	<u>4,784</u>	<u>6,737</u>	<u>8,500</u>	<u>9,150</u>
<b>Commodities</b>					
61001	Uniforms	500	1,079	1,200	1,200
61003	Equipment supplies	4,559	5,502	9,000	9,000
67000	Small tools	1,992	1,193	2,000	2,000
	<b>Total Commodities</b>	<u>7,051</u>	<u>7,774</u>	<u>12,200</u>	<u>12,200</u>
<b>Capital Expenditures</b>					
73000	Equipment purchases	426	-	1,000	1,250
	<b>Total Capital Expenditures</b>	<u>426</u>	<u>-</u>	<u>1,000</u>	<u>1,250</u>
<b>Miscellaneous</b>					
88016	Miscellaneous	-	10	800	800
	<b>Total Miscellaneous Expenditures</b>	<u>-</u>	<u>10</u>	<u>800</u>	<u>800</u>
<b>01-033</b>	<b>Total Vehicle Maintenance</b>	<u>\$ 248,410</u>	<u>\$ 248,978</u>	<u>\$ 283,800</u>	<u>\$ 292,300</u>

Percentage increase/(decrease) 3.00%



Department Name: Town Engineer Department #: 01-034

**Mission & Purpose:**

The Town Engineer Department is the cost of contracting with a firm of professional engineers, as the Town does not have a full-time, on-site Engineer. The firm provides the Town with civil engineering services, subdivision and site plan inspections and review, development bonds, and erosion and sedimentation review. Work also includes preparing specifications and plans for road drainage work and parks and recreation engineering.

**Goals & Objectives:**

1. Provide engineering services at a minimal cost to residents.
2. Respond to requests from the Public Works Director & the Land Use Department personnel.
3. Provide engineering services to the Town in its development projects and grant projects.
4. Continue to provide oversight and implementation of town construction projects.
5. Continue to provide the review of the Site Plan for the Brainerd Place Project and on-going inspection as needed for utilities.
6. Provide permitting for MS4, DEEP Storm Water Discharge, DEEP Dam Safety Program inspections, Transfer Station Operations, Aquifer Protection Area Program and Gravel pits within town.
7. Update our current Water Plan.
8. Identify and prepare documents for water main replacement.

**Accomplishments:**

- Provided on-going assistance with general town development and special grant projects.
- Completed sidewalk projects as part of the Connectivity Grant.
- Continued to update all permit requirements with DEEP.
- Provided engineering, technical review, permitting for our Salt Shed improvements.
- Provided annual MS4 permitting and reporting to DEEP.
- Provided assistance in the writing of the RFQ for additional water sources.
- Provided quarterly stormwater monitoring and annual reporting to DEEP.
- Provided engineering plans and additional design for the 2020 Connectivity Award for new sidewalks.
- Provided oversight for the improvements of our 2021 watermain project and our Connectivity Sidewalk project completion.
- Continue technical review of applications submitted to the Building, Planning and Zoning department and the Inland Wetland Committee including site plans, special permits, sub-divisions, plot plans for residential and commercial construction including water, sewer, drainage, EAS and driveway requirements.
- Continue technical review of Flood Plan hazard areas per FEMA requirements.
- Continue to review current zoning regulations as needed.

**Fiscal Notes:**

- ☆ The Town staff engages the engineering services as needed.
- ☆ New State of CT requirements for MS4 and storm water monitoring are expected to create an additional need for engineering services. Those additional needs were not funded in this budget.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-034	Town Engineer	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
38001	Residential plan review/inspect	\$ 1,194	\$ 1,021	\$ 1,000	\$ 1,000
38002	Subdivision inspection/review	4,722	2,409	4,250	4,250
38003	Public Works engineering	6,640	2,983	10,000	10,000
38004	Site plan review	11,361	12,001	12,000	12,000
38005	Road drainage	9,250	4,750	10,000	10,000
38006	Mapping services	-	155	500	500
38007	General services	2,306	1,201	1,000	1,000
38008	Plan & Zoning/Inland Wetlands	7,544	6,385	8,000	8,000
38009	Erosion/sedimentation review	557	583	500	500
38010	Miscellaneous	165	5,572	2,000	2,000
38011	Public safety engineering	-	2,464	1,500	1,500
	Total Contractual Services	<u>43,739</u>	<u>39,524</u>	<u>50,750</u>	<u>50,750</u>
<b>01-034</b>	<b>Total Town Engineer</b>	<u>\$ 43,739</u>	<u>\$ 39,524</u>	<u>\$ 50,750</u>	<u>\$ 50,750</u>
Percentage increase/(decrease)					<u>0.00%</u>

Department Name: Street Lighting Department #: 01-035

**Mission & Purpose:**

The Public Works Department monitors lighting for all Town streets and works with the electric utility company to maintain and install new streetlights as needed with the approval of the Board of Selectmen.

**Goals & Objectives:**

1. To ensure all streetlights are in working condition.
2. To reduce energy usage/cost.

**Accomplishments:**

- As authorized by the Town, Eversource installed all new LED energy efficient streetlights throughout Portland.
- The state plans to improve the signals and crosswalk signals along Main Street in 2022. When completed they will take over the maintenance and repair of the signals.

**Fiscal Notes:**

- ☆ Recently updated LED Lighting in sections of the town appear to be more energy efficient and therefore allow for cost savings. Distribution charges are expected to increase though.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-035 Street Lighting</b>		<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Commodities</b>					
62001 Electricity		\$ 101,000	\$ 103,778	\$ 110,000	\$ 112,750
	Total Commodities	<u>101,000</u>	<u>103,778</u>	<u>110,000</u>	<u>112,750</u>
<b>01-035 Total Street Lighting</b>		<u>\$ 101,000</u>	<u>\$ 103,778</u>	<u>\$ 110,000</u>	<u>\$ 112,750</u>
Percentage increase/(decrease)					<u>2.50%</u>

Department Name:           *Grounds Maintenance*           Department #:           01-036          

**Mission & Purpose:**

The Grounds Maintenance Department, in a cooperative partnership with the Board of Education (BOE), maintains Town owned parks and grounds associated with all school and municipal buildings. Duties include landscaping, mowing of approximately ninety (90) acres of lawn and athletic fields, as well as preparation of sports fields for more than 380 sporting events per year.

**Goals & Objectives:**

1. Maintain all town and BOE properties.
2. Maintain safe conditions of our sidewalks and parking areas during winter conditions.
3. Keep all sports fields properly stripped and in safe playing condition.
4. Continue with the organic lawn care program at all facilities.
5. Maintain the new Route 17 Recreational Complex.
6. Continue improvements to all athletic fields.
7. Assist with the planning of a new storage building located at the RT 17 Park.
8. Fund a full time employee in place of the part-time seasonal position to assist the division with increased work load.

**Accomplishments:**

- Successfully maintained town and BOE properties – landscaping/mowing approximately 90 acres of lawns and athletic fields.
- Assisted with the construction of the RT 17 Recreational Park Complex.
- Started maintenance at the RT 17 Complex in June 2021 including mowing, irrigation and brush removal.
- Continued to make improvements to all athletic fields as needed.
- Continued with tree removal at schools, town buildings and parks.
- Assisted with improvements at our Salt Shed with seeding and erosion control measures.
- Made improvements to the ALT parking area grading, planting and tree removal.
- Made improvements at the Riverfront Park lawn areas and trails.
- Continued to make irrigation repairs/improvements on town fields.
- Continue to make fencing repairs as needed.
- Purchased new Ventrec attachments for use all year.
- Purchased new zero turn lawn mower and trailer replacing aged equipment.

**Fiscal Notes:**

- ☆ Personnel expenditures include the full-time salaries of three (3) employees, one (1) seasonal part-time worker plus approximately 10% of the full-time Grounds Maintenance Supervisor’s salary, shared with the BOE.
- ☆ General contract work (#36002) and Ground supplies (#61004) will increase as the town starts to take care of the new Route 17 Park. Supply costs continue to escalate.

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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-036	Grounds Maintenance	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 177,856	\$ 185,947	\$ 193,450	\$ 201,850
11003	Part-time payroll	5,027	6,823	12,850	13,000
13002	Overtime	556	6,812	13,000	13,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>183,439</u>	<u>199,582</u>	<u>219,300</u>	<u>227,850</u>
<b>Contractual Services</b>					
36002	General contract work	3,800	9,009	14,100	15,500
36008	Waste services	355	254	600	600
	<b>Total Contractual Services</b>	<u>4,155</u>	<u>9,263</u>	<u>14,700</u>	<u>16,100</u>
<b>Repairs</b>					
44003	Equipment repair/rental	6,564	3,853	7,500	7,500
	<b>Total Repairs</b>	<u>6,564</u>	<u>3,853</u>	<u>7,500</u>	<u>7,500</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	12,608	13,493	17,000	17,500
	<b>Total Utilities</b>	<u>12,608</u>	<u>13,493</u>	<u>17,000</u>	<u>17,500</u>
<b>Commodities</b>					
61001	Uniforms	1,624	1,642	1,800	1,800
61003	Equipment supplies	6,796	7,115	7,000	7,000
61004	Ground supplies	39,513	45,468	48,000	49,000
67000	Small tools	2,151	-	2,250	2,250
	<b>Total Commodities</b>	<u>50,084</u>	<u>54,225</u>	<u>59,050</u>	<u>60,050</u>
<b>Capital Expenditures</b>					
73000	Equipment purchases	2,975	2,099	3,000	3,000
	<b>Total Capital Expenditures</b>	<u>2,975</u>	<u>2,099</u>	<u>3,000</u>	<u>3,000</u>
<b>Miscellaneous</b>					
88016	Miscellaneous	-	-	-	500
	<b>Total Miscellaneous Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>500</u>
<b>01-036</b>	<b>Total Grounds Maintenance</b>	<u>\$ 259,825</u>	<u>\$ 282,515</u>	<u>\$ 320,550</u>	<u>\$ 332,500</u>

Percentage increase/(decrease) 3.73%

Department Name: Town Buildings Maintenance Department #: 01-037

**Mission & Purpose:**

The Town Buildings Maintenance Department is responsible for cleaning, repairing, and maintaining all Town Buildings, excluding the BOE. In addition to cleaning, duties include the transfer of materials to the recycling center.

**Goals & Objectives:**

1. Maintain all Town owned buildings to provide a safe working environment for Town staff and residents.
2. Continue to replace lighting in building and parking areas to energy efficient LED.
3. Make improvements to the overhead doors in all buildings.
4. Investigate replacement of windows and masonry repairs at the Buck/Foreman Building.
5. Investigate the need for new carpet and floors in various buildings.
6. Install banners year round, and winter decorations.
7. Continue to keep HAZ COM Program/SDS sheets updated.
8. Continue pest control monthly treatment programs for various town buildings

**Accomplishments:**

- Completed the replacement of windows and ceiling tiles at Fire Company #1.
- Continued to maintain and sanitize all town building during Covid19 pandemic.
- Provided necessary PPE for all employees and buildings.
- Completed the installation of LED lighting at the town highway garage, transfer station and Company #3 Firehouse.
- Assembled and installed new outdoor picnic tables at the Town Hall and benches at the library and on Main Street.
- Repaired/replaced heating/AC units in the Town Hall, Police Station Highway Garage and firehouses.
- Continue to maintain gutters, roof drainage and sewer system at all buildings.
- Continue to assist in summer and winter storm clean-up.
- HAZ COM Program updated. SDS sheets reviewed and new hangers installed in buildings.
- Started the replacement of ceiling tiles at Company 2 in the office that had been damaged by roof leaks.
- Repaired overhead doors and installed LED lighting at various buildings.
- Installed a new furnace at Company #3.
- Electrical improvements made at Company #1 and #2 firehouses, DPW garage and library.
- Repainted our Waverly Center.

**Fiscal Notes:**

- ☆ Personnel expenditures include the salaries of three (3) full-time employees.
- ☆ Service Contracts (#31000) – HVAC matters continue to increase in all buildings with aged equipment.
- ☆ Building Supplies (#61006) and Custodial Supplies (#68000) – Supply costs have increased during the pandemic with global supply chain short ages.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-037	Town Buildings Maintenance	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 174,701	\$ 172,431	\$ 184,750	\$ 191,750
11003	Part-time payroll	-	-	-	-
13002	Overtime	4,892	4,298	6,000	6,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>179,593</u>	<u>176,729</u>	<u>190,750</u>	<u>197,750</u>
<b>Contractual Services</b>					
31000	Service contracts	26,418	32,224	33,000	34,000
36008	Waste services	651	289	550	550
	Total Contractual Services	<u>27,069</u>	<u>32,513</u>	<u>33,550</u>	<u>34,550</u>
<b>Repairs</b>					
44003	Equipment repair/rental	11,217	10,566	7,000	7,000
	Total Repairs	<u>11,217</u>	<u>10,566</u>	<u>7,000</u>	<u>7,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	3,596	3,671	4,750	5,100
53001	Telephone	40,207	41,447	44,000	44,750
53002	Pagers	-	-	-	-
53003	Cell phones	8,958	6,953	8,750	8,750
	Total Utilities	<u>52,761</u>	<u>52,071</u>	<u>57,500</u>	<u>58,600</u>
<b>Commodities</b>					
61001	Uniforms	1,260	1,651	1,800	1,800
61003	Equipment supplies	668	1,359	1,250	1,250
61004	Ground supplies	-	-	-	-
61006	Building supplies	15,208	16,180	15,000	16,000
62001	Electricity	29,009	30,813	34,000	35,000
62002	Water & sewer	2,093	2,141	2,950	3,000
62004	Heating fuel	4,077	4,477	5,250	5,400
67000	Small tools	42	563	750	750
68000	Custodial supplies	14,048	14,311	15,000	16,000
	Total Commodities	<u>66,405</u>	<u>71,495</u>	<u>76,000</u>	<u>79,200</u>
<b>Capital Expenditures</b>					
73000	Equipment purchases	1,123	830	2,000	2,500
	Total Capital Expenditures	<u>1,123</u>	<u>830</u>	<u>2,000</u>	<u>2,500</u>
<b>01-037</b>	<b>Total Town Buildings Maintenance</b>	<u>\$ 338,168</u>	<u>\$ 344,204</u>	<u>\$ 366,800</u>	<u>\$ 379,600</u>

Percentage increase/(decrease) 3.49%



Department Name:                     *Snow Removal*                     Department #:           01-038          

**Mission & Purpose:**

The Highway and Grounds Departments ensure the public’s safety by plowing and salting approximately sixty-three (63) miles of Town roads, clearing sidewalks and all Town owned parking lots.

**Goals & Objectives:**

1. Maintain all town-owned roadways to provide safe travel conditions during winter weather.
2. Continue to monitor and calibrate spreaders for usage.
3. Maintain the Salt Shed and storm water permitting requirements.
4. Increase efficiency of our operations with new modern equipment.
5. Continue to replace heavy duty trucks with more efficient and safer designs.

**Accomplishments:**

- All departments make a combined effort to keep roads and facilities safe for residents and emergency personnel.
- Made improvements to our plows and spreaders to be more efficient.
- Delivered and placed in to operation a new dump truck with our first wing plow.

**Fiscal Notes:**

- ☆ Climate plays a major role in the use of road materials and overtime. Road materials (#65001) are expected to increase for the roads during winter ice and snow conditions.
- ☆ Overtime (#13002) generally comes in over the budgeted amount. Increasing this line seems appropriate given the storms in fiscal year 2021-2022.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-038	Snow Removal	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
13002	Overtime	\$ 43,936	\$ 72,940	\$ 55,000	\$ 60,000
	Total Personnel Expenditures	<u>43,936</u>	<u>72,940</u>	<u>55,000</u>	<u>60,000</u>
<b>Commodities</b>					
65001	Road materials	<u>48,641</u>	<u>59,277</u>	<u>84,000</u>	<u>84,000</u>
	Total Commodities	<u>48,641</u>	<u>59,277</u>	<u>84,000</u>	<u>84,000</u>
<b>01-038</b>	<b>Total Snow Removal</b>	<u>\$ 92,577</u>	<u>\$ 132,217</u>	<u>\$ 139,000</u>	<u>\$ 144,000</u>
Percentage increase/(decrease)					<u>3.60%</u>

Department Name: Planning Department Department #: 01-040

**Mission & Purpose:**

The Planner is staff to the Planning & Zoning Commission, Zoning Board of Appeals, Inland Wetlands Commission, Aquifer Protection Agency, Economic Development Commission, Conservation Commission, Plan of Conservation and Development Implementation Committee, Regional Planning Committee, and provides support to the First Selectman, Board of Selectmen, Superintendent of Schools, other Town departments, and community groups such as Complete Streets and the Brownstone Quorum.

**Goals & Objectives:**

1. Continue to review available grant opportunities for funding and support of community objectives related to infrastructure, recreation, and brownfield redevelopment.
2. Continue the implementation of the objectives of the 2016 POCD.
3. Assist developers with moving approved projects through the permitting and development phases and continuing efforts to foster new economic and community development projects.
4. Promote appropriate redevelopment of commercial and industrial parcels.
5. Continue progress on the Brownstone Avenue Brownfield Remediation Project, issue an RFP, and engage a development partner for 248 Brownstone Avenue.
6. Complete the Town's Affordable Housing Plan and present to the Board of Selectmen for approval.

**Accomplishments:**

- Planning Department staff has continued to attend local and regional conferences and training programs to ensure compliance and understanding of issues related to zoning, planning, historic preservation, affordable housing, economic development, and historic preservation.
- Department staff completed a declaration of "Open Space" for 9.06 acres in the Great Hill Lake Watershed.
- Assisted the Lower CT River Valley Council of Governments with the facilitation of Tier 1 Reviews in our Town Center Village District.
- The Planner participated in meetings, presentation, and successful adoption of the Regional Plan of Conservation and Development and Regional Natural Hazard Mitigation Plan. Work continues on the Regional Economic Development Strategy and Regional Land Use Plan.
- Facilitated Development Team Meetings for ongoing and proposed development projects.
- Completed reviews and facilitated action by Town boards and commission related to residential subdivisions, commercial and residential new construction, and new business development.
- Completed a draft RFP for a 248 Brownstone Avenue Development Partner.

**Fiscal Notes:**

- ☆ The budget consists of the Planner and the Administrative Assistant, shared with the Building Department.
- ☆ The Planner position is currently vacant and budgeted at 40 hours per week.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-040	Planning Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 27,681	\$ 28,962	\$ 95,750	\$ 112,250
11003	Part-time payroll	79,808	45,308	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>107,489</u>	<u>74,270</u>	<u>95,750</u>	<u>112,250</u>
<b>Contractual Services</b>					
31002	Plan consultant	7,966	763	5,000	5,000
32000	Conferences, meetings, dues	194	560	500	500
	<b>Total Contractual Services</b>	<u>8,160</u>	<u>1,323</u>	<u>5,500</u>	<u>5,500</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	<b>Total Commodities</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-040</b>	<b>Total Planning Department</b>	<u>\$ 115,649</u>	<u>\$ 75,593</u>	<u>\$ 101,250</u>	<u>\$ 117,750</u>
Percentage increase/(decrease)					<u>16.30%</u>

Department Name: Zoning Enforcement Department Department #: 01-041

**Mission & Purpose:**

The Zoning Enforcement Officer (ZEO) receives, investigates and resolves complaints relative to violations of the Town of Portland Zoning Regulations that are adopted by the Planning and Zoning Commission (PZC). The ZEO also monitors compliance relative to PZC and the Zoning Board of Appeals (ZBA) approvals and provides staff assistance to the ZBA. The ZEO assists the Building Official on an as-needed basis with the enforcement of the Blight Ordinance.

**Goals & Objectives:**

1. Investigate zoning complaints and initiate enforcement procedures in accordance with established procedures.
2. Attend meetings of the Planning and Zoning Commission and the Zoning Board of Appeals to provide assistance with zoning matters and motor vehicle dealer/repairer licensing applications.
3. Assist the Planner by providing information to the public relative to zoning permit requirements and issuance of zoning permits.
4. Review new legislation and provide recommendations for Zoning Amendments to ensure compliance.

**Accomplishments:**

- Collaborated with multiple Town Departments and Chatham Health District to address issues relative to zoning violations.
- Has undertaken a comprehensive review of the Zoning Regulations to address errors, inconsistencies, and business models not addressed by the regulations.
- A new ZEO was hired during the 2020/2021 fiscal year and has completed initial DEEP Wetlands Certification and is scheduled to attend initial CAZEO training in March 2022.

**Fiscal Notes:**

- ☆ This budget request includes additional training funds for Fiscal Year 2022-2023. Beginning January 1, 2023, Public Act 21-29 requires ZEO's to be certified. This request includes additional training funds for the ZEO to complete CAZEO training.
- ☆ Zoning Enforcement Officer resigned effective March 18, 2022. The position is currently vacant.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-041	Zoning Enforce Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 7,211	\$ 31,855	\$ 33,250	\$ 34,185
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>7,211</u>	<u>31,855</u>	<u>33,250</u>	<u>34,185</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>50</u>	<u>-</u>	<u>500</u>	<u>750</u>
	Total Contractual Services	<u>50</u>	<u>-</u>	<u>500</u>	<u>750</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>
	Total Utilities	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>
<b>Commodities</b>					
61003	Equipment supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-041</b>	<b>Total Zoning Enforce Department</b>	<u>\$ 7,261</u>	<u>\$ 31,855</u>	<u>\$ 33,950</u>	<u>\$ 35,135</u>

Percentage increase/(decrease) 3.49%

Department Name: Planning & Zoning Commission Department #: 01-042

**Mission & Purpose:**

The Planning & Zoning Commission (P&Z) is responsible for ensuring compliance with zoning and subdivision regulations. The Commission also has the responsibility for land use planning and for development and adoption of the Plan of Conservation and Development. The Commission prepares revisions to the subdivision and zoning regulations as needed. The Commission also serves as the Town's Aquifer Protection Agency. The Planning and Land Use Administrator, Zoning Enforcement Officer and the Town Engineer provide assistance to the Commission. The Commission meets twice a month.

**Goals & Objectives:**

1. Review and revise the zoning regulations and zoning map to meet changing community needs.
2. Review and act upon development applications in a timely manner and compliance with CT General Statutes.
3. Work cooperatively with the Economic Development Commission to encourage the highest and best use of properties located in commercial and industrially zoned properties.

**Accomplishments:**

- Reviewed and approved commercial, industrial and subdivision development proposals.
- The PZC has undertaken a comprehensive review of the Zoning Regulations to address errors, inconsistencies, and business models not addressed by the regulations.

**Fiscal Notes:**

- ☆ This budget request includes additional training funds requested for Fiscal Year 2022-2023. Public Act 21-29 requires additional training beginning January 1, 2023 for each member of the Planning & Zoning Commission.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 2,332	\$ 2,137	\$ 3,000	\$ 3,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>2,332</u>	<u>2,137</u>	<u>3,000</u>	<u>3,000</u>
<b>Contractual Services</b>					
31002	Plan consultant	-	-	-	-
31004	Court transcriptions	-	-	500	500
32000	Conferences, meetings, dues	110	110	300	650
-	Outside services	-	-	-	-
	Total Contractual Services	<u>110</u>	<u>110</u>	<u>800</u>	<u>1,150</u>
<b>Miscellaneous</b>					
86015	Midstate Reg, Plan Agency/LCOG	12,033	11,999	11,999	12,300
86016	CT River Assembly	-	-	-	-
	Total Miscellaneous	<u>12,033</u>	<u>11,999</u>	<u>11,999</u>	<u>12,300</u>
<b>01-042</b>	<b>Total Plan &amp; Zoning Commission</b>	<u>\$ 14,475</u>	<u>\$ 14,246</u>	<u>\$ 15,799</u>	<u>\$ 16,450</u>
Percentage increase/(decrease)					<u>4.12%</u>



Department Name: Zoning Board of Appeals Department #: 01-043

**Mission & Purpose:**

The Zoning Board of Appeals (ZBA) is charged with decision making relative to requests for variances from the requirements of the Zoning Regulations and appeals of Zoning Enforcement Officer orders. The Board is also responsible for approving the location of auto repair/sales dealerships. The five-member board is scheduled to meet monthly. The Planning Department provides administrative assistance to the Board.

**Goals & Objectives:**

To perform the duties required by the Connecticut General Statutes.

**Accomplishments:**

- Reviewed and considered applications in accordance with the statutory duties.

**Fiscal Notes:**

☆ This budget request includes additional training funds requested for Fiscal Year 2022-2023. Public Act 21-29 requires additional training beginning January 1, 2023 for each member of the Zoning Board of Appeals.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-043	Zoning Board of Appeals	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 597	\$ 378	\$ 875	\$ 875
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>597</u>	<u>378</u>	<u>875</u>	<u>875</u>
<b>Contractual Services</b>					
31004	Court transcriptions	-	-	500	500
32000	Conferences, meetings, dues	110	110	200	350
-	Outside services	-	-	-	-
	Total Contractual Services	<u>110</u>	<u>110</u>	<u>700</u>	<u>850</u>
<b>01-043</b>	<b>Total Zoning Board of Appeals</b>	<u>\$ 707</u>	<u>\$ 488</u>	<u>\$ 1,575</u>	<u>\$ 1,725</u>
Percentage increase/(decrease)					<u>9.52%</u>

Department Name: Inland Wetlands Commission Department #: 01-044

**Mission & Purpose:**

The Inland Wetlands Commission (IWC) is charged with protecting the Town's inland wetlands and watercourses. The Commission is comprised of five (5) members and two (2) alternates. The IWC meets monthly and is appointed by the BOS. The IWC has the power to review subdivisions and other development projects that may affect wetlands. The IWC is staffed by the Planner and a consultant Wetlands Agent.

**Goals & Objectives:**

1. Review and decide upon subdivision proposals and other developments where land disturbance activities are proposed within the regulated area of a wetland or watercourse.
2. Review and update the IWC regulations for consistency with State of CT DEEP regulations.
3. Address violations of the IWC regulations to ensure the protection of the natural resources.

**Accomplishments:**

- Reviewed and decided upon land use applications to mitigate adverse impacts to wetlands or watercourses.
- Worked with the Conservation Commission to provide watershed education materials to lake side residents.

**Fiscal Notes:**

- ☆ This budget request includes additional training funds requested for Fiscal Year 2022-2023. Public Act 21-29 requires additional training beginning January 1, 2023 for each member of the Zoning Board of Appeals.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-044	Inland Wetlands Commission	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 398	\$ 321	\$ 550	\$ 550
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>398</u>	<u>321</u>	<u>550</u>	<u>550</u>
<b>Contractual Services</b>					
31011	Enforcement officer	1,763	3,570	2,800	2,800
32000	Conferences, meetings, dues	75	-	200	350
	Total Contractual Services	<u>1,838</u>	<u>3,570</u>	<u>3,000</u>	<u>3,150</u>
<b>Miscellaneous</b>					
86001	CT Coastal Conservation Dist	1,824	1,824	1,824	1,824
	Total Miscellaneous	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
<b>01-044</b>	<b>Total Inland Wetlands Commission</b>	<u>\$ 4,060</u>	<u>\$ 5,715</u>	<u>\$ 5,374</u>	<u>\$ 5,524</u>
Percentage increase/(decrease)					<u>2.79%</u>

Department Name: Conservation Commission Department #: 01-045

**Mission & Purpose:**

The Conservation Commission duties include reviewing and commenting on subdivision and earth removal applications that may be pending before the Planning & Zoning Commission and/or Inland Wetlands Commission. The Commission develops and maintains an inventory of open space property and educates the public on various conservation and environmental issues. The Planning and Land Use Administrator provides assistance to the five-member Commission.

**Goals & Objectives:**

1. Review/comment on land use applications relative to conservation easements and open space requirements.
2. Focus on action items listed in Chapter 3 of the Plan of Conservation and Development related to protecting community resources.
3. Develop and distribute materials to educate residents on stewardship of watersheds.
4. Identify and notice storm drains and runoff that lead to watersheds.

**Accomplishments:**

- Reviewed and considered applications as necessary.
- Worked with the Inland Wetlands Commission to provide watershed education materials to lake side residents.
- 9.06 acres in the Great Hill Lake Watershed declared as deeded "Open Space".

**Fiscal Notes:**

- ☆ No Significant changes requested for Fiscal Year 2022-2023.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-045	Conservation Commission	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 373	\$ 230	\$ 375	\$ 400
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>373</u>	<u>230</u>	<u>375</u>	<u>400</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>75</u>	-	<u>200</u>	<u>200</u>
	Total Contractual Services	<u>75</u>	-	<u>200</u>	<u>200</u>
<b>Miscellaneous</b>					
86002	Reservoir Trail Project	-	-	-	-
	Total Miscellaneous	-	-	-	-
<b>01-045</b>	<b>Total Conservation Commission</b>	<u>\$ 448</u>	<u>\$ 230</u>	<u>\$ 575</u>	<u>\$ 600</u>
Percentage increase/(decrease)					<u>4.35%</u>

Department Name: Economic Development Commission Department #: 01-044

**Mission & Purpose:**

The Commission consists of five (5) members and meets monthly to study conditions affecting businesses and pending commercial proposals. The EDC provides advisory opinions to the PZC. The EDC mission is to promote and retain existing businesses and attract new business to the community. EDC has implemented initiatives to market existing businesses and attract new investment to Portland.

**Goals & Objectives:**

1. Support existing commercial and industrial businesses, recruitment of target providers of goods and services, continue to collaborate to attract appropriate development.
2. Assist businesses in securing funding through DECD, SBA, banks, and lending partners.
3. Continued implementation of goals and objectives of the 2016 POCD.
4. Actively participate in organizations related to economic development, planning, and commerce.
5. Manage social media to promote and attract business.

**Accomplishments:**

- Completed “Farm Week” a fall harvest promotion with Mrs. Connecticut Agriculture, “Step Inside” a holiday retail promotion, and “06480 To Go” a winter restaurant promotion in support of local businesses.
- Assisted with permitting 8 new business in brick and mortar locations and 4 new home based businesses, assisted in the relocation of 6 existing businesses, and the approvals and permitting for construction of 3 new commercial and industrial buildings in the first six months of this fiscal year.
- Collaborated with the Middlesex County Chamber of Commerce to provide applicants for difficult to fill positions at Portland businesses.
- Assisted businesses in securing COVID related grants, loans, and loan forgiveness.

**Fiscal Notes:**

- ☆ An Economic Development Consultant is budgeted. The consultant has not yet been contracted.

**Town of Portland, Connecticut**  
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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 776	\$ 602	\$ 1,000	\$ 1,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>776</u>	<u>602</u>	<u>1,000</u>	<u>1,000</u>
<b>Contractual Services</b>					
31005	Grants consultant contract	-	-	-	20,000
32000	Conferences, meetings, dues	320	25	500	500
	Total Contractual Services	<u>320</u>	<u>25</u>	<u>500</u>	<u>20,500</u>
<b>Utilities</b>					
59001	Marketing program	1,356	1,175	4,250	3,000
	Total Utilities	<u>1,356</u>	<u>1,175</u>	<u>4,250</u>	<u>3,000</u>
<b>01-046</b>	<b>Total Economic Dev Commission</b>	<u>\$ 2,452</u>	<u>\$ 1,802</u>	<u>\$ 5,750</u>	<u>\$ 24,500</u>
Percentage increase/(decrease)					<u><u>326.09%</u></u>



Department Name: Capital Expenditure Commission Department #: 01-047

**Mission & Purpose:**

The five (5) member Capital Expenditure Commission has the responsibility for preparing the five-year capital improvement plan detailed in Department #08-141. The Commission is appointed by the BOS and reviews departmental requests for submission to the First Selectman. The full BOS then approves a one-year funding program.

**Goals & Objectives:**

To ensure that the Town's capital infrastructure is maintained and in good working order.

**Accomplishments:**

- Meetings were held and all capital needs were reviewed.

**Fiscal Notes:**

☆ No change is proposed to this year's budget.

**Town of Portland, Connecticut**  
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**As of May 09, 2022**

		<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-047</b>	<b>Capital Expend Commission</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ -	\$ -	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	500	500
<b>01-047</b>	<b>Total Capital Expend Commission</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>
Percentage increase/(decrease)					<u><b>0.00%</b></u>

Department Name: Health Department Department #: 01-051

**Mission & Purpose:**

Effective July 1, 2016, the Chatham Health District will include the towns of Colchester, East Haddam, East Hampton, Hebron, Marlborough and Portland. Haddam voted to leave the District effective July 1, 2016.

**Goals & Objectives:**

1. Issue permits for onsite subsurface sewage disposal systems, permits for public or private water supply wells, compliance inspections of food service establishments, rental housing, daycare facilities, and schools' sanitation.
2. Provide a recreational bathing water quality monitoring program.
3. Provide community nursing services by contractual arrangement with Middlesex Hospital Homecare. Services include maternal and infant care upon referral, physical exam and immunization for children up to age five through the well child clinic.
4. Provide screenings for hypertension and elevated blood lead level, annual flu clinics, in-home nurse visitations, and other skilled nursing services by referral.
5. Provide follow-up for communicable disease reports. Investigations of food-borne illness are undertaken to identify potential sources of contamination at food service establishments.
6. Monitor community health status.
7. Provide a variety of Health Education/Wellness Programs.
8. Offer Qualified Food Service Operator training courses.

**Accomplishments:**

- Provided extensive assistance with the Covid-19 Pandemic.
- Conducted several flu clinics and Covid-19 vaccination clinics.
- Permits issued for septic systems, water supply wells, soil testing, B-100a and Engineering Plan Reviews and Food Service Establishments.
- Inspections are completed for day care centers, campgrounds, housing code enforcement, lead paint, public health complaints, food service establishments and temporary food service events.
- A variety of health promotion programs were offered to all residents.

**Fiscal Notes:**

- ☆ This budget is based on a per capita rate. The increase is primarily due to a slight population increase.

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**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-051	Health Department	Expended	Expended	Budget	Budget
<u>Contractual Services</u>					
-	CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009	Chatham Health District	110,916	129,463	121,120	<b>125,575</b>
	Total Contractual Services	<u>110,916</u>	<u>129,463</u>	<u>121,120</u>	<b>125,575</b>
<b>01-051</b>	<b>Total Health Department</b>	<u>\$ 110,916</u>	<u>\$ 129,463</u>	<u>\$ 121,120</u>	<u>\$ 125,575</u>
Percentage increase/(decrease)					<u><b>3.68%</b></u>

Department Name: Environmental Health Department #: 01-052

**Mission & Purpose:**

The Environmental Health Department shows the Town administrative cost of the duties of the Sanitarian. The Sanitarian duties were absorbed by the Chatham Health District when the Town joined the District. The Town's Director became an employee of the District but continues to provide services in the areas of sewage system site testing, including deep site testing, deep test pits, and perc test for subdivisions and building lots.

**Goals & Objectives:**

N/A

**Accomplishments:**

- N/A

**Fiscal Notes:**

☆ The Department is not funded in Fiscal Year 2023.

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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-052	Environmental Health	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ -	\$ -	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
<b>01-052</b>	<b>Total Environmental Health</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Percentage increase/(decrease) **0.00%**



**Town of Portland, Connecticut**  
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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-053	Social Services	Expended	Expended	Budget	Budget
<b>Miscellaneous</b>					
86007	MCSAAC	\$ 500	\$ 500	\$ 500	\$ 500
86008	Community Health Center	-	500	-	500
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	-	505	505	505
86011	Rushford Center	500	500	500	500
86013	Red Cross Dial-a-Ride	27,717	28,424	29,500	29,500
86014	Rural Transit Program	10,677	10,944	11,000	11,500
86017	Sexual Assault Crisis Center	500	500	500	500
86019	Fam Access/Middlesex Behavioral	-	-	500	-
86029	Brownstone Quorum	500	-	500	500
87004	Emergency Shelter	-	1,384	2,000	2,000
87005	Clinical social worker	-	-	-	-
87006	Connection Emergency Shelter	2,200	2,200	2,200	2,200
88001	Program services	-	-	-	-
88005	Memorial Day parade	472	4,767	5,000	5,500
88007	Veteran's activities	3,852	3,914	4,000	4,000
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
88042	Portland Fireworks	2,500	-	-	-
88019	Portland Historical Society	500	500	500	500
88020	Portland Fair	2,500	2,500	2,500	2,500
	Total Miscellaneous	<u>52,918</u>	<u>57,638</u>	<u>60,205</u>	<u>61,205</u>
<b>01-053</b>	<b>Total Social Services</b>	<u>\$ 52,918</u>	<u>\$ 57,638</u>	<u>\$ 60,205</u>	<u>\$ 61,205</u>

Percentage increase/(decrease) 1.66%



Department Name: Senior Center/Waverly Center Department #: 01-054

**Mission & Purpose:**

The Waverly Center provides broad-based opportunities for support, resources, information and referrals for our maturing population.

**Goals & Objectives:**

1. Continue to expand programming and introduce new initiatives based on needs and wants of the participants. Add evening and weekend programs.
2. Foster outreach to surrounding towns; invite seniors from other areas to join the Waverly Center.
3. Utilize technology to offer hybrid programs.
4. Collaborate with other senior centers.
5. Strengthen ongoing community partnerships with the Area Agency on Aging, Chatham Health District, RSVP/CRT, CHOICES, AARP, among others.
6. Create new community partnerships and strengthen current collaborations.
7. Research and review the need for upgrading the kitchen at the Center.
8. Fully implement the new electronic sign-in system for the Center's Programs and building usage to capture accurate numbers and provide ongoing communications.

**Accomplishments:**

- A new Director was hired.
- Offered vaccine clinics including the COVID Booster clinic and the Flu Clinic.
- Connected with and utilized Mobile Crisis and 211 for urgent calls and non-urgent inquiries.
- Partnered with a vendor to provide a free newsletter service for 2022 and invited Youth and Family Services, the Library, and Parks and Recreation to participate.
- Developed an active presence on social media, and hence received many new members in a short amount of time.
- Enhanced electronic system for scan-card and check-in, rides, future meals, programs, etc.
- Began a weekly lunch program with local restaurants.

**Fiscal Notes:**

- ☆ Personnel expenditures cover a full time Director and an Administrative Assistant.
- ☆ Program offerings for Seniors are included in Instructor fees (#31006) and Program services (#88001).
- ☆ Service contracts (#31000) – The account includes service contracts for the Electronic Sign-in System, HVAC, elevators, fire protection, pest control, etc.
- ☆ Long-time administrative assistant retired. Thank you Carol Revicki for your years of dedicated service to the Waverly Center.

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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-054	Senior Citizen Center	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 64,903	\$ 64,807	\$ 114,500	\$ 107,930
11003	Part-time payroll	6,628	-	-	1,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>71,531</u>	<u>64,807</u>	<u>114,500</u>	<u>108,930</u>
<b>Contractual Services</b>					
31000	Service contracts	5,235	7,849	8,750	9,000
31006	Instructor fees	1,250	1,650	3,000	3,000
32000	Conferences, meetings, dues	195	-	900	900
36004	Telecommunications	736	1,322	1,250	1,250
	Total Contractual Services	<u>7,416</u>	<u>10,821</u>	<u>13,900</u>	<u>14,150</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
62001	Electricity	8,670	6,949	12,000	12,000
62002	Water & sewer	1,008	798	1,300	1,300
62004	Heating fuel	3,038	3,281	4,000	4,250
	Total Commodities	<u>12,716</u>	<u>11,028</u>	<u>17,300</u>	<u>17,550</u>
<b>Capital Expenditures</b>					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
88001	Program services	1,669	4,145	3,000	4,100
	Total Miscellaneous	<u>1,669</u>	<u>4,145</u>	<u>3,000</u>	<u>4,100</u>
<b>01-054</b>	<b>Total Senior Citizen Center</b>	<u>\$ 93,332</u>	<u>\$ 90,801</u>	<u>\$ 148,700</u>	<u>\$ 144,730</u>
					Percentage increase/(decrease) <u>-2.67%</u>

Department Name: Municipal Agent for the Elderly Department #: 01-055

**Mission & Purpose:**

The Municipal Agent for the Elderly is also the Senior Center Director. The Municipal Agent is charged by the State of CT with assisting residents, ages 60+ by providing information and referrals to local, state and federal services/benefits programs. The Municipal Agent is familiar with programs and benefits such as Medicare, Medicaid, SNAP (Food Stamps), Social Security, protective services, legal services, adult day care, housing, transportation, and local senior/community groups. The Municipal Agent also helps seniors to fill out application forms for benefits and oversees the Renters' Rebate Program.

**Goals & Objectives:**

1. Continue to increase outreach to seniors to be sure they have access to all the programs available to them.
2. Continue to work on ways to make transportation options work more efficiently and be sure that seniors are aware of all transportation options available to them.
3. Provide informational programming so that residents are aware of all services.

**Accomplishments:**

- In partnership with the Portland Food Bank, the New England Mobile Food Pantry has continued monthly visits providing fresh produce and dairy to residents of all ages.

**Fiscal Notes:**

- ☆ Personnel expenditures cover multiple van drivers with varying costs depending on the number of rides and lengths of service that are needed.
- ☆ A regional grant provides additional funding for the van driver costs.

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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-055	Municipal Agent for Elderly	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14010	Van drivers stipends	\$ 24,092	\$ 16,850	\$ 25,000	\$ 25,500
	Total Personnel Expenditures	<u>24,092</u>	<u>16,850</u>	<u>25,000</u>	<u>25,500</u>
<b>Contractual Services</b>					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	2,156	2,173	3,900	4,250
	Total Utilities	<u>2,156</u>	<u>2,173</u>	<u>3,900</u>	<u>4,250</u>
<b>Miscellaneous</b>					
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-055</b>	<b>Total Munic Agent for the Elderly</b>	<u>\$ 26,248</u>	<u>\$ 19,023</u>	<u>\$ 28,900</u>	<u>\$ 29,750</u>
				Percentage increase/(decrease)	<u>2.94%</u>

Department Name: Portland Library Department #: 01-065

**Mission & Purpose:** The Portland Library strives to be a library that is accessible, adaptable and responsive to the personal and professional needs of patrons, as well as enhancing lifelong learning for all segments of the community.

**Goals & Objectives:**

1. Enhance and expand the visibility of the library's role in meeting the diverse needs of the community.
2. Continue to improve the print and electronic collections in the library.
3. Provide for complete accessibility and a safe/welcoming environment for all patrons.
4. Provide necessary current and emerging technologies to meet the needs of users.
5. Promote literacy and offer resources for self-improvement to the members of the community.

**Accomplishments:**

- In Fiscal Year 2021, the circulation (count of items borrowed) was 73,580, approximately 8 borrows per capita.
- The number of Portland residents holding library cards was 3,956 at year end.
- The meeting and study rooms were used 139 times with attendance of 2,461.
- The library provides free access to the internet and *Office* software products. The number of computer sign-ups during Fiscal Year 2021 was 1,366 plus numerous Wi-Fi users.
- The Library provided a variety of programs for all age groups. The Library offered 120 programs with an attendance of 2,457.
- During Fiscal Year 2021, the library responded to 2,714 requests for information and/or assistance.
- Conducted regularly scheduled reading discussion groups for teens and adults and the Portland Forum discussion that supports Equity, Diversity, and Inclusion.
- During times when the library was closed due to the pandemic, delivery of materials occurred outside the building; staff was available to answer information questions via phone and email. Programming to all ages was offered via remote access. Outreach through social media was increased. Ebooks and audiobooks were available along with digital magazines and information sources such as Job Now and company information.
- An ARPA grant to the Library for improvements to pandemic related service allowed the Library to boost its Wireless internet connection, to allow wireless access in all meeting rooms and on the grounds.
- Assisted Chatham Health District to schedule COVID-19 vaccine clinics in partnership with Portland Senior Services

**Fiscal Notes:**

- ☆ (#64002) – Includes the "Digital Media" to the name of the account – it is now the "Disc, Video, Digital Media" line item.
- ☆ (#62001) – Electricity is expected to go up with the increase in the use of the library.

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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-065	Portland Library	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 420,170	\$ 434,373	\$ 493,000	\$ 509,520
11003	Part-time payroll	106,991	95,241	74,000	78,500
14001	Board clerk	373	617	750	800
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>527,534</u>	<u>530,231</u>	<u>567,750</u>	<u>588,820</u>
<b>Contractual Services</b>					
31000	Service contracts	11,078	11,511	15,000	15,000
32000	Conferences, meetings, dues	1,723	1,456	2,000	2,000
36010	Contract - data bases	6,161	5,925	7,000	7,200
36011	Data processing - Library Connection	34,070	30,030	38,000	38,000
	Total Contractual Services	<u>53,032</u>	<u>48,922</u>	<u>62,000</u>	<u>62,200</u>
<b>Repairs</b>					
44003	Equipment repair/rental	1,284	296	1,250	1,500
	Total Repairs	<u>1,284</u>	<u>296</u>	<u>1,250</u>	<u>1,500</u>
<b>Utilities</b>					
53000	Postage	51	876	750	600
59000	Cataloging	-	-	200	100
	Total Utilities	<u>51</u>	<u>876</u>	<u>950</u>	<u>700</u>
<b>Commodities</b>					
61000	Office supplies	7,763	8,773	7,200	7,200
62001	Electricity	29,839	34,679	33,000	38,250
62002	Water & sewer	970	749	1,600	1,600
62004	Heating fuel	7,312	9,387	8,800	10,750
64001	Books	42,995	45,993	48,000	48,500
64002	Discs, videos, digital media	9,081	8,962	10,000	10,500
64003	Periodicals	6,196	6,225	6,500	6,000
	Total Commodities	<u>104,156</u>	<u>114,768</u>	<u>115,100</u>	<u>122,800</u>
<b>Miscellaneous</b>					
88001	Program services	397	2,839	1,600	1,600
	Total Miscellaneous Expenditures	<u>397</u>	<u>2,839</u>	<u>1,600</u>	<u>1,600</u>
<b>01-065</b>	<b>Total Portland Library</b>	<u>\$ 686,454</u>	<u>\$ 697,932</u>	<u>\$ 748,650</u>	<u>\$ 777,620</u>

Percentage increase/(decrease) 3.87%

Department Name: Employee Fringe Benefits Department #: 01-071

**Mission & Purpose:**

The Fringe Benefits Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of all non-BOE Town employees' fringe benefits, not specifically allocated to an individual Department, as provided by union contracts and/or the personnel manual.

**Goals & Objectives:**

To provide fringe benefits as required by union contract and/or the personnel manual for all non-BOE Town employees.

**Accomplishments:**

- Provided for health and welfare of eligible non-BOE Town employees and their dependents.
- Made actuarially-determined and recommended pension contributions.
- Improvements have been made to the Employee Wellness Program run by the Finance Department.

**Fiscal Notes:**

- ☆ The Contributions required from employees within the Defined Contribution Plan is 6% of salary. The employer match is 6% of salary.
- ☆ Defined Contribution Plan membership and plan assets continue to grow as the plan matures. We have added funds for an investment advisor.
- ☆ All other pension employer plan contributions are actuarially valued. Based on the results of the defined benefit valuation for the Town employees plan, and change in personnel, the required contribution has decreased slightly. Based on the defined benefit valuation, the police pension plan required contribution dropped by 3% or \$9,475 due to strong investment returns.
- ☆ The Volunteer Fire Department's pension plans expected rate of return on investments needed to be lowered from 6% to 5.5% due to the asset allocation based on the limited funds within the plan. This reduction in an expected investment rate of return resulted in a 25% increase in the required contribution of \$18,540.
- ☆ The bi-annual "Other Post-Employment Benefit Actuarial Valuation" needs to be performed in fiscal year 2023.
- ☆ Medical premiums are expected to increase because of claims history activity, as well as the Covid-19 Pandemic.
- ☆ CT Inter-local Risk Management Agency (CIRMA) informed the Town that Workers Compensation rates would remain flat for FY2022-23. The stable rate is reflected in (#26000).

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		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
19001	Vacation pay	\$ 81,192	\$ 93,681	\$ 80,000	\$ 90,000
19002	Longevity	17,150	14,350	15,000	14,500
19003	Sick pay	102,845	113,844	100,000	110,000
19004	Termination benefits pay	148,961	88,365	70,000	70,000
21001	Medical insurance	1,180,549	1,163,556	1,324,350	1,379,100
21002	Dental insurance	23,054	21,635	24,250	24,500
21003	Life insurance	18,758	18,870	19,500	19,750
21004	Long-term disability insurance	12,751	12,953	14,000	14,250
22000	FICA/Medicare	353,212	360,882	390,500	394,500
23001	Town pension contributions	522,260	589,702	674,150	712,300
23002	Police pension contribution	260,674	286,450	279,215	269,740
23003	Volunteer Fire pension contribution	80,314	78,660	74,290	92,830
26000	Workers' compensation	176,400	163,600	157,600	157,000
28001	Unemployment compensation	2,849	2,488	3,000	3,000
	<b>Total Personnel Expenditures</b>	<u>2,980,969</u>	<u>3,009,036</u>	<u>3,225,855</u>	<u>3,351,470</u>
<b>Contractual Services</b>					
37029	Collective bargaining	500	7,050	6,000	12,000
	<b>Total Contractual Services</b>	<u>500</u>	<u>7,050</u>	<u>6,000</u>	<u>12,000</u>
<b>01-071</b>	<b>Total Employee Fringe Benefits</b>	<u>\$ 2,981,469</u>	<u>\$ 3,016,086</u>	<u>\$ 3,231,855</u>	<u>\$ 3,363,470</u>

Percentage increase/(decrease) 4.07%



Department Name:                     *Risk Management*                     Department #: 01-073

**Mission & Purpose:**

The Risk Management Department provides for various types of insurance including general liability, automobile, express umbrella, law enforcement, professional, public employees' blanket, bond, property, and boilers/machinery.

**Goals & Objectives:**

1. Continue to seek out possible savings in areas of duplicate and excessive insurance coverage.
2. Continue to act on recommendations of the employee safety and health committee.

**Accomplishments:**

- Safety Committee meetings have been held and corrective measures taken when deemed to be reasonable and appropriate.

**Fiscal Notes:**

- ☆ CT Inter-local Management Agency (CIRMA) is estimating an increase in the cost of our coverage.
- ☆ The Air Line Trail agreement with Eversource requires the Town to purchase additional environmental insurance. The annual cost of this insurance is approximately \$6,830 was renewed for a five (5) year period in FY2022.
- ☆ The budget amount includes the continuation of the FY2020 modification to the Policy limits. There continues to be escalations of the estimates in the coverage changes in FY2020 that exceed the standard rate increases. The budget reflects those proposed increases.
- ☆ CIRMA has made some changes to what is included within their Standard Policy. Some of these additional coverages are costly and \$22,000 was added by the pervious BOS to help address those additional coverages in FY2022. The market continues to change rapidly in the applicable coverage area and there is a projected \$17,000 increase above the \$22,000 that was funded in FY2022.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-073	Risk Management	Expended	Expended	Budget	Budget
<b>Utilities</b>					
-	General liability	\$ -	\$ -	\$ -	\$ -
-	Public officials liability	-	-	-	-
-	Automobile insurance	-	-	-	-
-	Contractors equipment	-	-	-	-
-	Fire/extended coverage	-	-	-	-
-	Machinery & equipment	-	-	-	-
-	Surety bonds	-	-	-	-
-	Crime & theft	-	-	-	-
-	Umbrella	-	-	-	-
-	Volunteer Firemen	-	-	-	-
-	Law enforcement liability	-	-	-	-
-	Self-insured accidents	-	-	-	-
-	Probate Court liability	-	-	-	-
52001	Municipal insurance	<u>146,398</u>	<u>145,606</u>	<u>202,000</u>	<u>226,500</u>
	Total Utilities	<u>146,398</u>	<u>145,606</u>	<u>202,000</u>	<u>226,500</u>
<b>01-073</b>	<b>Total Risk Management</b>	<u><u>\$ 146,398</u></u>	<u><u>\$ 145,606</u></u>	<u><u>\$ 202,000</u></u>	<u><u>\$ 226,500</u></u>
Percentage increase/(decrease)					<u><u>12.13%</u></u>

**Mission & Purpose:**

The Debt Service Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of all General Fund debt principal and interest payments payable during the fiscal year as well as miscellaneous bank charges associated with these issues. Debt issuances include general obligation bonds (GENOB) and capital leases.

**Goals & Objectives:**

To fund required capital projects paid through bond offerings while maintaining level funding in the general budget.

**Accomplishments:**

- Made all bond and capital lease payments in a timely fashion.
- Issued \$1,500,000 capital lease for various departmental equipment.

**Fiscal Notes:**

☆ Detail of all General Fund debt payments by offering is as follows:

	Bonds Principal <u>#83001</u>	Bonds Interest <u>#83002</u>	Cap Lease Principal <u>#83003</u>	Cap Lease Interest <u>#83004</u>
☆ 2012 Refunding BOE \$9.510M H/MS	\$ 470,000	\$ 34,350	\$ 0	\$ 0
☆ 2018 GENOB Town \$10M	575,000	308,438	-	-
☆ Multi-equipment FY2018 lease (6 <sup>th</sup> of 6 annual payments)			267,476	5,180
☆ Multi-equipment FY2022 lease (2 <sup>nd</sup> of 7 annual payments)			276,897	5,313
	<u>\$ 1,045,000</u>	<u>\$ 342,788</u>	<u>\$ 544,373</u>	<u>\$ 10,493</u>
				Misc. costs <u>#83005</u> <u>\$ 1,000</u>

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-085	Debt Service	Expended	Expended	Budget	Budget
<b>Debt Service</b>					
83001	Bonds - principal	\$ 985,000	\$ 1,400,000	\$ 1,535,000	<b>\$ 1,045,000</b>
83002	Bonds - interest	651,881	443,263	392,988	<b>342,788</b>
83003	Capital leases - principal	252,520	257,410	335,975	<b>544,373</b>
83004	Capital leases - interest	20,135	15,245	27,136	<b>10,493</b>
83005	Miscellaneous	-	-	1,000	<b>1,000</b>
	Total Debt Service	<u>1,909,536</u>	<u>2,115,918</u>	<u>2,292,099</u>	<b><u>1,943,654</u></b>
<b>01-085</b>	<b>Total Debt Service</b>	<b><u>\$ 1,909,536</u></b>	<b><u>\$ 2,115,918</u></b>	<b><u>\$ 2,292,099</u></b>	<b><u>\$ 1,943,654</u></b>
Percentage increase/(decrease)					<b><u>-15.20%</u></b>

Department Name: Interfund Transfers Out Department #: 01-093

**Mission & Purpose:**

The Interfund Transfers Out Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of interfund transfers out of the Town General Fund to other non-budgetary funds of the Town that require Town funding.

**Goals & Objectives:**

1. To provide a non-operating revenue source for the Animal Control Fund.
2. To provide a non-operating revenue source for the Youth Services Fund.
3. To provide a non-operating revenue source for the Maintenance Fund.
4. To provide a non-operating revenue source for the Resource Recovery Fund.
5. To provide a non-operating revenue source for the Parks & Recreation Fund.
6. To provide a non-operating revenue source for the Land Purchase Fund.
7. To provide a non-operating revenue source for the Renewable Energy Fund.
8. To provide a revenue stream to fund future capital improvement leases/purchases for the Capital Non-Recurring Fund (CIP).

**Accomplishments:**

- Activity shows the transfers out to the above listed funds to comply with Generally Accepted Accounting Principles (GAAP).

**Fiscal Notes:**

- ☆ Transfer to Animal Control (#90001) was increased by \$2,550, as the Town considers the restructuring of operations. The City of Middletown left as a tenant, effective January 1, 2021.
- ☆ Transfers out – Open Space (#90008) is funded.
- ☆ Transfer to Other (#90006) includes \$58,750 for water department for fire hydrants upkeep.
- ☆ Transfer to – Youth Services (90002) – increased by \$16,145 due to lowering the use of Youth Service Fund Balance of \$20,000 to balance the budget. The Kids Blast Program moved to the Parks and Recreation Department in FY2022 budget.
- ☆ Details of Capital Non-recurring BOE (# 90013) & Town (#90012) are as follows:

<b><u>Line #90013</u></b> – Transfer Out - Capital Non-recurring BOE	
BOE System wide- Food Service equipment	\$ <u>12,000</u>
<b><u>Line #90012</u></b>	
Building/Planning Departments - Grant match/leverage funds	12,500
Fire Department – Hurst tool replacement	18,000
Fire Department – SCBA compressor	85,000
Library – Security cameras	8,500
Police – Equipped Police SUV with computer	47,500
DPW/Building Maintenance – HVAC upgrades	10,000
DPW/Highway – Snow plows for pickup trucks	8,500
DPW/Highway/Vehicle Maintenance – Air compressor w/ sand blast unit	8,000
DPW/Highway – Salt dispensing truck computer(s)	8,000
Town-wide - Computers (includes back-up appliance)	15,000
Town-wide - Revaluation	10,000
Town-wide – SCADA/telemetry/computers	<u>15,000</u>
Transfer out – Capital Non-recurring Town	\$ <u>246,000</u>

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
<b>Transfers Out</b>					
90001	Transfer out - Animal Control	\$ 71,424	\$ 54,643	\$ 67,359	\$ 69,909
90002	Transfer out - Youth Services	82,980	86,352	60,890	77,035
90003	Transfer out - Bldg Maintenance	82,000	82,000	82,000	82,000
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	181,925	181,142	180,056	197,496
90006	Transfer out - Other	142,172	58,750	73,750	58,750
90007	Transfer out - Park & Rec	236,832	238,050	193,700	243,640
90008	Transfer out - Open Space	50,000	50,000	50,000	50,000
90012	Transfer out - Cap Non rec Town	647,500	125,000	56,000	246,000
90013	Transfer out - Cap Non rec BOE	241,500	-	50,000	12,000
90014	Transfer out - Renewable Energy	-	-	-	-
	Total Transfers Out	<u>1,736,333</u>	<u>875,937</u>	<u>813,755</u>	<u>1,036,830</u>
<b>01-093</b>	<b>Total Interfund Transfers Out</b>	<u><u>\$ 1,736,333</u></u>	<u><u>\$ 875,937</u></u>	<u><u>\$ 813,755</u></u>	<u><u>\$ 1,036,830</u></u>

Percentage increase/(decrease) 27.41%

Department Name: Town Contingency Department #: 01-095

**Mission & Purpose:**

The Town Contingency Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of unanticipated expenditures not budgeted for that could occur during the fiscal year regarding the Town of Portland General Government budget.

**Goals & Objectives:**

Provide for extraordinary occurrences and unanticipated obligations during this budget year.

**Accomplishments:**

**Fiscal Notes:**

- ☆ No changes made to this budget.
- ☆ Any amounts not used or transferred to other Town General Government accounts at year-end return to the Town Fund Balance, which will be used for future needs.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2022-2023**  
**As of May 09, 2022**

<b>01-095 Town Contingency</b>	<b>2019-2020 Actual Expended</b>	<b>2020-2021 Actual Expended</b>	<b>2021-2022 Revised Budget</b>	<b>2022-2023 Adopted Budget</b>
<b>Miscellaneous</b>				
84001 Contingency	\$ 29,116	\$ 16,617	\$ 100,000	\$ 100,000
Total Miscellaneous	<u>29,116</u>	<u>16,617</u>	<u>100,000</u>	<u>100,000</u>
<b>01-095 Total Town Contingency</b>	<u><u>\$ 29,116</u></u>	<u><u>\$ 16,617</u></u>	<u><u>\$ 100,000</u></u>	<u><u>\$ 100,000</u></u>
Percentage increase/(decrease)				<u><u>0.00%</u></u>



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**TOWN OF PORTLAND,  
CONNECTICUT**

**OTHER SPECIAL REVENUE FUNDS**

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**SEWER DEPARTMENT**

**WATER DEPARTMENT**

**ANIMAL CONTROL DEPARTMENT**

**TOWN AID ROAD FUND**

**YOUTH SERVICES DEPARTMENT**

**RESOURCE RECOVERY DEPARTMENT**

**BUILDING MAINTENANCE FUND**

**PARKS & RECREATION DEPARTMENT**

**ADOPTED BUDGETS**

**FISCAL YEAR**

**2022-2023**

## *Other Special Revenue Funds*

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The Other Special Revenue Funds budgets, consisting of the Sewer Department, Water Department, Animal Control Department, Town Aid Road Fund, Youth Services Department, Resource Recovery Department, Building Maintenance Fund, and the Parks & Recreation Department, are prepared in the same manner as the General Fund operating budgets. However, these budgets are **NOT** subject to referendum but **ARE** approved by the Board of Selectmen after the General Fund Operating budgets are approved by taxpayers, except for the Sewer and Water budgets, which must be approved no later than May 1<sup>st</sup> by Town Charter. Brief descriptions of each of the budgets/funds are shown below.

**Department Name:**           *Sewer Department*                **Department #:**           02-139          

Personnel expenditures for the Sewer Department include the full-time salaries of three (3) employees, and 50% of the full-time salary of the billing/collection agent shared with the Water Department #03-135. The Sewer facility was upgraded in 2001. Wastewater is collected from 1,570 users through a collection system consisting of approximately twenty-two (22) miles of sewer mains and three (3) pumping stations. The entire budget is funded through user charges.

**Department Name:**           *Water Department*                **Department #:**           03-135          

Personnel expenditures for the Water Department include the full-time salaries of two (2) employees plus 50% of the full-time salary of the billing/collection agent shared with the Sewer Department #02-139. The Department maintains approximately 40 miles of water mains serving approximately 25% of our total Town population, or 2,330 customers. The majority of the budget is funded through user charges.

**Department Name:**           *Animal Control Department*                **Department #:**           04-140          

Personnel expenditures for the Animal Control Department include (1) Certified Animal Control Officer plus the limited part-time salary of our weekend/call-in employee. The Town of Portland uses the Facility to impound animals. Middletown left the facility as a tenant effective January 1, 2021. As a result, we anticipate the possibility of staffing adjustments. The Town continues to look for other tenants and sources of revenues in order to lessen the burden on General Fund support. The estimated budget for FY 2022-23 shows a General Fund contribution of \$69,909, or approximately 87% of the total budget.

**Department Name:**           *Town Aid Road Fund*                **Department #:**           06-030          

This budget provides for road maintenance, repair, purchases of salt for the winter months, and purchases of materials for road maintenance projects. This fund is funded by a State of CT grant. The grant is expected to be \$239,056 for Fiscal Year 2022-2023.

*Other Special Revenue Funds (Continued)*

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**Department Name:**     *Youth Services Bureau*          **Department #:**     *07-110*    

Personnel expenditures for the Youth Services Bureau (YSB) include the full-time salary of one (1) Director. Temporary/part-time staff has been removed from FY2023 budget. The school based programs focus on social skill building, defining healthy relationships and developing decision-making strategies. The estimated budget for FY 2022-23 shows State of CT inter-governmental revenues of \$27,500, with a minor portion funded by user charges of \$1,000 or less than 1% of the total budget; a contribution from the General Fund of \$77,035, or approximately 61% of the total budget; and for Fiscal Year 2022-23, the Use of Youth Service Fund Balance of \$20,000 is included to balance the remaining 16% portion of the budget.

**Department Name:**     *Resource Recovery Dept*          **Department #:**     *09-120*    

Personnel expenditures for the Resource Recovery Department include two full-time salaried employees. The Resource Recovery Department allows residents to bring municipal solid waste (MSW) and recyclables for disposal. The Department assists residents with recycling, bag sales for MSW, bulky waste disposal, brush grinding, leaf composting, and transfer of MSW to disposal centers utilizing the roll-off container vehicle. The General Fund contribution is \$197,496 or 52% of the total budget.

**Department Name:**     *Building Maintenance Fund*          **Department #:**     *11-037*    

This budget provides for maintenance and repair projects in Town buildings and schools that do not meet the criteria of the five (5) year capital improvement plan. The estimated budget for FY 2022-23 shows a contribution from the General Fund of \$82,000, or approximately 100% of the total budget.

**Department Name:**     *Parks & Rec Department*          **Department #:**     *12-130*    

Personnel expenditures for the Parks & Recreation Department include the full-time salary of one (1) Director, the full-time salary of an administrative assistant, plus numerous temporary/seasonal employees. The Department is responsible for offering many recreational and community programs such as the recreational basketball program, holiday tree lighting, Easter-egg hunt, road race and other town-wide activities. The Parks & Recreation Department has taken over the operation of the Kids Blast Program that is held at the Brownstone Intermediate School. The General Fund contribution budgeted in Fiscal Year 2022-23 is \$243,640, or approximately 47% of the total budget.

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2022-2023 - Sewer Department**  
**As of May 09, 2022**

<b>Sewer Department</b>	<b>2019-2020 Actual Revenue</b>	<b>2020-2021 Actual Revenue</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Charges for Services</b>				
00350 User charges	\$ 1,051,167	\$ 1,144,017	\$ 1,152,721	<b>\$ 1,188,566</b>
00351 User charges - interest & lien fees	25,362	19,838	29,000	<b>29,000</b>
00352 Sale of nitrogen credits	2,827	497	-	-
00353 Process material	400	50	-	<b>50</b>
00354 Other revenue sources	10,717	250	250	<b>250</b>
00355 PILOT payment	-	-	-	-
00406 Demand Response	-	-	-	-
Total Charges for Services	<u>1,090,473</u>	<u>1,164,652</u>	<u>1,181,971</u>	<b>1,217,866</b>
<b>Investment Income</b>				
00401 Investment income	322	44	100	<b>25</b>
Total Investment Income	<u>322</u>	<u>44</u>	<u>100</u>	<b>25</b>
<b>Interfund Transfers In</b>				
00502 Transfer in - Other funds	-	-	-	-
Total Interfund Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	-
<b>Total Sewer Department Revenue</b>	<b><u>\$ 1,090,795</u></b>	<b><u>\$ 1,164,696</u></b>	<b><u>\$ 1,182,071</u></b>	<b><u>\$ 1,217,891</u></b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Sewer Department**  
**As of May 09, 2022**

02-139 Sewer Department	2019-2020 Actual Expended	2020-2021 Actual Expended	2021-2022 Revised Budget	2022-2023 Adopted Budget
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 245,730	\$ 231,898	\$ 260,500	\$ 256,000
13002 Overtime	21,532	19,831	23,000	23,000
14001 Board clerk	159	71	360	500
19001 Unused vacation pay	7,366	7,346	9,500	9,500
19002 Longevity	1,000	1,000	1,000	1,100
19003 Sick pay	8,519	11,462	14,000	14,000
21001 Medical insurance	71,057	61,011	60,000	64,500
21002 Dental insurance	1,174	1,156	1,625	1,625
21003 Life insurance	771	716	825	825
21004 Long-term disability insurance	585	546	675	675
22000 FICA/Medicare	21,255	19,653	23,500	22,500
23001 Town pension contribution	14,739	14,657	17,086	17,066
Total Personnel Expenditures	393,887	369,347	412,071	411,291
<b>Contractual Services</b>				
31000 Service contracts	101,008	67,019	105,000	109,000
32000 Conferences, meetings, dues	645	130	1,500	1,500
33001 Audit services	6,174	6,249	6,400	6,400
34001 Data processing	290	-	1,000	1,000
36008 Waste services	7	236	300	300
37013 Legal fees	2,616	-	2,000	2,000
38010 Miscellaneous engineering	-	-	5,000	5,000
Total Contractual Services	110,740	73,634	121,200	125,200
<b>Repairs</b>				
44003 Equipment repair/rental	35,286	15,809	50,000	50,000
Total Repairs	35,286	15,809	50,000	50,000
<b>Utilities</b>				
51001 Gas & diesel fuel	1,765	2,256	2,850	4,950
52001 Municipal insurance	23,999	25,449	26,300	27,000
53000 Postage	2,000	3,440	4,500	4,500
53001 Telephone	5,110	5,619	6,000	6,500
Total Utilities	32,874	36,764	39,650	42,950

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Sewer Department**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
02-139 Sewer Department		Expended	Expended	Budget	Budget
<b>Commodities</b>					
61000	Office supplies	\$ 97	\$ 68	\$ 500	\$ 500
61001	Uniforms	1,457	1,096	1,700	1,700
62001	Electricity	112,579	121,888	122,000	128,100
62002	Water & sewer	12,107	13,146	17,000	17,000
62004	Heating fuel	12,984	14,308	16,500	16,500
65002	Sewer supplies	9,415	11,296	17,000	18,000
68000	Custodial supplies	16	16	150	150
69002	Chemicals	26	478	500	500
	<b>Total Commodities</b>	<u>148,681</u>	<u>162,296</u>	<u>175,350</u>	<u>182,450</u>
<b>Equipment</b>					
73000	Equipment purchases	12,773	4,261	12,000	13,000
	<b>Total Equipment</b>	<u>12,773</u>	<u>4,261</u>	<u>12,000</u>	<u>13,000</u>
<b>Miscellaneous</b>					
83006	CWF notes - principal	237,082	140,502	-	-
83007	CWF notes - interest	5,386	938	-	-
88016	Miscellaneous	2,670	2,552	4,500	4,500
	<b>Total Miscellaneous</b>	<u>245,138</u>	<u>143,992</u>	<u>4,500</u>	<u>4,500</u>
<b>Transfers Out</b>					
90015	Transfer out - Cap Non rec Town	125,000	215,000	357,300	380,000
90016	Transfer out - Workers' comp	11,100	10,300	10,000	8,500
	<b>Total Transfers Out</b>	<u>136,100</u>	<u>225,300</u>	<u>367,300</u>	<u>388,500</u>
<b>02-139 Total Sewer Department</b>		<u><u>\$ 1,115,479</u></u>	<u><u>\$ 1,031,403</u></u>	<u><u>\$ 1,182,071</u></u>	<u><u>\$ 1,217,891</u></u>

Percentage increase/(decrease) 3.03%

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2022-2023 - Water Department**  
**As of May 09, 2022**

<b>Water Department</b>	<b>2019-2020 Actual Revenue</b>	<b>2020-2021 Actual Revenue</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Intergovernmental</b>				
00207 Emergency Management	\$ -	\$ -	\$ -	\$ -
Total Intergovernmental	-	-	-	-
<b>Charges for Services</b>				
00351 User charges - interest & lien fees	\$ 31,070	\$ 23,206	\$ 32,182	\$ 32,000
00354 Miscellaneous	4,755	9,390	5,000	5,000
00356 Meter charges	323,307	362,577	408,000	408,000
00357 Unmetered sales	91,726	82,510	60,000	60,000
00358 Metered sales	922,436	1,016,427	989,800	1,046,571
00359 Private fire protection	11,381	11,381	11,400	11,400
00360 Service connections	1,350	-	4,000	4,000
00361 Sales to public authorities	77,025	66,813	101,000	101,000
00362 Cross connection fees	5,655	5,205	7,000	7,000
Total Charges for Services	1,468,705	1,577,509	1,618,382	1,674,971
<b>Investment Income</b>				
00401 Investment income	192	28	125	50
Total Investment Income	192	28	125	50
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	58,750	58,750	58,750	58,750
00502 Transfer in - Other funds	-	-	-	-
Total Interfund Transfers In	58,750	58,750	58,750	58,750
<b>Total Water Department Revenue</b>	<b>\$ 1,527,647</b>	<b>\$ 1,636,287</b>	<b>\$ 1,677,257</b>	<b>\$ 1,733,771</b>



**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Water Department**  
**As of May 09, 2022**

<b>03-135 Water Department</b>	<b>2019-2020 Actual Expended</b>	<b>2020-2021 Actual Expended</b>	<b>2021-2022 Revised Budget</b>	<b>2022-2023 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 176,659	\$ 162,861	\$ 173,500	\$ 180,750
13002 Overtime	16,801	23,255	24,500	25,500
14001 Board clerk	159	71	360	500
19001 Unused vacation pay	2,128	1,336	5,500	5,500
19002 Longevity	1,000	450	450	550
19003 Sick pay	6,226	5,009	6,000	6,500
21001 Medical insurance	41,815	30,122	30,000	33,000
21002 Dental insurance	848	782	905	905
21003 Life insurance	523	489	600	600
21004 Long-term disability insurance	552	531	650	650
22000 FICA/Medicare	14,579	14,184	16,175	16,500
23001 Town pension contribution	11,803	6,364	10,500	11,000
Total Personnel Expenditures	273,093	245,454	269,140	281,955
<b>Contractual Services</b>				
31000 Service contracts	22,164	18,200	30,000	30,000
32000 Conferences, meetings, dues	2,192	2,075	3,000	3,000
33001 Audit services	7,622	7,714	7,800	7,800
34001 Data processing	874	233	1,500	1,500
37013 Legal fees	-	-	2,500	2,500
38010 Miscellaneous engineering	26,016	4,097	10,000	10,000
38012 MDC water contract	824,029	866,932	857,000	879,000
Total Contractual Services	882,897	899,251	911,800	933,800
<b>Repairs</b>				
44003 Equipment repair/rental	4,706	11,529	12,000	13,000
Total Repairs	4,706	11,529	12,000	13,000
<b>Utilities</b>				
51001 Gas & diesel fuel	3,797	4,325	4,500	6,500
52001 Municipal insurance	10,899	11,558	11,900	12,350
53000 Postage	3,523	4,973	6,000	6,000
53001 Telephone	2,104	1,816	2,500	2,500
Total Utilities	20,323	22,672	24,900	27,350

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Water Department**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
03-135	Water Department	Expended	Expended	Budget	Budget
<b>Commodities</b>					
61000	Office supplies	\$ 100	\$ 114	\$ 850	\$ 850
61001	Uniforms	901	875	1,700	1,100
62001	Electricity	36,303	39,875	40,850	44,500
62004	Heating fuel	3,483	4,813	4,750	5,450
65001	Road materials		7,991	10,000	10,000
65003	Water supplies	26,515	23,631	42,000	42,000
69002	Chemicals	2,449	2,520	5,000	5,000
	Total Commodities	<u>69,751</u>	<u>79,819</u>	<u>105,150</u>	<u>108,900</u>
<b>Equipment</b>					
73000	Equipment purchases	4,892	9,179	7,000	7,500
	Total Equipment	<u>4,892</u>	<u>9,179</u>	<u>7,000</u>	<u>7,500</u>
<b>Miscellaneous</b>					
83001	Bonds - principal	-	-	-	-
83002	Bonds - interest	-	-	-	-
83006	CWF notes - principal	176,803	87,625	89,395	91,198
83007	CWF notes - interest	23,138	20,641	18,872	17,068
88016	Miscellaneous	6,249	6,362	12,000	12,000
	Total Miscellaneous	<u>206,190</u>	<u>114,628</u>	<u>120,267</u>	<u>120,266</u>
<b>Transfers Out</b>					
90006	Transfer out - Other	-	-	-	-
90015	Transfer out - Cap Non rec Town	125,000	147,000	220,000	235,000
90016	Transfer out - Workers' comp	7,800	7,200	7,000	6,000
	Total Transfers Out	<u>132,800</u>	<u>154,200</u>	<u>227,000</u>	<u>241,000</u>
<b>03-135</b>	<b>Total Water Department</b>	<u>\$ 1,594,652</u>	<u>\$ 1,536,732</u>	<u>\$ 1,677,257</u>	<u>\$ 1,733,771</u>

Percentage increase/(decrease) 3.37%

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2022-2023 - Animal Control Department**  
**As of May 09, 2022**

<b>Animal Control Department</b>	<b>2019-2020 Actual Revenue</b>	<b>2020-2021 Actual Revenue</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Charges for Services</b>				
00303 Property rental	\$ 38,608	\$ 19,883	\$ 6,000	\$ 2,000
00307 Donations	648	470	600	600
00317 Sale of dog licenses	4,916	5,971	5,200	6,000
00354 Miscellaneous	30	150	500	500
00363 Dog surcharge	1,582	1,898	1,700	1,750
Total Charges for Services	<u>45,784</u>	<u>28,372</u>	<u>14,000</u>	<u>10,850</u>
<b>Investment Income</b>				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	<u>45,784</u>	<u>28,372</u>	<u>14,000</u>	<u>10,850</u>
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	71,424	54,643	67,359	69,909
Total Interfund Transfers In	<u>71,424</u>	<u>54,643</u>	<u>67,359</u>	<u>69,909</u>
<b>Total Animal Control Dept Revenue</b>	<u><u>\$ 117,208</u></u>	<u><u>\$ 83,015</u></u>	<u><u>\$ 81,359</u></u>	<u><u>\$ 80,759</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Animal Control Department**  
**As of May 09, 2022**

		<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>04-140</b>	<b>Animal Control Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 53,113	\$ 54,233	\$ 41,750	\$ 42,750
11003	Part-time payroll	11,976	2,493	1,500	1,500
13002	Overtime	8,679	5,747	2,500	2,500
19002	Longevity	-	-	-	-
19003	Sick pay	2,939	3,117	3,250	3,250
21001	Medical insurance	12,320	6,537	500	500
21002	Dental insurance	261	159	332	332
21003	Life insurance	167	175	195	195
21004	Long-term disability insurance	171	178	225	225
22000	FICA/Medicare	4,085	4,229	5,000	4,000
23001	Town pension contribution	3,163	3,241	2,500	2,600
	<b>Total Personnel Expenditures</b>	<b>96,874</b>	<b>80,109</b>	<b>57,752</b>	<b>57,852</b>
<b>Contractual Services</b>					
31000	Service contracts	1,019	1,231	1,500	1,500
32000	Conferences, meetings, dues	1,080	-	500	500
33001	Audit services	-	-	-	-
33004	Veterinarian fees	151	701	1,500	1,500
-	Data processing	-	-	-	-
	<b>Total Contractual Services</b>	<b>2,250</b>	<b>1,932</b>	<b>3,500</b>	<b>3,500</b>
<b>Repairs</b>					
44003	Equipment repair/rental	161	21	500	500
	<b>Total Repairs</b>	<b>161</b>	<b>21</b>	<b>500</b>	<b>500</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	32	287	340	340
52001	Municipal insurance	1,182	1,253	1,350	1,350
53000	Postage	300	245	600	600
53001	Telephone	1,320	1,218	1,500	1,500
54000	Advertising & publications	20	21	500	500
	<b>Total Utilities</b>	<b>2,854</b>	<b>3,024</b>	<b>4,290</b>	<b>4,290</b>

**Town of Portland, Connecticut**

**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Animal Control Department  
As of May 09, 2022**

		<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>04-140</b>	<b>Animal Control Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Commodities</b>					
61000	Office supplies	\$ -	\$ -	\$ 350	\$ 350
61001	Uniforms	658	242	750	750
61003	Equipment supplies	105	24,131	500	500
62001	Electricity	2,604	2,195	2,992	2,992
62002	Water & sewer	592	547	600	600
62004	Heating fuel	1,075	1,081	1,375	1,375
63002	Dog food	2,671	609	1,500	1,500
68000	Custodial supplies	130	167	500	500
	<b>Total Commodities</b>	<b>7,835</b>	<b>28,972</b>	<b>8,567</b>	<b>8,567</b>
<b>Miscellaneous</b>					
88052	Fee share to State	3,685	4,467	4,250	4,250
-	Miscellaneous	-	-	-	-
	<b>Total Miscellaneous</b>	<b>3,685</b>	<b>4,467</b>	<b>4,250</b>	<b>4,250</b>
<b>Transfers Out</b>					
90016	Transfer out - Workers' comp	2,900	2,600	2,500	1,800
	<b>Total Transfers Out</b>	<b>2,900</b>	<b>2,600</b>	<b>2,500</b>	<b>1,800</b>
<b>04-140</b>	<b>Total Animal Control Department</b>	<b>\$ 116,559</b>	<b>\$ 121,125</b>	<b>\$ 81,359</b>	<b>\$ 80,759</b>
					Percentage increase/(decrease) <b>-0.74%</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2022-2023 - Town Aid Road Fund**  
**As of May 09, 2022**

<b>Town Aid Road Fund</b>	<b>2019-2020 Actual Revenue</b>	<b>2020-2021 Actual Revenue</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Charges for Services</b>				
00354 Miscellaneous	-	-	-	-
Total Charges for Services	-	-	-	-
<b>Intergovernmental</b>				
00221 State of CT - TAR	\$ 207,134	\$ 251,293	\$ 239,191	\$ 239,056
Total Intergovernmental	207,134	251,293	239,191	239,056
<b>Investment Income</b>				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	207,134	251,293	239,191	239,056
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	-	-	-	-
Total Interfund Transfers In	-	-	-	-
<b>Total Town Aid Road Fund Revenue</b>	<b>\$ 207,134</b>	<b>\$ 251,293</b>	<b>\$ 239,191</b>	<b>\$ 239,056</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Town Aid Road Fund**  
**As of May 09, 2022**

		<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>06-030</b>	<b>Town Aid Road Fund</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Commodities</b>					
65001	Road materials	\$ 207,134	\$ 251,293	\$ 239,191	\$ 239,056
	Total Commodities	<u>207,134</u>	<u>251,293</u>	<u>239,191</u>	<u>239,056</u>
<b>06-030</b>	<b>Total Town Aid Road Fund</b>	<u>\$ 207,134</u>	<u>\$ 251,293</u>	<u>\$ 239,191</u>	<u>\$ 239,056</u>
Percentage increase/(decrease)					<u><u>-0.06%</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2022-2023 - Youth Services Department**  
**As of May 09, 2022**

<b>Youth Services Department</b>	<b>2019-2020 Actual Revenue</b>	<b>2020-2021 Actual Revenue</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Intergovernmental</b>				
00214 State of CT - Misc	\$ -	\$ -	\$ -	\$ -
00222 State of CT - YSB	22,656	22,777	22,500	<b>22,500</b>
00223 State of CT - DSS	5,487	2,209	5,000	<b>5,000</b>
Total Intergovernmental	<u>28,143</u>	<u>24,986</u>	<u>27,500</u>	<b>27,500</b>
<b>Charges for Services</b>				
00354 Miscellaneous	-	-	-	-
00364 Program fees - school year	72,871	274	-	-
00365 Resource center fees	-	-	500	<b>500</b>
00366 Contributions/donations	40	910	500	<b>500</b>
Total Charges for Services	<u>72,911</u>	<u>1,184</u>	<u>1,000</u>	<b>1,000</b>
<b>Investment Income</b>				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	<u>101,054</u>	<u>26,170</u>	<u>28,500</u>	<b>28,500</b>
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	82,980	86,352	60,890	<b>77,035</b>
Total Interfund Transfers In	<u>82,980</u>	<u>86,352</u>	<u>60,890</u>	<b>77,035</b>
<b>Total Youth Services Dept Revenue</b>	<u>\$ 184,034</u>	<u>\$ 112,522</u>	<u>\$ 89,390</u>	<u>\$ 105,535</u>
<b>Use of Fund Balance</b>			<u>40,000</u>	<u>20,000</u>
<b>Total Youth Services Dept Revenue and Use of Fund Balance</b>			<u>\$ 129,390</u>	<u>\$ 125,535</u>



**Town of Portland, Connecticut**

**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Youth Services Department  
As of May 09, 2022**

		<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>07-110</b>	<b>Youth Services Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 59,130	\$ 63,604	\$ 53,000	\$ 56,625
11002	Clerical payroll	-	-	-	-
12000	Temporary payroll	36,454	6,239	7,500	-
19002	Longevity	450	1,000	-	-
19003	Sick pay	4,165	4,272	-	-
21001	Medical insurance	24,942	21,635	24,250	25,900
21002	Dental insurance	261	272	315	315
21003	Life insurance	232	229	250	250
21004	Long-term disability insurance	238	235	250	250
22000	FICA/Medicare	7,050	5,014	5,400	5,220
23001	Town pension contribution	5,335	5,962	3,200	3,450
	<b>Total Personnel Expenditures</b>	<b>138,257</b>	<b>108,462</b>	<b>94,165</b>	<b>92,010</b>
<b>Contractual Services</b>					
32000	Conferences, meetings, & dues	764	500	700	700
	<b>Total Contractual Services</b>	<b>764</b>	<b>500</b>	<b>700</b>	<b>700</b>
<b>Repairs</b>					
44003	Equipment repair/rental	-	-	-	-
	<b>Total Repairs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Utilities</b>					
52001	Municipal insurance	2,578	2,734	2,800	2,900
53000	Postage	100	71	175	175
53001	Telephone	-	-	-	-
	<b>Total Utilities</b>	<b>2,678</b>	<b>2,805</b>	<b>2,975</b>	<b>3,075</b>
<b>Commodities</b>					
61000	Office supplies	62	6	500	500
61006	Building supplies	-	-	-	-
62001	Electricity	3,570	3,471	4,000	4,000
62002	Water & sewer	238	268	400	400
62004	Heating fuel	441	456	550	550
	<b>Total Commodities</b>	<b>4,311</b>	<b>4,201</b>	<b>5,450</b>	<b>5,450</b>

**Town of Portland, Connecticut**

**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Youth Services Department  
As of May 09, 2022**

<b>07-110 Youth Services Department</b>	<b>2019-2020 Actual Expended</b>	<b>2020-2021 Actual Expended</b>	<b>2021-2022 Revised Budget</b>	<b>2022-2023 Adopted Budget</b>
<b>Programs/Activities</b>				
88038 Miscellaneous programs	\$ -	\$ -	\$ -	\$ -
88039 CRC/ECC consulting	14,320	6,955	20,000	<b>20,000</b>
88040 Activity funds	3,570	548	-	-
88041 Activity supplies	58	170	2,000	<b>2,000</b>
Total Programs/Activities	<u>17,948</u>	<u>7,673</u>	<u>22,000</u>	<b>22,000</b>
<b>Transfers Out</b>				
90016 Transfer out - Workers' comp	4,600	4,200	4,100	<b>2,300</b>
Total Transfers Out	<u>4,600</u>	<u>4,200</u>	<u>4,100</u>	<b>2,300</b>
<b>07-110 Total Youth Services Department</b>	<u><u>\$ 168,558</u></u>	<u><u>\$ 127,841</u></u>	<u><u>\$ 129,390</u></u>	<u><u>\$ 125,535</u></u>
			Percentage increase/(decrease)	<u><u>-2.98%</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2022-2023 - Resource Recovery Department**  
**As of May 09, 2022**

<b>Resource Recovery Department</b>	<b>2019-2020 Actual Revenue</b>	<b>2020-2021 Actual Revenue</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Charges for Services</b>				
00354 Miscellaneous	\$ 19,340	\$ 2,400	\$ 2,400	\$ 2,400
00367 Tire fees	700	728	900	900
00368 Sale of newsprint	-	-	-	-
00369 Battery recycling	108	-	240	100
00370 Sale of metal	13,090	17,817	15,000	17,500
00371 Facility use permits	34,632	33,688	34,500	34,500
00372 Freon appliance permits	2,180	920	2,000	2,000
00373 15 gallon bags to residents	5,216	4,814	5,250	5,250
00374 30 gallon bags to residents	5,652	4,555	7,500	5,500
00375 45 gallon bags to residents	14,311	15,410	17,500	16,500
00376 15 gallon bags to distributors	2,500	5,250	3,000	4,000
00377 30 gallon bags to distributors	4,000	3,000	3,000	3,000
00378 45 gallon bags to distributors	7,200	7,200	8,000	8,000
00379 Bulky waste	63,459	76,053	67,600	76,000
00380 Anti-freeze disposal	36	54	50	50
00381 Brush	-	4,305	3,000	4,300
00382 Cardboard sales	-	-	-	-
00383 Town demolition	1,467	1,856	1,550	1,550
00384 Propane tank disposal	216	240	250	250
00399 Single stream recyclables	954	794	600	795
Total Charges for Services	<u>175,061</u>	<u>179,084</u>	<u>172,340</u>	<u>182,595</u>
<b>Investment Income</b>				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	<u>175,061</u>	<u>179,084</u>	<u>172,340</u>	<u>182,595</u>
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	181,925	181,142	180,056	197,496
Total Interfund Transfers In	<u>181,925</u>	<u>181,142</u>	<u>180,056</u>	<u>197,496</u>
<b>Total Resource Recovery Dept Rev</b>	<u>\$ 356,986</u>	<u>\$ 360,226</u>	<u>\$ 352,396</u>	<u>\$ 380,091</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Resource Recovery Dept**  
**As of May 09, 2022**

09-120	Resource Recovery Dept	2019-2020 Actual Expended	2020-2021 Actual Expended	2021-2022 Revised Budget	2022-2023 Adopted Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 131,493	\$ 135,608	\$ 140,000	\$ 145,700
12000	Temporary payroll	-	-	-	-
13002	Overtime	6,007	7,798	9,000	9,000
19002	Longevity	550	550	550	550
19003	Sick pay	3,361	7,147	8,500	9,000
21001	Medical insurance	40,330	21,594	25,500	40,200
21002	Dental insurance	813	888	1,350	1,350
21003	Life insurance	411	429	460	500
21004	Long-term disability insurance	424	444	500	525
22000	FICA/Medicare	9,648	11,011	12,100	12,600
23001	Town pension contribution	9,036	9,841	10,986	11,116
	Total Personnel Expenditures	<u>202,073</u>	<u>195,310</u>	<u>208,946</u>	<u>230,541</u>
<b>Contractual Services</b>					
31000	Service contracts	11,696	21,123	16,000	18,000
34001	Data processing	-	-	1,000	1,000
36004	Telecommunications	1,190	1,240	1,500	1,650
	Total Contractual Services	<u>12,886</u>	<u>22,363</u>	<u>18,500</u>	<u>20,650</u>
<b>Repairs</b>					
44003	Equipment repair/rental	4,242	1,243	4,000	4,000
	Total Repairs	<u>4,242</u>	<u>1,243</u>	<u>4,000</u>	<u>4,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	4,485	4,232	5,750	6,250
52001	Municipal insurance	3,012	3,194	3,350	3,500
53001	Telephone	-	-	300	300
	Total Utilities	<u>7,497</u>	<u>7,426</u>	<u>9,400</u>	<u>10,050</u>
<b>Commodities</b>					
61001	Uniforms	1,000	1,100	1,200	1,200
61003	Equipment supplies	1,240	254	2,000	2,000
61006	Building supplies	1,038	-	1,200	1,200
62001	Electricity	2,573	2,580	3,000	3,000
62002	Water & sewer	364	254	700	700
62004	Heating fuel	431	672	950	950
69003	Bags and stickers	6,666	5,431	8,000	7,000
	Total Commodities	<u>13,312</u>	<u>10,291</u>	<u>17,050</u>	<u>16,050</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Resource Recovery Dept**  
**As of May 09, 2022**

09-120 Resource Recovery Dept	2019-2020 Actual Expended	2020-2021 Actual Expended	2021-2022 Revised Budget	2022-2023 Adopted Budget
<b>Equipment</b>				
73000 Equipment purchases	\$ -	\$ -	\$ -	\$ -
Total Equipment	-	-	-	-
<b>Miscellaneous</b>				
88001 Program services	-	-	500	<b>500</b>
88003 Permits - State of CT	759	2,434	2,000	<b>2,000</b>
88012 MSW disposal fees	24,492	28,407	30,000	<b>33,500</b>
88014 BW disposal fees	48,201	47,941	54,500	<b>55,500</b>
88017 Hauling expense	999	-	-	-
88018 Recycling	1,300	1,847	3,000	<b>2,500</b>
Total Miscellaneous	<u>75,751</u>	<u>80,629</u>	<u>90,000</u>	<b>94,000</b>
<b>Transfers Out</b>				
90015 Transfer out - Cap Non rec Town	-	-	-	-
90016 Transfer out - Workers' comp	5,000	4,600	4,500	<b>4,800</b>
Total Transfers Out	<u>5,000</u>	<u>4,600</u>	<u>4,500</u>	<b>4,800</b>
<b>09-120 Total Resource Recovery Dept</b>	<u><u>\$ 320,761</u></u>	<u><u>\$ 321,862</u></u>	<u><u>\$ 352,396</u></u>	<u><u>\$ 380,091</u></u>
Percentage increase/(decrease)				<u><u>7.86%</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2022-2023 - Building Maintenance Fund**  
**As of May 09, 2022**

<b>Building Maintenance Fund</b>		<b>2019-2020 Actual Revenue</b>	<b>2020-2021 Actual Revenue</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Intergovernmental</b>					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
00354	Miscellaneous	\$ -	\$ 29,626	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>29,626</u>	<u>-</u>	<u>-</u>
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
	Total Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal Operating Income	<u>-</u>	<u>29,626</u>	<u>-</u>	<u>-</u>
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	157,000	182,000	82,000	82,000
	Total Interfund Transfers In	<u>157,000</u>	<u>182,000</u>	<u>82,000</u>	<u>82,000</u>
	<b>Total Building Maint Fund Revenue</b>	<u>\$ 157,000</u>	<u>\$ 211,626</u>	<u>\$ 82,000</u>	<u>\$ 82,000</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Building Maintenance Fund**  
**As of May 09, 2022**

		2019-2020	2020-2021	2021-2022	2022-2023
		Actual	Actual	Revised	Adopted
11-037	Building Maintenance Fund	Expended	Expended	Budget	Budget
<b>Repairs</b>					
44006	Town maintenance	\$ 42,236	\$ 59,109	\$ 41,000	\$ 41,000
44007	BOE maintenance	112,205	46,511	41,000	41,000
	Total Repairs	<u>154,441</u>	<u>105,620</u>	<u>82,000</u>	<u>82,000</u>
<b>Transfers Out</b>					
90015	Transfer out - Cap Non rec Town	-	-	-	-
	Total Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>11-037</b>	<b>Total Building Maintenance Fund</b>	<u>\$ 154,441</u>	<u>\$ 105,620</u>	<u>\$ 82,000</u>	<u>\$ 82,000</u>
Percentage increase/(decrease)					<u>0.00%</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2022-2023 - Parks & Recreation Department**  
**As of May 09, 2022**

<b>Parks &amp; Recreation Department</b>		<b>2019-2020 Actual Revenue</b>	<b>2020-2021 Actual Revenue</b>	<b>2021-2022 Budgeted Revenue</b>	<b>2022-2023 Estimated Revenue</b>
<b>Intergovernmental</b>					
00114	Federal grants - misc	\$ -	\$ -	\$ 37,000	\$ -
	Total Intergovernmental	-	-	37,000	-
<b>Charges for Services</b>					
00303	Property rental fees	\$ 1,505	\$ 6,009	\$ 10,000	\$ 10,000
00354	Miscellaneous	14	-	2,000	2,000
00364	Program fees - school year			99,000	99,000
00385	Program fees - adult	8,701	11,022	10,500	11,000
00386	Program fees - youth	29,647	16,172	31,000	31,000
00387	Tee ball fees	-	-	-	-
00388	Adult softball fees	-	1,290	6,000	6,000
00389	Summer playground fees	82,384	1,781	95,750	95,750
00390	Program fees - vacation	-	-	-	-
00391	Summer sports camp	1,720	1,059	12,000	12,000
00392	CT Track club	-	-	-	-
00393	Unified sports	-	-	-	-
00394	5k race fees	4,425	3,013	6,000	6,000
00395	Trips	-	-	-	-
	Total Charges for Services	128,396	40,346	272,250	272,750
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	128,396	40,346	309,250	272,750
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	236,832	238,050	193,700	243,640
	Total Interfund Transfers In	236,832	238,050	193,700	243,640
	<b>Total Parks &amp; Rec Dept Revenue</b>	<b>\$ 365,228</b>	<b>\$ 278,396</b>	<b>\$ 502,950</b>	<b>\$ 516,390</b>



**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Parks & Rec Department**  
**As of May 09, 2022**

12-130 Parks & Recreation Dept	2019-2020 Actual Expended	2020-2021 Actual Expended	2021-2022 Revised Budget	2022-2023 Adopted Budget
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 56,809	\$ 58,007	\$ 64,250	\$ 65,930
11002 Clerical payroll	48,322	50,558	53,150	56,250
12000 Temporary payroll			65,000	65,000
12001 Teen recreation payroll	84,041	16,088	90,000	90,000
12002 Unified sports payroll	-	-	-	-
13002 Overtime	10,090	-	11,000	11,000
14001 Board clerk	467	500	300	500
19002 Longevity	-	-	-	-
19003 Sick pay	-	-	-	-
21001 Medical insurance	27,144	38,298	41,000	44,600
21002 Dental insurance	522	544	575	600
21003 Life insurance	335	346	375	395
21004 Long-term disability insurance	344	356	400	415
22000 FICA/Medicare	14,536	8,778	21,000	21,000
23001 Town pension contribution	3,383	6,487	7,100	7,400
Total Personnel Expenditures	245,993	179,962	354,150	363,090
<b>Contractual Services</b>				
31000 Service contracts	3,480	3,555	4,025	4,025
32000 Conferences, meetings, & dues	850	555	900	900
Total Contractual Services	4,330	4,110	4,925	4,925
<b>Repairs</b>				
44003 Equipment repair/rentals	2,695	6,051	7,000	7,000
Total Repairs	2,695	6,051	7,000	7,000
<b>Utilities</b>				
51001 Gas & diesel fuel	112	207	150	300
52001 Municipal insurance	2,700	2,863	3,000	3,100
53000 Postage	100	123	300	300
53001 Telephone	-	-	300	300
Total Utilities	2,912	3,193	3,750	4,000
<b>Commodities</b>				
61000 Office supplies	45	366	1,000	1,000
61003 Equipment supplies	976	1,371	1,250	1,250
62001 Electricity	10,989	13,313	20,150	19,500
62002 Water & sewer	7,815	24,268	33,000	32,000
62004 Heating fuel	441	603	625	625
Total Commodities	20,266	39,921	56,025	54,375

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2022-2023 - Parks & Rec Department**  
**As of May 09, 2022**

12-130 Parks & Recreation Dept	2019-2020 Actual Expended	2020-2021 Actual Expended	2021-2022 Revised Budget	2022-2023 Adopted Budget
<b>Equipment</b>				
73000 Equipment purchases	\$ -	\$ 8,340	\$ 11,000	\$ 11,000
Total Equipment	<u>-</u>	<u>8,340</u>	<u>11,000</u>	<u>11,000</u>
<b>Miscellaneous</b>				
88001 Program services	-	224	200	200
Total Miscellaneous	<u>-</u>	<u>224</u>	<u>200</u>	<u>200</u>
<b>Programs/Activities</b>				
88023 Youth tee ball	-	-	-	-
88024 Youth basketball	-	-	-	-
88025 Unified sports	-	-	-	-
88026 Summer playground	9,235	2,614	16,000	16,000
88027 Youth programs	12,363	12,548	17,000	17,000
88028 Vacation programs	-	-	-	-
88029 Other recreation programs	60	335	1,000	1,000
88030 Adult softball	1,577	965	6,000	6,000
88031 Adult fitness/programs	5,598	9,099	6,000	6,000
88032 Holiday tree lighting	-	-	500	500
88033 Town concerts	1,780	-	1,000	1,000
88034 Trips	-	-	-	-
88035 Summer sports camp	-	1,564	7,500	7,500
88036 CT Track club	-	-	-	-
88037 Community events	36	430	500	500
88038 Miscellaneous programs	183	100	100	100
88041 Activity funds - Kids Blast	-	-	4,500	4,500
88051 5K Road Race	2,500	990	2,500	2,500
Total Programs/Activities	<u>33,332</u>	<u>28,645</u>	<u>62,600</u>	<u>62,600</u>
<b>Transfers Out</b>				
90016 Transfer out - Workers' comp	3,700	3,500	3,300	9,200
Total Transfers Out	<u>3,700</u>	<u>3,500</u>	<u>3,300</u>	<u>9,200</u>
<b>12-130 Total Parks &amp; Rec Department</b>	<u>\$ 313,228</u>	<u>\$ 273,946</u>	<u>\$ 502,950</u>	<u>\$ 516,390</u>

Percentage increase/(decrease) 2.67%

**TOWN OF PORTLAND,  
CONNECTICUT**

**CAPITAL IMPROVEMENT  
PLAN**

## *Capital Improvement Plan*

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The Capital Improvement Plan (CIP) is a five (5) year plan identifying items that require major repair or replacement with regard to the Town's infrastructure. Items can include but are not limited to buildings, parks, roads, sidewalks, water and sewer systems, vehicles, trucks, etc. Of the five years, only the first year is approved by the Board of Selectmen with the remaining years more of a "wish list" which will be looked at and reviewed annually prior to actual budget adoption.

The revenue sources are not known for the majority of these items with a great deal of certainty other than the first year; this is the main reason for reviewing the document annually. Taxation or transfers in from the General Fund are a last resort to funding the cost of these items. All other revenue sources are looked at before defaulting to taxation and are subject to change at any time.

The amount identified in the CIP for FY's 2023 through 2027 is **\$41,541,295** with **\$935,595** specifically approved for FY 2022-23. Of the **\$935,595**, **\$258,000** is estimated to be funded through taxation; **\$615,000** is estimated to be funded through water and sewer usage fees. **\$62,595** is estimated to be funded through State grants.

The following list details the \$258,000 funded through taxation:

• BOE System wide- Food Service Equipment	\$ 12,000
• Building/Planning Departments Grant match/leverage funds	12,500
• Fire Department – Hurst tool replacement	18,000
• Fire Department – SCBA compressor	85,000
• Library – Security cameras	8,500
• Police – Equipped Police SUV with computer	47,500
• DPW/Building Maintenance – HVAC upgrades	10,000
• DPW/Highway – Snow plows for pickup trucks	8,500
• DPW/Highway/Vehicle Maintenance – Air compressor w/ sand blast unit	8,000
• DPW/Highway – Salt dispensing truck computer(s)	8,000
• Town-wide - Computers (includes back-up appliance)	15,000
• Town-wide - Revaluation	10,000
• Town-wide – SCADA/telemetry/computers	<u>15,000</u>
<b>Total Transfer-In – General Fund Town and BOE</b>	<b><u>\$258,000</u></b>
Amounts to be funded by State Grants:	
• LOCIP – Park & Field Improvements	\$ 25,000
• LOCIP – DPW/Building Maintenance Carpeting in Municipal Buildings	<u>37,595</u>
<b>Total State Grants</b>	<b><u>\$62,595</u></b>

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2023 Through 2027**  
**As of May 09, 2022**

Capital Improvement Plan	Fiscal Years					Total
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
<b>Estimated Revenue Sources</b>						
00114 Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214 State of CT grants	62,595	62,218	62,500	62,500	65,000	314,813
00354 Other	-	-	-	-	-	-
00501 Transfer in - General Fund Town	258,000	650,000	650,000	650,000	650,000	2,858,000
00502 Transfer in - Parks & Rec Dept	-	-	-	-	-	-
00502 Transfer in - Res Rec Dept	-	-	-	-	-	-
00502 Transfer in - Sewer Department	380,000	955,000	640,000	1,080,000	2,117,000	5,172,000
00502 Transfer in - Water Department	235,000	2,988,000	1,790,000	1,745,000	1,590,000	8,348,000
00503 General obligation bonds	-	4,861,282	4,986,700	4,617,000	9,133,500	23,598,482
00504 Capital lease proceeds	-	1,250,000	-	-	-	1,250,000
00505 Prior approved allocations	-	-	-	-	-	-
<b>Total Estimated Revenue Sources</b>	<b>\$ 935,595</b>	<b>\$ 10,766,500</b>	<b>\$ 8,129,200</b>	<b>\$ 8,154,500</b>	<b>\$ 13,555,500</b>	<b>\$ 41,541,295</b>

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2023 Through 2027**  
**As of May 09, 2022**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
<b>Departmental Expenditure Summary</b>							
89010	Board of Education	\$ 12,000	\$ 2,461,500	\$ 1,541,000	\$ 999,000	\$ 2,859,000	\$ 7,872,500
89020	Building/Planning Depts	12,500	275,000	157,500	142,500	142,500	730,000
89030	Emergency Management	-	18,000	16,000	6,000	14,000	54,000
89040	Fire Department	103,000	667,000	39,000	332,000	3,320,000	4,461,000
89050	Grounds Maintenance	-	398,000	97,000	124,000	94,000	713,000
89060	Library	8,500	47,500	35,700	25,000	20,000	136,700
89070	Parks & Recreation	25,000	250,000	605,000	540,000	35,000	1,455,000
89080	Police Department	47,500	142,500	95,000	95,000	95,000	475,000
89090	Public Works	72,095	2,210,000	2,950,000	2,849,000	2,950,000	11,031,095
89100	Resource Recovery	-	136,000	10,000	25,000	10,000	181,000
89110	Sewer Department	380,000	955,000	640,000	1,080,000	2,117,000	5,172,000
89120	Town-Wide Improvements	40,000	218,000	153,000	192,000	309,000	912,000
89130	Water Department	235,000	2,988,000	1,790,000	1,745,000	1,590,000	8,348,000
<b>Total Departmental Summary</b>		<b>\$ 935,595</b>	<b>\$ 10,766,500</b>	<b>\$ 8,129,200</b>	<b>\$ 8,154,500</b>	<b>\$ 13,555,500</b>	<b>\$ 41,541,295</b>

**Departmental Expenditure Detail**

<b>89010</b>	<b>Board of Education</b>						
	<b>Brownstone School</b>						
	Replace music room carpet	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
	Flooring asbestos		150,000	180,000	-	-	330,000
	Generator		99,500	-	-	-	99,500
	Intercom	-	-	-	35,000	-	35,000
	HVAC minisplits/control system		160,000	80,000	52,000		292,000
	Science lab demo	-	-	25,000		-	25,000
	<b>Total Brownstone School</b>	<b>-</b>	<b>424,500</b>	<b>285,000</b>	<b>87,000</b>	<b>-</b>	<b>796,500</b>
	<b>Gildersleeve School</b>						
	Design and construct foyer space	-	-	85,000	-	-	85,000
	Boiler replacement	-	-	65,000	65,000	-	130,000
	Flooring replacement & abatement			25,000	70,000		95,000
	Painting			45,000	45,000	-	90,000
	Roof improvements		40,000				40,000
	Chimney improvements	-	-	75,000	-	-	75,000
	Carpet		30,000				30,000
	Replace exterior doors and window	-	20,000	50,000	100,000	-	170,000
	<b>Total Gildersleeve School</b>	<b>-</b>	<b>90,000</b>	<b>345,000</b>	<b>280,000</b>	<b>-</b>	<b>715,000</b>
	<b>High/Middle School</b>						
	flooring - gym,auditorium	-	18,000	12,000	-		30,000
	Automated lighting system		260,000	-	-	-	260,000
	Rubber track improvements/replace	-	550,000	-	-	-	550,000
	Auditorium sound/speakers	-	12,000	-		-	12,000
	Gymnasium equipment		12,000	12,000	12,000	12,000	48,000
	Doors		25,000	20,000	20,000	20,000	85,000
	Cafeteria rooftop units					150,000	150,000
	Baseball field		63,000	-	175,000	-	238,000
	<b>Total High/Middle School</b>	<b>-</b>	<b>940,000</b>	<b>44,000</b>	<b>207,000</b>	<b>182,000</b>	<b>1,373,000</b>

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2023 Through 2027**  
**As of May 09, 2022**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
<b>Departmental Expenditure Detail (Continued)</b>							
<b>System Wide BOE</b>							
	Painting/Wall Papering	\$ -	\$ 120,000	\$ 95,000	\$ 110,000	\$ 80,000	\$ 405,000
	Security Upgrades(inc doors)	-	245,000	\$ -			\$ 245,000
	Paving(including redesign)		150,000	25,000	175,000	1,500,000	\$ 1,850,000
	Oil tank removal/replacement	-	30,000	20,000	-	-	50,000
	Custodial Equipment(Scrubbers/etc	-	25,000	10,000	8,000	-	43,000
	Furniture	-	40,000	20,000	20,000	20,000	100,000
	Vehicle purchase	-	40,000	-	-	40,000	80,000
	HVAC upgrades	-	60,000	50,000	50,000	175,000	335,000
	Sidewalks		30,000	35,000		-	65,000
	Food Service equipment	12,000	12,000	12,000	12,000	12,000	60,000
	Technology Upgrades	-	100,000	50,000	50,000	50,000	250,000
	<b>Total System Wide</b>	<b>12,000</b>	<b>852,000</b>	<b>317,000</b>	<b>425,000</b>	<b>1,877,000</b>	<b>3,483,000</b>
<b>Valley View School</b>							
	Removal/replacement asbestos tile	-	-	250,000	-	-	250,000
	Replace library carpet	-	40,000	-	-	-	40,000
	Roof replacement with RTU		40,000			800,000	840,000
	Chimney improvements	-	75,000	-	-	-	75,000
	Paving	-	-	300,000	-	-	300,000
	<b>Total Valley View School</b>	<b>-</b>	<b>155,000</b>	<b>550,000</b>	<b>-</b>	<b>800,000</b>	<b>1,505,000</b>
	<b>Total Board of Education</b>	<b>12,000</b>	<b>2,461,500</b>	<b>1,541,000</b>	<b>999,000</b>	<b>2,859,000</b>	<b>7,872,500</b>
<b>89020</b>	<b>Building/Planning Depts</b>						
	Grant match/leverage funds	12,500	70,000	50,000	50,000	50,000	232,500
	Land Use/Assessor maps		15,000	15,000	-	-	30,000
	Permitting software	-	40,000	17,500	17,500	17,500	92,500
	Land acquisition	-	150,000	75,000	75,000	75,000	375,000
	<b>Total Building/Planning Depts</b>	<b>12,500</b>	<b>275,000</b>	<b>157,500</b>	<b>142,500</b>	<b>142,500</b>	<b>730,000</b>
<b>89030</b>	<b>Emergency Management</b>						
	EOC equipment	-	18,000	16,000	6,000	14,000	54,000
	<b>Total Emergency Management</b>	<b>-</b>	<b>18,000</b>	<b>16,000</b>	<b>6,000</b>	<b>14,000</b>	<b>54,000</b>
<b>89040</b>	<b>Fire/Fire Marshal Department</b>						
	Refurbish/replace apparatus	-	550,000	-	300,000	300,000	1,150,000
	Hurst tool replacement	18,000	20,000	22,000	-	-	60,000
	Plan, design & construct CO 3	-	15,000	-	-	3,000,000	3,015,000
	SCBA compressor	85,000	-	-	-	-	85,000
	Communication equipment	-	43,000	-	20,000	-	63,000
	SCBA bottle replacement	-	10,000	-	12,000	-	22,000
	Thermal imaging cameras	-	12,000	-	-	20,000	32,000
	Replace Outboards on M7		17,000	17,000	-	-	34,000
	<b>Total Fire/Fire Marshal Departme</b>	<b>103,000</b>	<b>667,000</b>	<b>39,000</b>	<b>332,000</b>	<b>3,320,000</b>	<b>4,461,000</b>

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2023 Through 2027**  
**As of May 09, 2022**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
<b>Departmental Expenditure Detail (Continued)</b>							
<b>89050</b>	<b>Grounds Maintenance</b>						
	Ride on mower replacement	\$ -	\$ 140,000	\$ -	\$ 9,000	\$ 9,000	\$ 158,000
	Paint sprayer replacement	-	-	7,000	-	-	7,000
	Replace L/S trailer	-	10,000	-	-	10,000	20,000
	Miscellaneous grounds equipment	-	-	-	5,000	10,000	15,000
	Purchase storage addition at Garage	-	100,000	-	-	-	100,000
	Ventrac tractor/attachments	-	7,000	20,000	20,000	-	47,000
	Replace 1984 loader	-	-	40,000	40,000	-	80,000
	Walk behind mower	-	11,000	-	-	15,000	26,000
	Purchase F-550s	-	100,000	-	50,000	50,000	200,000
	Replace Infield Groomer	-	30,000	30,000	-	-	60,000
	<b>Total Ground Maintenance</b>	<b>-</b>	<b>398,000</b>	<b>97,000</b>	<b>124,000</b>	<b>94,000</b>	<b>713,000</b>
<b>89060</b>	<b>Library</b>						
	Computers, printers, laptops, tablet	\$ -	\$ 15,000	\$ 20,200	\$ 25,000	\$ 15,000	\$ 75,200
	Server replacement	-	-	-	-	5,000	5,000
	Furnishings, lighting, security gates	-	21,000	6,500	-	-	27,500
	Portable wireless mic system	-	2,500	-	-	-	2,500
	Sound improvements	-	9,000	9,000	-	-	18,000
	Security cameras	8,500	-	-	-	-	8,500
	<b>Total Library</b>	<b>8,500</b>	<b>47,500</b>	<b>35,700</b>	<b>25,000</b>	<b>20,000</b>	<b>136,700</b>
<b>89070</b>	<b>Parks &amp; Recreation</b>						
	Riverfront park	-	65,000	-	-	-	65,000
	Gildersleeve School field renov	-	-	-	30,000	-	30,000
	Airline Trail Improvements	-	20,000	10,000	10,000	10,000	50,000
	Bransfield Park Renovation	-	30,000	220,000	-	-	250,000
	Dog Park	-	10,000	-	-	-	10,000
	Portland Reservoir	-	15,000	-	-	-	15,000
	Kayak and Canoe Launch	-	20,000	-	-	-	20,000
	Veteran's Park	-	-	60,000	-	-	60,000
	Main Street play area	-	-	75,000	-	-	75,000
	Brownstone Park	-	-	215,000	-	-	215,000
	Middlesex Avenue Renovations	-	65,000	-	475,000	-	540,000
	Park and field improvements	25,000	L 25,000	25,000	25,000	25,000	125,000
	<b>Total Parks &amp; Recreation</b>	<b>25,000</b>	<b>250,000</b>	<b>605,000</b>	<b>540,000</b>	<b>35,000</b>	<b>1,455,000</b>
<b>89080</b>	<b>Police Department</b>						
	Equipped cruiser replacement	47,500	\$ 142,500	\$ 95,000	\$ 95,000	\$ 95,000	\$ 475,000
	<b>Total Police Department</b>	<b>47,500</b>	<b>142,500</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>	<b>475,000</b>
<b>89090</b>	<b>Public Works</b>						
	<b>Office of the Director</b>						
	Replace director vehicle	-	-	50,000	-	-	50,000
	<b>Total Office of the Director</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>50,000</b>

L Project anticipated to be funded by LOCIP for FY 2022-2023



**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2023 Through 2027**  
**As of May 09, 2022**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
<b>Departmental Expenditure Detail (Continued)</b>							
<b>Building Maintenance</b>							
	Carpeting in municipal buildings	\$ 37,595	L \$ 5,000	\$ -	\$ -	\$ -	\$ 42,595
	Kitchen upgrades - Waverly Cntr	-	750,000	-	-	-	750,000
	Replace Underground Propane Tan	-	-	25,000	-	-	25,000
	Buck Foreman windows	-	72,000	-	-	-	72,000
	Overhead doors various buildings	-	10,000	10,000	10,000	10,000	40,000
	Roof replacements	-	100,000	75,000	-	-	175,000
	Municipal parking lot improvement	-	50,000	50,000	-	-	100,000
	Masonry Repairs Town-wide	-	20,000	20,000	20,000	10,000	70,000
	HVAC upgrades - various building	10,000	25,000	35,000	35,000	35,000	140,000
	Replace garage - Buck Foreman(BI	-	-	-	250,000	250,000	500,000
	<b>Total Building Maintenance</b>	<b>47,595</b>	<b>1,032,000</b>	<b>215,000</b>	<b>315,000</b>	<b>305,000</b>	<b>1,914,595</b>
<b>Highway Division/Vehicle Maintenance</b>							
	Fuel Pumps & Reader Monitoring	-	55,000	\$ -	-	-	55,000
	Replace Trackless Mower	-	145,000	-	-	-	145,000
	Truck Sensor Software fire trucks	-	7,500	-	-	-	7,500
	Pick up truck snow plows	8,500	-	-	9,000	-	17,500
	Lg dump trucks replace w/plows	-	250,000	-	130,000	140,000	520,000
	Large roller replacement	-	25,000	25,000	-	-	50,000
	Sidewalk reconstruction - non gran	-	100,000	100,000	100,000	200,000	500,000
	Sidewalk repair/construction - gran	-	10,000	10,000	10,000	20,000	50,000
	Air compressor w/ Sand blast unit	8,000	-	-	-	-	8,000
	Triaxle Dump Body Truck(cab/cha	-	-	240,000	-	-	240,000
	Salt shed facility improvements	-	-	50,000	-	-	50,000
	Salt dispensing truck computer	8,000	22,000	-	-	-	30,000
	Loader replacement	-	225,000	-	-	-	225,000
	Lg dump trucks plows	-	13,500	-	-	-	13,500
	Replace small masonry dump	-	70,000	-	50,000	50,000	170,000
	Replace Gildersleeve School Signa	-	20,000	20,000	-	-	40,000
	Brownstone Ave Road Reconstruct	-	-	2,000,000	2,000,000	2,000,000	6,000,000
	Road construction/drainage	-	200,000	200,000	200,000	200,000	800,000
	Storm drainage improvements	-	20,000	25,000	20,000	20,000	85,000
	Repair/replace guardrails	-	15,000	15,000	15,000	15,000	60,000
	<b>Total Highway Division</b>	<b>24,500</b>	<b>1,178,000</b>	<b>2,685,000</b>	<b>2,534,000</b>	<b>2,645,000</b>	<b>9,066,500</b>
	<b>Total Public Works</b>	<b>72,095</b>	<b>2,210,000</b>	<b>2,950,000</b>	<b>2,849,000</b>	<b>2,950,000</b>	<b>11,031,095</b>
<b>89100</b>	<b>Resource Recovery</b>	-	-	-	-	-	-
	Purchase compactor/containers	-	11,000	-	15,000	-	26,000
	Transfer station software	-	25,000	-	-	-	25,000
	Parking lot/service area improveme	-	50,000	-	-	-	50,000
	Facility improvements	-	50,000	10,000	10,000	10,000	80,000
	<b>Total Resource Recovery</b>	<b>-</b>	<b>136,000</b>	<b>10,000</b>	<b>25,000</b>	<b>10,000</b>	<b>181,000</b>

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2023 Through 2027**  
**As of May 09, 2022**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
<b>89110</b>	<b>Sewer Department</b>						
	Replace Utility Truck w/ Tail/lift	35,000	35,000	-	-	-	70,000
	Plant and system improvements	\$ 307,000	\$ 800,000	\$ 500,000	\$ 1,000,000	\$ 2,000,000	\$ 4,607,000
	Pump station improvements	-	30,000	-	-	-	30,000
	Blower replacement		25,000	25,000	25,000	30,000	105,000
	SCADA	8,000	20,000	20,000	-	-	48,000
	Pump replacement	15,000		50,000	-	40,000	105,000
	Variable frequency drive improvemr	-	-	10,000	-	12,000	22,000
	Grit removal system improvements		-	-	10,000	-	10,000
	Manhole improvements	10,000	40,000	35,000	35,000	35,000	155,000
	Replace lab equipment	5,000	5,000	-	10,000	-	20,000
	<b>Total Sewer Department</b>	<b>380,000</b>	<b>955,000</b>	<b>640,000</b>	<b>1,080,000</b>	<b>2,117,000</b>	<b>5,172,000</b>
<b>89120</b>	<b>Town-Wide Improvements</b>						
	Computers incl peripherals/printers	15,000	34,500	28,000	85,000	29,000	191,500
	(incl replace backup appliance)	-	-	-	-	-	-
	Closing costs & financial advisory	-	23,000	-	-	-	23,000
	Financial software replacement	-	-	-	-	220,000	220,000
	Upgrade computers - Police	-	4,000	-	27,000	-	31,000
	Cameras and fiber - water tanks	-	16,500	5,000	-	-	21,500
	GIS Reimplementation	-	20,000	5,000	5,000	5,000	35,000
	Revaluation	10,000	35,000	40,000	40,000	40,000	165,000
	Phone system replacement	-	40,000	40,000	-	-	80,000
	Camera and fire alarm system	-	20,000	20,000	20,000	-	60,000
	SCADA telemetry/computers/etc	15,000	-	15,000	15,000	15,000	60,000
	Water & Sewer fixed network anten	-	25,000	-	-	-	25,000
	<b>Total Town-Wide Improvements</b>	<b>40,000</b>	<b>218,000</b>	<b>153,000</b>	<b>192,000</b>	<b>309,000</b>	<b>912,000</b>
<b>89130</b>	<b>Water Department</b>						
	Facility & system upgrades	-	300,000	300,000	-	-	600,000
	Water main replacement	-	2,000,000	1,000,000	1,500,000	1,500,000	6,000,000
	Generator - Well	-	100,000	-	-	-	100,000
	Water storage tank improvements	-	50,000	-	200,000	-	250,000
	Replace mainline valves	-	50,000	20,000	-	-	70,000
	Remote read meters/reading equip	20,000	450,000	450,000	25,000	30,000	975,000
	Replace utility truck	195,000	-	-	-	-	195,000
	Replace fire hydrants	-	38,000	20,000	20,000	20,000	98,000
	SCADA system	20,000	-	-	-	40,000	60,000
	<b>Total Water Department</b>	<b>235,000</b>	<b>2,988,000</b>	<b>1,790,000</b>	<b>1,745,000</b>	<b>1,590,000</b>	<b>8,348,000</b>
<b>08-141</b>	<b>Total Capital Improvement Plan</b>	<b>\$ 935,595</b>	<b>\$ 10,766,500</b>	<b>\$ 8,129,200</b>	<b>\$ 8,154,500</b>	<b>\$ 13,555,500</b>	<b>\$ 41,541,295</b>